

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, MARCH 16, 2004 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Keith Ryder  
  
Councillors A. Campbell, J. Hunter, S. Hurley, G. Majeran, R. Peeples & D. Richards (arrived at 6:47 p.m.)  
  
Town Manager R. Stoutenberg  
Administrative Assistant S. Mayer

**Absent:** None

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

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

**Motion 04:03:19** Moved by Councillor Hunter to approve the agenda as presented with the following additions:

- 5(a) Delegation – Marketing of Town of Stettler Lots
- 12(a) Lot Sale Request – Policy V-4(c)
- 12(b) Memo re: ¾ Ton Truck Tender

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held March 2, 2004

**Motion 04:03:20** Moved by Councillor Peeples that the Minutes of the Regular Meeting of Council held on March 2, 2004 be approved as presented.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the March 2, 2004 Minutes
  - (i) Sewer Flusher Hydrovac

Town Manager R. Stoutenberg advised that an International was purchased which was approximately \$2,400 more than the Sterling chassis. Additional options amounted to \$4,100.

- (c) Minutes of the Committee Meeting held on March 9, 2004

**Motion 04:03:21** Moved by Councillor Campbell that the Minutes of the Committee Meeting of Council held on March 9, 2004 be approved as amended as follows:

Change "Berman" to "Bergman".

MOTION CARRIED  
Unanimous

- (d) Business Arising from the March 9, 2004 Committee Minutes
  - (i) Next Committee Agenda – Physician Recruitment

6. **Administration:** (a) Subdivision Report – Wal-Mart

Town Manager, R. Stoutenberg reviewed the report on Subdivision #2004-01 (Stantec Consulting Ltd.). He advised that Administration is meeting with representatives from Stantec Consulting Ltd. on March 17, 2004 to discuss cost items.

Discussion ensued on water and sewer services.

Town Manager R. Stoutenberg noted amount owing for municipal reserves on the 8.61 acre site is \$52,216.00.

**Motion 04:03:22**

Moved by Councillor Majeran that the Town of Stettler Council approve Application 2004-01 subject to the following conditions:

1. That the subdivision is to be effected by a Plan of Subdivision.
2. That any outstanding taxes on the land being subdivided are paid or satisfactory arrangements there to the Town of Stettler.
3. That municipal reserves in the amount of \$52,610.00 be paid to the Town of Stettler prior to final endorsement of the plan of subdivision by the Town of Stettler Subdivision Approving Authority.
4. That the applicant makes satisfactory arrangements with the Town of Settler for provision of the necessary utility easements on both of the 2 new parcels being created.
5. That the applicant prepare for registration at Land Titles Office an internal road access agreement between the Town of Stettler and the owners of the 2 parcels of land being created as a result of this subdivision.
6. That the applicant enters into a development agreement with the Town of Stettler to address the following matters:
  - a. Construction and cost of 70 Street.
  - b. Installation and cost of public utilities to serve the development.
  - c. Installation of storm sewer outfall line across park and into fishpond.

MOTION CARRIED  
Unanimous

Councillor Richards arrived at 6:47 p.m.

4. **Citizen's Forum:** (a) Dan Scheifele - 7:00 P.M.

Discussion was held with Mr. Scheifele regarding his interest in purchasing multiple lots in Meadowlands Stage IV. Mr. Scheifele stated that he had originally been interested in purchasing four residential lots for the purpose of subdividing into three lots, with the intent of only purchasing two of the subdivided lots with the third lot remaining with the Town. Due to the 60% down payment required by the Town on a multi lot purchase he has since offered to purchase three lots and subdivide into two lots. Mr. Scheifele requested that the current 60% down payment for a multi lot purchase be reduced to the 10% down payment as for a single lot purchase. He advised that his builder who will be purchasing one of the two lots for the purpose of building a spec home feels that too much money would be tied up with the 60% down payment. He further noted that this large of a down payment is a deterrent for developers to purchase multi lots.

Town Manager R. Stoutenberg reviewed the multi lot discount that is currently in place and noted that full payment on a multi lot purchase is 120 days which is the same as a single lot purchase. He advised that the building commitment is 1.5 years versus 1 year for a single lot purchase.

Discussion ensued.

Mr. Scheifele left the meeting and Citizens Forum closed at approximately 7:22 p.m.

This item was dealt with later in the meeting as item 12(a) – Lot Sale Request.

6. **Administration:** (d) Town of Stettler Strategic Plan – First Quarterly Update

Town Manager R. Stoutenberg reviewed the activity on each strategic planning goal.

Discussion was held on the Leisure Centre in respect to building placement, adequate parking and construction costs. Town Manager R. Stoutenberg stated that due to the increase in the cost of steel that construction costs may be higher than anticipated.

Mayor Ryder noted that the final report will be presented to Council by the Leisure Committee.

Moved by Councillor Richards to accept the Strategic Plan for information.

MOTION CARRIED  
Unanimous

5. **Delegations:** (a) 7:30 P.M. – Alan Willis re: Marketing of Town of Stettler Lots

Alan Willis presented a Marketing Strategy for the sale of Town-owned residential lots. Mr. Willis recommended that the Town of Stettler engage the exclusive services of the Local Real Estate Agencies to sell residential properties on its behalf with the following conditions:

- On Contract
- Responsible for all Advertising & Marketing Expenses
- Regular Performance Review
- Commission rate set at 7% and a minimum of \$1,000
- Residential Lots in Emmerson Estates Phase 1 and II and Meadowlands subdivisions.

Discussion ensued. It was decided to table this item for consideration at a future Council Committee meeting.

Alan Willis reported on a proposed Strategic Planning Session scheduled for April 13<sup>th</sup> and 15<sup>th</sup>. The cost of the Strategic Planning Session would be \$4,655.00.

Mr. Willis requested a letter of support from the Town.

Discussion was held on the funding of the event. Mayor Ryder stated that the proposed Strategic Planning Session was approved by the Marketing Corporation subject to funding being in place. Discussion ensued.

Mr. Willis advised that Mark Nixdorf, District Manager for Wal-Mart, will be in Stettler on Thursday, April 8<sup>th</sup> for the purpose of meeting with members of the Marketing Corporation and to attend a luncheon hosted by the Marketing Corporation and Chamber of Commerce.

Mr. Willis left the meeting at 8:05 p.m.

Mayor Ryder recessed the meeting at 8:05 p.m. and reconvened the meeting at 8:15 p.m.

6. **Administration:**

**Motion 04:03:23**

(b) Marketing Corporation 2004 Operating Budget

Moved by Councillor Campbell that the Marketing Corporation 2004 Operating Budget in the amount of \$76,700.00 be approved as presented.

In Favor: Mayor Ryder, Councillors Campbell, Hunter, Peeples & Richards

Opposed: Councillors Hurley & Majeran

MOTION CARRIED

(c) Committee of the Whole Recommendation

Incorrect Utility Billing Information

**Motion 04:03:24**

Moved by Councillor Hunter that Council accept the recommendation to authorize an additional charge for the previous 24 months for all three utility accounts as presented at the March 9, 2004 Committee of the Whole meeting.

MOTION CARRIED  
Unanimous

(e) Memo re: Mower Recommendation

**Motion 04:03:25**

Moved by Councillor Hurley that the Town of Stettler Council accept Administration's recommendation to approve the purchase of a Kubota F2560 Lawn Tractor for \$21,389.30 from Homestead Equipment Stettler.

MOTION CARRIED  
Unanimous

(f) Policy VII-5(b) – Collection of and Write-Off of Bad Debt Accounts

**Motion 04:03:26**

Moved by Councillor Campbell that the Town of Stettler approve amendments to Policy VII-5(b), being the Collection of and Write-Off of Bad Debt Accounts Policy as presented.

MOTION CARRIED  
Unanimous

(g) Policy X-1 (e)(vi) re: Community Hall Rental Rates

Town Manager R. Stoutenberg reviewed the policy changes for the Community Hall Rental Rates.

**Motion 04:03:27**

Moved by Councillor Peeples that the Town of Stettler approve the amendments to Policy X-1(e)(vi), being the Community Hall Rental Rates Policy as presented.

MOTION CARRIED  
Unanimous

(h) Update re: Leisure Centre

Town Manager R. Stoutenberg reported that the next Leisure Centre Meeting would be held on March 24, 2004. The Committee is working on the final plan.

- (i) April Newsletter Items
  - 2004 Composting Program
  - Spring Clean-up
  - Dental Month
  - Sharebear Pre-School Registration
  - Stettler Tar Trek Fun Run – May 15, 2004
  - Water Smart Program
  - Election – Nomination Papers
  - Supertankers Swim Meet

**Motion 04:03:28**

- (j) Bank Reconciliation as of February 29, 2004

Moved by Councillor Majeran that the Bank Reconciliation as of February 29, 2004 be accepted for information.

MOTION CARRIED  
Unanimous

- (k) Statement of Revenue & Expenses as of February 29, 2004

**Motion 04:03:29**

Moved by Councillor Peeples that the Statement of Revenue & Expenses as of February 29, 2004 be accepted for information.

MOTION CARRIED  
Unanimous

- (l) Statement of Capital Activity as of February 29, 2004

**Motion 04:03:30**

Moved by Councillor Hurley that the Statement of Capital Activity as of February 29, 2004 be accepted for information.

MOTION CARRIED  
Unanimous

- (m) Accounts Payable in the amount of \$87,475.85

**Motion 04:03:31**

Moved by Councillor Peeples that Accounts Payable cheque #41786 in the amount of \$32.10 for Town Centre Trophy & Gifts be approved for payment.

MOTION CARRIED

Abstained: Mayor Ryder

**Motion 04:03:32**

Moved by Councillor Richards that Accounts Payable for the period ending March 10, 2004 in the amount of \$87,443.75 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 report.

- (b) Councillor Campbell

-Mar 4 - Heartland Beautification Meeting.

-Mar 9 - Committee of the Whole Meeting.

-Mar 10 - Chamber of Commerce Meeting.

-Mar 15 - Library Board Meeting.

(c) Councillor Hunter

- Mar 9 - Committee of the Whole Meeting.
- Mar 11 - Leisure Centre Meeting.

(d) Councillor Hurley

- No report.

(e) Councillor Majeran

- Mar 9 - Committee of the Whole Meeting.

(f) Councillor Peebles

- Mar 8 - Airport Board Meeting.
- Mar 9 - Committee of the Whole Meeting.
- Mar 15 - FCSS Board Meeting.

(g) Councillor Richards

- Mar 11 - Marketing Board Meeting.
- Mar 15 - FCSS Board Meeting.

8. **Minutes:**

(a) Stettler District Agricultural Special General Meeting & Director's Meeting of February 18, 2004

Councillor Hurley reported that the Ag. Society would be hosting a pancake breakfast June 19, 2004 and possibly a parade in conjunction with Crazy Days and Show & Shine.

There will be a Rough Stock Rodeo held in April.

(b) Chamber of Commerce Director's Meeting of February 11, 2004

(c) Stettler Agricultural Society Meeting of February 24, 2004

(d) Marketing Corporation Meeting of March 4, 2004

(e) Centennial Celebration Meeting of February 27, 2004

(f) Stettler Airport Board Meeting of March 8, 2004 & Flow Chart of Responsibilities

It was noted to change "support financially by contributing the deficit" to "support financially by funding the deficit". The proposed Airport Flow Chart is to be reviewed at a future Committee Meeting.

(g) Trail of the Buffalo Meeting of February 18, 2004

(h) Leisure Centre Meeting of March 2, 2004

(i) FCSS Board Meeting of January 21, 2004

Councillor Richards advised that FCSS would like to share the Town's Trade Fair booth this year.

(j) Stettler Waste Management Authority Meeting of February 27, 2004

(k) Stettler District Ambulance Association Meeting of February 23, 2004

**Motion 04:03:33**

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

MOTION CARRIED  
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) 1890-04 re: Closing a Portion of a Public Highway (Street)

**Motion 04:03:34**

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 1890-04.

MOTION CARRIED  
Unanimous

- (b) Memo re: 2004 Voting Procedures Bylaw

The memo was reviewed and discussion was held regarding items relating to the 2004 Municipal election.

It was the consensus of Council that:

- in accordance with Section 28 of the Local Authorities Election Act to receive nominations papers from 8:30 a.m. to 12 noon.
- in accordance with Section 43 of the Local Authorities Election Act to have candidates names appear in each of the printed ballots in alphabetical order.
- in accordance with Section 46 of the Local Authorities Election Act to have the voting station open from 10:00 a.m. to 8:00 p.m.

Section 80 - Institutional Voting Stations.

- include Paragon Place.

**Motion 04:03:35**

Moved by Councillor Richards that the Town of Stettler proceed with Section 73 as follows:

1. Provide for the attendance of a deputy at the residence of an elector during the hours an advance voting station is open or other times as may be fixed by the resolution, in order to take the votes of an elector who, because of physical incapacity, is unable to attend a voting station or an advance voting station to vote.
2. Provide for holding an advance vote. The returning officer must determine the days and hours when the advance vote is to be held.

MOTION CARRIED  
Unanimous

11. **Correspondence:** (a) Canadian Federation of Independent Business re: Property Tax Inequities
- (b) Stettler District Agricultural Society

Correspondence received from the Ag. Society stating that the arrears would be paid by the end of July 2004.

- (c) AUMA re: Changes to the Alberta Capital Finance Authority Board

- (d) AUMA re: Pre-Budget Meeting with Premier Klein
- (e) AUMA re: Request for Resolutions for the 2004 AUMA Annual Convention
- (f) Mayor's Detailed Report

**Motion 04:03:36**

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

MOTION CARRIED  
Unanimous

12. **Items Added:**

- (a) Lot Sale Request – Policy V-4(c)

Town Manager, R. Stoutenberg reviewed the present multi lot sale policy. A lengthy discussion was held pertaining to the 60% down payment requirement and possible alternatives.

Moved by Councillor Hunter that item 2(d) of Policy V-4(c) "Marketing of Town of Stettler Residential Lots" be changed from the present 60% down payment to a new down payment fee as follows:

No. of Lots Purchased	Down Payment
1	10%
2	12.5%
3	15%
4	17.5%
5	20%
6	22.5%
7	25%
8	27.5%

MOTION CARRIED  
Unanimous

- (b) Memo re: ¾ Ton Truck Tender

Councillors Richards and Hunter declared a possible conflict of interest and excused themselves from discussion and voting on this item.

**Motion 04:03:37**

Moved by Councillor Majeran that the Town of Stettler Council approve the purchase of ¾ Ton Truck from Stettler GM Ltd. at a cost of \$24,000.00 plus GST.

MOTION CARRIED  
Unanimous with the abstention of Councillors Richards & Hunter

Councillors Richards & Hunter returned to the regular meeting.

13. **In-Camera Session:**

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

14. **Adjournment:**

**Motion 04:03:38**

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

MOTION CARRIED  
Unanimous at 10:00 p.m.



