

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, APRIL 5, 2011 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards  
  
Councillors D. Bachman, A. Campbell, M. Fischer, P. Simons,  
L. Thorogood & 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 11:04:01** Moved by Councillor Bachman to approve the agenda as presented with the following addition:

13(a) In-Camera Session re: Land Matters

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held March 15, 2011

**Motion 11:04:02** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on March 15, 2011 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the March 15, 2011 Meeting Minutes

None

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

5. **Delegations:** (a) 7:15 P.M. - Garry Drachenberg, Associated Engineering re: WTP Project Update Presentation  
- Project Status  
- Project Cost Update  
- Additional Items  
- Official Grand Opening

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: 2011 Trade Show

CAO, R. Stoutenberg explained that the annual Stettler Trade Show will be held from April 15-17, 2011.

Each year Council and staff members have worked shifts at the Trade Show because it is a great opportunity for Council and staff to informally meet with the public to discuss their concerns, promote many Town initiatives and gather input and general feedback.

The shift schedule for the weekend was reviewed and each Town Council Member committed to a time they are available/responsible to work in the booth.

Roundtable discussion ensued regarding various information items and reference materials that should/could be included in the booth/display area as follows:

- SRC Updating
- Beautification – Home Composting, Rain Barrels, Community Gardens
- Fire Prevention and Recruitment
- New Entrance Signs, Index Map, Visitor Map
- Chloramination, Hwy 56 Realignment, 2011 Construction Projects, Airport Apron
- Pathways/Trails, Lagoons, Downtown Streetscape
- Bylaw Enforcement (How to identify Noxious Weeds)
- RCMP Recruitment
- Residential Lot Sales
- WTP Grand Opening – June 9, 2011
- Major Construction Project Map
- New Sports Park Pavilion

This item was presented for information and coordination purposes.

(b) Memo re: Apartment & Business Recycling

Town Council reviewed the memorandum from the Director of Parks & Leisure Services, Lee Penner.

CAO R. Stoutenberg explained that in an effort to gain business and apartment buy-in of the Recycling Program the following steps have been taken.

Staff met with Mark Pedersen from Can Pak Environmental on January 27<sup>th</sup> to discuss solutions. M. Pedersen reported that a typical business or apartment would be able to reduce the cost of their disposal if they added recycling. It was agreed that all local recyclers would be presented as solutions and that merchants would be encouraged to contact them and make their own recycling contracts.

It was highlighted that some Members of Council & Staff as well as a member of the public toured the Paper Mill Recycling plant in Edmonton on February 17<sup>th</sup>. A complete information video is available on "YouTube" at [www.stettler.net](http://www.stettler.net). Also a press release of the tour was sent out to Q-14 and the Stettler Independent.

CAO R. Stoutenberg also reviewed a newsletter that has been developed to provide an update to the general public on recycling. As well, two different versions of a newsletter directed to Apartments/Business owners have been developed. The purpose of this newsletter is to educate and encourage them to recycle.

Discussion ensued respecting both versions of the proposed Apartment/Business recycling newsletter. It was noted that only one version incorporates a free green box for each unit as an incentive.

**Motion 11:04:03**

Moved by Councillor Thorogood that the Town of Stettler Council authorize the following staff recommendations:

1. Approve the general recycling newsletter as an insert in the utility bill.
2. Select and approve the second newsletter (Option B) directed to Apartment/Business Owners, subject to the incorporation of a free green box for each unit as an incentive to encourage participation.

MOTION CARRIED  
Unanimous

(c) Strategic Plan Update

CAO, R. Stoutenberg reviewed the Town's 2011 Strategic Plan and updated Council with respect to the actions/results achieved to date on a goal by goal basis.

Discussion ensued regarding various areas of progress to date.

It was noted that this update is presented to Council for information purposes on a regular/quarterly basis.

Mayor Richards suggested that the Joint Use Agreement with Clearview School Division be reviewed and updated, if necessary.

This item was presented for information purposes.

(d) Request for Decision re: 883820 Alberta Ltd.

CAO, R. Stoutenberg advised that the applicant (883820 Alberta Ltd.) is proposing to rezone the westerly 54 meters of the property from Highway Commercial to Direct Control Residential located at 4019 – 50 Street. The property currently contains a single family dwelling and an accessory building. The applicant's intention is to subdivide this property in the future into 3 Residential properties at 0.65 +/- acres each and 1 Highway Commercial property at 1.98 +/- acres.

The applicant previously received a rezoning from Urban Reserve to Highway Commercial for the entire parcel back on June 3, 2008.

The applicant has been made aware that any development beyond the main and accessory building on the existing parcel will require a further approval of a legal subdivision of the property, and in conjunction a Development and Servicing Agreement will be required.

It was noted that upon future subdivision the applicant will be required to enter into a development agreement to address:

- servicing of the property
- lot sizes/locations
- development of a legal easement to access the remaining C2 Lot
- future intersection improvements

CAO R. Stoutenberg explained that staff has assessed this rezoning application against the provisions outlined in the Town of Stettler South East Area Structure Plan, the Inter-Municipal Development Plan and Municipal Development Plan.

The proposed rezoning does not conform to the existing South East Area Structure Plan, this is a common occurrence in this area with other residential properties to the south, and across 50 Street to the west. The South East Area Structure Plan is to be reviewed between the Town and County in 2011. The plan once completed will reflect current conditions.

CAO R. Stoutenberg advised further that as per the existing Town Road Right of Way and South East Area Structure Plan, Alberta Transportation intends to close the 50<sup>th</sup> Street access to Highway 12 at the northwest boundary of the property once construction of a future intersection a little further east along Highway 12 is completed.

Discussion ensued regarding whether the Town should consider requesting some appropriately located green space/buffer at the subdivision approval stage in the future.

**Motion 11:04:04**

Moved by Councillor Wildeboer that the Town of Stettler Council accept for information purposes the Application for rezoning from 883820 Alberta Ltd. as presented.

MOTION CARRIED  
Unanimous

Mayor Richards with the mutual consent of Council varied the order of the agenda to consider Bylaw 2009-11 for first reading only.

Bylaw 2009-11 re: Rezoning

Mayor Richards advised that Bylaw 2009-11 is to amend Bylaw 1976-08 as follows:

That Part of parcel A, Plan 6166HW from C2: Highway Commercial to DC2: Direct Control Residential 2.

**Motion 11:04:05**

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 2009-11.

MOTION CARRIED  
Unanimous

(e) CAO Report

**Motion 11:04:06**

Moved by Councillor Thorogood that the Town of Stettler Council approve the CAO Report as presented.

MOTION CARRIED  
Unanimous

5. **Delegations:** (a) 7:15 P.M. - Garry Drachenberg, Associated Engineering re: WTP Project Update Presentation

Garry Drachenberg, Manager, Associated Engineering, Gates Bilodeau, Construction Manager, Associated Engineering, Melissa Robbins, Town of Stettler Director of Operational Services & Michele Poirier, WTP Operations Supervisor entered the meeting at 7:20 p.m.

Mayor Richards welcomed G. Drachenberg, G. Bilodeau, M. Robbins & M. Poirier to the meeting.

G. Drachenberg presented the following:

Project Status:

- Contract 1 – Membrane Equipment Supply Contract
- Contract 2 – Settling Ponds, Raw Water Pond & Forcemain
- Contract 3 – Water Treatment Plant Expansion
- Contract 4 – Clarifier Retrofit & Plant Service Water

Project Cost Update:

- Everything but \$119,000 in deficiency remains to be completed on Contract 3.
- Currently \$765,867.42 under the original \$21,000,000 project budget.
- Province of Alberta Water for Life Funding at 87.95%.

Additional Items (that could be included):

- Raw Water Flow Meter AENV Request Item, estimated at a cost of \$250,000.
- Roof repairs, estimated at a cost of \$75,000.
- WTP lighting, estimated at a cost of \$150,000.
- MCC Room Cooling, estimated at a cost of \$75,000.
- Epoxy coating of new building floor, estimated to cost \$60,000.

Official Grand Opening:

Date – June 9<sup>th</sup>, 2011

Format: 10:00 a.m. – Tour for Dignitaries.  
11:00 a.m. – Opening Ceremony  
12:00 p.m. – Lunch  
2:00 p.m. – Public Tours

Mayor Richards thanked G. Drachenberg and delegation members for attending the meeting and for the valuable presentation.

Delegation members departed the meeting at approximately 7:55 p.m.

(f) Bank Reconciliation as of February 28, 2011

**Motion 11:04:07**

Moved by Councillor Bachman that the Town of Stettler Council accept the Bank Reconciliation as of February 28, 2011 as presented.

MOTION CARRIED  
Unanimous

(g) Accounts Payable in the amount of \$677,175.09

**Motion 11:04:08**

Moved by Councillor Thorogood that Accounts Payable in the amounts of \$92,855.04, \$490,237.26, \$4,711.75, & \$89,371.04 for the period ending April 1, 2011 for a total amount of \$677,175.09 having been paid, be accepted as presented subject to the abstention of Councillor Wildeboer on cherub #57245 to Agro in the amount of \$1,967.70.

MOTION CARRIED  
Unanimous with the abstention of  
Councillor Wildeboer on cherub  
#57245 to Agro.

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Mar 17 - SRC Design Committee Meeting.
- Mar 18 - Vacation. Mayor Richards thanked members to 28 of Council for attending meetings and Deputy duties in his absence.

(b) Councillor Bachman

- Mar 21 - Heartland Youth Centre Annual General Meeting.

(c) Councillor Campbell

- Mar 17 - Red Deer River Municipal Users Group Meeting in Drumheller.
- Mar 30 - Canadian Badlands Annual General Meeting & 31 in Brooks.
- Apr 1 - Prairie BioGas Joint Meeting with the County of Stettler & Stettler Waste Management Authority.
- Apr 4 - Big Sky Rural Development Conference in Edmonton.

(d) Councillor Fischer

- Mar 17 - Met with a citizen and FCSS re: bylaw issue.
- Mar 21 - Deputy Mayor duties.
  - Heartland Youth Centre's Annual General Meeting and recognition night.
- Mar 25 - Deputy Mayor duties.
- Apr 1 - Prairie BioGas Joint Meeting with the County of Stettler & Stettler Waste Management Authority.
- Apr 4 - Big Sky Rural Development Conference in Edmonton.

(e) Councillor Simons

- Mar 21 - Museum Board Meeting.
- Mar 24 - Stettler Adult Learning Committee Meeting.
- Apr 1 - Prairie BioGas Joint Meeting with the County of Stettler & Stettler Waste Management Authority.

(f) Councillor Thorogood

- Mar 2 - Stettler Health Services Foundation Meeting re: equipment approvals.
- Mar 3 - Hwy #56 Open House.
- Mar 7 - Stettler District Ambulance Association (SDAA) General Meeting.
  - SDAA Union Bargaining Committee Meeting.
- Mar 8 - Committee of the Whole Meeting.
- Mar 9 - SDAA Conference Call and met with CAO.
- Mar 10 - SDAA Committee Meeting re: proposal preparations.
  - SDAA Union Negotiator.
- Mar 11 - Stettler Kin Build Meeting.
- Mar 15 - National Kin President Tour – Red Deer and Portraits of Honour Announcement.
- Mar 17 - David Thompson Health Region Meeting in Red Deer.
- Mar 18 - SDAA Proposal Committee Meeting.
- Mar 21 - Sports Park Meeting.
- Mar 25 - SDAA Proposal Committee Meeting.
- Mar 25 - Various calls and emails.  
to Apr 5

(g) Councillor Wildeboer

- Apr 1 - Prairie BioGas Joint Meeting with the County of Stettler & Stettler Waste Management Authority.

8. **Minutes:**

- (a) Stettler Town & Country Museum – March 21, 2011
- (b) County of Stettler Housing Authority Minutes - January 27, 2011
- (c) Parkland Regional Library Board Meeting - February 24, 2011
- (d) Regional Fire Authority Meeting – January 6, 2011

**Motion 11:04:09**

Moved by Councillor Simons 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) 2010-11 re: Regional Assessment Review Board

Assistant CAO G. Switenky explained that Bylaw 2010-11 is to establish a Regional Assessment Review Board.

**Motion 11:04:10** Moved by Councillor Fischer that the Town of Stettler Council give first reading to Bylaw 2010-11.

MOTION CARRIED  
Unanimous

**Motion 11:04:11** Moved by Councillor Thorogood that the Town of Stettler Council give second reading to Bylaw 2010-11.

MOTION CARRIED  
Unanimous

**Motion 11:04:12** Moved by Councillor Simons that the Town of Stettler Council give permission for third and final reading to Bylaw 2010-11.

MOTION CARRIED  
Unanimous

**Motion 11:04:13** Moved by Councillor Campbell that the Town of Stettler Council give third and final reading to Bylaw 2010-11.

MOTION CARRIED  
Unanimous

(b) 2009-11 re: Request for Decision/Rezoning

This item was dealt with earlier in the meeting under 6(d).

11. **Correspondence:**

(a) Alberta Transportation

(b) Stettler Public Library

(c) Day of Mourning – In Memory of Workers Injured or Killed on the Job

(d) AUMA re: 2011 Nomination Deadline

(e) Prison a Political Hot Potato

(f) We All Pay for Services We Don't Use

(g) Government of Alberta re: 2011 Census

(h) Accommodation for the Seniors Center at the Recreation Center is an Ideal Location

(i) Economic Developers Alberta

(j) The University of Alberta Press

**Motion 11:04:14** Moved by Councillor Wildeboer that correspondence items 11(a) to 11(j) inclusive be accepted for information.

MOTION CARRIED  
Unanimous

12. **Items Added:**

(a) None



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

**Motion 11:04:15**

Moved by Councillor Bachman that the Town of Stettler Council proceed into an In-Camera Session with the CAO, Assistant CAO and Phil Nelson, Tagish Engineering present to discuss the above In-Camera item.

MOTION CARRIED  
Unanimous at 8:25 p.m.

**Motion 11:04:16**

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

MOTION CARRIED  
Unanimous at 9:23 p.m.

**Motion 11:04:17**

Moved by Councillor Wildeboer that the Town of Stettler Council approves working cooperatively with the County of Stettler and the Stettler Waste Management Authority to engage an appropriately qualified professional to prepare a report that assesses the current licensing status and remaining capacity of the existing landfill site.

And that the report/study be requested to identify options and alternatives available to address any operational or capital expansion/upgrades necessary for growth or licensing purposes, as well as any new technological or environmental advancement opportunities.

And further that, the Town CAO must either prepare or approve the final version of the Request for Proposal guidelines prior to committing any direct funding towards the study.

MOTION CARRIED  
Unanimous

14. **Adjournment:**

**Motion 11:04:18**

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

MOTION CARRIED  
Unanimous at 9:24 p.m.

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Mayor

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Assistant CAO