

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, SEPTEMBER 6, 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 05:09:01** Moved by Councillor Richards to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held on August 16, 2005

**Motion 05:09:02** Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on August 16, 2005 be approved with the following two (2) corrections:

Opening paragraph of Motion 05:08:11 should read as follows:

Moved by Councillor Campbell that Subdivision Application 2005-12 re: Tagish Engineering for 360174 Alberta Ltd. to create thirty-four (34) residential parcels as shown on *Figure 1.01* 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 landowners(s) submissions, that the application be approved as per the Tentative Plan for the following reasons:

- and -

Opening paragraph of Motion 05:08:12 should read as follows:

Moved by Councillor Hurley that Subdivision Application 2005-08 re: Wallace & Bonnie McComish to create two (2) parcels for future residential as shown on the Tentative Plan 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 landowners(s) submissions, that the application be approved as per the Tentative Plan for the following reasons:

MOTION CARRIED  
Unanimous

(b) Business Arising from the August 16, 2005 Minutes

(i) None

4. **Citizen's Forum:**

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

5. **Delegations:**

(a) Brian Austrom – 8:30 P.M. re: Compensation Review

This item was dealt with later in the meeting under 13(a).

6. **Administration:**

(a) 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)*.

**Motion 05:09:03**

Moved by Councilor Peeples that the Town of Stettler Council approve a pro-rated property tax refund for Tax Roll #800209000 in the amount of \$156.95 as per Section 347 of the *Municipal Government Act*.

MOTION CARRIED

Unanimous

(b) Memo re: Subdivision 2005-09 – Cassidy, Ternes, Riggins & Davidson

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

Deputy Mayor Councillor Campbell assumed the chair.

Town Manager, R. Stoutenberg explained that the purpose of this application is to create two residential parcels of  $\pm 301.9\text{m}^2$  for a future multi-family site approved (Discretionary Use) via *Town of Stettler Municipal Planning Commission April 8<sup>th</sup>, 2005*. Each parcel will house one half of the proposed duplex as per Development Permit #1923-2005. Lots are to be individually serviced. Access to parcels will be via 56<sup>th</sup> St & 50<sup>th</sup> Avenue. The subject lands are located within the *Town of Stettler* and will serve as an infill development for this vacant lot.

**Motion 05:09:04**

Moved by Councillor Thorogood that subdivision application 2005-09 re: Cassidy, Ternes, Riggins & Davidson to create two (2) residential parcels as shown on the Tentative Plan 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 landowners(s) submissions, that the application be approved 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 policies of the *Municipal Development Plan*.
3. There are no major development constraints.
4. That Municipal Reserve is not owed.

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application is approved 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 enters into a development agreement with respect to the provisions under Sec 655 of the Municipal Government Act Revised Statutes of Alberta, 2000 Chapter M-26 with and to the satisfaction of the Town of Stettler.
3. That the developer supplies an individual water & sanitary service to each parcel created as per Town of Stettler Water Works Bylaw.
4. 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 & Councillor  
Richards

Mayor Hunter and Councillor Richards returned to the meeting.

Mayor Hunter resumed the chair.

(c) Memo re: Minimum Building/Demolition Permit Fee

Town Manager, R. Stoutenberg reviewed the memo from Administration.

In order to maintain a standardized service regarding building inspections, minimum Safety Code Permit fees are suggested. Currently no minimum fees are indicated in Town policy, resulting in low permit (\$) values, insufficient to cover associated costs. Therefore, in order to adequately cover inspection costs associated with smaller structural alterations, demolition and/or construction, a minimum permit amount is proposed.

Currently there is a "no charge" policy for Demolition Permits. This was instated to promote re-development within older and/or dilapidated areas of the Town. Demolition permits associated with the clearing and/or removal of structures do not currently require a fee, but do require a permit to be issued free of charge. Subsequently a site inspection and an alteration to taxable assessment will be performed.

Alberta Permit Pro receives 75% of building permit fees for the performance of inspections and the Town retains 25%.

Discussion ensued regarding the inspection contract with Alberta Permit Pro, fairness and the rate of \$65.00 recommended by Administration for each permit type.

**Motion 05:09:05**

Moved by Councilor Thorogood that the Town of Stettler Council amend Policy IV-1 as follows:

1. That Policy IV-1 is amended to indicate a minimum Building Permit Fee of \$40.00.
2. That Policy IV-1 is amended to indicate a minimum Demolition Permit Fee of \$0.

MOTION CARRIED (4 – 3)

Opposed: Councillors Majeran,  
Peeples & Richards

(d) Memo re: Appointment of Deputy Director of Disaster Services

Town Manager, R. Stoutenberg explained that the Town of Stettler Disaster Services Bylaw 1744-96 requires that Council appoint a Deputy Director of Disaster Services. John Bishop, assistant County Constable will perform these duties.

**Motion 05:09:06**

Moved by Councilor Majeran that the Town of Stettler Council appoint John Bishop as the Deputy Director of Disaster Services.

MOTION CARRIED

Unanimous

Brief discussion ensued regarding the prescribed process for declaring a local state of emergency.

(e) Memo re: General Bylaw Enforcement Contract Proposal

Town Manager, R. Stoutenberg reviewed the memo from Administration regarding the contract proposal of Alberta Animal Services (AAS) to provide general bylaw enforcement to the Town of Stettler.

Discussion ensued regarding the importance of educating the public, the cost versus the benefit and the term of the contract.

**Motion 05:09:07**

Moved by Councilor Peeples that the Town of Stettler Council approve Administration's recommendations for Bylaw Enforcement as follows:

1. That the *Town* enter into a *general bylaw enforcement* contract with *Alberta Animal Control Services Ltd* for a initial period of one (1) year with an option to extend service for 3 years.
2. That the *Town* enter into a *general bylaw enforcement* contract with *Alberta Animal Services Ltd* encompassing patrol time of 14hrs/ week to be spread over two days at 7hrs/day.

3. That the *Town* negotiate the hourly rate of the proposed *general bylaw enforcement* contract with *Alberta Animal Services Ltd* to \$55.00/hr and/or \$3080.00/month.

MOTION CARRIED (5 – 2)

Opposed: Councillors Campbell & Richards

- (f) Possible Items for the Joint Municipal Meeting – 3:00 P.M.
- Ambulance
  - 2006 Municipal Sponsorship
  - Library
  - Recreation Cost Share
  - Marketing Board
  - Cost-Sharing/Partnership
  - Doctor Recruitment
  - Alberta Police & Peace Officer College
  - Regional Water

Further discussion will take place at a subsequent meeting.

- (g) Town Manager's Report

**Motion 05:09:08**

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

MOTION CARRIED

Unanimous

- (h) Update re: Leisure Centre

Town Manager, R. Stoutenberg informed Council that the Parks & Leisure Office is moving upstairs in the Recreation Centre. The project, although a bit behind due to wet weather, remains on budget.

- (i) Statement of Revenue & Expenses as of August 31, 2005

**Motion 05:09:09**

Moved by Councillor Richards that the Statement of Revenue & Expenses as of August 31, 2005 be accepted as presented.

MOTION CARRIED

Unanimous

- (j) Statement of Capital Activity as of August 31, 2005

**Motion 05:09:10**

Moved by Councillor Peeples that the Statement of Capital Activity as of August 31, 2005 be accepted as presented.

MOTION CARRIED

Unanimous

(k) Bank Reconciliation as of July 31, 2005

**Motion 05:09:11**

Moved by Councillor Hurley that the Bank Reconciliation as of July 31, 2005 be accepted as presented.

MOTION CARRIED  
Unanimous

(l) Accounts Payable in the amount of \$539,884.76

**Motion 05:09:12**

Moved by Councillor Hurley that Accounts Payable for the period ending September 2, 2005 in the amount of \$539,884.76 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- July 27 - - Centennial activities.
- Aug 1
- Sept 1 - - School Board Meeting.
- Beautification Meeting.
- Sept 2 - - Regular Town Office duties.

(b) Councillor Campbell

- Aug 18 - - Saan Store Opening.
- Aug 24 - - Tour of Town re: possible flooding.
- Aug 25 - - Regional Partnership.
- Aug 30 - - SHSF Golf Meeting.

(c) Councillor Hurley

- No meetings to report.

(d) Councillor Majeran

- Aug 25 - - County of Stettler Housing Authority Meeting.

(e) Councillor Peebles

- Aug 18 - - Beautification Meeting.
- Town & Country Museum Meeting.
- Aug 19 - - Filled in for Deputy Mayor re: signing cheques.
- Aug 23 - - Noon luncheon for Museum summer students.
- Aug 24 - - Tour of Town re: possible flooding.

- Sept 1 - Meeting with R. Stoutenberg & J. Keith re:  
Airport Agreement.
- Beautification Meeting.

(f) Councillor Richards

- Aug 30 - Health Sciences Meeting re: Ambulance  
Association Agreement.

(g) Councillor Thorogood

- Aug 4 - Marketing Corporation Meeting.
- AB Police College Meeting.

- Sept 1 - Marketing Corporation Meeting.

9. **Public Hearing:**

(a) 8:00 P.M. – Bylaw 1917-05 re: Amend Bylaw 1891-04

Mayor Hunter declared the Public Hearing for Bylaw 1917-05 open at 8:00 p.m.

Present:

Mayor J. Hunter  
Councillors S. Hurley, R. Peeples, L. Thorogood,  
D. Richards, A. Campbell & G. Majeran  
Town Manager, R. Stoutenberg  
Director of Finance & Administration, G. Switenky

Public (0)

Press (2)

Bylaw 1917-05

Town Manager, R. Stoutenberg explained that Bylaw 1917-05 is to amend Bylaw 1891-04 as follows:

That Map 3, forming part of the Town of Stettler and County of Stettler No.6 Intermunicipal Development Plan Bylaw 1891-04 is being amended to increase the depth of Highway Commercial currently existing along the south side of Highway 12 east.

The Town provided notice of the public hearing in accordance with the requirements of the *Municipal Government Act*.

No public were present, and there were no other representations heard or made.

Mayor Hunter declared the Public Hearing closed for Bylaws 1917-05 at 8:02 p.m.

Mayor Hunter with the mutual consent of Council varied the order of the agenda to consider bylaws.

10. **Bylaws:**

(a) 1917-05 re: Amend Bylaw 1891-04

**Motion: 05:09:13**

Moved by Councillor Richards that the Town of Stettler Council give second reading to Bylaw 1917-05.

MOTION CARRIED  
Unanimous

**Motion: 05:09:14**

Moved by Councillor Campbell that the Town of Stettler Council give third and final reading to Bylaw 1917-05.

MOTION CARRIED  
Unanimous

- (b) Memo re: Bylaw 1918-05 – Amend N.W. Area Structure Plan (ASP)

Town Manager, R. Stoutenberg explained that as a condition of Subdivision 2004-10, the applicant(s) must apply to amend Schedule A of the Town of Stettler Northwest Area Structure Plan. This condition was invoked on the said subdivision so as to provide appropriate future access to lands contained within and surrounding the boundaries of the proposed subdivision. Existing statutory plans indicate access from 57<sup>th</sup> Street will eventually be phased out.

The position change of the proposed north/south roadway is from center parcel to its newly proposed location along the westerly boundary of Lot 1, Plan 852 1407.

**Motion: 05:09:15**

Moved by Councillor Majeran that the Town of Stettler Council give first reading to Bylaw 1918-05.

MOTION CARRIED  
Unanimous

8. **Minutes:**

- (a) Town & Country Museum Meeting of July 18, 2005
- (b) Stettler Regional Partnership Committee Meeting of August 25, 2005
- (c) Stettler District Ambulance Association Meeting of August 15, 2005
- (d) Marketing Corporation Meeting of September 1, 2005

Town Manager, R. Stoutenberg will research the demand for low income housing further with local agencies and set up an informal meeting with Norma Leslie, Mayor Hunter and Councillors Majeran & Thorogood.

- (e) Heartland Beautification Meeting of September 1, 2005

**Motion: 05:09:16**

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

MOTION CARRIED  
Unanimous

11. **Correspondence:**

- (a) The Alberta Main Street Programme
- (b) Waste Management Newsletter
- (c) The Lawyers Weekly



(d) AUMA – 2005 Annual Convention and Trade Show

Town Manager, R. Stoutenberg will request a meeting at AUMA with Alberta Environment and Alberta Transportation & Infrastructure.

(e) Low Cost Housing in Stettler

**Motion: 05:09:17**

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

MOTION CARRIED  
Unanimous

12. **Additions:**

(a) None

Mayor Hunter recessed the regular meeting at 8:26 p.m.

Mayor Hunter reconvened the regular meeting at 8:34 p.m.

13. **In-Camera Session:**

(a) Land Matters 1 & 2 and Personnel Matter

**Motion 05:09:18**

Moved by Councillor Campbell that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager, Director of Finance & Administration and Mr. Brian Austrom, Consultant present to discuss the items as presented on the In-Camera Agenda.

MOTION CARRIED  
Unanimous at 8:34 p.m.

Councillor Richards declared a possible conflict of interest respecting Land Matter 1 and by departing the Council Chambers at 8:34 p.m. excused himself from discussion on this item.

Councillor Richards returned to the meeting at 8:49 p.m.

Councillor Majeran declared a possible conflict of interest respecting Land Matter 2 and by departing the Council Chambers at 8:50 p.m. excused himself from discussion on this item.

Councillor Majeran returned to the meeting at 9:00 p.m.

**Motion 05:09:19**

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

MOTION CARRIED  
Unanimous at 10:54 p.m.

Meadowlands V and VIA – Land Purchase Agreements

Councillor Richards declared a possible conflict of interest and by departing the Council Chambers at 10:54 p.m. excused himself from discussion and voting on this item.

**Motion 05:09:20**

Moved by Councillor Thorogood that the Town of Stettler Council approve an extension to the outstanding payment due date for all Stettler Single and Multiple Lot Land Purchase Agreements respecting lots sold in Meadowland V and VI as follows:

1. Single Lot Land Purchase Agreements entered into on or before September 6<sup>th</sup>, 2005 shall be deemed amended giving the purchaser until June 15<sup>th</sup>, 2006 for their remaining balance (of the purchase price) to be paid, rather than 180 days as required by Section 1b) of Policy V-4(c) Marketing of Town of Stettler Residential Lots. And that
2. Multiple Lot Land Purchase Agreements entered into on or before September 6<sup>th</sup>, 2005 shall be deemed amended giving the purchaser until June 15<sup>th</sup>, 2006 for their remaining balance (of the total purchase price) to be paid, rather than 240 days as required by Section 2d) of Policy V-4(c) Marketing of Town of Stettler Residential Lots.

MOTION CARRIED

Unanimous with the abstention of  
Councillor Richards

Councillor Richards returned to the meeting at 10:56 p.m.

14. **Adjournment:**

**Motion 05:09:21**

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

MOTION CARRIED

Unanimous at 10:56 p.m.

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Mayor

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Director of Finance & Administration