

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, NOVEMBER 16, 2004 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

Public (3)
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 04:11:18 Moved by Councillor Thorogood to approve the agenda as presented with the following addition:

10(b) Bylaw 1902-04 re: Debenture Bylaw

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

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

Motion 04:11:19 Moved by Councillor Peeples that the Minutes of the Regular Meeting of Council held on November 2, 2004 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the November 2, 2004 Minutes

None

(c) Minutes of the Committee of the Whole Meeting held November 9, 2004

Motion 04:11:20 Moved by Councillor Hurley that the Minutes of the Committee of the Whole Meeting held on November 9, 2004 be approved as corrected to read "Opposed Mayor Hunter and Councillors Hurley & Thorogood" under item #3.

MOTION CARRIED
Unanimous

(d) Business Arising from the November 9, 2004 Minutes

Mayor Hunter informed Council that subsequent to the Committee of the Whole Meeting he and Alan Willis, Marketing Corporation Manager, met with a group of local businesses that employ skilled trades. The shortage of trades people is real and they are willing to work with the Marketing Corporation to improve the situation.

4. **Citizen's Forum:** (a) No one was present at the Citizen's Forum
5. **Delegations:** (a) None
6. **Administration:** (a) Appointment of Councillor Leona Thorogood – Stettler Agricultural Society Representative – Councillor Al Campbell (Alternate)

Town Manager, R. Stoutenberg explained that a resolution of Council is required to replace Councillor Hurley as the Town's representative on the Agricultural Society Board. Councillor Hurley has become the President of the Society and it would not be appropriate for her to remain as the Town's representative.

Motion 04:11:21

Moved by Councillor Majeran that the Town of Stettler Council approve the appointment of Councillor Leona Thorogood as the Stettler Agricultural Society representative with Councillor Al Campbell as the alternate.

MOTION CARRIED
Unanimous

- (b) Memo re: Subdivision Report – File No. 2004-08

Town Manager, R. Stoutenberg explained that the proposal is to continue Phase III of Emmerson Estates in the northwest end of the Town of Stettler. Subdivision is to include a cul-de-sac encompassing seven (7) residential parcels with a total area of approximately 1.60 acres. Physical access to the proposed lots will be from 53 Avenue Close. A developed lane will run the length adjacent to the rear parcel boundaries of all proposed lots.

The applicant (Town) is conducting a legal survey in order to incorporate the proposed subdivision into the existing neighborhood.

No concerns have been received from adjacent property owners.

Motion 04:11:22

Moved by Councillor Campbell that the Town of Stettler Council approve Subdivision Application 2004-08 subject to the following condition:

1. That the subdivision is to be effected by a Plan of Subdivision.

MOTION CARRIED
Unanimous

- (c) Request to Establish a "Business Revitalization Zone" - Receipt

Director of Finance & Administration, G. Switenky explained that on Friday October 29th, 2004 the Town of Stettler was presented with a request from "Would be Taxpayers" to establish a Business Revitalization Zone (BRZ) in the downtown retail sector of Stettler.

The request contains 71 signatures representing 43% of the 131 commercial business licensees and 35 professionals subject to business tax in the proposed area. The proposed zone would include businesses/professionals operating on both sides of each street within the area bordered by Highway 56 (51st Avenue) to the North, 51st Street to the West, 46th Street to the East and the railway tracks to the South. The area includes Sobeyes, Extra Foods and Alberta Prairie Steam Tours.

Section 50 of the *Municipal Government Act (MGA)* stipulates that Council may by Bylaw establish a BRZ, and only for the purposes prescribed:

- (a) Improving, beautifying and maintaining property in the zone;
- (b) Developing, improving and maintaining public parking;
- (c) Promoting the zone as a business or shopping area.

The establishment of a BRZ is governed by the rules set forth in the *Business Revitalization Zone Regulation (377/1994)* of the MGA. The process begins with a request to Council signed by "Would be taxpayers" representing at least 25% of the "Would be taxable businesses if a zone was established". Within 30 days of receiving a request, the Town must take reasonable steps to ensure that a notice of the request is mailed or delivered to every business in the proposed zone that would be taxable. Within 60 days of the notice being given, persons who would be taxpayers may petition the Council objecting to the establishment of the zone. To prevent Council from passing a BRZ Bylaw a valid petition is required from objecting persons. To be valid a petition must be filed with the Town Manager within 60 days of the notice and must represent more than 50% of the businesses that would be taxable. If a sufficient petition is not received, the Council may pass a BRZ Bylaw.

No specific bylaw has been presented or need be drafted at this point. An annual budget and rate of levy on each business can only be determined by a yet to be appointed Board (later in the process).

Motion 04:11:23

Moved by Councillor Thorogood that the Town of Stettler Council acknowledge receipt of a request to establish a Business Revitalization Zone from at least 25% of the would be taxpayers in the proposed zone dated October 29th, 2004. And further direct Administration, within 30 days, to take reasonable steps to ensure notice of the request is mailed or delivered to every business operating in the proposed zone that would be a taxable business/professional if the zone was established.

MOTION CARRIED
Unanimous

(d) Committee Recommendations

i. Meadowlands Lot Policy

Town Manager, R. Stoutenberg summarized the recommendations of the Committee of the Whole.

Motion 04:11:24

Moved by Councillor Richards that the Town of Stettler Council approve the following Committee recommendations:

- That the price be increased 15% on all lots currently valued below \$38,800 in the Meadowlands Subdivision.
- That the price of the lot over \$38,800 in the Meadowlands Subdivision be increased by 10%.
- That the price increases in the Meadowlands Subdivision go into effect January 1, 2005.

MOTION CARRIED
Unanimous

ii. Lot Sale Policy Amendment

Motion 04:11:25

Moved by Councillor Campbell that the Town of Stettler Council approve the following Committee recommendation:

- That the lot sale policy be amended to allow a 10% down payment and the balance in 180 days on a single lot sale and allow 240 days for the balance of payment after the existing sliding scale(s) have been applied on multi lot sales.

MOTION CARRIED
Unanimous

iii. Water Rate Review Interim Water Supply Agreement – County of Stettler Phase I Water Supply Agreement

Motion 04:11:26

Moved by Councillor Majeran that the Town of Stettler Council approve the following Committee recommendations:

- To advise the County of Stettler that flow restriction devices and usage restrictions need to be implemented in the system and agreement.
- Set the rate per cubic meter at \$1.10.
- That the County of Stettler pay for the cost of developing the agreement.

MOTION CARRIED
Unanimous

(e) December Newsletter Items

- Mayor's Christmas Message
- No Left Turns at Main Street Christmas Tree
- Night Before the Night Before Christmas
- Sidewalk/Snow Removal Policy
- 2005 Dog and Cat Licenses
- Christmas Store Hours
- R.V.'s and Trailer on Streets

(f) Update re: Leisure Centre

Town Manager R. Stoutenberg noted that fundraising activities are continuing. The design team is considering the installation of a highly efficient heat exchanger. Resulting operational savings are considered quantifiable and real. The unit is costly (\$100,000), however given that this is an energy efficient/environmental upgrade, a *ME First* provincial loan may be accessed. Resulting operational savings would be used to make the debt servicing payments over 3 years. Thereafter continued savings will be realized.

(g) Bank Reconciliation as of October 31, 2004

Motion 04:11:27

Moved by Councillor Peebles that the Bank Reconciliation as of October 31, 2004 be accepted as presented.

MOTION CARRIED
Unanimous

(h) Statement of Revenue & Expenses as of October 31, 2004

Motion 04:11:28

Moved by Councillor Thorogood that the Statement of Revenue & Expenses as of October 31, 2004 be accepted as presented.

MOTION CARRIED
Unanimous

(i) Statement of Capital Activity as of October 31, 2004

Motion 04:11:29

Moved by Councillor Hurley that the Statement of Capital Activity as of October 31, 2004 be accepted as presented.

MOTION CARRIED
Unanimous

(j) Accounts Payable in the amount of \$146,265.22

Motion 04:11:30

Moved by Councillor Richards that Accounts Payable for the period ending November 9, 2004 in the amount of \$146,265.22 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Nov 4 - Marketing Corporation Meeting.
- Nov 4 - Beautification Committee Meeting.
- Nov 5 - Regular Office.
- Nov 5 - Greetings at Rotary Friendship.
- Nov 9 - Committee of the Whole Meeting.
- Nov 10 - Pictures for National Child Care Day.
- Nov 10 - Regular Office.
- Nov 11 - Remembrance Day Service.
- Nov 15 - Marketing Corporation Meeting.

(b) Councillor Campbell

- Nov 5 - Municipal Planning Commission Meeting.
- Nov 9 - Committee of the Whole Meeting.
- Nov 15 - Library Board Meeting.

(c) Councillor Hurley

- Nov 9 - Committee of the Whole Meeting.

(d) Councillor Majeran

- Nov 9 - Committee of the Whole Meeting.
- Nov 10 - County of Stettler Housing Authority.

(e) Councillor Peebles

- Nov 4 - Beautification Committee Meeting.
- Nov 5 - Municipal Planning Commission Meeting.
- Nov 9 - Museum Committee Budget & Planning Meeting.
- Nov 9 - Committee of the Whole Meeting.

(f) Councillor Richards

- Nov 4 - Marketing Corporation Meeting.
- Nov 5 - Municipal Planning Commission Meeting.
- Nov 9 - Committee of the Whole Meeting.
- Nov 10 - Chamber of Commerce Meeting.
- Nov 16 - Meeting with Peggy Hearonemus, Site Supervisor Stettler Hospital Complex, re: next meeting with DTHR and Capital Health.

(g) Councillor Thorogood

- Nov 2 - Regular Council Meeting.
- Nov 4 - Marketing Corporation Meeting re: housing and employment concerns.
- Nov 5 - Municipal Planning Commission Meeting.
- Nov 9 - Committee of the Whole Meeting.
- Nov 15 - Marketing Corporation Industry Meeting.
- Candidates Forum.

8. **Minutes:**

(a) Stettler Parks & Leisure Services Board Meeting of November 1, 2004

Discussion ensued with respect to the cancellation of the Agreement with the Hockey Alberta Hall of Fame to house memorabilia within the Recreation Centre. The possibility for a local Hockey/Swimming Hall of Fame within the facility was identified.

(b) Marketing Corporation Meeting of November 4, 2004

Mayor Hunter updated Council on a subsequent meeting hosted by the Marketing Corporation Manager to discuss the shortage of trades persons in Stettler. Participants included major local businesses who employ skilled trades. The Marketing Corporation is concentrating on the development of a plan to promote Stettler directly to appropriate target audiences. The private sector agreed to contribute towards the implementation of the plan to recruit skilled trades to Stettler.

(c) Municipal Planning Commission Meeting of November 5, 2004

(d) Stettler Agricultural Society Meeting of October 21, 2004

(e) Heartland Beautification Committee Meeting of November 4, 2004

Discussion ensued regarding the west entrance sign and the possibility for a new sign.

Motion 04:11:31

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

MOTION CARRIED
Unanimous

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) Memo & Bylaw 1898-04 re: Smoke-Free Bylaw

Town Manager, R. Stoutenberg explained that Section 235(1) of the Municipal Government Act requires that Town Council pass the Smoke-Free bylaw without any alteration affecting its substance within 30 days after the majority of electors voted in favor of the bylaw. The thirty day period expires November 18, 2004.

Administration has looked over the bylaw and has not found any non-substantive sections that need to be changed at this time. If any issues come forward after the bylaw has been in place for several months, they could be addressed at that time.

The bylaw does not go into effect until July 1, 2005.

Discussion ensued regarding enforcement, ash trays and the fact that County residents were not able to have a vote with respect to the Question.

Motion 04:11:32

Moved by Councillor Peeples that the Town of Stettler Council approve Administration's recommendation as follows:

1. To pass the bylaw November 16, 2004.
2. To have Administration develop a public education plan for Council's approval.
3. To have Administration develop an enforcement plan for the bylaw.

MOTION CARRIED (6 – 1)
Opposed Councillor Campbell

Motion 04:11:33

Moved by Councillor Peeples that the Town of Stettler Council amend Bylaw 1898-04, in a non-substantive manner as follows:

Section 7.3(c) be amended to read:

the municipal or legal description of the land on or near where the offence took place, including the date and time;

MOTION CARRIED
Unanimous

Motion 04:11:34

Moved by Councillor Hurley that the Town of Stettler Council give second reading to Bylaw 1898-04, as amended.

MOTION CARRIED (6 – 1)
Opposed Councillor Campbell

Motion 04:11:35

Moved by Councillor Majeran that the Town of Stettler Council give third and final reading to Bylaw 1898-04, as amended.

MOTION CARRIED (6 – 1)
Opposed Councillor Campbell

(b) Bylaw 1902-04 re: Debenture Bylaw

Motion 04:11:36

Moved by Councillor Richards that the Town of Stettler Council give first reading to Bylaw 1902-04.

MOTION CARRIED
Unanimous

Motion 04:11:37

Moved by Councillor Campbell that the Town of Stettler Council give second reading to Bylaw 1902-04.

MOTION CARRIED
Unanimous

Motion 04:11:38

Moved by Councillor Thorogood that the Town of Stettler Council give permission for third and final reading to Bylaw 1902-04.

MOTION CARRIED
Unanimous

Motion 04:11:39

Moved by Councillor Majeran that the Town of Stettler Council give third and final reading to Bylaw 1902-04.

MOTION CARRIED
Unanimous

11. **Correspondence:**

- (a) Alberta Council on Aging
- (b) Progress on Municipal Debt
- (c) Police Funding for Municipalities over 5,000 Population
- (d) Edmonton Journal – Smoke-Free Bars get leg up on Bylaw
- (e) David Thompson Health Region – Ground Ambulance Transition Planning
- (f) Insurance Coverage for Volunteer Firefighters

Town Manager R. Stoutenberg informed Council that the Town provides members of the Stettler Volunteer Fire Department with insurance coverage provided by the AUMA. The Accidental Death & Dismemberment coverage offered is currently at the highest level (\$300,000) except for the options for Infectious Diseases, Permanent Disfigurement and Visual Impairment. All three are currently at a \$50,000 level and could be increased to a maximum of \$200,000. Increasing to the maximum would cost an additional premium of \$90/year.

Motion 04:11:40

Moved by Councillor Campbell that the Town of Stettler Council improve the insurance "Optional Benefits" coverage with the AUMA for the Stettler Volunteer Fire Department in the following areas:

OPTION H: from \$50,000 to \$200,000 max
Infectious Disease and AIDS
Permanent Disfigurement from Burns
Visual Impairment

MOTION CARRIED
Unanimous

Motion 04:11:41

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

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) There was no In-Camera Session at this meeting.
14. **Adjournment:**

Motion 04:11:42

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

MOTION CARRIED
Unanimous at 8:05 p.m.

Mayor

Director of Finance & Administration