

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, AUGUST 7, 2007 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

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

Town Manager R. Stoutenberg
Administrative Assistant S. Mayer

Press: Dan Chabot (Q14)
Chris Walsh (Stettler Independent)

Absent: Director of Finance & Administration G. Switenky.

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

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

Motion 07:08:01 Moved by Councillor Hurley to approve the agenda as presented with the following additions:

- 12(a) Agenda items for August 17th meeting (12 noon) with MLA Jack Hayden
- 12(b) Memo re: Reservoir Piping Retrofit
- 13(e) In-Camera – N.E. Industrial Land

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held July 17, 2007

Motion 07:08:02 Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on July 17, 2007 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the July 17, 2007 Minutes

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

Councillor G. Majeran entered the meeting.

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

6. **Administration:** (a) Memo re: Emmerson Playground Tender

Town Manager R. Stoutenberg reviewed the memo regarding the results of the Emmerson Playground Equipment tender.

Three tenders were received as follows:

GPI Outdoor Designs Ltd. - \$38,759.96 GST included,
CDC Recreation - \$40,916.00 GST included, and
Park N Play Design Co. - \$41,870.00 GST included.

Administration is recommending accepting the lowest bid from GPI Outdoor Designs Ltd. for a tendered amount of \$38,759.96 GST included. Town Manager R. Stoutenberg explained that the overall budget for this project is \$50,000 (previously approved by Council). Other items included in the budget of \$50,000 are curb work and purchase of pea gravel.

Motion 07:08:03

Moved by Councillor Richards that Town Council approve the purchase of the Emmerson playground equipment from GPI Outdoor Designs Ltd. for the tendered amount of \$38,759.96 GST included.

MOTION CARRIED
Unanimous

(b) East Central Alberta Catholic Separate Schools
re: 2007 Joint Elections

Town Manager, R. Stoutenberg explained that the East Central Alberta Catholic Separate Schools Regional Division No. 16 have requested the Town of Stettler to enter into an agreement to jointly hold its October 15th, 2007 Municipal Elections.

Both elected authorities will appoint a Returning Officer and the Town of Stettler Returning Officer will be responsible for conduct of the elections (excluding the nomination process) in compliance with the Local Authorities Election Act.

The respective parties to the Agreement will be responsible for their portion of the costs incurred during the conduct of the election, as reasonably and equitably determined by the Returning Officer for the Town of Stettler.

Town Manager R. Stoutenberg commented that all parties benefit by coordinating the election. As well it makes it easier for the electorate. Councillor Majeran advised that the Clearview School Division will also be requesting that the Town of Stettler enter into an agreement with the Clearview School Division to coordinate its October 15th, 2007 Municipal Elections.

Motion 07:08:04

Moved by Councillor Thorogood that the Town of Stettler Council enter into an agreement to hold the October 15th, 2007 Municipal General Election in conjunction with the East Central Alberta Catholic Separate Schools regional Division N. 16.

MOTION CARRIED
Unanimous

(c) Clearview School Division re: 2007 Joint Elections

Motion 07:08:05

Moved by Councillor Campbell that the Town of Stettler Council enter into an agreement to hold the October 15th, 2007 Municipal General Election in conjunction with the Clearview School Division upon receipt of said agreement from the Clearview School Division.

MOTION CARRIED
Unanimous

(d) David Thompson Health Trust Agreement

Motion 07:08:06

Moved by Councillor Thorogood that the Town of Stettler Council accept the correspondence and bylaw pertaining to the David Thompson Health Trust for information only.

MOTION CARRIED
Unanimous

(e) Stettler Joint Administration Building Floor & Elevation Plans

Town Manager R. Stoutenberg reviewed the floor plan with members of Council. He noted that this item was before Council for their input should they have any changes or concerns regarding the design (interior or exterior). Town Manager R. Stoutenberg advised that if Council has no objections then the architect would proceed with the final drawing stage for tendering purposes. It is anticipated that the tender will go out in December 2007 with construction to commence in March or April 2008.

General discussion was held regarding hours of access to the public washrooms which will be open during regular Town Office business hours. It was noted that the washrooms should be open to the public when special events are held. It was also noted that all sides of the building displayed signage, however there was no signage shown on the east side of the building and that such should be considered.

Motion 07:08:07

Moved by Councillor Richards that the Town of Stettler Council endorse the proposed plans of the Joint Administration Building (Town & School Division).

MOTION CARRIED
Unanimous

(f) Memo Tennis Courts

Town Manager R. Stoutenberg explained that the Tennis Club would like to proceed with resurfacing of the Tennis Courts; however there has been a delay in Provincial funding in the amount of \$26,000 which was applied for under a CFEP grant application by the Tennis Club. To move this project along the Tennis Club is requesting the Town to provide the \$26,000 shortfall on an interim basis. Both the Town and the Clearview School Division have committed \$24,000 each to the project and the Tennis Club has raised \$10,000 in donations.

Town Manager R. Stoutenberg cautioned Council that the CEFP grant application has not been approved to date and the Tennis Club may or may not receive all of the \$26,000 applied for. The Town would be at risk and in such case would have to consider a method of payback by the Tennis Club.

Motion 07:08:08

Moved by Councillor Peeples that the Town of Stettler Council approve allocating funds from the General Reserve to cover the expected provincial grant portion of the 2007 Tennis Court upgrade project until the estimated grant of \$26,000 is received.

MOTION CARRIED
Unanimous

(g) Request for Subdivision #2007-10

Town Manager R. Stoutenberg advised that the applicant, Mike Dandurand, is proposing to create 69 residential, 3 PUL and 2 MR lots. The proposed subdivision is located in the "Meadowlands by the Park" subdivision (south of 44 Avenue and east of 71 Street).

Key Issues are: Further Land Use District revisions will have to be established by means of an Overlay District in partnership with the developer addressing yard setbacks, maximum coverage, building height, parking requirements, accessory building requirements, landscaping, architectural controls, etc. Any Overlay District that is established will be an amendment to the existing Town of Stettler Land Use Bylaw, and will require a public hearing and Council's approval. A development agreement will have to be established in partnership with the developer, prior to final endorsement of the Plan of Survey.

All adjacent property owners and referral agencies have been notified of the proposed subdivision. The County of Stettler is concerned with density (feel residential subdivision should be at 6-8 dwelling units per acre). No other concerns were expressed or received from adjacent property owners or other referral agencies.

Motion 07:08:09

Moved by Councillor Campbell that Subdivision Application 2007-10 from Mike Dandurand to create 69 residential, 3 PUL and 2 MR lots on Lot 3, Plan 012-2779 and NW ¼, Section 36, Township 38, Range 20, West of the 4th Meridian which has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivisions and Development regulations, and having considered adjacent landowner(s) submissions, the Town of Stettler Council approves Subdivision Application 2007-10 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
3. Municipal reserves are allocated .99 Acres of 17.24 Acres (5.7%) in proposed plan of subdivision. Remainder 4.3% to be deferred to future phases .74 Acres.

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 applicant enters into a Development Agreement with and to the satisfaction of the Town of Stettler; and
3. That the deficient .74 Acres of Municipal Reserve are deferred to future phases of development in accordance with "Meadowlands by the Park" Area Structure Plan.

MOTION CARRIED
Unanimous

(h) Town Manager's Report

Motion 07:08:10

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

MOTION CARRIED
Unanimous

(i) Bank Reconciliation as of June 30, 2007

Motion 07:08:11

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

MOTION CARRIED
Unanimous

(l) Accounts Payable in the amount of \$242,111.07

Motion 07:08:12

Moved by Councillor Hurley that Accounts Payable for the period ending July 25, 2007 in the amount of \$242,111.07 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

-No report – Annual Vacation
Mayor Hunter thanked members of Council for filling in for him during his absence.

(b) Councillor Campbell

-July 9 - Rotary Club Farmer's Night.
-July 26 - Parkland Regional Library Exec. Meeting.

(c) Councillor Hurley

-No report – annual vacation

(d) Councillor Majeran

-No Report – Annual Vacation

(e) Councillor Peeples

-July 19 - Red Deer River Municipal Users Group
-July 26 - Stettler Waste Management Authority

(f) Councillor Richards

-July 9 - Rotary Farmer's Appreciation Night.
-July 19 Met with members of the Fire Dept.
-July 21 Participated in the Ag. Society Parade
-July 22 Attended farewell dinner for RCMP members
-Aug 7 Meeting with D. Chabot of Q-14
re: Affordable Housing

(g) Councillor Thorogood

-July 24 - Interview with Global TV
re: Affordable Housing
-July 27 - Town Office for Deputy Mayor Duties

8. **Minutes:** None

9. **Public Hearing:** None.

10. **Bylaws:** (a) Bylaw 1949-07 – 2nd & 3rd Readings

To Close a Portion of a Public Highway (Street) to Public Travel and Consolidating that Portion of the Public Highway (Street) with an Adjacent Lot:

"All that portion of road as shown on Road Plan 0526033"

Motion 07:08:13

Moved by Councillor Majeran that the Town of Stettler Council give second reading to Bylaw 1949-07.

MOTION CARRIED
Unanimous

Motion 07:08:14

Moved by Councillor Campbell that the Town of Stettler Council give third and final reading to Bylaw 1949-07.

MOTION CARRIED
Unanimous

(b) Bylaw 1958-07 – First Reading

To Close a Portion of a Public Highway (Street) to Public Travel and Consolidating that Portion of the Public Highway (Street) with an Adjacent Lot.

"All that portion of road as shown on Plan 3049AT lying within Plan 072_____

Motion 07:08:15

Moved by Councillor Thorogood that the Town of Stettler Council give first reading to Bylaw 1958-07.

MOTION CARRIED
Unanimous

11. **Correspondence:**

(a) News Release – Municipal Sustainability

Town Manager R. Stoutenberg highlighted areas of the Minister's Council Recommendation and Government Response regarding Municipal Sustainability. He noted that this issue will be a topic of discussion at the upcoming AUMA Convention at which time Council will probably have an opportunity to vote on the various issues arising from the study.

(b) 2007 Ministers Awards for Municipal Associations

Town Manager R. Stoutenberg advised that in the past the Town of Stettler has not been able to participate in this program as he has sat on the Review Committee. As he is no longer participating on the Review Committee the Town of Stettler can now make a submissions should Council desire.

(c) DTHR re: Health Symposiums

Health Symposium sessions are scheduled for September 6th in Rimbey and September 20th in Three Hills. Anyone wishing to attend should notify Town Manager R. Stoutenberg prior to August 23rd.

(d) The Water Act-Public Notice re: Proposed Interbasin Transfer of Treated Water between the Red Deer River Basin and the Battle River Basin

Town Manager R. Stoutenberg noted that as the Town of Stettler is asking for a minor inter basin transfer, a member of Council should attend the open house scheduled for August 22nd in Stettler at the Stettler Community Hall.

Motion 07:08:16

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

MOTION CARRIED
Unanimous

12. **Items Added:**

(a) Agenda items for August 17th meeting (12 Noon) with MLA Jack Hayden

1. Hospital Upgrading
2. High School Upgrading
3. Regional Water/Reservoir
4. Affordable Housing – Funding for Future Phases
- Condo Conversion
5. MSI Grant Program

(b) Memo re: Reservoir Piping Retrofit

Town Manager R. Stoutenberg reviewed the memo and explained the need to retrofit the existing supply lines between the Stettler Water Reservoir and Pump House. As outlined in the memo, \$100,000 has been allocated in the capital budget for this project. Stantec has completed the engineering analysis and has come up with a cost estimate of \$150,000 of which \$25,000 may not be required. With the anticipated increased cost cited by Stantec, an additional \$50,000 will be required for this project.

In addition, because of the complexity of this project, an open tender would not produce a suitable contractor and subsequently Administration is recommending that three qualified contractors be solicited to submit a project cost.

Motion 07:08:17

Moved by Councillor Richards that the Reservoir Piping Retrofit budget of \$100,000 be increased an additional \$50,000, and due to the complexity of the project that approval be given to forego an open tender and in its place three submissions be solicited from qualified contractors.

MOTION CARRIED
Unanimous

13. **In-Camera Session:**
- (a) Kneeland & Sons Construction Ltd. re: Lot Options
 - (b) Discussion re: Dr. Recruitment Housing Lease
 - (c) Town of Stettler Annexation Application
 - (d) Employee Retention/Benefits
 - (e) N.E. Industrial Land

Motion 07:08:18

Moved by Councillor Thorogood that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager present to discuss the items as presented on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 7:25 p.m.

Motion 07:08:19

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

MOTION CARRIED
Unanimous at 8:40 p.m.

Motion 07:08:20

Discussion re: Dr. Recruitment Housing Lease

Moved by Councillor Hurley that the Town of Stettler enter into a one year lease for Lot 57, Block 3, Plan 072 0227.

MOTION CARRIED
Unanimous

Mayor Hunter and Councillor Thorogood declared a conflict of interest for the next item and left the meeting at 8:42 p.m.

Councillor Richards assumed the Chair.

Motion 07:08:21

Kneeland & Sons Construction Ltd. re: Lot Options

Moved by Councillor Campbell that the Town of Stettler Administration be authorized to exchange the vacant lot located at 5009 – 49 Street for the vacant lot located at 4914 – 49 Street

MOTION CARRIED
Unanimous with Mayor Hunter
& Councillor Thorogood
abstaining

Adjournment:

Motion 07:08:22

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

MOTION CARRIED
Unanimous at 8:45 p.m.

Mayor

Director of Finance & Administration