

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, NOVEMBER 6, 2007 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor J. Hunter  
  
Councillors D. Dennis, D. Garbutt, R. Peeples, D. Richards &  
L. Thorogood  
Town Manager R. Stoutenberg  
Director of Finance & Administration G. Switenky  
  
Press (2)

**Absent:** Councillor A. Campbell

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

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

**Motion 07:11:01** Moved by Councillor Peeples to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held October 9, 2007

**Motion 07:11:02** Moved by Councillor Thorogood that the Minutes of the Regular Meeting of Council held on October 9, 2007 be approved as corrected on Page 7 reversing the two directional words "East" and "West" in the third last paragraph.

MOTION CARRIED  
Unanimous

(b) Business Arising from the October 9, 2007 Minutes

None

(c) Minutes of the Organizational Meeting of Council held October 19, 2007

**Motion 07:11:03** Moved by Councillor Thorogood that the Minutes of the Organizational Meeting of Council held on October 19, 2007 be approved as presented.

MOTION CARRIED  
Unanimous

(d) Business Arising from the October 19, 2007 Organizational Minutes

None

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

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

6. **Administration:**

- (a) Municipal Sustainability Initiative (MSI) 2008/2017 Capital & Operating Funding Agreement

Town Manager, R. Stoutenberg advised that the Municipal Sustainability Initiative (MSI) Agreement for the year period April 2008 to March 2017 has been finalized by the Province. The Agreement covers both operating and capital components of this long-term provincial funding commitment.

Cooperation with neighboring municipalities is encouraged, but not required. It was also noted that the Agreement is for 5 years only and may be renewed or extended for a further 5 year period if mutually agreed to in writing.

Discussion ensued regarding the annual estimated amount of the combined grant as noted in Schedule 1; increasing to \$1,937,319 in fiscal year 2010-11.

**Motion 07:11:04**

Moved by Councillor Peebles that the Town of Stettler Council authorize the Mayor and Director of Finance & Administration to execute the Municipal Sustainability Initiative (MSI) 2008-2017 Agreement with the Province of Alberta for Capital & Operating funding.

MOTION CARRIED

Unanimous

- (b) Notice of Meeting November 13/07 – 4:30 p.m. to 6:30 p.m. Municipal Affairs Mediation Services – Town & County Annexation

Town Manager, R. Stoutenberg advised that representatives from Alberta Municipal Affairs Mediation Services will be in Stettler to meet with Town Council on Tuesday, November 13, 2007 from 4:30 p.m. – 6:30 p.m. This introductory session will be to discuss the process for voluntary mediation services regarding the Town's proposed annexation of County lands.

- (c) Notice re: Regional Water Start-Up Ceremony – Consort – November 24, 2007 – Time to Be Set

Town Manager, R. Stoutenberg noted that a Regional Water Start-Up Ceremony will be held in Consort on Saturday, November 24, 2007; at a yet to be determined time.

- (d) Policy II-4(d) – Regular Hours of Work

Town Manager, R. Stoutenberg explained that an amendment to Policy II-4(d) is necessary to formally establish practices, procedures and conditions relevant to the regular hours of work with the Town of Stettler. This housekeeping policy amendment is required to be consistent with negotiated provisions in the current collective agreement and for non-union workplaces within our organization.

**Motion 07:11:05**

Moved by Councillor Richards that the Town of Stettler Council approve Policy II-4(d), being the Regular Hours of Work Policy as presented.

MOTION CARRIED  
Unanimous

(e) Demolition Tax Refund

Director of Finance & Administration, G. Switenky circulated a confidential memo informing Council of the property owner's name. This information is considered personal and should not be released under the *Freedom of Information and Protection of Privacy Act (FOIP)*.

This is a standard demolition policy refund and given the amount (being greater than \$100) it must be approved by Council.

**Motion 07:11:06**

Moved by Councillor Thorogood that the Town of Stettler Council approve a pro-rated property tax refund for Tax Roll #107038009 in the amount of \$159.27 as per Section 347 of the *Municipal Government Act*.

MOTION CARRIED  
Unanimous

(f) Request for Decision re: Offsite Levy Report

Town Manager, R. Stoutenberg advised that the Town of Stettler requested Tagish Engineering to update the long-term sewer development plan. The report was presented to Town Council on October 2, 2007 which outlined sewer system upgrades, expansion plans, estimated costs, etc. System improvements and expansions could cost upwards of \$6 – 15 million and will be needed to be phased in over a number of years.

The challenge for Council will be to finance system improvements and expansions without overburdening existing and future properties. To help cover these costs it is recommended by Tagish Engineering that the Town of Stettler consider developing offsite levies as allowed under the *Municipal Government Act*.

The cost of a detailed report is estimated at \$7,000.

Discussion ensued regarding the potential impact on future development and the difference between Offsite levies and Local Improvement levies.

It was clarified that the preparation of a detailed report does not constitute the implementation of an Offsite levy.

**Motion 07:11:07**

Moved by Councillor Peebles that the Town of Stettler Council direct Tagish Engineering to prepare an Offsite Levy Report for Council's consideration.

MOTION CARRIED (5 – 1)  
Opposed: Councillor Richards

Gordon Majeran entered the meeting at 7:00 p.m.

Mayor Hunter temporarily suspended the agenda to make a presentation to former Councillor G. Majeran in appreciation of his dedicated effort and contribution to the growth & needs of the Community of Stettler during his term on Town Council 2002 – 2007.

Gordon Majeran sincerely thanked Members of Council/Administration and departed the meeting at 7:05 p.m.

Mayor Hunter returned to the regular agenda.

(g) Request for Subdivision #2007-11

Town Manager, R. Stoutenberg advised that the applicant (1139817 AB Ltd.) is proposing to create two lots to accommodate a duplex on Lot 1, Block 9, Plan 1177HW located at 5713 – 50A Avenue.

Both lots to be created are 348.3 square meters which meets the requirements of the R2: General Residential Land Use District (which requires a minimum parcel size of 278 square meters for duplexes on interior lots).

A development permit and building permit have been issued for the construction of a duplex on the property as it is considered a permitted use and is in accordance with all development regulations under this Land Use District.

Off street parking for this development will be provided by means of attached rear garages which will be accessed from the lane located between 50<sup>th</sup>A Avenue and 50<sup>th</sup> Avenue.

No concerns were received from adjacent property owners respecting this infill development/subdivision.

**Motion 07:11:08**

Moved by Councillor Thorogood that Subdivision Application 2007-11 from 1139817 AB Ltd. to create two parcels to accommodate a duplex on Lot 1, Block 9, Plan 1177HW 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 2007-11 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 owing.

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2007-11 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 developer supplies appropriate municipal services to each new parcel being created to the satisfaction of the Town of Stettler's Public Works Department.
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

(h) Request for Subdivision 2007-12

Mayor Hunter declared a possible conflict of interest and by departing the meeting excused himself from discussion and voting on this matter.

Acting Deputy Mayor Councillor Peeples assumed the chair.

Town Manager, R. Stoutenberg advised that the applicant (Donald Peters) is proposing to create eight industrial lots on: All that part of the south half of ¼ Section 5, Township 39, Range 19, West of the fourth meridian.

The proposed subdivision is located on the corner of 48<sup>th</sup> Street and 46<sup>th</sup> Avenue and will join these two existing roads. The site plan indicates the creation of eight Industrial lots ranging in size from .126 hectares to .316 hectares.

The developer is currently having an engineering report done on the property to determine the best means of servicing the lots, how to manage storm water drainage for these parcels, and how development of these lots will affect adjacent properties. Upon finalization of this study, which has a tentative completion date of early January 2008, the developer will be required to enter into a Development Agreement with the Town of Stettler. This will ensure development of the proposed lots and infrastructure will occur to the satisfaction of the Town of Stettler and that proper securities are in place.

Surrounding uses include Urban Reserve land (existing acreage) to the North and Industrial uses to the South East and West of the property.

It was stressed that it is very important to ensure that storm water management needs are properly addressed in the Development Agreement.

It was also questioned whether Municipal Reserves remain owing on this relatively large remnant parcel. Town Manager, R. Stoutenberg responded that the payment of outstanding Municipal Reserves, if any should be added as a condition.

**Motion 07:11:09**

Moved by Councilor Thorogood that Subdivision Application 2007-12 from Donald Peters to create eight lots industrial lots on All that part of the south half of ¼ Section 5, Township 39, Range 19, West of the fourth meridian 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 2007-12 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 and Area Structure Plan.

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2007-12 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 Development Agreement with and to the satisfaction of the Town of Stettler.
4. That the applicant pays for deferred Municipal Reserves on the property and provide the Town of Stettler with a market value appraisal on the property, pursuant to Section 667 of the *Municipal Government Act*.

MOTION CARRIED

Unanimous with the abstention of Mayor Hunter

Mayor Hunter returned to the meeting and re-assumed the chair.

(i) Memo re: Hockey Score Clocks

Town Manager, R. Stoutenberg advised that the score clock in the Red Rink is not working properly and the existing internal electronics cannot be fixed.

A new replacement clock would have LED lights reducing electricity costs and would not need continuous bulb replacements (thereby reducing safety concerns for arena staff).

Discussion ensued regarding funding sources for these new clocks. Stettler Minor hockey has committed a \$2,000 donation towards getting a new clock as soon as possible. Pameco will also purchase an advertisement for \$2,000.

In addition it was recommended that the clock in the Blue rink also needs to be replaced given its similar age and electronic condition. Funding for this clock would need to come from the 2008 Capital Budget.

Three quotes were received for two satisfactory 8' x 6' replacement clocks. The low quote was \$7,500 each from Western Gym and Recreation Supplies; with service personnel being located in Calgary.

Discussion ensued regarding the dire need to replace both score clocks.

**Motion 07:11:10**

Moved by Councillor Richards that the Town of Stettler Council accept the recommendation from the Director of Parks & Leisure Services to purchase a Nevco Score Clock from Western Gym and Recreation for the Red Rink at the lowest price with the best local service immediately, subject to funding of \$2,000 from Minor Hockey, \$2,000 from a new Pameco Advertisement and \$3,500 from the Recreation Centre purchase equipment repair budget. And further to purchase a second Nevco Score Clock in 2008 from Western Gym and Recreation for the Blue Rink with funding to be included in the 2008 Capital Budget.

MOTION CARRIED  
Unanimous

(j) Town Manager's Report

**Motion 07:11:11**

Moved by Councillor Thorogood that the Town Manager's Report for the month of October be accepted as presented.

MOTION CARRIED  
Unanimous

Mayor Hunter temporarily recessed the meeting at 7:30 p.m.

Mayor Hunter reconvened the meeting at 7:35 p.m.

(k) Bank Reconciliation as of September 30, 2007

**Motion 07:11:12**

Moved by Councillor Peebles that the Bank Reconciliation as of September 30, 2007 be accepted as presented.

MOTION CARRIED  
Unanimous

- (l) Accounts Payable in the amount of \$1,231,984.80

**Motion 07:11:13**

Moved by Councillor Richards that Accounts Payable for the period ending October 31, 2007 in the amount of \$1,231,984.80 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Oct 18 - Citizen of the Year dinner.
- Oct 19 - Organization Meeting, Council Pictures and Legislative Meeting.
- Oct 26 - Town Office duties.
- Oct 29 - Phone Interview with CKGY re: Town Office Meeting with developer.
- Oct 31 - Meeting with developers re: servicing.
- Nov 1 - Heartland Beautification Meeting.
- Nov 2 - Meeting with government officials in Edmonton re: Greenlab.
- Nov 5 - Town Tour/Orientation Meeting.

(b) Councillor Campbell

- No report – absent from meeting.

(c) Councillor Dennis

- Oct 19 - Organization Meeting, Council Pictures and Legislative Meeting.
- Oct 29 - FCSS Meeting.
- Nov 5 - Town Tour/Orientation Meeting.

(d) Councillor Garbutt

- Oct 19 - Organization Meeting, Council Pictures and Legislative Meeting.
- Nov 1 - Heartland Beautification Meeting.
- Nov 2 - Municipal Planning Commission Meeting.
- Nov 5 - Town Tour/Orientation Meeting.



(e) Councillor Peeples

- Oct 18 - Board of Trade re: Annual Banquet – Citizens of the Year & Business awards.
- Oct 19 - Organization Meeting, Council Pictures and Legislative Meeting.
- Oct 22 - Stettler Town & Country Museum Meeting.
- Oct 29 - FCSS Meeting.
- Nov 2 - Municipal Planning Commission Meeting.
- Nov 5 - Town Tour/Orientation Meeting.

(f) Councillor Richards

- Oct 19 - Organization Meeting, Council Pictures and Legislative Meeting.
- Nov 1 - Affordable Housing Partnership.
- Nov 2 - Municipal Planning Commission Meeting.
- Nov 5 - Town Tour/Orientation Meeting.

(g) Councillor Thorogood

- Oct 12 - Municipal Planning Commission Meeting.
- Oct 17 - Stettler Hospital Foundation – participated in video promo production for Foundation.
- Oct 19 - Organization Meeting, Council Pictures and Legislative Meeting.
- Nov 5 - Town Tour/Orientation Meeting.

8. **Minutes:**

- (a) Heartland Beautification Meeting of October 4, 2007
- (b) Stettler Town & Country Museum Meeting of September 17, 2007
- (c) Municipal Planning Commission Meeting of October 12, 2007
- (d) Trail of the Buffalo Tourism Meeting of October 22, 2007

**Motion 07:11:14**

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

MOTION CARRIED  
Unanimous

9. **Public Hearing:**

- (a) None

10. **Bylaws:**

- (a) None

11. **Correspondence:**
- (a) Central Alberta Economic Partnership (CAEP)
  - (b) Alberta Environment – Municipal Government Workshop
  - (c) 2007 AUMA Convention

Alberta Infrastructure and Transportation representatives will be available on November 29 & 30, 2007 to discuss any transportation related matters of interest to Council.

It was mutually agreed that a meeting time should be arranged.

- (d) Opportunities for Meeting Your Electricity & Natural Gas Requirements For 2009 and Beyond
- (e) Safe Communities Central Alberta
- (f) FCM Members' Advisory
- (g) Trail of the Buffalo Tourism Association
- (h) Paint Program Announcement

It was mutually agreed that this invitation be forwarded to the Recycling Sub Committee of the Beautification Committee.

- (i) Small Communities Newsletter

**Motion 07:11:15**

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

MOTION CARRIED  
Unanimous

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) Kneeland Development Proposal
- (b) Personnel Matter

Mayor Hunter and Councillor Thorogood both declared possible conflicts of interest and by departing the meeting excused themselves from discussion and voting on the Kneeland Development Proposal.

Acting Deputy Mayor Councillor Peeples assumed the chair.

**Motion 07:11:16**

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

MOTION CARRIED  
Unanimous at 8:15 p.m.

Mayor Hunter and Councillor Thorogood returned to the In-Camera Session to discuss the Personnel Matter at 8:40 p.m.

Mayor Hunter re-assumed the chair.

**Motion 07:11:17**

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

MOTION CARRIED  
Unanimous at 9:25 p.m.

14. **Adjournment:**

**Motion 07:11:18**

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

MOTION CARRIED  
Unanimous at 9:25 p.m.

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Mayor

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Director of Finance & Administration