

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

Present: Mayor J. Hunter

Councillors G. Majeran, R. Peeples, D. Richards &
L. Thorogood

Town Manager R. Stoutenberg
Director of Finance & Administration G. Switenky

Press (2)

Absent: Councillors A. Campbell & S. Hurley

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

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

Motion 07:02:01 Moved by Councillor Richards to approve the agenda as presented with the following additions:

12(a) Memo re: Annual Bedding Plant Tender
12(b) RCMP

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held on January 16, 2007

Motion 07:02:02 Moved by Councillor Peeples that the Minutes of the Regular Meeting of Council held on January 16, 2007 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the January 16, 2007 Minutes

(i) None

4. **Citizen's Forum:** (a) Mr. Ken Gabriel

This item was dealt with later in the meeting.

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

6. **Administration:** (a) Beautification Committee Appointment

Mayor Hunter reviewed the letter from Ron Hansel who has expressed an interest in and willingness to join the Heartland Beautification Committee.

Motion 07:02:03 Moved by Councillor Majeran that the Town of Stettler Council approve the appointment of Ron Hansel as a representative on the Heartland Beautification Committee.

MOTION CARRIED
Unanimous

(b) 2007 Strategic Plan

Town Manager, R. Stoutenberg presented the 2007 Strategic Planning items that were compiled at the Strategic Planning Session held on January 23rd, 2007. The overall list included 20 items; individual action plans were developed for only the top eleven goals identified. Council reviewed the action plans on an item by item basis.

It was stated that updates will come back to Council on a regular basis including highlights of the accomplishments/steps completed to date.

Motion 07:02:04

Moved by Councillor Richards that the Town of Stettler Council approve the 2007 Strategic Plan as presented.

MOTION CARRIED
Unanimous

(c) Memo re: Electronic Messaging Marquee

Town Manager, R. Stoutenberg reviewed the memorandum from Lee Penner, Director of Parks & Leisure Services regarding the purchase of a new electronic messaging marquee sign to be located along 44th Avenue at the entrance to the Stettler Recreation Centre.

Two suppliers have quoted for the installation of the electronic messaging marquee as follows:

- Signs Now in Red Deer \$24,849.76 plus installation
- Red Deer Neon \$24,467.00 installation included

The recently renewed Pepsi products contract includes a contribution of \$30,000 (\$10,000 per year for 3 years) towards the acquisition of this sign.

The sign was approved in the 2007 Capital Budget however in accordance with the Town's Purchasing Policy items greater than \$15,000 must be submitted to Council for final purchase approval.

Motion 07:02:05

Moved by Councillor Peoples that the Town of Stettler Council approve the purchase of the electronic messaging marquee sign from Red Deer Neon at the low price of \$24,467.00 (tax out) including installation.

MOTION CARRIED
Unanimous

Councillor Thorogood entered the meeting.

(d) Request for Subdivision Echo Ridge Homes

Town Manager, R. Stoutenberg advised that the applicant (Echo Ridge Homes) is proposing to create two lots to accommodate a duplex on Lot 1, Block 5, Plan 792 1544. The proposed subdivision is located at 5909 - 53 Avenue.

The east lot to be created will be 357 square meters and the west lot to be created will be 347 square meters. The proposed subdivision is zoned R2 – General Residential and meets the minimum parcel size and lot coverage requirements for this Land Use District.

Access to each newly created parcel will be from the lane located between 52nd & 53rd Avenue and each dwelling unit will have the required two stalls of off-street parking in the rear yard.

Given the depth of the sewer line at this location, a single 6 inch line will service both properties (Y connection).

Motion 07:02:06

Moved by Councillor Majeran that Subdivision Application 2007-01 from Echo Ridge Homes to create two (2) parcels to accommodate a duplex on Lot 1, Block 5, Plan 792 1544 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 submissions the Town of Stettler Council approves Subdivision Application 2007-01 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. There are no major development constraints.
4. No Municipal reserves are owing.

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2007-01 subject to the following conditions:

1. Subdivisions 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

(e) Memo re: G.I.S. – Summary of Capital Costs/Summary of On-Going Operating Costs/Job Description & Salary Range

Town Manager, R. Stoutenberg reviewed the memorandum from Development Officer, Wes Holowachuk.

Town Manager, R. Stoutenberg advised that the Town of Stettler is implementing a Geographic Information System and requires a GIS Planner/Technician to perform the lead role in the startup and management of this complex multi-departmental program.

The GIS Technician's duties will include creating a GIS system from the ground up as well as a day to day role in the capture, maintenance, analysis, interpretation and support of the GIS spatial and attribute data within the organization.

Discussion ensued regarding the proposed salary range for the position and the anticipated annual cost for the entire GIS initiative both now and in the future.

Mayor Hunter temporarily suspended discussion on this item in order to hold Citizens Forum as noted on the agenda.

4. **Citizen's Forum:** (a) Mr. Ken Gabriel

Mr. Ken Gabriel entered the meeting at 7:00 p.m.

Mr. Gabriel informed Council that he has written a song and has had a CD produced. He is willing to offer the use of his song to the Town for promotional purposes. Mr. Gabriel also shared with Council his vision for downtown signage and streetscape amenities. Various photocopied renderings were circulated to support his ideas.

Additionally, Mr. Gabriel informed Council that he would like to see built a seniors condominium project in memory of his late Grandfather Lawrence Gabriel. The project would be in cooperation with a local partner.

Mayor Hunter informed Mr. Gabriel that he would need to submit to the Town a full set of plans together with site drawings for the proposed location. The standard development process will have to be followed.

Mayor Hunter thanked Mr. Gabriel for attending the meeting and sharing his thoughts and ideas with Council.

Mr. Gabriel departed the meeting at 7:14 p.m.

6. **Administration Con't:** (e) Memo re: G.I.S. – Summary of Capital Costs/Summary of On-Going Operating Costs/Job Description & Salary Range

Discussion continued regarding the specific duties, responsibilities, qualifications and competencies of a GIS Technician and the amount of work involved in embarking on this initiative.

Motion 07:02:07

Moved by Councillor Majeran that the Town of Stettler proceed with hiring a GIS Technician and that the GIS job description and salary range be approved as presented.

MOTION CARRIED
Unanimous

(f) County of Stettler/McKay Area Structure Plan

Mayor Hunter, with the mutual consent of Council varied the order of the agenda postponing item 6(f) until later in the meeting when planning and development staff are expected to be in attendance.

(g) Memo re: Concrete Crushing Tender

Town Manager, R. Stoutenberg reviewed the memorandum from John Keith, Director of Operational Services.

The tender closed on January 31, 2007 with two bidders as follows:

- Park Paving Ltd. – Edmonton	\$128,811.20 (\$121,520 tax out)
- Copper Stone Crushing – Calgary	\$98,811.70 (\$93,045 tax out)

The low quote works out to approximately \$10.60 per m³. Comparably the cost of a similar sized fractured pit run in 2006 was \$16.00 per m³.

The Town has approximately \$66,000 in a dedicated reserve for the completion of this work. Administration is proposing to reallocate \$15,200 from the 2007 gravel tender budget and the balance of \$11,845 from the gravel portion of the 2007 pathway budget in order to finance the tendered cost.

Motion 07:02:08

Moved by Councillor Peoples that the Town of Stettler Council approve the low tender from Copper Stone Crushing at a cost of \$93,045.00 (tax out) to crush all of the concrete accumulated near the transfer site into a usable size material (63 mm).

MOTION CARRIED
Unanimous

(h) Funding Application Form re: Celebrate Canada

Town Manager, R. Stoutenberg reviewed the funding application. Municipalities are to forward their application to the Federal Government by February 28, 2007 to be eligible for the "Celebrate Canada?" Program.

It was noted that the requirement to include an authorizing resolution from Council to support the request for a financial contribution is new in the application process for 2007.

Motion 07:02:09

Moved by Councillor Thorogood that the Director of Parks and Leisure Services for the Town of Stettler is duly authorized to submit financial requests on behalf of the Town of Stettler to the Department of Canadian Heritage in relation to the "Celebrate Canada!" Program for organizing activities to celebrate Canada Day. And further that this Town of Stettler Council authorization is hereby approved for the year 2007 and all subsequent years.

MOTION CARRIED
Unanimous

(i) Town Manager's Report

Motion 07:02:10

Moved by Councillor Peeples that the Town of Stettler Council approve the Town Manager's Report for the month of January as presented.

MOTION CARRIED
Unanimous

(j) Accounts Payable in the amount of \$723,760.35

Motion 07:02:11

Moved by Councillor Thorogood that Accounts Payable for the period ending January 30, 2007 in the amount of \$723,760.35 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Jan 18 - Streetscape Open House.
- Jan 19 - Town Office duties.
- Jan 23 - Strategic Planning Session.
- Jan 26 - Town Office duties.
- Jan 30 - Meeting with Paul Hyndman – AB Alliance Leader.
- Feb 2 - Town Office duties.

(b) Councillor Hurley

- No report – absent from meeting.

(c) Councillor Campbell

- No report – absent from meeting.

(d) Councillor Majeran

- Jan 18 - Streetscape Open House.
- Jan 22 - FCSS Meeting.
- Jan 23 - Strategic Planning Session.

(e) Councillor Peeples

- Jan 18 - Red Deer River Municipal Users Group Executive & General Meetings.
 - Streetscape Open House.
- Jan 23 - Strategic Planning Session.
- Jan 24 - Municipal Planning Commission Meeting.

(f) Councillor Richards

- Jan 22 - Ambulance Board Meeting.
- Jan 23 - Strategic Planning Session.
- Jan 24 - Municipal Planning Commission Meeting.

(g) Councillor Thorogood

- Jan 18 - Streetscape Open House.
- Jan 22 - Ambulance Board Meeting.
- Jan 23 - Strategic Planning Session.
- Jan 24 - Municipal Planning Commission Meeting.
- Board of Trade Meeting.
- Jan 25 - Collective Bargaining Meeting.

8. **Minutes:**

(a) Heartland Beautification Meeting of January 4, 2007

(b) Municipal Planning Commission Meeting of January 24, 2007

Motion: 07:02:12

Moved by Councillor Richards that the Minutes, items 8(a) & 8(b) be accepted for information.

MOTION CARRIED
Unanimous

10. **Bylaws:**

(b) 1948-07 re: 2007 Business Tax

Town Manager, R. Stoutenberg informed Council that this bylaw is to establish a 2007 business tax rate collectable from professionals who cannot be legally licensed by the Town. A corresponding Business License bylaw is currently in effect and does not require an amendment. Both bylaws collect the same fee of \$125 per year.

Motion: 07:02:13

Moved by Councillor Thorogood that the Town of Stettler Council give first reading to Bylaw 1948-07.

MOTION CARRIED
Unanimous

Motion: 07:02:14

Moved by Councillor Peeples that the Town of Stettler Council give second reading to Bylaw 1948-07.

MOTION CARRIED
Unanimous

Motion: 07:02:15

Moved by Councillor Majeran that the Town of Stettler Council give permission for third and final reading to Bylaw 1948-07.

MOTION CARRIED
Unanimous

Motion: 07:02:16

Moved by Councillor Richards that the Town of Stettler Council give third and final reading to Bylaw 1948-07.

MOTION CARRIED
Unanimous

9. **Public Hearing:**

(a) 8:00 P.M. – Bylaw 1947-07 re: Amend Land Use Bylaw 1797-98

Mayor Hunter declared the Public Hearing for Bylaw 1947-07 open at 8:00 p.m.

Present:

Mayor J. Hunter
Councillors G. Majeran, R. Peebles, D. Richards &
L. Thorogood
Town Manager R. Stoutenberg
Director of Finance & Administration G. Switenky
Press (2)

Town Manager, R. Stoutenberg introduced that Bylaw 1947-07 is to amend Land Use Bylaw 1797-98 to re-designate Lots 1 & 2, Block 6, Plan 942 2699 from "C1" Central Commercial to "C2" Highway Commercial.

Mayor Hunter briefly outlined the process of the Public Hearing, noted that there were no members of the public present.

Town Manager, R. Stoutenberg advised that the purpose of this re-designation is to have the correct zoning for a proposed vehicle repair business to operate at this corner location. Administration supports this type of commercial business use as being appropriate at this location.

Town Manager, R. Stoutenberg informed Council that there was one verbal submission received from an adjacent property owner who expressed some concern over the nature of the business activity being proposed at this location given that nearby (relatively new) buildings accommodate professional services (Veterinarians, Chartered Accountants, Insurance).

The inquiring person was advised and accepted that site concerns are development specific related and should be addressed at the development permit stage (advertising required).

Discussion ensued regarding the appropriateness of an automotive repair service business at this location.

There were no other representations heard or made.

Mayor Hunter declared the Public Hearing for Bylaw 1947-07 closed at 8:06 p.m.

Mayor Hunter reconvened the regular Council Meeting at 8:06 p.m.

10. **Bylaws Con't:** (a) 1947-07 re: Amend Land Use Bylaw 1797-98
- Motion: 07:02:17** Moved by Councillor Thorogood that the Town of Stettler Council give second reading to Bylaw 1947-07.
- MOTION CARRIED (4 – 1)
Opposed: Councillor Richards
- Motion: 07:02:18** Moved by Councillor Peeples that the Town of Stettler Council give third and final reading to Bylaw 1947-07.
- MOTION CARRIED (4 – 1)
Opposed: Councillor Richards
11. **Correspondence:** (a) AAMDC Contact
- (b) Alberta Minister of Infrastructure & Transportation
- (c) Shirley McClellan
- Motion: 07:02:19** Moved by Councillor Peeples that correspondence items 11(a) to 11(c) inclusive be accepted for information.
- MOTION CARRIED
Unanimous
12. **Additions:** (a) Memo re: Annual Bedding Plant Tender
- Councillor Thorogood declared a possible conflict of interest and by departing the meeting excused herself from discussion and voting on this matter.
- Town Manager, R. Stoutenberg reviewed the memorandum from Lee Penner, Director of Parks & Leisure Services.
- Two bids were received for the supply of annual bedding plants as follows:
- | | |
|----------------------------|----------------------|
| Howe's Greenhouse (Castor) | \$4,840.00 (tax out) |
| Alta-West Group | \$7,647.45 (tax out) |
- Motion 07:02:20** Moved by Councillor Richards that the Town of Stettler Council approve the low tender from Howe's Greenhouse for the annual bedding plants at a cost of \$4,840.00 (tax out).
- MOTION CARRIED
Unanimous with the abstention of
Councillor Thorogood
- Councillor Thorogood returned to the meeting.
- (b) RCMP Update
- It was stated that Sgt. Kevin Picard has been temporarily reassigned to a Special RCMP Project. Cpl. Terry Best is acting in charge at the detachment.

Mayor Hunter recessed the meeting at 8:10 p.m.

Mayor Hunter reconvened the meeting at 8:18 p.m.

6. **Administration:** (f) County of Stettler/McKay Area Structure Plan

Development Officers Wes Holowachuk & Dave Dittrick entered the meeting at 8:18 p.m.

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

Deputy Mayor Councillor Majeran assumed the Chair.

W. Holowachuk, Development Officer reviewed the memorandum. The County of Stettler, in accordance with Section 11.1 of the Inter-Municipal Development Plan (IDP), has referred the Draft McKay Area Structure Plan to the Town for review and recommendations.

The lands are located in the Urban Fringe Area as identified in the IDP. Section 3.1 in the IDP states that proposed development located within the Urban Fringe shall require consensus by both the Town and the County of Stettler before approval is given.

Discussion ensued regarding the plan area & location, land uses & zoning, internal roads, utility service concepts, lot sizing, and the eventual integration with adjacent properties in the future.

Round table discussion ensued regarding optional recommendations to the County.

Motion 07:02:21

Moved by Councillor Richards that the Town of Stettler Council approve the following recommendations to the County of Stettler respecting the proposed McKay Area Structure Plan located within the Urban Fringe referral area identified in the Inter-Municipal Development Plan:

1. That Council requires each parcel to be serviced by the Town's municipal sewer; and
2. Require the commercial lot depth to be increased to coincide with the Inter-Municipal Development Plan; and
3. Require that the identified "addition to farm" parcel be re-sized and designated highway commercial; and
4. Residential lots be further subdivided and sold as pairs to better regulate locations of future dwellings and to accommodate future urban densities, and
5. Have the road network and residential lots re-designed to accommodate a maximum of .5 acre subdivisions in the future.

MOTION CARRIED (3 – 1) with the abstention of Mayor Hunter
Opposed: Councillor Peeples

Mayor Hunter returned to the meeting and reassumed the Chair.

13. **In-Camera Session:** (a) 8:30 P.M. – Delegation re: Growth Study

Motion 07:02:22

Moved by Councillor Thorogood that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager, Director of Finance & Administration and Development Officers (2) present to discuss the items as presented on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 8:50 p.m.

Motion 07:02:23

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

MOTION CARRIED
Unanimous at 9:50 p.m.

Motion 07:02:24

Moved by Councillor Richards that the Town of Stettler Council approves the Growth Study 2007 to 2067 as presented.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 07:02:25

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

MOTION CARRIED
Unanimous at 9:50 p.m.

Mayor

Director of Finance & Administration