MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL HELD ON TUESDAY, JUNE 7, 2005 IN THE MUNICIPAL OFFICE, COUNCIL CHAMBERS

Present: Deputy Mayor D. Richards

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

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

Press (2)

Absent: Mayor J. Hunter

Call to Order: Deputy Mayor D. Richards called the meeting to order at 6:30 p.m.

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

Motion 05:06:01 Moved by Councillor Peeples to approve the agenda with the following additions:

12(a) Smoking Bylaw Open House
12(b) Elks Conference

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes**:

(a) Minutes of the Regular Meeting of Council held on May 17, 2005

Motion 05:06:02 Moved by Councillor Hurley that the Minutes of the Regular Meeting of Council held on May 17, 2005 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the May 17, 2005 Minutes

(i) None

(c) Minutes of the Special Meeting of Council held on May 24, 2005

Motion 05:06:03 Moved by Councillor Campbell that the Minutes of the Special Meeting of Council held on May 24, 2005 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the May 24, 2005 Minutes

(i) None

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

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

6. **Administration**: (a) Memo re: Board Appointments

Deputy Mayor D. Richards explained that two citizens have expressed an interest to become members at large on Council appointed advisory boards/committees.

Discussion ensued regarding the current working size(s) of the Heartland Beautification Committee and the Parks & Leisure Services Board.

Motion 05:06:04 Moved by Councillor Hurley that the Town of Stettler Council appoint Susan Nelson as a member at large on the Heartland Beautification Committee and appoint Bonnie Ireland as a member at large on the Stettler Parks & Leisure Services Board.

MOTION CARRIED
Unanimous

(b) Update re: Strategic Plan

Town Manager, R. Stoutenberg reviewed the Town's 2005 Strategic Plan and updated Council on the steps completed to date. Discussion ensued on an item by item basis.

(c) Memo re: Policy IV-1 – Building & Development Permit Fees

Town Manager, R. Stoutenberg reviewed the proposed amendments to the Town's building and development permit fees. Increases to fees are required to keep up with rising costs associated with residential, commercial and industrial developments, as well as, the amount of staff time required to process applications.

Round table discussion ensued regarding development permit fees based on reasonable cost recovery versus not charging a development permit fee.

Discussion continued regarding the reasonable nature of the proposed building permit rate of $4.30 per $1,000 of construction value and the proposed single family dwelling construction value cost per square foot of $110. Town Manager, R. Stoutenberg informed Council that most of the building permit fee is used to pay Alberta Permit Pro for the provision of building inspection services (75%). The Town does not administer/enforce electrical and plumbing inspections at this time (only building code inspection).

Discussion ensued regarding the benefits and liabilities associated with the Town providing these additional inspection services.

Motion 05:06:05 Moved by Councillor Majeran that the Town of Stettler Council approve the amended Policy IV-1 Building & Development Permit Fee Schedule as presented June 7, 2005.

MOTION CARRIED
Unanimous

(d) Policy V-4(c) – Marketing of Town of Stettler Residential Lots

Town Manager, R. Stoutenberg reviewed the proposed amendments to the Town's residential lot sale. The proposed amendments include:

- Increasing the cancellation penalty on a single lot purchase from $500 to 3% of the total purchase price.
- Discounts for multiple lot purchases have been changed to 3% for the purchase of 2 or 3 lots and to 6% for the purchase of 4 or more lots.
- The cancellation penalty for any lot acquired in a multi lot purchase has been changed to equal the amount of discount given at the time of purchase.

Discussion ensued regarding the success of the lot draw held on June 1st, 2005.

Motion 05:06:06 Moved by Councillor Thorogood that the Town of Stettler Council approve the amended to Policy V-4(c) – Marketing of Town of Stettler Residential Lots as presented June 7, 2005 and retroactively applied to June 1st, 2005.

MOTION CARRIED
Unanimous

(e) FCSS re: Financial Statements

Councillor Thorogood briefly reviewed and clarified information included in the Stettler & District Family & Community Support Services (FCSS) 2004 Financial Statements.

Motion 05:06:07 Moved by Councillor Thorogood that the Town of Stettler Council accept the FCSS Financial Statements as presented.

MOTION CARRIED
Unanimous

(f) Leisure Centre Update

Town Manager, R. Stoutenberg updated Council on construction progress to date. The Fundraising Committee is continuing using a selective/targeted approach.

(g) Town Manager's Report

Motion 05:06:08 Moved by Councillor Hurley that the Town Manager's Report for the month of May be accepted as presented.

MOTION CARRIED
Unanimous

(h) Statement of Revenue & Expenses as of May 31, 2005

Motion 05:06:09 Moved by Councillor Peeples that the Statement of Revenue & Expenses as of May 31, 2005 be accepted as presented.

MOTION CARRIED
Unanimous

(i) Statement of Capital Activity as of May 31, 2005

Motion 05:06:10 Moved by Councillor Majeran that the Statement of Capital Activity as of May 31, 2005 be accepted as presented.

MOTION CARRIED
Unanimous

(j) Accounts Payable in the amount of $565,887.22

Motion 05:06:11 Moved by Councillor Thorogood that Accounts Payable for the period ending June 2, 2005 in the amount of $565,887.22 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 report – absent from meeting.

(b) Councillor Campbell

-May 18 - MacDonald's Happy Day.

-May 19 - Red Deer River Users Group Meeting.

-May 24 - Special Council Meeting.

-May 26 - Regional Partnership Meeting.

-May 27 - Stettler Hospital Services Foundation Golf Meeting.

-June 1 - Stettler Hospital Services Foundation Regular Meeting.

-June 4 - Grassrooots (Centennial Exhibition of Art) Opening at the Stettler Library.

(c) Councillor Hurley

-May 24 - Special Council Meeting.

-May 24 - Ambulance Board Meeting.

-June 2 - Centennial Celebration Meeting re: time capsule, dedication to commemorate 100 years.

(d) Councillor Majeran

-May 24 - Special Council Meeting.

-May 26 - County of Stettler Housing Authority.

-June 7 - Paragon Place Senior Recognition Week Activity.

(e) Councillor Peeples

-May 19 - Red Deer River Users Group Meeting in Drumheller.

-May 24 - Special Council Meeting re: Town lots.

-May 30 - Town Office Meeting re: Funding for Recreation with the County.

-June 2 - Beautification Meeting.

(f) Councillor Richards

-May 24 - Special Council Meeting re: Town lots.
- Ambulance Board Meeting.

-June 1-3 - Ambulance Board Union Negotiation Meetings.

-June 3 - Meeting with Mayor to review upcoming Council items.

-June 4 - Heartland Youth Centre Awesome Auction.

(g) Councillor Thorogood

-May 18 - McHappy Day.
- Stettler Ag. Society Meeting – LTP considerations to be discussed at Committee.

-May 24 - Special Council Meeting re: Town lots.

-May 28 - Attended Grad as Town representative.

8. **Minutes**:

(a) Centennial Celebration Meeting of May 19, 2005

Councillor Hurley noted that the admission for the Saturday events has been changed to $5.00/person with 6 yrs. and under FREE.

(b) Stettler Ambulance Association Meeting of May 6, 2005

(c) Stettler Town & Country Museum Meeting of April 18, 2005

(d) Stettler Parks & Leisure Services Board Meeting of May 19, 2005

(e) Trail of the Buffalo Tourism Meeting of May 12, 2005

(f) Stettler District Ag. Society Meeting of May 18, 2005

(g) FCSS Board Meeting of April 18, 2005

Motion: 05:06:12 Moved by Councillor Majeran that the Minutes, items 8(a) to 8(g) inclusive be accepted for information.

MOTION CARRIED
Unanimous

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

10. **Bylaws**: (a) 1915-05 & 1916-05 re: Land Use Re-designation

1915-05
Town Manager, R. Stoutenberg explained that Bylaw 1915-05 is to amend Land Use Bylaw 1797-98 as follows:

that the south ±105.82m of Lot 9 Block C Plan 042 4667 be re-designated from "R1" Low Density Residential District to "C2" Highway Commercial District.

For clarification purposes, the property is abutting the north boundary of West Stettler Park and is directly east of Wal-Mart.

The purpose of the land use re-designation (rezoning) is to accommodate a hotel development.

Motion 05:06:13 Moved by Councillor Peeples that the Town of Stettler Council give first reading to Bylaw 1915-05.

MOTION CARRIED
Unanimous

1916-05
Town Manager, R. Stoutenberg explained that Bylaw 1916-05 is to amend Land Use Bylaw 1797-98 as follows:

that the south ±105.82m of Lot(s) B, Plan 193KS & Lot(s) 1, Block C, Plan 802 0403 be re-designated from "R1" Low Density Residential District to "R2" General Residential District.

For clarification purposes, the property is abutting the north boundary of West Stettler Park and lies directly east of the property in the previous motion (proposed hotel development).

The purpose of the land use re-designation (rezoning) is to accommodate a multi-residential development.

Motion 05:06:14 Moved by Councillor Thorogood that the Town of Stettler Council give first reading to Bylaw 1916-05.

MOTION CARRIED
Unanimous

11. **Correspondence**: (a) News re: Bragg Creek Plan Still has Hurdles to Jump

(b) Stettler Independent re: Commemorative Journal

Director of Finance & Administration, G. Switenky informed Council that Town Policy XIV-2(a) does not specifically authorize this type of public relations advertising, however the policy states that "Advertising requests, of a third party public relations nature, may be approved on an individual basis by the Town Council".

Discussion ensued regarding the importance promoting the Centennial activities.

Motion 05:06:15 Moved by Councillor Campbell that the Town of Stettler Council approve a request from the Stettler Independent to have the Town sponsor the inside front cover of a Commemorative Journal (Centennial) for a cost of $500 plus GST.

MOTION CARRIED
Unanimous

(c) Stettler Public Library

Town Manager, R. Stoutenberg reviewed correspondence from the Stettler Public Library and informed Council that Administration will set up a meeting with Library Board representatives to discuss this matter further.

(d) County of Stettler re: Recreation Funding Request

Town Manager, R. Stoutenberg reviewed correspondence from the County of Stettler committing $16.00 per capita (status quo) towards the 2005 operational cost of recreation facilities in the Town. The Town's request for a per capita increase ($20.62) will be discussed by County Council at the 2006 Budget review.

Discussion ensued regarding Council's options to negotiate a fair increase and the importance that the County contributes to the recreation facilities deficit based on participant usage (41%).

Motion 05:06:16 Moved by Councillor Hurley that the Town of Stettler Council table correspondence from the County of Stettler regarding recreation funding and forward a letter to County Council requesting a continuation of negotiations in good faith.

MOTION CARRIED
Unanimous

(e) Shirley McClellan re: Policing

Town Manager, R. Stoutenberg will forward a letter to Shirley McClellan, Deputy Premier & Minister, MLA Drumheller-Stettler clarifying that rural and/or highway traffic members are needed rather than Town members.

(f) Brownlee re: Emerging Trends in Assessment Law

(g) 2005 Twinned Municipalities Conference

Motion: 05:06:17 Moved by Councillor Hurley that the correspondence items 11(a) to 11(g) inclusive be accepted for information.

MOTION CARRIED
Unanimous

12. **Additions**: (a) Smoking Bylaw Open House

Deputy Mayor D. Richards reminded Councillors of the Informational Public Open House respecting the Smoking Bylaw to be held tomorrow night, June 8, 2005 at the Recreation Centre from 7-9 p.m.

(b) Elks Conference

Town Manager, R. Stoutenberg will clarify the Town's commitment regarding the delivery of a welcome message at the conference on Thursday, June 9, 2005.

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

Motion 05:06:18 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 8:50 p.m.

Motion 05:06:19 Moved by Councillor Thorogood that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 9:45 p.m.

14. **Adjournment**:

Motion 05:06:20 Moved by Councillor Campbell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 9:46 p.m.

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Mayor

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Director of Finance & Administration