

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, MAY 3, 2011 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards  
  
Councillors D. Bachman, A. Campbell, M. Fischer, P. Simons &  
S. Wildeboer  
  
CAO R. Stoutenberg  
Assistant CAO G. Switenky  
  
Press (2)

**Absent:** Councillor L. Thorogood

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

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

**Motion 11:05:01** Moved by Councillor Bachman to approve the agenda as presented with the following additions:

12(a) Red Willow Creek Culvert Emergent Update  
13(a) Incamera – Lagoon Project Contract  
13(b) Incamera – Land Matter

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held April 19, 2011

**Motion 11:05:02** Moved by Councillor Wildeboer that the Minutes of the Regular Meeting of Council held on April 19, 2011 be approved as presented

MOTION CARRIED  
Unanimous

(b) Business Arising from the April 19, 2011 Meeting Minutes  
  
None

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

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

6. **Administration:** (a) Request to hold Joint Council Meeting May 9<sup>th</sup> 7-9 p.m. Possible Agenda Items?

CAO, R. Stoutenberg explained that the County of Stettler has requested to hold a joint meeting of Members of both Council's with Senior Administration on May 9, 2011 from 7-9 pm.

The CAO's from the Town and the County will coordinate the preparation of an agenda.

(b) Request for Subdivision re: 2011-02 and Development Agreement

CAO, R. Stoutenberg advised that the Steve Wilfort is proposing to create:

- 3 Highway Commercial Parcels +/- 2.3 acres
- 3 Highway Commercial Parcels +/- 3.5 acres
- 1 Highway Commercial Parcel +/- 2.2 acres
- 2 Highway Commercial Parcels +/- 1.8 acres
- 1 Urban Reserve Parcel +/- 62 acres

on lands located at the SE 1-39-20-W4.

CAO, R. Stoutenberg advised that the proposed subdivision is located within an area that has been recently annexed into the Town of Stettler. Six highway commercial parcels have been previously subdivided from this quarter section.

Alberta Transportation has indicated that access to the proposed subdivision must be provided by an existing service road that fronts onto the parcel.

It was noted that there were no objections identified from referral parties and/or external agencies.

CAO, R. Stoutenberg broadly reviewed significant components of the proposed development agreement as presented.

Discussion ensued regarding the significant amount (21.97 acres) of future municipal reserve dedication that has been agreed to by the developer. This area could become a natural mirror to the West Stettler Ponds (extension on the west side of 70<sup>th</sup> Street).

Members of Council expressed their appreciation for the good work done by the Town's planning staff in working very cooperatively and effectively with the local developer.

**Motion 11:05:03**

Moved by Councillor Fischer that the Town of Stettler Council approve Subdivision Application 2011-02 as presented with the following considerations:

The Tentative Plan of Subdivision 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, that the application be approved as per Tentative Plan subject to conditions.

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. All outstanding Property Taxes to be paid to the Town of Stettler as per Section 654 (1) (d) of the Municipal Government Act.

3. The applicant shall enter into, and comply with the terms and conditions of, a development agreement with and to the satisfaction of the Town of Stettler, in accordance with Section 655 of the Municipal Government Act, as amended, with regard to all municipal improvements such as water supply, sewage disposal, storm water management, on-site roads, and other utilities as may be required.
4. Easements for servicing and drainage shall be obtained by the Town of Stettler upon subdivision.
5. The Applicant shall prepare and submit to the Town for approval, at no cost to the Town, engineering design drawings that are required for the construction of municipal improvements.
6. The issuance of a Construction Completion Certificate for the municipal improvements to the Town's satisfaction, pursuant to the subdivision development agreement referenced above.
7. Municipal Reserves in the amount of 21.97 acres will be obtained by the Town of Stettler from the 62 acre urban Reserve Parcel for future park connection.

MOTION CARRIED  
Unanimous

(c) Request for Decision re: Rezoning I to R3A

CAO, R. Stoutenberg advised that the applicant Clint Kneeland is proposing to purchase the 4901-43 Street property and subdivide into 12 mobile home lots. A condition of the purchase is based upon the applicant obtaining rezoning for the proposed mobile home development.

Further to the 4901-43 Street zoning the owner is in favor of rezoning the south 134 meters of 4204-50 Avenue for future mobile home development, which would provide an additional 10 mobile home lots.

Servicing for the 12 mobile home lots is proposed from the existing services adjacent to the property. The servicing for these properties will need to be engineered and subdivision of the property will require the applicant to enter into a development agreement for the municipal servicing, lot sizes, road/lane construction, and path and park dedication.

CAO, R. Stoutenberg advised that staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw 1976-08 and the Municipal Development Plan.

Staff has assisted in the process by preparing a concept plan for the area required to be re-zoned to allow the future development of mobile home lots on the 4901-43 Street site as well as to the east on the South portion of 4204-50 Avenue.

The land owner is proposing to keep the existing industrial zoning for the north portion of 4204-50 Avenue for rental purposes as the existing shop has a light industrial tenant.

CAO, R. Stoutenberg advised that appropriate pathway connections and additional green space dedication has been incorporated into the outline/concept plan as presented.

Discussion ensued respecting the value and need for additional mobile home lots in Stettler.

It was noted that the process is for Council to consider the first reading to an amending bylaw to the Land Use Bylaw. Should first reading be passed then notice of a public hearing (to be held at a later date) will be required.

Mayor Richards with the mutual consent of Council varied the order of the agenda to consider Bylaw 2011-11 for first reading only.

Bylaw 2011-11 re: Rezoning

Mayor Richards advised that Bylaw 2011-11 is to amend Bylaw 1976-08 as follows:

That Lots 7-10, Block 52, Plan 2442AE and Part of Lot 1, Block 1, Plan 062 6844 be re-designated from I – Industrial to R3A – Residential Mobile Home Subdivision

**Motion 11:05:04**

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 2011-11.

MOTION CARRIED  
Unanimous

(e) Memo re: Chloramination Schedule

CAO, R. Stoutenberg advised that the switch from chlorines to chloramination will begin on May 16<sup>th</sup>. He explained that a news release will be in the Stettler Independent, on Q14 and an insert sent to the post office for mail box distribution.

CAO, R. Stoutenberg explained that during this time the public can expect to see Town forces flushing mains to help pull the new water into Town.

This item was presented for information purposes.

(f) Memo re: Capital Purchase – Rubberized Melting Kettle and Asphalt Router with Hot Air Lance Purchase

CAO, R. Stoutenberg advised two bids were obtained through RFP's for the purchase of a rubberized melting kettle and asphalt router with hot air lance. This is a seasonal piece of equipment to be used for crackfilling on roads. The approved 2011 Capital Budgeted allocation is \$65,000.00. The bid amounts are as follows:

1. Marathon Equipment (through W.R. Meadows of Western Canada Ltd.)  
\$54,875.00 plus GST  
1 year warranty  
Stock parts, but no service department.

2. Crafcoc (through Lafrentz Road Marking)  
\$63,033.56 plus GST  
1 year warranty  
Stock parts and they have a service department in  
Edmonton.

It was noted that staff has spoke with two reference communities (High River and Camrose). They have used or owned both machines and have recently purchased from Marathon Equipment. They are both very pleased with the machine.

**Motion 11:05:05**

Moved by Councillor Wildeboer that the Town of Stettler Council award the purchase of the rubberized melting kettle and asphalt router with hot air lance from Marathon Equipment through W.R. Meadows of Western Canada Ltd. in the amount of \$54,875.00 plus GST.

MOTION CARRIED  
Unanimous

(g) CAO Report

**Motion 11:05:06**

Moved by Councillor Bachman that the Town of Stettler Council approve the CAO Report as presented.

MOTION CARRIED  
Unanimous

(i) Accounts Payable in the amount of \$284,482.90

**Motion 11:05:07**

Moved by Councillor Simons that Accounts Payable in the amounts of \$205,915.56 & \$78,567.34 for the period ending April 29, 2011 for a total amount of \$284,482.90 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Apr 20 - Lunch with Reeve Nixon.
- Apr 21 - Town Office duties.
- Apr 27 - Board of Trade Team Building luncheon.
- May 2 - Campus Alberta Meeting.  
- Voted in the Federal Election.
- May 3 - Reviewed a request from Stettler Regional Child Care Centre for a letter of support for their CFEP Application for \$30,000 donation for playground equipment.

(b) Councillor Bachman

- Apr 19 - Library Board Meeting.

(c) Councillor Campbell

- No meetings to report.

(d) Councillor Fischer

- Apr 25 - Meeting with Bonnie Ireland & Theresa Tempest re: vision and planning for Campus Alberta transition.
- May 2 - Campus Alberta Meeting.

(e) Councillor Simons

- Apr 28 - County of Stettler Housing Authority Meeting.
- May 2 - Campus Alberta Meeting.

(f) Councillor Thorogood

- No report – absent from meeting.

(g) Councillor Wildeboer

- No meetings to report.

8. **Minutes:**

(a) None

9. **Public Hearing:**

(a) 8:00 P.M. – Bylaw 2009-11 re: Amend Land Use Bylaw 1976-08

This item will be dealt with later in the meeting.

10. **Bylaws:**

(a) 2009-11 re: Amend Land Use Bylaw 1976-08

This item will be dealt with following item 9(a) – Public Hearing.

(b) 2011-11 re: Rezoning Bylaw

This item was previously dealt with under item 6(c) – Administration.

(c) 2012-11 re: Local Improvement Bylaw

Mayor Richards explained that Bylaw 2012-11 is to authorize construction of sidewalk by levying a special assessment therefore as a Local Improvement on the east side of 51 Street from 49 Avenue to 50 Avenue and on the north side of 49 Avenue from 51 Street east to alley.

**Motion 11:05:08**

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 2012-11.

MOTION CARRIED  
Unanimous

**Motion 11:05:09**

Moved by Councillor Simons that the Town of Stettler Council give second reading to Bylaw 2012-11.

MOTION CARRIED  
Unanimous

**Motion 11:05:10**

Moved by Councillor Fischer that the Town of Stettler Council give permission for third and final reading to Bylaw 2012-11.

MOTION CARRIED  
Unanimous

**Motion 11:05:11**

Moved by Councillor Bachman that the Town of Stettler Council give third and final reading to Bylaw 2012-11.

MOTION CARRIED  
Unanimous

11. **Correspondence:**
- (a) Member Notice – Count Yourself in for Water Conservation
  - (b) Member Notice – Retirement Planning: Employee Plans and Investment Rate High
  - (c) CAEP Community Engagement Café Invitation
  - (d) Alberta Target Mature Workers to Combat Future Labour Shortage

**Motion 11:05:12**

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

MOTION CARRIED  
Unanimous

12. **Items Added:**
- (a) Red Willow Creek Culvert Emergent Update

CAO, R. Stoutenberg advised Council that a sink hole, caused by a collapsed culvert, has manifested along the service road/alley adjacent to the Super 8 Motel. The service road/alley at this location has been barricaded and closed for safety purposes.

CAO, R. Stoutenberg explained to Council that there are two underground 6' culverts running parallel to each other in the lane behind the Super 8 Motel. These culverts are a full block long and must accommodate the flows of the Red Willow Creek.

Following a recent inspection of the interior of both culverts it was determined that the north culvert is in good enough shape at this time, however the south culvert has only 50 meters at the east end that are in good enough shape. The remainder of the south culvert needs to be replaced as soon as possible. The scope of only the emergent portion of a replacement project is estimated at \$300,000. The entire structure replacement was estimated to cost \$1.6 million in 2010 for provincial grant funding/application purposes.

Discussion ensued respecting the unlikely potential for any emergent funding prior to the upcoming provincial election.

Various internal and external funding options/sources were identified and are available to fund a partial repair/replacement of this magnitude.

It was mutually agreed that this item be recessed until approximately 8:05 p.m. when the Director of Operations, Melissa Robbins will be in attendance.

13. **In-Camera Session:** (a) Lagoon Project Contract and Land Matter

**Motion 11:05:13**

Moved by Councillor Wildeboer that the Town of Stettler Council proceed into an In-Camera Session with the CAO and Assistant CAO present to discuss the above In-Camera items.

MOTION CARRIED  
Unanimous at 7:27 p.m.

**Motion 11:05:14**

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

MOTION CARRIED  
Unanimous at 7:45 p.m.

12. **Items Added Con't:** (a) Red Willow Creek Culvert Emergent Update

Mayor Richards returned Council's attention to Agenda Item 12(a) – Red Willow Creek Culvert Emergent Update.

Director of Operations, Melissa Robbins entered the meeting at 7:45 p.m.

Mayor Richards welcomed M. Robbins to the meeting.

Discussion ensued respecting the emergently deteriorating condition of sections of the southerly 6' culvert along Red Willow Creek as recently inspected by Town Staff.

At a minimum, it will be necessary to perform a small repair immediately (estimated to cost \$25,000) as a temporarily fix to allow the service road/lane to re-open.

Discussion ensued regarding the emergent nature of this replacement project.

**Motion 11:05:15**

Moved by Councillor Fischer that the Town of Stettler Council authorize Administration to proceed to tender with respect to undertaking the partial emergent replacement of deteriorated sections of underground culverts along the Red Willow Creek immediately to the east of Highway 56.

MOTION CARRIED  
Unanimous at 7:45 p.m.

Mayor Richards temporarily recessed the meeting at 7:56 p.m.

Mayor Richards reconvened the meeting at 8:00 p.m.

9. **Public Hearing:** (a) 8:00 P.M.–Bylaw 2009-11 re: Amend Land Use Bylaw 1976-08

Mayor Richards declared the Public Hearing for Bylaw 2009-11 open at 8:00 p.m.

Present:

Mayor D. Richards  
Councillors A. Campbell, D. Bachman, M. Fischer  
L. Thorogood, P. Simons & S. Wildeboer  
CAO R. Stoutenberg  
Assistant CAO G. Switenky  
Press (2)  
Public (1)



Mayor Richards explained the purpose of the Public Hearing and noted that there was one member of the public present.

Mayor Richards advised that Bylaw 2009-11 is to amend Schedule "A" of the Land Use Bylaw 1797-98 that Part of Parcel A, Plan 6166HW be re-designated from C2: Highway Commercial to DC2: Direct Control Residential 2.

Mayor Richards advised that the bylaw was advertised on April 13 & 20, 2011 for the Public Hearing to be held tonight (May 3<sup>rd</sup>).

Administration informed Council that no written or verbal submissions have been received for or against Bylaw 2009-11.

Mayor Richards invited representation from any member of the public in attendance. No representation was made.

There were no other representations heard or made.

Mayor Richards declared the Public Hearing for Bylaw 2009-11 closed at 8:02 p.m.

Mayor Richards reconvened the regular Council Meeting at 8:02 p.m.

With the mutual consent of Council, Mayor Richards varied the order of the Agenda to consider Bylaw 2009-11.

**Motion 11:05:16**

Moved by Councillor Bachman that the Town of Stettler Council give second reading to Bylaw 2009-11.

MOTION CARRIED  
Unanimous

**Motion 11:05:17**

Moved by Councillor Wildeboer that the Town of Stettler Council give third and final reading to Bylaw 2009-11.

MOTION CARRIED  
Unanimous

13. **In-Camera Con't:** (a) Lagoon Project Contract and Land Matter

**Motion 11:05:18**

Moved by Councillor Fischer that the Town of Stettler Council proceed into an In-Camera Session with the CAO and Assistant CAO present to discuss the remaining In-Camera items.

MOTION CARRIED  
Unanimous at 8:02 p.m.

**Motion 11:05:19**

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

MOTION CARRIED  
Unanimous at 8:37 p.m.

14. Adjournment:

**Motion 11:05:20**

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

MOTION CARRIED  
Unanimous at 8:37 p.m.

---

Mayor

---

Assistant CAO