

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, APRIL 17, 2007 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

Councillors A. Campbell, S. Hurley, G. Majeran, R. Peeples,
D. Richards & L. Thorogood

Director of Finance & Administration G. Switenky
Administrative Assistant S. Mayer

Press (1)

Absent: Town Manager R. Stoutenberg

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

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

Motion 07:04:18 Moved by Councillor Richards to approve the agenda as presented with the following additions:

- 12(a) Town of Hinton News Release
- 12(b) Memo re: Purchase of Photocopier
- 13(a) In-Camera: Town Manager Contract & Evaluation
- 13(b) In-Camera: Performing Arts Centre
- 13(c) In-Camera: Physician Recruitment

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held April 3, 2007

Motion 07:04:19 Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on April 3, 2007 be approved as amended with the following corrections:

Item 6(f) and the associated Motion 07:04:08 should both read: to create "three" industrial lots (rather than two as presented).

MOTION CARRIED
Unanimous

- (b) Business Arising from the April 3, 2007 Minutes

None

- (c) Minutes of the Committee of the Whole held April 10, 2007

Motion 07:04:20 Moved by Councillor Peeples that the Minutes of the Committee of the Whole Meeting held on April 10, 2007 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the April 10, 2007 Committee Minutes

(i) Sewage Lagoons

Mayor Hunter updated Council that this matter has been reviewed by the Director of Operational Services J. Keith and Water Works personnel. They have determined, based on the visual lay of the lands involved, that the relatively small amount of standing water on the adjacent property is not overflow from the Town's lagoons rather it is spring snow melt/runoff.

As some further due diligence is warranted the Town will conduct water sample tests which will determine the differences in the water quality at each site involved.

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

5. **Delegations:** (a) 7:30 P.M. re: Sgt Kevin Picard

This item was dealt with later in the meeting.

6. **Administration:** (a) Committee of the Whole Recommendations

1. Entrance Signs

Director of Finance and Administration, G. Switenky stated that at the April 10th, 2007 Committee of the Whole Meeting Concept B (single arch) with some minor modifications for colors and lighting was slightly preferred over Concept A (arch being part of a heart shape).

Round table discussion ensued for the purpose of building a consensus on a preferred entrance sign concept.

Motion 07:04:21

Moved by Councillor Campbell that the Town of Stettler Council approves that design Concept "B" (single arch) be selected for new community entrance signs and that Administration be directed to develop preliminary cost estimates for Concept "B" with minor modifications for colors and lighting, and further directs Administration to recommend new sign locations for Council's consideration.

MOTION CARRIED (5-2)

Opposed: Councillors Hurley & Peoples

2. Doctor Recruitment Financial Commitment

Motion 07:04:22

Moved by Councillor Majeran that the Town of Stettler Council commit one-half of the cost, to a maximum of \$15,000, towards the recruitment of a new physician in Stettler.

MOTION CARRIED

Unanimous

(b) Memo re: Purchase of New JCB Backhoe

Director of Finance and Administration, G. Switenky informed Council that the 2007 Capital Budget allocated \$93,000 towards the purchase of a new JCB Backhoe (to replace one of the Town's two existing JCB backhoes). Also that the Town's Purchasing Policy requires that purchases over \$15,000 must be approved by Council even though such items have been appropriately included in a budget.

The 2007 Capital Budget backup sheets reflected that the 1994 JCB backhoe was to be traded in for a value of \$18,000. Subsequent to the 2007 Capital Budget process, the 1994 JCB Backhoe was advertised publicly for sale. An offer of \$26,000 was received and the equipment was sold to an out of the area buyer. Therefore, the net cash cost to the Town has been reduced by \$8,000 from \$75,000 to \$67,000.

Discussion ensued regarding the reasoning for sole sourcing a new JCB Backhoe from Bobcat of Red Deer (Authorized Regional Dealer).

Motion 07:04:23

Moved by Councillor Peebles that the Town of Stettler Council approves the sole source purchase of a 2007 215 4WD JCB Backhoe from Bobcat of Red Deer in the amount of \$91,727 (tax out).

MOTION CARRIED
Unanimous

(c) Memo re: Joint Council Meeting, Wednesday, May 30 at 3:00 P.M. Agenda Items

Director of Finance and Administration, G. Switenky informed Council that in a recent conversation with the County of Stettler Chief Administrative Officer Tim Fox it was determined that if there are not enough substantive items to be addressed and due to everyone's busy schedules that the May 30th meeting may not be warranted.

Discussion ensued and it was concluded that it was important to meet on a regular and continuing basis with the County of Stettler Council to discuss/address items of mutual interest. The IDP and/or Annexation does not have to be discussed if the County is not ready or willing.

It was suggested that the Town propose having a meeting with only the Town and County present and that the joint meeting, which includes the other regional municipalities should be delayed until the fall of 2007.

(d) Disaster Services Coordinator

Director of Finance and Administration, G. Switenky explained that Bruce Mackenzie has resigned as the Director of Disaster Services and that John Bishop (formerly the Deputy) will be taking over the Director position. Bruce's last day of work was April 15, 2007. The County will be recruiting for the vacant Deputy position.

Discussion ensued as to whether Town Manager R. Stoutenberg should be appointed as the Interim Co-Deputy Director of Disaster Services until the Deputy position is filled.

Motion 07:04:24

Moved by Councillor Hurley that the Town of Stettler Council accept the resignation of Bruce Mackenzie from the position of Director of Disaster Services and appoint John Bishop as the Director of Disaster Services.

MOTION CARRIED
Unanimous

(e) Request for Subdivision re: 2007-05

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.

Director of Finance & Administration, G. Switenky highlighted the Request for Subdivision. He noted that the applicant (Derwin Massey) is proposing to create four lots to accommodate a four-plex on Lot E 72' of West ½ of Block 11, Plan 1177H.W. The proposed subdivision is located at 5806 – 50 Avenue. Subdivision of this property will allow each unit to be sold on separate title.

Background:

Municipal Planning Commission (MPC) on March 17th, 2005 granted approval for this 4-plex development as a discretionary use in an R2 zone. Since construction did not proceed within the first year an additional 12 month extension (to March 23rd, 2007) was granted by the Development Officer. A Building Permit for construction was obtained on March 9th, 2007 and construction has already commenced.

Key issues were reviewed as follows:

A number of adjacent landowners have expressed concerns with this development occurring in their neighborhood. Their concerns included increase in density, parking, and lack of notice. These residents have been advised that this development is within the Land Use District R2, and development of this nature (infill) is allowed to occur with MPC approval, and that required off-street parking will be provided for each unit.

In regards to proper notice, this development was advertised as required by the *Municipal Government Act* however this occurred in March 2005 following the original MPC approval. As a development extension was subsequently granted adjacent landowners were not notified again until this subdivision application was received, letters regarding the subdivision application were sent on April 2, 2007.

The Subdivision report outlined that the two south lots to be created are 190 sq. meters each, and the two north lots to be created are 310 sq. meters each. The proposed subdivision is zoned R2 – General Residential, and as such requires a minimum parcel size of 200 square Meters. The two southern lots do not meet this Land Use Regulation and will require a 5% variance. It was noted that two off street parking stalls will be provided for each unit.

No written submissions have been received either for or against the development rather only verbal questions and concerns have been taken by Planning Staff.

Discussion ensued regarding off street parking, lane access only for two lots, lot sizes and orientation, and the purpose of this subdivision being for ownership/title creation purposes.

Motion 07:04:25

Moved by Councillor Richards that Request for Subdivision 2007-05 from Derwin Massey to create four lots to accommodate a four-plex on Lot E 72' of West ½ of Block 11, Plan 1177H.W. 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 the Request for Subdivision 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 is owing.

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2007-05 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.
4. A 5% minimum parcel area variance be granted by the Town of Stettler's Subdivision Approval Authority for the two southern lots.

MOTION CARRIED
Unanimous with the abstention of
Mayor Hunter

Mayor Hunter returned to the meeting and resumed the Chair.

- (f) May Newsletter Items
- Household Toxic Roundup & Paint Exchange
 - Water Smart Program
 - Ag. Society Centennial Celebration
 - Alley Clean-up
 - Plant Exchange – May 12

- (g) Statement of Revenue & Expenses as of March 31, 2007

Motion 07:04:26

Moved by Councillor Thorogood that the Statement of Revenue & Expenses as of March 31, 2007 be accepted as presented.

MOTION CARRIED
Unanimous

- (h) Statement of Capital Activity as of March 31, 2007

Motion 07:04:27

Moved by Councillor Thorogood that the Statement of Capital Activity as of March 31, 2007 be accepted as presented.

MOTION CARRIED
Unanimous

- (i) Accounts Payable in the amount of \$714,321.70

Motion 07:04:28

Moved by Councillor Peebles that Accounts Payable for the period ending April 12, 2007 in the amount of \$714,321.70 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

- (a) Mayor Hunter

- Apr 5 - Meeting with Shaw Cable.
- Apr 10 - Committee of the Whole Meeting.
- Apr 13 - Trade Fair Orientation and worked at the booth.
- Apr 14 - Worked at Trade Fair booth.

- (b) Councillor Campbell

- Apr 10 - Committee of the Whole Meeting.
- Apr 13 - Trade Fair Orientation and worked at the booth.
- Apr 15 - Worked at Trade Fair booth.
- Apr 17 - Municipal Planning Commission Meeting.

(c) Councillor Hurley

-Apr 15 - Worked at Trade Fair booth.

(d) Councillor Majeran

-Apr 10 - Committee of the Whole Meeting.

-Apr 13 - Trade Fair Orientation and worked at the booth.

-Apr 16 - FCSS Meeting.

(e) Councillor Peebles

-Apr 10 - Committee of the Whole Meeting.

-Apr 13 - Trade Fair Orientation.

-Apr 14 - Worked at Trade Fair booth.

-Apr 16 - Museum Meeting.

-Apr 17 - Municipal Planning Commission Meeting.

(f) Councillor Richards

-Apr 5 - Fire Commission Meeting.

- Joint Town School Board Meeting re: Building Design.

-Apr 10 - Could not attend P.A.C. Meeting re: Need discussion on Board Structure.

-Apr 13 - Trade Fair Orientation and worked at the booth.

(g) Councillor Thorogood

-Mar 21 - Annexation Open House.

-Mar 22 - Municipal Planning Commission Meeting.

-Apr 15 - Worked at the Trade Fair booth.

8. **Minutes:**

(a) Special Stettler District Ambulance Association Meeting of March 27, 2007

(b) Memorial Tree Park Meetings of March 26 & April 5, 2007

(c) Heartland Beautification Committee Meeting of April 5, 2007

(d) Stettler Recycling Committee Meeting of March 21, 2007

(e) Stettler Waste Management Meeting of March 2, 2007

(f) Trail of the Buffalo Tourism Meeting of March 15, 2007

Motion 07:04:29

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

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) News Release re: Province Approved Disaster Recovery Program
- (b) Alberta Historical Resources Foundation
- Director of Finance and Administration, G. Switenky advised that the nomination deadline is June 1, 2007
- (c) County of Stettler No. 6 re: Shirley McClellan Regional Water Services Commission – Treated Water Reservoir
- (d) Alberta Municipal Services Corporation
- Director of Finance and Administration, G. Switenky advised that the conference has been cancelled although alternative workshops are available.
- (e) Red Deer Regional Municipal Users Group Newsletter
- (f) Federation of Canadian Municipalities
- (g) Red Deer County Annexation
- (h) Worker's Compensation Board re: Day of Mourning
- Director of Finance and Administration, G. Switenky advised that the flag at the Town Office will be lowered to half mast on April 28th, 2007 to mark the National Day of Mourning - remembering workers injured or killed on the job.
- Administration was requested to follow-up on the proper protocol to fly a flag at half mast.
- (i) Highway 21 Signage
- (j) AUMA Member Notice – Resolutions for 2007 Convention
- (k) AUMA Member Notice – New Regulations for Pharmacists

Motion 07:04:30

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

MOTION CARRIED
Unanimous

12. **Items Added:** (a) Town of Hinton News Release
- (b) Memo re: Purchase of Photocopier
- Director of Finance & Administration, G. Switenky explained that the 2007 Capital Budget allocates \$30,000 for the purchase of a new network digital copier/printer to replace the existing stand alone "Canon" copier that is basically worn out.

Digitex Inc. (Ricoh) and Toshiba both located in Red Deer quoted the lowest overall costs of ownership based on machines capable of a minimum of 75 copies per minute, therefore both companies were invited to bring their respective machines to Stettler for a short trial period.

The two machines trialed were equipped with basic functional options, however can be equipped with additional features like a cover inserter, a 9-bin mailbox or a large capacity tray at a later date (when moving into the new Town office building).

Office staff unanimously preferred the Ricoh Aficio MP7500 from Digitex Inc. as it operated noticeably quieter than the slightly higher volume Toshiba machine. We are confident in the level of service that both suppliers can provide.

Motion 07:04:31

Moved by Councillor Campbell that the Town of Stettler Council accept the quote from Digitex Inc. in the amount of \$17,799.08 (tax out) for the purchase of a Ricoh Aficio MP7500 Digital Copier. And further authorize the allocation of an additional \$2,700 to the office capital reserve for optional accessories.

MOTION CARRIED
Unanimous

5. **Delegation:**

(a) 7:30 P.M. re: Sgt Kevin Picard

Sgt. K. Picard entered the meeting at 7:25 p.m.

Mayor Hunter welcomed the RCMP Detachment Commander to Council.

Sgt. K. Picard presented the RCMP Detailed Report – 2006 Summary. Questions and discussion ensued regarding statistical information included in the report.

Sgt K. Picard provided an update of current operations and staffing at the detachment. He also briefly provided information on the upcoming 2007 Enhanced Policing Contract.

Sgt. K. Picard advised that the Summer Village of Rochon Sands has also entered into an agreement for Enhanced Policing for 2007.

Mayor Hunter thanked RCMP Detachment Commander, Sgt. K. Picard for this presentation.

Sgt K. Picard departed the meeting at 8:00 p.m.

13. **In-Camera Session:**

(a) Town Manager's Contract & Evaluation

(b) Performing Arts Centre

(c) Physician Recruitment

Motion 07:04:32

Moved by Councillor Richards 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 8:05 p.m.

Motion 07:04:33

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

MOTION CARRIED
Unanimous at 9:45 p.m.

14. Adjournment:

Motion 07:04:34

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

MOTION CARRIED
Unanimous at 9:45 p.m.

Mayor

Director of Finance & Administration