

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, MAY 20, 2008 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor J. Hunter  
  
Councillors A. Campbell, D. Dennis, D. Garbutt, 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 08:05:18** Moved by Councillor Peeples to approve the agenda with the following additions:

- 11(g) Invitation to Town of Rocky Mtn. House Parade – June 7<sup>th</sup>
- 11(h) Invitation to Town of Bashaw Parade – June 14<sup>th</sup>
- 11(i) Invitation to Town of Drumheller Parade – July 1<sup>st</sup>
- 11(j) Atco Electric re: Beethoven in the Badlands Concert – June 7<sup>th</sup>

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held May 6, 2008

**Motion 08:05:19** Moved by Councillor Thorogood that the Minutes of the Regular Meeting of Council held on May 6, 2008 be approved as presented.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the May 6, 2008 Minutes

None

- (c) Minutes of the Committee of the Whole Meeting held May 13, 2008

**Motion 08:05:20** Moved by Councillor Campbell that the Minutes of the Committee of the Whole Meeting held on May 13, 2008 be approved as presented.

MOTION CARRIED  
Unanimous

- (d) Business Arising from the May 13, 2008 Committee Minutes

None

Councillor D. Richards entered the meeting.

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

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

Mayor Hunter with the mutual consent of Council varied the order of the agenda to consider Item 6(e) Strategic Goal #2 – Community Theme at this time.

6. **Administration:** (e) Memo re: Strategic Goal #2 – Community Theme

Director of Parks & Leisure, L. Penner entered the meeting at 6:35 p.m.

Mayor Hunter welcomed L. Penner to the meeting.

Director of Parks & Leisure, L. Penner commenced with a power point presentation on common ground for image, branding, theme, marketing and signage for Stettler. It was noted that this presentation has been modified and updated to include some of Council's feedback from a previous presentation at Committee of the Whole on April 8<sup>th</sup>, 2008.

Discussion ensued regarding what is important in a logo for Stettler. The new and relatively simple Stettler Recreation Centre logo "SRC" was highlighted as having been successfully accepted and adopted by the community.

It was mutually agreed that Administration is on the right track, however none of the conceptual images presented are considered "The One" at this time.

Administration will distribute some concepts through various local media/web sources in an attempt to garner some constructive feedback from citizens in the community.

Mayor Hunter concluded by thanking L. Penner for his interesting presentation.

L. Penner departed the meeting at 6:55 p.m.

6. **Administration Con't:** (a) Memo re: 2008 Operating Budget & Tax Rate Bylaw 1971-08

Director of Finance and Administration G. Switenky presented the 2008 Operating Budget and reviewed the information presented in the Memorandum. The 2008 Operating Budget has been prepared based on the approved 3 year 2008 – 2010 Interim Operating Budget (December 4<sup>th</sup>, 2007), the approved 2007 Capital Budget (January 22<sup>nd</sup>, 2008) and includes several forecasting adjustments presented to Committee of the Whole on May 13, 2008.

Property values for 2008 assessment purposes increased by \$147.7 million (36.1%) over 2007 including \$22.4 million (5.48%) due to new construction growth and \$125.3 million (30.62%) due to inflation.

Existing Residential properties appreciated by an average of 37.38% while non-residential properties appreciated by an average of only 15.28%. A similar inflationary assessment trend has occurred over the past few years.

It was explained that in an inflationary market a percentage differential trend can cause a corresponding relative share of the overall property tax burden to shift between the two tax classes; creating a greater financial impact on individual residential properties than on commercial/industrial properties (compounded annually).

In an effort to mitigate a part of the financial impact due inflationary assessment shifting between the tax classes, the 2008 Operating Budget includes a 5.41% municipal property tax increase for residential properties and a 8.45% municipal property tax increase for non-residential properties. The 2008 property tax increase will generate an additional \$213,585 for municipal purposes from existing 2007 taxpayers and an additional \$145,529 will be generated for municipal purposes from new construction growth.

Municipal taxes comprise only one component of the annual property tax notice. The other components including the Education Property Tax Requisition and the Stettler Housing Authority Requisition will create a tax reduction for the average property in both classes given new taxes generated from construction growth.

Therefore, the combined "Total Real Dollar" property tax increase in the Town of Stettler for 2008 is as follows for each property tax class:

Residential	3.0%
Non-Residential	4.0%

The 2008 Operating Budget will generate \$3,715,952 in property taxation revenue for municipal purposes. The amount estimated to be available for Capital and/or Reserve Transfers is \$915,475. As an option, it was noted that an additional 1% increase in Residential taxes would generate an additional \$34,835 for capital purposes.

Significant items impacting the 2008 Operating Budget include increases in the cost of labor, electricity, ambulance services and library services.

It was mutually agreed that it is appropriate and fair to continue splitting the tax (mill) rate in order to mitigate the shifting of tax between property tax classes caused by the differential in the appreciation of assessed values over the past few years.

Discussion ensued regarding the necessity for this municipal tax increase and that the net impact on overall tax levels within both classes of property in Stettler for 2008 is relatively reasonable.

**Motion 08:05:21**

Moved by Councillor Thorogood that the Town of Stettler Council adopt, per Section 242(1) of the Municipal Government Act, the 2008 Operating Budget for the Town of Stettler as presented with combined expenditures and transfers totaling \$13,580,190 and with an average Municipal Tax Increase as follows:

Residential	5.41%
Non-Residential	8.45%

MOTION CARRIED  
Unanimous

Mayor Hunter with the mutual consent of Council varied the order of Agenda to consider Item 10(a); the 2008 Tax Rate Bylaw imposing a tax in respect of property in the municipality to raise revenue to be used toward the payment of expenditures set out in the 2008 Operating Budget.

10. **Bylaws:** (a) 1971-08 re: To Authorize the Rates of Taxation for the 2008 Taxation Year

**Motion 08:05:22**

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 1971-08.

MOTION CARRIED  
Unanimous

**Motion 08:05:23**

Moved by Councillor Thorogood that the Town of Stettler Council give second reading to Bylaw 1971-08.

MOTION CARRIED  
Unanimous

**Motion 08:05:24**

Moved by Councillor Peebles that the Town of Stettler Council give permission for third and final reading to Bylaw 1971-08.

MOTION CARRIED  
Unanimous

**Motion 08:05:25**

Moved by Councillor Dennis that the Town of Stettler Council give third and final reading to Bylaw 1971-08.

MOTION CARRIED (6 – 1)  
Opposed: Councillor Richards

6. **Administration Con`t:** (b) Policy XII-1 re: Security Camera

Town Manager, R. Stoutenberg explained that it is the new practice of the Town of Stettler to utilize video surveillance to ensure the security of individuals, assets and property.

Video security surveillance systems are a resource used by The Town of Stettler at selected sites within the jurisdiction of the Town. In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident.

The Town of Stettler recognizes that video surveillance technology has a high potential for infringing upon an individual's right to privacy and although video surveillance technology may be required for legitimate operational purposes, its use must be in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* (the Act).

Discussion ensued regarding various guidelines in the proposed policy including: the stated normal retention period of 7 days for video recordings and the amount of staff time involved in appropriately managing the recorded information.

Discussion continued regarding the perceived personally invasive nature of recording continuous video information, and the importance of making sure all recorded information is secure and accessible by authorized staff only.

It was mutually agreed that Administration will re-review the draft policy and bring it back to the next Council Meeting for further consideration by Council.

(c) Request for Subdivision 2008-02

Town Manager, R. Stoutenberg advised that the applicant (Canalta Real Estate Services) is proposing to create one lot to accommodate a commercial development on Lot 12, Block C, Plan 062 1675 and a portion of Lot 2, Block C, Plan 802 0403.

The applicant is proposing to subdivide the above mentioned lots to provide one single commercial lot. The intended future use of this property is retail commercial and will be accessed from 67<sup>th</sup> street and 49<sup>th</sup> avenue. The lot is currently serviced with water, sanitary, and storm sewer.

The original subdivision of the entire property that encompassed this proposed lot required municipal reserves. A municipal reserve strip along the West boundary of Lot 13, Block C, Plan 0621676 will be required in the future as part of this original subdivision approval to provide access to West Stettler Park.

The proposed subdivision will have access from the existing 49<sup>th</sup> Avenue and emergency access to the east boundary of the parcel will be provided on site. However access to lots south of this proposed subdivision will have to be addressed in the future by means of a deferred servicing agreement.

This deferred servicing agreement will be registered on title and will address future expansion of 49<sup>th</sup> Avenue to the east and what road design will provide sufficient access for developments and emergency response vehicles.

Future issues with drainage may need to be addressed when a development permit is issued on the proposed lot. Storm drainage from the property into the drainage ditch along Highway 12 may require improvements including a buried storm drainage pipe.

**Motion 08:05:26**

Moved by Councillor Peebles that the Town of Stettler Council approve Subdivision Application 2008-02 from Canalta Real Estate Services to create one lot to accommodate a commercial development on Lot 12, Block C, Plan 062 1675 and a portion of Lot 2, Block C, Plan 802 0403 has been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 of the *Subdivision and Development Regulations* and having considered adjacent landowner(s) submissions the Town of Stettler Council approves Subdivision Application 2008-02 as per the tentative plan for the following reasons:

1. That the application is consistent with Section 7 of the *Subdivision and Development Regulations*.
2. The application is consistent with the Municipal Development Plan.
3. No Municipal reserves are owing. (Reserves were dedicated in the original subdivision of the property).

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2008-02 subject to the following conditions:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*.
2. That any outstanding property taxes on the land being subdivided are paid or satisfactory arrangements made thereto the Town of Stettler.
3. That the applicant enters into a deferred servicing agreement for the future development of 49<sup>th</sup> Avenue. This agreement must identify how future developments south of Lot 12, Block C, Plan 062 1675 and a portion of Lot 2, Block C, Plan 802 0403 will be accessed and how emergency vehicle access will be addressed in the future. This agreement must also identify that all future costs associated with this road development is the responsibility of the applicant.

MOTION CARRIED  
Unanimous



**Motion 08:05:27**

Moved by Councillor Campbell that Subdivision Application 2008-03 from Craig & Carling Park to create four lots to accommodate two duplexes on Lot 1, Block 2, Plan 22MC located at 6102 – 50A Avenue has been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 of the *Subdivision and Development Regulations* and having considered adjacent landowner(s) submissions the Town of Stettler Council approves Subdivision Application 2008-03 as per the tentative plan for the following reasons:

1. That the application is consistent with Section 7 of the *Subdivision and Development Regulations*.
2. The application is consistent with the Municipal Development Plan.
3. No Municipal reserves are owing. (Reserves were dedicated in the original subdivision of the property).

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2008-02 subject to the following conditions:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*.
2. That the applicant supplies appropriate municipal services to each new parcel being created to the satisfaction of the Town of Stettler's Public Works Department and ensures the registration of the appropriate Utility Servicing Right-of-Way/Easement.
3. That any outstanding property taxes on the land being subdivided are paid or satisfactory arrangements made thereto the Town of Stettler.

MOTION CARRIED

Unanimous with the abstention of Mayor Hunter and Councillor Richards

Mayor Hunter returned and reassumed the chair.

- (e) Memo re: Strategic Goal #2 – Community Theme

This item was dealt with earlier in the meeting.

- (f) Request re: Appointment to Community Advisory Committee

Town Council reviewed the request from Sgt. Rowland Schmidt regarding the appointment of Robin Cosgrave to the Community Advisory Committee.

**Motion 08:05:28**

Moved by Councillor Richards that the Town of Stettler Council approve the appointment of Robin Cosgrave to the Community Advisory Committee.

MOTION CARRIED

Unanimous



(g) Parkland Regional Library's Audited Financial Statements

Town Council reviewed the Parkland Regional Library's Audited Financial Statements for the year ending December 31, 2007.

**Motion 08:05:29**

Moved by Councillor Dennis that the Town of Stettler Council accept the Parkland Regional Library's Audited Financial Statements for the year ending December 31, 2007 as presented.

MOTION CARRIED  
Unanimous

(h) Letter re: Ministerial Order – Tower Road Upgrade & Drainage Improvement

All Town Council members reviewed a letter from Alberta Municipal Affairs regarding Section 168(2) of the *Municipal Government Act*. This approval letter states, "That the three remaining Councillors who have not declared a pecuniary interest constitute a quorum for the purposes of voting on a proposed local improvement to rebuild and resurface 57 Street from 52 Avenue north to the Town boundary in the Town of Stettler."

Mayor Hunter and Councillors Richards, Thorogood & Dennis all declared a possible conflict of interest and by departing the meeting excused themselves from discussion and voting on the matter.

Acting Deputy Mayor Councillor Garbutt assumed the chair (only three members of Council remaining).

Town Manager, R. Stoutenberg reviewed background information respecting Tower Road Surface and Drainage Improvements (400m).

Options reviewed included:

1. Continue to basically maintain the road as best the Town can and encourage Alberta Transportation to move ahead on the future highway realignment.
2. Improve the road and drainage (to paved status) and implement a Local Improvement to recover all or part of the costs; estimated by Tagish Engineering cost \$327,058.
3. Improve the road utilizing a soil cement treatment that has proved to be successful on difficult roads in the County of Stettler; estimated by the County to cost approximately \$150,000 per mile.

Discussion ensued regarding what would be an appropriate amount of cost sharing with abutting property owners.

**Motion 08:05:30**

Moved by Councillor Campbell that the Town of Stettler Council direct Administration to investigate further a soil cement cost option for approximately 400 m of Tower Road with minor drainage improvements. And further to prepare alternative cost sharing options for Council's further consideration.

MOTION CARRIED

Unanimous with the abstention of Mayor Hunter and Councillors Richards, Thorogood & Dennis

Mayor Hunter and Councillors Richards, Thorogood and Dennis returned to the meeting. Mayor Hunter reassumed the chair.

- (i) June Newsletter Items
  - Census – May 26, 2008
  - Water Conservation Tips
  - Crazy Days – June 13, 14 & 15
  - Entertainment in the Park Dates
  - Conceptual Logos to Community for Feedback
  - Shootout – July 26<sup>th</sup>
- (j) Bank Reconciliation as of April 30, 2008

**Motion 08:05:31**

Moved by Councillor Peeples that the Bank Reconciliation as of April 30, 2008 be accepted as presented.

MOTION CARRIED

Unanimous

- (k) Accounts Payable in the amount of \$731,949.46

**Motion 08:05:32**

Moved by Councillor Richards that Accounts Payable for the period ending May 15, 2008 in the amount of \$731,949.46 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 9
    - Town Office duties.
    - Hire a Student barbeque.
  - May 13
    - Annexation Meeting.
    - Committee of the Whole Meeting.
  - May 16
    - Town Office duties.

(b) Councillor Campbell

- May 13 - Annexation Meeting.
  - Committee of the Whole Meeting.
- May 14 - Municipal Planning Commission Meeting.

(c) Councillor Dennis

- May 8 - Parkland Regional Library Board Meeting.

(d) Councillor Garbutt

- May 13 - Committee of the Whole Meeting.
- May 14 - Municipal Planning Commission Meeting.

(e) Councillor Peeples

- May 13 - Committee of the Whole Meeting.
- May 14 - Municipal Planning Commission Meeting.
- May 15 - Red Deer River Municipal Users Group Meeting in Drumheller.

(f) Councillor Richards

- May 13 - Annexation Meeting.
  - Committee of the Whole Meeting.
- May 14 - Municipal Planning Commission Meeting.

(g) Councillor Thorogood

- May 8 - DTHR Symposium in Red Deer.
  - Board of Trade Meeting.
- May 13 - Committee of the Whole Meeting.
- May 14 - Municipal Planning Commission Meeting.

8. **Minutes:**

- (a) Heartland Beautification Meeting of May 1, 2008
- (b) Stettler Recycling Committee Meeting of April 23, 2008
- (c) Stettler Town & Country Museum Meeting of February 25, 2008
- (d) Municipal Planning Commission Meeting of May 14, 2008

**Motion 08:05:33**

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

MOTION CARRIED  
Unanimous

9. **Public Hearing:**

- (a) None

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10. **Bylaws:**

- (a) 1971-08 – Tax Rate Bylaw

This item was dealt with earlier in the meeting under item 6(a).

- (b) 1972-08 – Off-Site Levy

Discussion ensued regarding the interpretation of the rate of \$3,500 per gross acre of development in the proposed Bylaw.

It was mutually agreed that further consideration of this bylaw should be delayed to allow Administration time to research similar bylaws in other communities and/or improve clarity in the bylaw.

11. **Correspondence:**

- (a) Invitation re: Library Volunteer Appreciation – May 24, 2008

- (b) Cornerstones Inclusionary Affordable Housing – Incentive Based Approach

- (c) Town of Vermillion re: Town Purchases Medical Centre for \$650,000

- (d) County of Stettler re: Stettler Sports Park Fundraising Committee

- (e) Parkland Community Planning Services

- (f) Alberta News Release

- (g) Invitation to Town of Rocky Mtn. House Parade – June 7<sup>th</sup>

- (h) Invitation to Town of Bashaw Parade – June 14<sup>th</sup>

- (i) Invitation to Town of Drumheller Parade – July 1<sup>st</sup>

- (j) Atco Electric re: Beethoven in the Badlands Concert – June 7<sup>th</sup>

**Motion 08:05:34**

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

MOTION CARRIED  
Unanimous

12. **Items Added:**

- (a) None

13. **In-Camera Session:**

- (a) Personnel Matter

**Motion 08:05:35**

Moved by Councillor Peoples that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager present to discuss the item as presented on the In-Camera Agenda.

MOTION CARRIED  
Unanimous at 8:50 p.m.

**Motion 08:05:36**

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

MOTION CARRIED  
Unanimous at 9:10 p.m.

**Motion 08:05:37**

Moved by Councillor Garbutt that the Town of Stettler Council approve that the annual salary range for the position of Director of Finance and Administration be increased to a range of \$80,000 to \$100,000 and further that his present annual vacation entitlement be increased to five weeks to recognize his years of service in Local Government.

MOTION CARRIED  
Unanimous

14. **Adjournment:**

**Motion 08:05:38**

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

MOTION CARRIED  
Unanimous at 9:12 p.m.

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Mayor

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Director of Finance & Administration