

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, APRIL 19, 2011 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards  
  
Councillors A. Campbell, D. Bachman, M. Fischer, L. Thorogood,  
P. Simons & S. Wildeboer  
  
CAO R. Stoutenberg  
Assistant CAO G. Switenky  
  
Press (2)

**Absent:** None

**Call to Order:** Mayor D. Richards called the meeting to order at 6:30 p.m.

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

**Motion 11:04:19** Moved by Councillor Bachman to approve the agenda as presented with the following additions:

5(b) 8:00 P.M. – Reeve Wayne Nixon, County of Stettler  
Re: Prairie Bio Gas Ltd.

13(a) In-Camera re: Land Matter

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held April 5, 2011

**Motion 11:04:20** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on April 5, 2011 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the April 5, 2011 Meeting Minutes

None

(c) Minutes of the Committee of Whole Meeting Minutes held April 12, 2011

**Motion 11:04:21** Moved by Councillor Wildeboer that the Minutes of the Committee of the Whole Meeting held on April 12, 2011 be approved as presented.

MOTION CARRIED  
Unanimous

(d) Business Arising from the April 12, 2011 Committee of the Whole Meeting Minutes

None

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

5. **Delegations:** (a) 7:30 P.M. – Contract Bylaw Officer Don Elliott, Alberta Animal Services

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: Request to Change May 17<sup>th</sup> Council Meeting Date or Time

CAO R. Stoutenberg advised that as the President of the Stettler Rotary Club he will be attending the International Conference in New Orleans. His plane is scheduled to depart from Calgary at 8:30 a.m. on May 18<sup>th</sup>. He will be back to work on May 30<sup>th</sup>. CAO R. Stoutenberg advised that Assistant CAO G. Switenky will be in charge in his absence.

CAO R. Stoutenberg questioned if it would be possible to hold the Council Meeting at 3 or 4 p.m. on May 17<sup>th</sup> or the evening of May 16<sup>th</sup>.

Discussion ensued and it was mutually supported that moving the meeting to Monday night would work well for other Members of Council as well.

**Motion 11:04:22**

Moved by Councillor Thorogood that the Town of Stettler Council approve changing the Regular Council Meeting of May 17, 2011 to Monday, May 16, 2011 at 6:30 p.m.

MOTION CARRIED  
Unanimous

- (b) Memo re: Canadian Badlands – Welcome Signs Funding Program

This item was dealt with later in the meeting.

- (c) Memo re: Land Use Bylaw Changes

This item was dealt with later in the meeting

- (d) Statement of Revenue & Expenses as of March 31, 2011

**Motion 11:04:23**

Moved by Councillor Thorogood that the Town of Stettler Council accept the Statement of Revenue & Expenses as of March 31, 2011 as presented.

MOTION CARRIED  
Unanimous

- (e) Statement of Capital Activity as of March 31, 2011

**Motion 11:04:24**

Moved by Councillor Fischer that the Town of Stettler Council accept the Statement of Capital Activity as of March 31, 2011 as presented.

MOTION CARRIED  
Unanimous

(f) Bank Reconciliation as of March 31, 2011

**Motion 11:04:25**

Moved by Councillor Campbell that the Town of Stettler Council accept the Bank Reconciliation as of March 31, 2011 as presented.

MOTION CARRIED  
Unanimous

(g) Accounts Payable in the amount of \$613,894.25

**Motion 11:04:26**

Moved by Councillor Wildeboer that Accounts Payable in the amounts of \$66,717.06, \$119.00 (VOID) & \$547,296.19 for the period ending April 15, 2011 for a total amount of \$613,894.25 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Apr 12 - Committee of the Whole Meeting.
- Apr 15 - Trade Show.
- Apr 18 - Telephone Meeting with Reeve Nixon.
- Campus Alberta Meeting.

(b) Councillor Bachman

- Apr 8 - Municipal Planning Commission Meeting.
- Apr 12 - Committee of the Whole Meeting.
- Apr 16 - Trade Show.
- Apr 18 - FCSS Meeting.

(c) Councillor Campbell

- Apr 6 - Rodeo Meeting.
- Apr 7 - Red Deer River Watershed Alliance Meeting in Hanna.
- Apr 8 - Municipal Planning Commission Meeting.
- Apr 12 - Committee of the Whole Meeting.
- Apr 15/16 - Trade Show.

(d) Councillor Fischer

- Apr 5 - Met with Library Manager to discuss possible collaboration with and/or joint facility use with Campus Alberta.
- Apr 8 - Municipal Planning Commission Meeting.
- Regional Fire Authority Pre-Meeting at the Fire Hall.
- Regional Fire Authority Meeting at the Fire Hall.
- Apr 12 - Committee of the Whole Meeting.
- Apr 13 - Toured water flow system with CAO R. Stoutenberg.
- Apr - Spoke with D. Dennis re: Ohio Bio Gas Tour.
- Apr 14 - Regional Fire Authority Cost-Share Meeting.
- Apr 15 - Trade Show.
- Apr 18 - Campus Alberta Meeting.
- FCSS Meeting.

(e) Councillor Simons

- Apr 7 - Beautification Committee Meeting.
- Apr 15 - Trade Show.
- Apr 16 - Trade Show.
- Apr 19 - Regional Board of Trade Meeting.

- (f) Councillor Thorogood
- Apr 8 - Municipal Planning Commission Meeting.
  - Stettler Health Services Foundation Meeting re: Website Development.
  - Apr 12 - Committee of the Whole Meeting.
  - Apr 15 - Trade Show.
  - Apr 17 - Trade Show.

- (g) Councillor Wildeboer
- Apr 8 - Regional Fire Authority Pre-Meeting at the Fire Hall.
  - Regional Fire Authority Meeting at the Fire Hall.
  - Apr 12 - Committee of the Whole Meeting.
  - Apr 14 - Regional Fire Authority Cost-Share Meeting.

8. **Minutes:** (a) None

9. **Public Hearing:** (a) None

10. **Bylaws:** (a) None

11. **Correspondence:**
- (a) Alberta Local News.com re: Making Some Green out of Blue
  - (b) Alberta Local News.com re: Community Connection Key to Public Safety
  - (c) Water News from WCS AWWA
  - (d) Sample Ski Resort – Spring 2011
  - (e) 2011 Atco Symposium
  - (f) Cash-Strapped Cities Turn to “Crash Taxes”
  - (g) City to Examine Composing Program
  - (h) Financial Post
  - (i) Government of Alberta Tourism, Parks & Recreation

**Motion 11:04:27**

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

MOTION CARRIED  
Unanimous

12. **Items Added:** (a) None

Mayor Richards temporarily recessed the meeting at 7:10 p.m.

Mayor Richards reconvened the meeting at 7:14 p.m.

6. **Administration Con't:** (b) Memo re: Canadian Badlands – Welcome Signs Funding Program

Contract Planner, Dave Dittrick and Development Officer Leann Graham entered the meeting at 7:14 p.m.

Development Officer, L. Graham advised that the Canadian Badlands has a welcome sign funding program in place where funds are available to municipalities to cost share 50% of entrance signs if the municipality incorporates "Canadian Badlands" on their signs.

The program deadline is May 31, 2011 and the funds must be distributed by October 31, 2011.

The process is as follows:

1. Application submitted including quote from the sign company; and quote for installation costs (if applicable).
2. Canadian Badlands Signage Committee reviews documents for approval.

Following the installation of the signs the municipality will forward pictures of the completed work along with the invoice from the sign company and an invoice from the Town. It is expected that the Town pays the sign company and Canadian Badlands in turn pays the municipality for 50% of the cost.

An attached concept incorporates the Canadian Badlands within the Town's new entrance signs. The cost for each sign will increase by \$242.50 from \$25,225.00 to \$25,467.50 but the Town could be eligible for 50% of the entire cost of each sign (as a reimbursement). If approved through the Municipality Welcome Sign Funding Program the Town's cost per sign could be reduced to \$12,733.75 plus our cost for masonry and landscaping (\$2,600/sign).

It was noted that Administration is not aware that there are any limits to the amount of funding that is available from Canadian Badlands.

Administration is recommending that Council approve the modified concept and apply to Canadian Badlands for welcome entrance sign funding and if approved by Canadian Badlands, proceed with production and installation of the new entrance signs.

Discussion ensued regarding whether any savings that are realized should be re-directed towards other community signage.

It was mutually agreed that savings, if any should be directed towards upgrading the local not-for-profit signage to be complimentary with our new entrance signage.

**Motion 11:04:28**

Moved by Councillor Bachman that the Town of Stettler Council approve the revised entrance sign concept as an option and apply to Canadian Badlands for entrance sign funding, and if approved by Canadian Badlands, proceed with production and installation of the new entrance signs.

MOTION CARRIED  
Unanimous

(c) Memo re: Land Use Bylaw Changes

Contract Planner, Dave Dittrick reviewed the proposed changes to the Land Use Bylaw 1976-08. Staff has prepared a summary, as presented, to clarify and justify each provision identified as being proposed to change.

Changes have been identified based on the following:

- Minor changes from working with the bylaw for the past three years;
- Changes due to the recent annexation of properties; and
- Changes due to the adoption of the Stettler Inter-municipal Development Plan.

It was noted that in accordance with the *Municipal Government Act*, any amendments to a planning bylaw requires a process including a public hearing being held prior to the second reading of the amending bylaw. Generally if the proposed changes are considered substantive than it is a good practice to also hold an open house to educate and gain feedback from interested/affected residents.

Staff has identified a preferred implementation option, including:

- Staff presentation at the Council to discuss/review proposed amendments – today April 19, 2011, and
- Advertise and conduct a Public Open House to gain feedback on the proposed Land Use Bylaw changes.
- Consider feedback obtained from the public.
- Prepare an amending bylaw for 1<sup>st</sup> Reading only.
- Given proper notice of the Public Hearing.
- Public Hearing prior to second reading.
- Further amendments, if any considered appropriate.
- Final readings and amending bylaw adoption.

Discussion ensued regarding various proposed changes that will be discussed further at a Public Open House.

Mayor Richards with the mutual consent of Council directed Administration to initiate an Open House to interact with the public and gain feedback on the proposed changes to the Land Use Bylaw.

Mayor Richards thanked D. Dittrick and L. Graham for attending the meeting and providing valuable information.

D. Dittrick and L. Graham departed the meeting at 7:30 p.m.

5. Delegations Con't: (a) 7:30 P.M. – Contract Bylaw Officer Don Elliott, Alberta Animal Services

Contract Bylaw Officer Don Elliott, Alberta Animal Services entered the meeting at 7:32 p.m.

Mayor Richards welcomed Contract Bylaw Officer Don Elliott to the meeting.

D. Elliott reviewed the current Town of Stettler seasonal/annual work plan for bylaw enforcement priorities and activities.

Discussion ensued regarding the interpretation of reasonable and courteous enforcement initiatives respecting the parking of trailers, noxious weed eradication and unsightly property clean-up in a timely manner.

Discussion continued regarding usual/normal education protocols respecting both non-targeted and targeted enforcement initiatives, prior to the issuance of violations. However, although not the preferred protocol, the Town's bylaw does give the Bylaw Officer the ability to issue violations immediately, if justified and/or warranted.

It was noted that violations are sometimes the only way to effectively deal with protracted/repeat compliance issues.

Mayor Richards with the mutual consent of Council accepted for implementation purposes the 2011 bylaw enforcement work plan as presented.

Mayor Richards thanked Don Elliott for his informative presentation.

Delegation members departed the meeting at 7:58 p.m.

(b) Reeve Wayne Nixon, County of Stettler re: Prairie Bio Gas Ltd.

Reeve Wayne Nixon and Councillor Blake Chapman, County of Stettler entered the meeting at 8:00 p.m.

Mayor Richards welcomed Reeve Nixon and Councillor Chapman to the meeting.

Reeve Nixon reviewed a letter to inform the Town that the County of Stettler is prepared to pay the remaining share of the funds necessary (over and above the available Regional Partnership grant) in order to complete the environmental application preparation respecting Prairie Bio Gas Ltd's waste to energy project.

He stated that in order for the County's endeavor to move forward, they are requesting the Town to provide in writing, approval to use the Stettler Transfer Site as the preferred location for the facility and unlimited access to all of the Town's municipal waste now and in the future.

They would also like to request the Town's support in principal in the pursuit of future granting opportunities.

Reeve Nixon stated that the entire County Council is supportive of making a commitment towards the waste to energy (pyrolysis) technology proposed by Prairie Bio Gas Ltd. The County has been working with this specific company for a number of years and believes that this/their technology will extend the life of our joint landfill by decades.

It was noted that there are currently no fully operational facilities utilizing this technology anywhere in North America. Reeve Nixon acknowledged that only prototypes of this technology are in existence today.

He stated further that Prairie Bio Gas Ltd. requires approximately \$2.6 million from municipal sources to make this project a reality in Stettler.

Discussion ensued regarding various aspects of the Town's desire not to be exposed to any risks and/or future liabilities or funding obligations, as well as whether the economics associated with this project are warranted given the (yet to be fully substantiated) concerns over annual volumes, future capacity upgrades, and other substantial licensing requirements at the landfill.

Reeve Nixon stated that the County also supports undertaking a separate study to determine the state of the existing landfill.

Mayor Richards refocused discussion back on the specific requests of the County at this time.

In conclusion, Mayor Richards informed Reeve Nixon that the Town will have a decision in writing to the County in accordance with their timelines.

Mayor Richards thanked Reeve Nixon and Councillor Chapman for attending the meeting.

Reeve Nixon and Councillor Chapman departed the meeting at approximately 8:16 p.m.

13. **In-Camera Session:** (a) Land Matter

**Motion 11:04:29**

Moved by Councillor Fischer that the Town of Stettler Council proceed into an In-Camera Session with the CAO and Assistant CAO present to discuss the above In-Camera item.

MOTION CARRIED  
Unanimous at 8:17 p.m.

**Motion 11:04:30**

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

MOTION CARRIED  
Unanimous at 9:00 p.m.

14. **Adjournment:**

**Motion 11:04:31**

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

MOTION CARRIED  
Unanimous at 9:00 p.m.

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Mayor

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Assistant CAO