

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, MAY 17, 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 05:05:20 Moved by Councillor Hurley to approve the agenda as presented with the following addition:

12(a) Director of Disaster Services Resignation

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held May 3, 2005

Motion 05:05:21 Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on May 3, 2005 be approved with the following correction:

Motions 05:05:07 & 05:05:08 should both read "give first reading".

MOTION CARRIED
Unanimous

(b) Business Arising from the May 3, 2005 Minutes

None

Councillor Majeran entered the meeting at 6:34 p.m.

(c) Minutes of the Committee of the Whole Meeting held May 10, 2005

Motion 05:05:22 Moved by Councillor Richards that the Minutes of the Committee of the Whole held on May 10, 2005 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the May 10, 2005 Minutes

Town Manager, R. Stoutenberg informed Council that with respect to a \$50 deposit being required prior to an animal trap being loaned, Alberta Animal Services will take a personal cheque and will not cash it unless the trap is returned damaged or not at all. This should alleviate the concern that some people may not be able to afford the deposit.

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

5. Delegations: (a) None

6. Administration: (a) Committee Recommendations

(i) Regional Fire Chief & Safety Coordinator Positions

Motion 05:05:23

Moved by Councillor Campbell that the Town of Stettler Council endorse the recommendations made in the Regional Partnership proposals for the positions of Regional Fire Chief and Safety Coordinator, and that the Regional Partnership Committee be advised.

MOTION CARRIED
Unanimous

(ii) Bylaw Enforcement

Town Manager, R. Stoutenberg explained to Council that the Development Officer currently handles bylaw enforcement on a part-time/complaint basis. Council is aware that the Development Officer has little or no time to deal with bylaw enforcement issues. There remains the need to deal with/investigate bylaw enforcement matters on a part-time basis. Town Manager, R. Stoutenberg also informed Council that the Director of Disaster Services has resigned and that both duties could possibly be combined into a two day per week position.

Round table discussion ensued regarding:

- * the need for the part-time position;
- * the duties involved, including public education;
- * cost sharing via a regional position with the County;
- * acting on complaints versus a dedicated two day per week position;
- * the attributes of a dedicated Bylaw Enforcement Officer;
- * the possibility of eventually combining bylaw enforcement with Animal Control;
- * the possibility that this may be seen as/become a revenue generator, and
- * the Town's ability to control the position.

Motion 05:05:24

Moved by Councillor Hurley that the Town of Stettler participate in a joint Regional Bylaw Enforcement program based on the analysis included in a memo to Town Council dated 05/01/2005 and that the Town's position not exceed 2½ days per week, including Disaster Services duties, and that any contract not exceed two years duration in the initial term, and that the Regional Partnership Committee be advised.

MOTION CARRIED (5 – 2)
Opposed: Councillors Richards
& Campbell

(b) Financial Statements for the year ended December 31, 2004

Director of Finance and Administration, G. Switenky presented and reviewed the financial results included in the Town's 2004 Consolidated Financial Statements and 2004 Municipal Financial Information Return. In addition, the Auditors' Reports, the Management Letter to Council, a statement of independence by the Auditor, and Review Engagement Reports prepared to support the Municipal Sponsorship Program were explained. Cash and debt levels, as well as changes in reserve balances were highlighted.

Motion 05:05:25

Moved by Councillor Majeran that the Town's 2004 Consolidated Financial Statements and 2004 Municipal Financial Information Return for the Year Ended December 31, 2004 be accepted as presented, including correspondence from the Auditor as follows:

1. A statement communicating the independence of the Auditor
2. A Management Letter dated February 2, 2005
3. An Auditors' Report on the 2004 Consolidated Financial Statements, dated February 2, 2005.
4. An Auditors' Report on the 2004 Municipal Financial Information Return dated February 2, 2005.
5. A Review Engagement Report on the 2002/2003 Municipal Sponsorship Program
6. A Review Engagement Report on the 2003/2004 Municipal Sponsorship Program

MOTION CARRIED
Unanimous

(c) Memo re: 2005 Assessment Reduction on Brennan Plaza

Mayor Hunter and Councillor Richards declared a possible conflict of interest and excused themselves from discussion and voting on this item by leaving the meeting.

Councillor Campbell (Deputy Mayor) assumed the Chair.

Town Manager, R. Stoutenberg explained that the Town's Assessor, Municipal Property Consultants Ltd. requests Council to correct/reduce the 2005 assessment on the Brennan Plaza by \$78,970 due to higher vacancies than originally calculated by the Assessor.

The Town's contract with the Assessor states that a correction in excess of \$25,000 requires a Council decision as to whether to allow the reduction or to require the taxpayer make a complaint to the Assessment Review Board (appeal).

The Assessor and the owner jointly support this reduction based on a recent purchase price.

Motion 05:05:26

Moved by Councillor Peebles that the Town of Stettler Council approve a \$78,970 reduction in the 2005 taxable assessment for the Brennan Plaza – Tax Roll #131100002 and authorize the Assessor to make the necessary correction per Section 305(1) of the *Municipal Government Act, R.S.A. 2000, c. M-26*.

MOTION CARRIED
Unanimous with the
abstentions of Mayor Hunter &
Councillor Richards

Mayor Hunter and Councillor Richards returned to the meeting.

Mayor Hunter resumed the Chair.

- (d) June Newsletter Items
- Water Smart Program
 - Craze Daze/Show & Shine – June 17, 18 & 19, 2005
 - RCMP Musical Ride – July 30, 2005
 - 2005 Taxes Due June 30, 2005
 - Use of Fire Pits & Outdoor Fireplaces
 - Picking up After Pooches Required
 - R.V.'s on Streets
 - Atco Electric – Places In Time – June 14, 2005
 - Seniors Education Tax Rebate Program
 - FCSS – Wise Owl Program for Seniors

- (e) Update re: Leisure Centre

Town Manager, R. Stoutenberg informed Council that part of the tank has been poured and work is proceeding on a timely basis.

Mayor Hunter informed Council that the "Over the Top Auction" was a great success. It is anticipated that net proceeds will be approximately \$320,000 after expenses have been paid.

- (f) Bank Reconciliation as of April 30, 2005

Motion 05:05:27

Moved by Councillor Richards that the Bank Reconciliation as of April 30, 2005 be accepted as presented.

MOTION CARRIED
Unanimous

(g) Statement of Revenue & Expenses as of April 30, 2005

Motion 05:05:28

Moved by Councillor Peeples that the Statement of Revenue & Expenses as of April 30, 2005 be accepted as presented.

MOTION CARRIED
Unanimous

(h) Statement of Capital Activity as of April 30, 2005

Motion 05:05:29

Moved by Councillor Thorogood that the Statement of Capital Activity as of April 30, 2005 be accepted as presented.

MOTION CARRIED
Unanimous

(i) Accounts Payable in the amount of \$75,465.33

Motion 05:05:30

Moved by Councillor Peeples that Accounts Payable for the period ending May 11, 2005 in the amount of \$75,465.33 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- May 4,5,6 - Mayor's Conference.
- May 6 - Leisure Centre Over the Top Auction.
- May 10 - Committee of the Whole Meeting.
- May 13 - Town Office duties.
- May 16 - Meeting with Town Manager and Ratepayer re: sewer ditch.

(b) Councillor Campbell

- Apr 28 - Regional Partnership Meeting.
- May 5 - Parkland Regional Library Meeting.
- May 6 - Over the Top Auction.
- May 10 - Committee of the Whole Meeting.
- May 16 - Stettler Library Meeting.

(c) Councillor Hurley

- May 6 - Ambulance Meeting.
- Over the Top Auction.

(d) Councillor Majeran

- Apr 29 - MLA Luncheon with Shirley McClellan.
- May 10 - Committee of the Whole Meeting.

(e) Councillor Peeples

- May 10 - Committee of the Whole Meeting.
- May 16 - Town and Country Museum Meeting.

(f) Councillor Richards

- May 5 - Community Partnership Enhancement Fund for FCSS Workshop.
- May 6 - Over the Top Auction.
 - FCSS Board Meeting.
- May 10 - Committee of the Whole Meeting.
- May 9 - Ambulance Board Union Negotiation Meeting.
- May 11 - Chamber of Commerce Meeting.

(g) Councillor Thorogood

- May 5 - Marketing Corporation Meeting.
- May 6 - Over the Top Auction.
- May 16 - FCSS Meeting re: Wise Owl Program for Seniors to be done in Lodges.

8. **Minutes:**

- (a) Heartland Beautification Meeting of May 5, 2005
- (b) Marketing Corporation Meeting of May 5, 2005
- (c) Stettler Ag. Society Meeting of April 20, 2005

Motion 05:05:31

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

MOTION CARRIED
Unanimous

9. **Public Hearing:**

- (a) None

10. **Bylaws:**

- (a) None

11. **Correspondence:**

- (a) Central Alberta Child and Family Services Spring Symposium
- (b) Government of Canada – Budget 2005
- (c) Atco Centennial Program

- (d) APWA – Alberta Chapter

Motion 05:05:32

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

MOTION CARRIED
Unanimous

12. **Items Added:**

- (a) Director of Disaster Services Resignation

Town Manager, R. Stoutenberg presented the letter of resignation from the Director of Disaster Services.

Motion 05:05:33

Moved by Councillor Campbell that the Town of Stettler Council accept the resignation of Dave Dennis, Director of Disaster Services with regret and appoint Town Manager, R. Stoutenberg as the interim Director of Disaster Services effective June 1, 2005.

MOTION CARRIED
Unanimous

Mayor Hunter recessed the meeting at 8:04 p.m.

Mayor Hunter reconvened the meeting at 8:12 p.m.

13. **In-Camera Session:**

- (a) Land Matter

Motion 05:05:34

Moved by Councillor Campbell 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 as presented on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 8:12 p.m.

Motion 05:05:35

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

MOTION CARRIED
Unanimous at 9:41 p.m.

14. **Adjournment:**

Motion 05:05:36

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

MOTION CARRIED
Unanimous at 9:41 p.m.

Mayor

Director of Finance & Administration