

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, FEBRUARY 19, 2008 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

Councillors A. Campbell, D. Dennis, D. Garbutt & R. Peeples

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

Press (2)

Absent: Councillors D. Richards & L. Thorogood (attended teleconference speakerphone 7:15 p.m. Item 6(h) only).

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

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

Motion 08:02:12 Moved by Councillor Peeples to approve the agenda as presented with the following deletion:

6(b) Memo re: Processing of Sewage

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held February 5, 2008

Motion 08:02:13 Moved by Councillor Garbutt that the Minutes of the Regular Meeting of Council held on February 5, 2008 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the February 5, 2008 Minutes

None

(c) Minutes of the Committee of the Whole Meeting held February 12, 2008

Motion 08:02:14 Moved by Councillor Campbell that the Minutes of the Committee of the Whole Meeting held on February 12, 2008 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the February 12, 2008 Committee Minutes

None

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

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

6. Administration:

(a) Gravel Tender Results & Recommendation

Town Manager, R. Stoutenberg noted that two tenders were received for the 2008 (annual) Gravel Tender. Administration is recommending that the tender be awarded to the low bidder being James Marshall Trucking Ltd.

Motion 08:02:15

Moved by Councillor Campbell that the Town of Stettler Council accept the low bid from James Marshall Trucking Ltd. for the 2008 Gravel Tender.

MOTION CARRIED
Unanimous

(b) Memo re: Processing Sewage

This item was deleted from the agenda.

(c) Policy VII-2(d)(i) re: Miscellaneous Administration Fees

Town Manager, R. Stoutenberg highlighted that the Occupancy Load Permit has increased from \$30 to \$50 and that the charge for printing two sizes of maps has increased as well. It was noted that the Town cannot print 51" X 34.5" maps as per the original policy.

Discussion ensued regarding whether various Administrative fees included in the policy actually reflected recovery of the real costs.

Town Manager, R. Stoutenberg responded that the fees are reasonable and fair in most instances and generally recoup the associated direct costs.

Motion 08:02:16

Moved by Councillor Dennis that the Town of Stettler Council approve Policy VII-2(d)(i), being the Miscellaneous Administration Fees Policy as presented.

MOTION CARRIED (4 – 1)
Opposed: Councillor Campbell

(d) Memo re: Sports Park Fundraising Committee Guidelines and Membership

Town Manager, R. Stoutenberg noted that initial costing has been completed on the new Sports Park for 2008 construction. Town Council has allocated \$250,000 in its 2008 Capital Budget subject to a \$500,000 grant (representing 50%) from the Alberta Major Facilities Program. It is estimated that approximately \$248,285 will also need to be locally generated through fundraising efforts to match the province's contribution.

A voluntary Ad Hoc Fundraising Committee has been initiated and at this time requests that Town Council ratify the following:

- Accept Committee Members as presented.
- Approve mandate for Fundraising Committee.
- Appoint a Town Councillor to sit on the Fundraising Committee.
- Invite a County of Stettler Council Representative.

Discussion ensued regarding the general mandate of the Committee and the composition of the initial group of voluntary Committee Members. Town Manager, R. Stoutenberg noted that the group will attract additional fundraising volunteers as it evolves further.

It was noted that Councillor Richards had previously expressed some interest in being appointed to the Fundraising Committee, and that this could be confirmed later in the meeting when he joins via teleconference.

It was mutually agreed that Councillor Richards be appointed to the Fundraising Committee, subject to his verbal acceptance later in the meeting.

Motion 08:02:17

Moved by Councillor Campbell that the Town of Stettler Council establish an Ad Hoc Fundraising Committee for the new Stettler Sports Park comprised of the following initial group of members:

1. Town of Stettler Councillor – Dick Richards
2. County of Stettler Councillor - vacant
3. Norm Dennis
4. Jeff Lee
5. Glen Morbeck
6. Brian McKinnon

And further approves the Fundraising Committee's mandate as presented.

MOTION CARRIED
Unanimous

(e) Committee Recommendations

1. Neptune Water Meters

Town Manager, R. Stoutenberg advised that Accu-Flo (Calgary) is the authorized regional supplier for Neptune water meters being used by the Town. The Town has received a quotation to purchase approximately \$28,000 worth of meters and accessories parts in 2008.

The Town's Purchasing Policy requires specific Council approval for purchases in excess of \$15,000; even though this purchase is a cumulative total with no single item being in excess of the stated policy limit.

The Policy also states that purchases at this level will be competitively bid or tendered. In this case the Town has no choice but to sole source from a single authorized regional supplier (given the Town's commitment to and investment in Neptune meters and meter reading technology).

Town Manager, R. Stoutenberg advised further that Council should by resolution approve this purchase and all future purchases of Neptune water meters from the authorized regional supplier as a housekeeping matter. Should Administration desire to change the brand of the meter, then it would need to come back to Council.

It was noted that the Town's 2008 Interim Operating and Capital Budgets include sufficient funding to cover this level of expenditure.

Motion 08:02:18

Moved by Councillor Peeples that the Town of Stettler Council approve annual and on-going purchases of Neptune water meters and associated accessories from the sole "Authorized Regional Supplier" subject to the amount of the cumulative purchase being within the annual budgeted expenditure allocations.

MOTION CARRIED
Unanimous

2. Sale of Joint Rescue Truck #217 to the County of Stettler

Town Manager, R. Stoutenberg explained that with the Town and the County having taken delivery of the new joint rescue truck, the former rescue unit #217 is now considered surplus to the local joint fire department.

He further advised that the County of Stettler is interested in purchasing the Town's remaining half share in the old joint rescue unit along with existing attachments and accessories, and desires to re-furbish the unit and to relocate it elsewhere in the County.

It was noted that Regional Fire Chief, Mark Dennis has determined that the Town's half of the remaining/depreciated fair market value is \$14,000.

Motion 08:02:19

Moved by Councillor Garbutt that the Town of Stettler Council approve the sale of the Town's remaining half share in the Joint Rescue Unit #217 to the County of Stettler in the amount of \$14,000.

MOTION CARRIED
Unanimous

3. Reservoir Piping

Town Manager, R. Stoutenberg explained that various options were reviewed at the Committee of the Whole meeting held on February 12, 2008, and after considerable discussion resulted in a unanimous recommendation to Council.

Motion 08:02:20

Moved by Councillor Dennis that the Town of Stettler Council direct Administration to arrange a pre-award meeting with the Town of Stettler and Chinook Pipeline Inc. to qualify this Contractor for the pumphouse to reservoir piping replacement project, then Council authorizes Administration to award the project to Chinook upon qualifying them capable of completing the work to the Town's satisfaction. And further that Administration request that Chinook renegotiate/revise their tender bid in an effort to lower the cost to the Town, as well as give them the option of withdrawing their tender.

MOTION CARRIED
Unanimous

(f) Memo re: 2008 Paving & Roads Tender

Town Manager, R. Stoutenberg noted that three tenders were received for the 2008 Paving & Roads Tender. Administration is recommending that the tender be awarded to the low bidder being Border Paving Ltd.

It was noted that included in the tender estimates is \$154,943 for a residential lane paving project which will only be undertaken if a local improvement is supported by affected property owners.

Discussion ensued regarding the amount of associated concrete work included in the tender.

Motion 08:02:21

Moved by Councillor Peebles that the Town of Stettler Council accept the low bid from Border Paving Ltd. for the 2008 Paving & Roads Tender at a cost of \$995,584.00.

MOTION CARRIED
Unanimous

(g) Letter re: Sanitary Force Main Twinning

Town Manager, R. Stoutenberg explained that Tagish Engineering Ltd has submit a proposal for engineering services for the twinning of extending the sanitary force main exiting Lift Station "A" from the northwest corner of the Emmerson Subdivision to the Town's existing sewage treatment lagoons.

He further noted that the 2008 Capital Budget includes \$300,000 to complete the entire project with 100% of the funding coming from existing grant programs.

Discussion ensued regarding the scope of the project and the Engineering Services to be provided, as well as the estimated maximum fee of \$30,000 plus GST.

Motion 08:02:22

Moved by Councillor Dennis that the Town of Stettler Council approve the engineering services proposal from Tagish Engineering Ltd for the twinning of extending the sanitary force main exiting Lift Station "A" from the northwest corner of the Emmerson Subdivision to the Town's existing sewage treatment lagoons as presented.

MOTION CARRIED
Unanimous

- (h) Memo re: Affordable Housing Report – 7:15 P.M. Conference All Councillors Richards & Thorogood & Bylaw 1962-07

This item was dealt with later in the meeting.

- (i) Strategy Update – Goal #3 – Town Beautification/Report on Entrance Signs

Town Manager, R. Stoutenberg explained that back on April 17, 2007 Town Council selected the "single arch design" as the concept to be used for the Town's four entrance features subject to some minor modifications.

He noted that a budget in the amount of \$100,000 was approved in 2007 based on UMA Engineering's cost estimates. And further that color/lighting modifications have not been completed by UMA, and site locations have not been finalized due to ongoing annexation discussions with the County of Stettler.

This item was presented to Council for update/information purposes as requested at the 2008 Strategy Session.

Motion 08:02:23

Moved by Councillor Campbell that the Town of Stettler Council confirms that the single arch design, that was originally approved on April 17, 2007, be selected for new community entrance signs and that Administration be directed to update the preliminary cost estimates.

MOTION CARRIED
Unanimous

- (j) Memo re: Achievement Award

Town Manager, R. Stoutenberg advised that the Citizen's Recognition Committee has reviewed a nomination from the Heartland Beautification Committee for Gertie Thieme to be honored with a Stettler Community Recognition Award.

Town Manager, R. Stoutenberg further advised that the Citizen's Recognition Committee (appointed) has adjudicated the nomination in accordance with the criteria in the Policy (X-1(o)) and is recommending that Town Council approves that a Stettler Community Recognition Award be presented to Gertie Thieme in accordance with the provisions of policy guideline/award category 1(a).

Upon Council's approval the Nominating Committee will work together with the Parks & Leisure Services Director to prepare the 8" X 10" plaque and decide on its location, at which time a ceremony in Gertie's honor will be held.

Motion 08:02:24

Moved by Councillor Peeples that the Town of Stettler Council approve honoring Gertie Thieme with a Stettler Community Recognition Award as recommended by the Citizen's Recognition Committee.

MOTION CARRIED
Unanimous

- (k) March Newsletter Items
 - Promote Memorial Tree Park
 - 1st Stettler Scouts & Girl Guides Bottle Drive – April 19
 - Additional Bylaw Officer – Dustin Steinkey
 - Stettler Rotary Club's 3rd Annual Oil Patch Appreciation Night – March 28
 - Used Equipment Sale – April 4 & 5
 - Board of Trade 2008 Trade Show – April 11-13
 - Snow removal reminder to clear sidewalks and to remove vehicles or you could be ticketed/fined

- (l) Bank Reconciliation as of January 31, 2008

Motion 08:02:25

Moved by Councillor Dennis that the Bank Reconciliation as of January 31, 2008 be accepted as presented.

MOTION CARRIED
Unanimous

- (m) Taxes Receivable as of December 31, 2007

Motion 08:02:26

Moved by Councillor Peeples that the Taxes Receivable as of December 31, 2007 be accepted as presented.

MOTION CARRIED
Unanimous

- (n) Accounts Payable in the amount of \$894,623.18

Motion 08:02:27

Moved by Councillor Campbell that Accounts Payable for the period ending February 14, 2008 in the amount of \$894,623.18 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

- (a) Mayor Hunter

- Feb 5
 - Town Council Meeting.
 - Mediation Meeting.
- Feb 6
 - Dedication of Veterans' Way.

- Feb 7 - Dropped puck at Stettler Lightning Game.
- Feb 8 - Town Office duties.
- Feb 12 - Committee of the Whole Meeting.
- Feb 14 - Board of Trade Swear-In.
- Feb 15 - Town Office duties.

(b) Councillor Campbell

- Feb 5 - Town Council Meeting.
 - Mediation Meeting.
- Feb 12 - Committee of the Whole Meeting.
- Feb 13 - Municipal Planning Commission Meeting.
- Feb 19 - Senior's Meeting.

(c) Councillor Dennis

- Feb 6 - Dedication of Veterans' Way.
- Feb 12 - Committee of the Whole Meeting.

(d) Councillor Garbutt

- Feb 5 - Mediation Meeting.
- Feb 6 - Dedication of Veterans' Way.
- Feb 12 - Committee of the Whole Meeting.
- Feb 13 - Municipal Planning Commission Meeting.

(e) Councillor Peebles

- Feb 5 - Mediation Meeting.
- Feb 6 - Regional Waterline Tech Meeting.
 - Dedication of Veterans' Way.
- Feb 12 - Committee of the Whole Meeting.
- Feb 13 - Municipal Planning Commission Meeting.

(f) Councillor Richards

- No report – absent from meeting.

(g) Councillor Thorogood

- No report – absent from meeting.

6. **Administration Con't:** (h) Memo re: Affordable Housing Report – 7:15 P.M. Conference All Councillors Richards & Thorogood & Bylaw 1962-07

Councillors Richards and Thorogood joined the Council Meeting via teleconference at 7:15 p.m.

Two members of the public entered the meeting for this item.

Mayor Hunter welcomed members of the public and invited either person to make representation. Both members of the public declined to make representation stating that they did not have anything new to add that hasn't already been stated at earlier meetings.

Mayor Hunter invited members of Council to state their options regarding the affordable apartment site options as presented.

Round table discussion ensued and it was mutually determined that the originally proposed site on 51st Avenue and 62nd Street was supported by the majority of the Members of Council; subject to a commitment by the Town to review and address where appropriate the traffic/pedestrian safety concerns identified at the public hearing.

Discussion continued regarding various options to control/calm traffic and improve pedestrian safety on 51st Avenue and 62nd Street. It was stated that only appropriate traffic calming/control options would be considered by Council (usually done at the development permit stage). It was also stated that the Town must be careful not to just shift a traffic problem to another area.

Mayor Hunter, with the mutual consent of Council, agreed that the Town will commit to review and address, where appropriate, traffic calming/control concerns identified by local residents at the public hearing.

Town Manager R. Stoutenberg advised Town Council that Bylaw 1962-07 being a Bylaw to amend the Land Use Bylaw for the rezoning of this property has previously received first reading, prior to the Public Hearing, and that further readings of the Bylaw are necessary for adoption. A copy of the Bylaw was distributed to Members of Council.

Motion 08:02:28

Moved by Councillor Dennis that the Town of Stettler Council give second reading to Bylaw 1962-07.

MOTION CARRIED (6 – 1)
Opposed: Councillor Campbell

Motion 08:02:29

Moved by Councillor Garbutt that the Town of Stettler Council give third and final reading to Bylaw 1962-07.

MOTION CARRIED (6 – 1)
Opposed: Councillor Campbell

A member of the public, Rob Beer questioned whether Council would help him out should his (adjacent) private well be affected by the construction of the apartment.

Mayor Hunter responded that should something happen to his well that is caused by the construction of the apartment, then he should inform the Town and it will be considered under the circumstances at that time.

Members of the public departed the meeting.

Related to an earlier item 6(d), Mayor Hunter inquired as to whether Councillor Richards would accept being appointed to the new Stettler Sports Park Ad Hoc Fundraising Committee. Councillor Richards confirmed that he most certainly accepts this appointment.

Councillors Richards and Thorogood disconnected from the teleconference speaker phone; thereby departed the meeting.

8. **Minutes:**
- (a) Stettler Health Services Foundation Board Meeting of January 16, 2008
 - (b) Heartland Beautification Committee Meeting of February 7, 2008
 - (c) Stettler Recycling Committee Meeting of January 9, 2008
 - (d) Municipal Planning Commission Meeting of February 13, 2008

Motion 08:02:30

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

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) Bylaw 1966-08 re: Amend Cat Control Bylaw 1943-07

Town Manager, R. Stoutenberg explained that the Town's bylaw prosecutor (lawyer) has advised Alberta Animal Services that a section be added to the Town's Cat Control Bylaw indicating that: should any person be guilty of an offence for which no penalty is specified, then such person shall be liable upon summary conviction to a fine of not less than \$500 and not more than \$5,000. And further should any convicted person be in default of payment of any fine, to imprisonment for up to six months.

Motion 08:02:31

Moved by Councillor Peeples that the Town of Stettler Council give first reading to Bylaw 1966-08.

MOTION CARRIED (4 – 1)
Opposed: Councillor Dennis

Discussion ensued regarding a Council Member's opinion that a minimum of \$500 is an excessive amount for a contravening offence for which there is no penalty specified in the Bylaw.

Mayor Hunter clarified that a minimum of \$500 will guide the judge in a court of law; however only once it eventually gets there, being mostly for third offences.

Motion 08:02:32

Moved by Councillor Garbutt that the Town of Stettler Council give second reading to Bylaw 1966-08.

MOTION CARRIED (4 – 1)
Opposed: Councillor Dennis

Motion 08:02:33

Moved by Councillor Campbell that the Town of Stettler Council give permission for third and final reading to Bylaw 1966-08.

MOTION CARRIED
Unanimous

Motion 08:02:34

Moved by Councillor Peeples that the Town of Stettler Council give third and final reading to Bylaw 1966-08.

MOTION CARRIED (4 – 1)
Opposed: Councillor Dennis

(b) 1967-08 re: Amend Dog Control Bylaw 1944-07

Town Manager, R. Stoutenberg explained that the Town's bylaw prosecutor (lawyer) has advised Alberta Animal Services that a section be added to the Town's Dog Control Bylaw indicating that: should any person be guilty of an offence for which no penalty is specified, then such person shall be liable upon summary conviction to a fine of not less than \$500 and not more than \$5,000. And further should any convicted person be in default of payment of any fine, to imprisonment for up to six months.

Motion 08:02:35

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 1967-08.

MOTION CARRIED (4 – 1)
Opposed: Councillor Dennis

Motion 08:02:36

Moved by Councillor Garbutt that the Town of Stettler Council give second reading to Bylaw 1967-08.

MOTION CARRIED (4 – 1)
Opposed: Councillor Dennis

Motion 08:02:37

Moved by Councillor Campbell that the Town of Stettler Council give permission for third and final reading to Bylaw 1967-08.

MOTION CARRIED
Unanimous

Motion 08:02:38

Moved by Councillor Peeples that the Town of Stettler Council give third and final reading to Bylaw 1967-08.

MOTION CARRIED (4 – 1)
Opposed: Councillor Dennis

11. **Correspondence:**

- (a) Alberta Children's Services re: FCSS Program Review Action – Additional Grant Revenue

Motion 08:02:39

Moved by Councillor Garbutt that the Town of Stettler Council authorize the Mayor to sign a Supplemental FCSS Funding Agreement with the Province of Alberta in the amount of \$13,486 with no municipal matching component required in 2008.

MOTION CARRIED
Unanimous

- (b) The Edmonton Journal re: \$20 Million Fund to Aid Developers
- (c) Canada West Foundation Report: Affordable Housing Solutions Demand Careful Consideration

Motion 08:02:40

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

MOTION CARRIED
Unanimous

12. **Items Added:**

- (a) None

13. **In-Camera Session:**

- (a) Personnel Matter

Motion 08:02:41

Moved by Councillor Garbutt 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 8:04 p.m.

Mayor Hunter declared a possible conflict of interest and by departing the meeting excused himself from discussion of the item noted on the In-Camera agenda.

Deputy Mayor Councillor Peeples assumed the Chair.

Motion 08:02:42

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

MOTION CARRIED
Unanimous at 8:34 p.m. with the
abstention of Mayor Hunter

14. **Adjournment:**

Motion 08:02:43

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

MOTION CARRIED
Unanimous at 8:34 p.m. with the
abstention of Mayor Hunter

Mayor

Director of Finance & Administration