

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JUNE 19, 2007 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 07:06:19 Moved by Councillor Richards to approve the agenda as presented with the following additions:

- 13(a) In-Camera - Shirley McClelland Water Services Commission
- 13(b) In-Camera - Ambulance Association Agreement

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held June 5, 2007

Motion 07:06:20 Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on June 5, 2007 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the June 5 2007 Minutes

None

Councillor Thorogood entered the meeting

- (c) Minutes of the Committee of the Whole Meeting of June 12, 2007

Motion 07:06:21 Moved by Councillor Hurley that the Minutes of the Committee of the Whole Meeting held on June 12, 2007 be approved as presented.

MOTION CARRIED
Unanimous

- (d) Business Arising from the June 12, 2007 Committee Minutes

None

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

5. **Delegations:** (a) 7:30 P.M. – Garry Drachenberg, P.Eng. Associated Engineering re: WTP Upgrades & Stettler Reservoir

This item was dealt with later in the meeting.

- (b) 8:45 P.M. – Mark Dennis, Regional Fire Chief re: Power Point Presentation:

- (i) Replacement/Upgrade to an Aerial Apparatus
- (ii) Stettler Fire Station Expansion
- (iii) Roll-Out for Truck Box

This item was dealt with later in the meeting.

6. **Administration:**

(a) Update re: Strategic Planning 2007

Town Manager, R. Stoutenberg reviewed the Town's 2007 Strategic Plan and updated Council with respect to the actions/results achieved to date on a goal by goal basis.

Discussion ensued regarding areas of progress.

This item was presented to Council for information purposes.

(b) Input requested re: Annual Appraisal of Development Officer & Director of Operational Services

Town Manager, R. Stoutenberg requested Council's input on the annual appraisals of the Development Officer, W. Holowachuk and the Director of Operational Services, J. Keith by June 30, 2006.

(c) Memo re: Apollo Lodge #27 – Tax Refund Request

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

Deputy Mayor Councillor Thorogood assumed the Chair.

Town Manager, R. Stoutenberg noted that in previous years the practice of Town Council has been to refund the municipal portion of the property taxes for the Apollo Lodge. The reason for this refund is that part of the Apollo Lodge is used by the community.

Motion 07:06:22

Moved by Councillor Majeran that the Town of Stettler Council approve a refund of 2007 municipal property taxes for the Apollo Lodge #27, Tax Roll #119900009 in the amount of \$842.48 as allowed per Section 347 of the *Municipal Government Act*.

MOTION CARRIED

Unanimous with the abstentions of
Mayor Hunter and Councillor Campbell

Mayor Hunter resumed the Chair.

(d) Demolition Tax Refunds

Director of Finance & Administration, G. Switenky circulated a confidential memo informing Council of the property owner's names. This information is considered personal and should not be released under the *Freedom of Information and Protection of Privacy Act (FOIP)*.

Motion 07:06:23

Moved by Councillor Thorogood that the Town of Stettler Council approve a pro-rated property tax refund for Tax Roll #606600008 in the amount of \$37.30 as per Section 347 of the *Municipal Government Act*.

MOTION CARRIED

Unanimous

Mayor Hunter declared a possible conflict of interest and by departing the Council Chambers excused himself from voting and discussion on the next two demolition tax refund requests.

Deputy Mayor Councillor Thorogood assumed the Chair.

Motion 07:06:24

Moved by Councillor Peebles that the Town of Stettler Council approve a pro-rated property tax refund for Tax Roll #111039000 in the amount of \$162.83 as per Section 347 of the *Municipal Government Act*.

MOTION CARRIED

Unanimous with the abstention of Mayor Hunter

Motion 07:06:25

Moved by Councillor Hurley that the Town of Stettler Council approve a pro-rated property tax refund for Tax Roll #810300009 in the amount of \$679.84 as per Section 347 of the *Municipal Government Act*.

MOTION CARRIED

Unanimous with the abstention of Mayor Hunter

Mayor Hunter resumed the Chair.

(e) Request for Subdivisions re: 2007-07 & 2008-07

Subdivision Applicant 2007-07

Town Manager, R. Stoutenberg advised that the applicants (Barry Lees & Michelle Fournier) are proposing to create two lots for residential development on Lot 1, Block 3, Plan 1871TR. The proposed subdivision is located at 4802 – 61 Street.

The newly created lots will be 485 m² and 811 m². The proposed subdivision is zoned R2: General Residential, and as such requires a minimum parcel size of 460 square meters. Any future residential development on the property would be accessed from 61st Street as there is no rear lane. Municipal services are currently to the existing lot.

There were no concerns expressed from external agencies and no submissions have been received from adjacent landowners.

Discussion ensued regarding possible parking issues given the relative small lot size to be created. It was stated that the lot to be created will have a 45 foot frontage which should be enough to handle parking.

Motion 07:06:26

Moved by Councillor Campbell that Subdivision Application 2007-07 from Barry Lees & Michelle Fournier to create two (2) lots for residential development on Lot 1, Block 3, Plan 1871TR 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 the Town of Stettler Council approves Subdivision Application 2007-07 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 are owing.

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2007-07 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 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

Subdivision Applicant 2007-08

Town Manager, R. Stoutenberg advised that the applicant (1139817 AB Ltd.) is proposing to create three lots to accommodate a triplex on Lot 3, Block 7, Plan 3224KS. The proposed subdivision is located at 5721 – 58 Street. A subdivision is required in order to create separate titles for individual ownership of each unit.

The westerly (corner) lot to be created is 368 m², the interior middle lot to be created is 225 m², and the easterly lot to be created is 326 m². The proposed subdivision is zoned R2: General Residential, and as such requires a minimum parcel size of 278 square meters for interior units; therefore the middle interior parcel size requires a 19% relaxation variance from the Town's Land Use Bylaw.

It was noted that this triplex development was granted a 40% rear yard relaxation and a 4.5% increase in maximum parcel coverage by the Municipal Planning Commission on May 16, 2007.

As the Town's Subdivision Authority Council may approve this application for subdivision even though it does not meet the Town's Land Use Bylaw. In accordance with Section 654(2) of the *Municipal Government Act* the subdivision may be approved if in Council's opinion,

- a. The proposed subdivision would not:
 - i. unduly interfere with the amenities of the neighborhood, or
 - ii. materially interfere with or affect the use, enjoyment or value of neighboring parcels of land, and
- b. The proposed subdivision conforms with the use prescribed for that land in the Land Use Bylaw.

Discussion ensued regarding a submission received from an adjacent landowner Brian Hanning whose primary concern is that the site is too small for three (3) residential units, however supports the viability of two (2) units on this site. His stated reasoning identifies that adjacent properties may be adversely affected in the following ways: on street parking issues, access to the existing mail box, and snow removal issues during the winter.

Motion 07:06:27

Moved by Councillor Richards that Subdivision Application 2008-07 from 1139817 AB Ltd. to create three (3) lots to accommodate a triplex on Lot 3, Block 7, Plan 3224KS 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 the Town of Stettler Council approves Subdivision Application 2007-07 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 are owing.

And that in accordance with Section 654 of the Municipal Government Act that the Town of Stettler Subdivision Approval Authority grant a 19% relaxation on the minimum parcel size as prescribed in the Town's Land Use Bylaw for the middle interior unit.

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2007-08 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 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 (5-2)

Opposed Councillors Hurley and Peeples

(f) July Newsletter Items

- Cancellation of July/August Committee Meetings
- 2006 Financial Statements Available
- Stettler Ag. Society's Centennial Celebration – July 21 & 22
- Stettler Side By Side Shoot-Out – July 28
- Highland Games – August 11 (West Stettler Ball Diamonds)
- Shooting Star Hockey School – August 12-17
- Spray Park Open Daily 10 a.m. – 8 p.m.

(g) Bank Reconciliation as of May 31, 2007

Motion 07:06:28

Moved by Councillor Peeples that the Bank Reconciliation as of May 31, 2007 be accepted as presented.

MOTION CARRIED

Unanimous

(h) Accounts Payable in the amount of \$309,040.23

Motion 07:06:29

Moved by Councillor Thorogood that Accounts Payable for the period ending June 13, 2007 in the amount of \$309,040.23 having been paid, be accepted as presented.

MOTION CARRIED

Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- June 7 Met with Premier Stelmach
- June 8 Town Office duties
- June 12 Committee of the Whole
- June 13 Stettler Brick Grand Opening
- June 14 Ribbon Cutting at the Brick Stettler Affordable Housing Meeting
- June 15 Town Office duties
- June 18 - Library Board meeting

Mayor Hunter informed Council that Rose Grant, Chairperson of the Stettler Municipal Library Board has resigned. Mayor Hunter on behalf of Council expressed his sincere appreciation for her years of dedicated voluntary service and wished her well in her future endeavors.

Since R. Grant was appointed by the Town to the Library Board as a Member at Large, there is now a vacancy on the Library Board that needs to be filled by the Town.

(b) Councillor Campbell

- June 8 Stettler Airport Board Meeting
- June 12 Committee of the Whole
- June 13 Municipal Planning Commission Meeting
- June 13 Stettler Brick Grand Opening

(c) Councillor Hurley

- June 6 Attended Senior's Appreciation - Paragon
- June 12 Committee of the Whole
- June 18 Family & Community Support Services Meeting
- June 18 Physician Recruitment Meeting

(d) Councillor Majeran

- June 13 Municipal Planning Commission Meeting
- June 14 Committee of the Whole
- June 18 Family & Community Support Services Meeting

(e) Councillor Peeples

- June 8 Stettler Waste Management Meeting
- June 12 Committee of the Whole
- June 13 Stettler Brick Grand Opening
- June 13 Municipal Planning Commission
- June 18 Stettler Town & Country Museum Meeting

(f) Councillor Richards

- June 7 Committee of the Whole
- June 13 David Thompson Health Region Annual Lacombe Health Centre Charity Classic
- June 14 Stettler Affordable Housing Meeting

(g) Councillor Thorogood

- June 6 Stettler Health Service Foundation Meeting
- June 7 Heartland Beautification Committee Meeting
- June 9 Attended Atco Beethoven in Badlands

- June 13 Municipal Planning Commission Meeting
 Board of Trade Meeting
 Stettler Brick Grand Opening

- June 18 Physician Recruitment Meeting

8. **Minutes:**

(a) Town & County Airport Board Meeting of June 8, 2007

Motion 07:06:30

Moved by Councillor Campbell that the Minutes, item 8(a) be accepted for information.

MOTION CARRIED
Unanimous

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) 1950-07 re: Purpose of Closing a Portion of a Public Street

Mayor Hunter explained that this road closure Bylaw was given first reading by Council on May 1st, 2007 and was given Ministerial approval on June 7th, 2007.

He further explained that upon passage of this Bylaw the three non-existing roads/lanes that are registered on the current school grounds property will be closed; thus allowing the Clearview School Division to consolidate these lands with the adjacent school grounds property.

Motion: 07:06:31

Moved by Councillor Richards that the Town of Stettler Council give second reading to Bylaw 1950-07.

MOTION CARRIED
Unanimous

Motion: 07:06:32

Moved by Councillor Campbell that the Town of Stettler Council give third and final reading to Bylaw 1950-07.

MOTION CARRIED
Unanimous

(b) 1956-07 re: Amend Land Use Bylaw 1797-98

Town Manager, R. Stoutenberg advised that Bylaw 1956-07 is to amend Land Use Bylaw 1797-98 to rezone a large parcel of land in the northeast quadrant of Town from UR: Urban Reserve to I: Industrial to accommodate future industrial development (Greenlab Energy Canada Inc.).

Motion: 07:06:33

Moved by Councillor Majeran that the Town of Stettler Council give first reading to Bylaw 1956-07.

MOTION CARRIED
Unanimous

11. **Correspondence:**

(a) None

12. **Items Added:**

(a) None for open session

13. **In-Camera Session:**

(a) Shirley McClelland Water Services Commission
(b) Ambulance Association Agreement

Motion 07:06:34

Moved by Councillor Hurley 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 item as presented on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 7:15 p.m.

Motion 07:06:35

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

MOTION CARRIED
Unanimous at 7:38 p.m.

Mayor Hunter temporarily recessed the meeting at 7:38 p.m.

Mayor Hunter reconvened the meeting at 7:45 p.m.

5. **Delegations:**

(a) 7:30 P.M. – Garry Drachenberg, P.Eng. Associated Engineering re: WTP Upgrades & Stettler Reservoir

Garry Drachenberg, P.Eng. Manager, Water & Wastewater Process Division, Associated Engineering entered the meeting at 7:30 p.m.

Mayor Hunter welcomed G. Drachenberg to the Council Meeting to discuss options for necessary upgrades at the Water Treatment Plant.

G. Drachenberg updated Council on what has transpired since June 2006 respecting the planning for phased upgrades to the Town's Water Treatment Plant. He also identified the proactive reports/studies prepared by Associated Engineering as follows:

- Deep Bed Filter Pilot Study
- Ultraviolet (UV) Disinfection Pre-Design Report
- WTP Disinfection By-Product Testing

It was clarified that there remains uncertainty in the regional demands being contemplated. As a result there are current planning challenges in determining some of the target design criteria:

- Service Population
- Project Phasing
- Phase 1 Design Basis
- Storage/Need Location

Therefore, Phase 1 design upgrades have been predicated on identifying the maximum hydraulic threshold capacity that can be realized within the existing plant without the need for major building expansion. This maximum threshold capacity was determined to be an increase from the current 8.1 ML/D to approximately 20 ML/D (20,000 m³ per day). Nonetheless, a building expansion will be required to house additional chemical feed and storage systems to meet the increasing capacity of the regional demands. As well, raw water storage, high lift pumping capacity and other minor upgrades still need to be addressed.

The initial regional Phase 1 demand is currently predicted to be 18.6 ML/D (18,600 m³ per day).

G. Drachenberg reviewed a comparison of alternative treatment process schemes being considered by Associated Engineering: 1) Actiflo/Deep Bed Filter & UV Upgrades verses 2) Membrane Filtration System Upgrades. Both treatment processes would meet current provincial water quality standards.

Discussion ensued regarding:

- Estimated capital costs for both treatment schemes.
- Anticipated operational costs/quality implications of both treatment schemes.
- Raw water storage necessity.
- Additional expansion capacity of both schemes.

In summation, G. Drachenberg recommends the Membrane Filtration System Upgrade because in his opinion it will allow the greatest flexibility for further WTP expansion; depending on how quickly the regional demand materializes in the future.

G. Drachenberg also identified that Associated Engineering understands that there are reservoir location options for the Shirley McClelland Water Services Commission, however it is Associated Engineering's opinion that; a reservoir on the West side of Stettler is critical for the Town to maintain the integrity and reliability of its water supply system while being a part of a regional water system. Further in their opinion, the economics and benefits of a joint reservoir are also mutually beneficial to both parties.

Discussion continued regarding the importance of ownership and control/security of water supply/quality for the Town.

Mayor Hunter thanked G. Drachenberg for attending the meeting and providing Council with an informative update respecting the on-going planning process for upgrades to the Water Treatment Plant.

G. Drachensberg, P.Eng. Associated Engineering departed the meeting at 8:45 p.m.

(b) 8:45 P.M. – Mark Denis, Regional Fire Chief re: Power Point Presentation

- (i) Replacement/Upgrade to an Aerial Apparatus
- (ii) Stettler Fire Station Expansion
- (iii) Roll-Out for Truck Box

Mark Dennis, Regional Fire Chief and Etienne Brugman, Deputy Regional Fire Chief entered the meeting at 8:45 p.m.

(i) Replacement/Upgrade to an Aerial Apparatus:

M. Dennis reviewed the primary reasons for investing in fire protection infrastructure being 1) Life Safety, 2) Property Protection, and 3) Cost benefit of reduced insurance premiums for public/community.

The recently completed (2006) Fire Underwriters Survey Final Report recommends replacing Engine 3 (29 years old) with an aerial platform apparatus. Coupled with additional staff adjustments, the Town of Stettler could upgrade to a fire protection classification of 7 from its current classification of 8 (Note: fire protection classifications are ranked from 1 to 10 with 1 being the best). An estimate of the insurance premiums that could be saved over a 10 year period was reviewed.

M. Dennis highlighted numerous local properties/applications where an aerial platform apparatus would be an extremely valuable tool for the fire department. Three basic aerial options were presented:

- Ladder Units
- Platform with Ladder
- Articulating Platform

The benefits of each type of apparatus were highlighted and discussion ensued regarding operational qualifications.

M. Dennis's recommendation is that a 100 foot aerial platform with a 300 gallon tank and a 2000 gpm pump would be sufficient for the Town of Stettler's operational capabilities/needs. The estimated cost of for this type of aerial apparatus is \$1,119,000. This is approximately \$106,000 less expensive than a (more complicated to operate) articulating platform apparatus.

It was questioned whether an appropriate used apparatus could be located. M. Dennis answered that it is unlikely that one could be found with an acceptable amount of rated lifecycle remaining (required for municipal operations).

Discussion ensued regarding the need to (at a minimum) replace the 29 year old Engine 3. It was noted that the Town's existing Fire Trucks include the following:

- Engine 6 (2001) Freightliner
- Engine 4 (1989) Ford
- Engine 3 (1978) GMC
- Rescue 217 (1999) Ford F350 (to be replaced in 2007)

M. Dennis informed Council that to have a new fire truck built and delivered in 2008 the unit would have to be ordered in 2007.

Alternative funding mechanisms were identified including existing reserves, infrastructure/sustainability grants and/or debenture borrowing. This would need to be finalized prior to purchase based upon various supplier payment options.

(ii) Stettler Fire Station Expansion

It was identified that should the Town decide to order a new 100 foot aerial platform fire truck, a corresponding expansion to the fire station would be required to fit the apparatus upon arrival.

M. Dennis informed Council that the County of Stettler is not willing to financially contribute to either a new aerial apparatus or an expansion to the fire station at this time. Based on the Town's needs M. Dennis presented three expansion alternatives and recommended that the fire station be expanded by constructing a single new bay on the east side, and a smaller addition to the rear, as well as completing the parking areas for the fall of 2008, all at an estimated cost of \$470,000.

Discussion ensued regarding whether the proposed single bay expansion would be enough to address our long term equipment needs.

Mayor Hunter concluded that approximately \$1.6 million would be required to finance the purchase of an aerial apparatus and to expand the fire station accordingly. The 2008 capital budget projections reflect that approximately \$650,000 could be financed from available reserves. This would require approximately \$1 million to be either borrowed or allocated from existing known infrastructure/sustainability grant funds.

Motion: 07:06:36

Moved by Councillor Richards that the Town of Stettler Council authorizes Administration to proceed with a plan to retire Engine 3 in 2008 and simultaneously replace with a new aerial platform apparatus, and further authorizes Administration to single source the truck's custom design with a corresponding request for quotation from Pierce Manufacturing based upon the minimum specification requirements as presented.

MOTION CARRIED
Unanimous

Motion: 07:06:37

Moved by Councillor Richards that the Town of Stettler Council authorizes Administration to proceed with the preparation of designs for an expansion to the Stettler Fire Station based on Option A, as presented, and further directs Administration to prepare a long term site plan that effectively maximizes the optimum use of the existing area.

MOTION CARRIED
Unanimous

(iii) Roll-Out for Truck Box

The 2007 Capital Budget allocated \$2,500 towards the purchase of a \$6,000 rear slide out equipment storage unit for the Regional Fire Chief's (Town) truck on the condition that the County of Stettler matched the Town's contribution. The County has denied this funding request on the basis that they will be replacing the Deputy Regional Fire Chief's vehicle in 2008 and have committed to replace it with a similar truck/equipment as the one provided by the Town.

The cost of an alternative model/quality rear slide out unit is \$5,000 of which \$1,000 is being provided from the firefighters Scotty Woods donation fund.

Motion: 07:06:38

Moved by Councillor Campbell that the Town of Stettler Council authorizes the purchase of a rear slide out equipment storage unit for the Regional Fire Chief's truck at an estimated cost of \$5,000, and that an additional \$1,500 be allocated from the General Reserve to fund this capital item.

MOTION CARRIED
Unanimous

14. Adjournment:

Motion 07:06:39

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

MOTION CARRIED
Unanimous at 10:09 p.m.

Mayor

Director of Finance & Administration