

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, DECEMBER 18, 2012 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS

**Present:** Mayor Dick Richards

Councillors A. Campbell, D. Bachman, M. Fischer, P. Simons, L. Thorogood & S. Wildeboer

CAO R. Stoutenberg  
Corporate Secretary C. Smith  
Executive Director, Stettler Regional Board of Trade, A. Brown

Press (2)

**Absent:** Assistant CAO G. Switenky

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

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

**Motion 12:12:33** Moved by Councillor Bachman to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held December 4, 2012

**Motion 12:12:34** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on December 4, 2012 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the December 4, 2012 Meeting Minutes

None

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

5. **Delegations:** (a) 7:15 P.M. – Stettler Public Library 2013 Budget

This item was dealt with later in the meeting.

6. **Administration:** (a) Possible Items for the January 10, 2013 Joint Town/County Meeting at 3:00 P.M. – Town to Host & Chair (Joint Town/County Meeting Minutes of October 17, 2012 Attached)

CAO R. Stoutenberg explained that the next Joint Town/County Meeting will be held on January 10, 2013 at 3:00 pm at the Town Office. He noted that the Town of Stettler will host and chair the meeting.

Items for discussion include:

- Seniors Centre Funding/Project
- CIIF Grant
- Update re: IDP
- Southeast Area Structure Plan
- Airport Operations
- Joint Use Facility
- Joint Council Orientation

It was mutually decided that Town Council will meet at 1:00 on January 10, 2013 at the Town Office for a pre-meeting.

(b) 2013 Capital Budget

CAO R. Stoutenberg advised that a Council resolution is required to adopt the Town's 2013 Capital Budget. The listed items/projects have been reviewed and recommended at the Capital Budget Session held on December 11, 2012. The total amount of expenditures included in the 2013 Capital Budget is \$4,904,780.00.

CAO R. Stoutenberg emphasized that the 2013 Capital Budget utilizes available grants, does not create any new (non-supported) municipal debt, and saves a significant amount for valuable community projects in the future.

He further acknowledged that some of the Capital items/projects are approved subject to various administrative decisions/conditions to be determined later.

It was also noted that many capital purchases will individually come back before Council for ratification in accordance with spending authority limits set out in the Town's Purchasing/Tendering Policy.

**Motion 12:12:35**

Moved by Councillor Thorogood that the Town of Stettler Council approve the 2013 Capital Budget with capital expenditures totaling \$4,904,780.00.

MOTION CARRIED  
Unanimous

(c) Memo re: Business License Fees for 2013

CAO, R. Stoutenberg advised that Administration has conducted a review of the Town's existing Business Licenses issued and the Business License Bylaw 1807-99.

In reviewing the Town's existing rates for "resident" businesses and "non-resident" businesses the Town is comparable with other similar sized municipalities in Alberta. It was noted that this fee automatically includes their access to all membership benefits and services of the Alberta Chamber of Commerce.

The last amendment to the Business License Bylaw 1807-99 was in January 1999, which reduced the business license fees from \$150 to \$125 for resident businesses and from \$350 to \$325 for non-resident businesses.

Brief discussion ensued on the definition of "non-resident" and "resident". It was mutually decided that this would be discussed at the February 5, 2013 Council Meeting.

**Motion 12:12:36**

Moved by Councillor Fischer that the Town of Stettler Council set the 2013 Business License Fees at \$125 for "resident" and \$325 for "non-resident" businesses.

MOTION CARRIED  
Unanimous

(d) Memo re: Noise Concern 4812-62 Street

Mayor Richards declared a possible conflict of interest and abstained from discussion and voting on this item.

Deputy Mayor Councillor Wildeboer assumed the Chair.

CAO R. Stoutenberg explained that in August of 2011 the Car Wash development was approved at MPC after review of a letter from several West Park Estate residents. Based on concerns raised from the adjacent landowners MPC added the following conditions:

- To increase the height of the berm to 1.0 meters and increase the density of trees to a minimum of 13 along the south side (abutting residential) to create a buffer.\* the developers landscape plan shows 17 trees.
- To have outdoor lighting approved by the Development Authority prior to installation to ensure it does not pose a nuisance to neighboring properties

\* to date, the berm and landscaping has not been completed however a condition of the permit is to complete by the end of the 2013 growing season.

In October 2011 neighboring residents raised a concern regarding the height and location of the berm and trees due to their fence line, access to their back yards and drainage.

Following a meeting on site with a West Park Estate rep and the car wash owner it was noted that the West Park Estates fence encroaches and the gates swing into the car wash side yard therefore the only access to their rear yard is through the car wash property and further that the West Park Estates sump pumps and overland drainage are being expelled onto the car wash property.

At that time the car wash owner indicated that he would be grading his property to accommodate drainage and would be willing to accommodate the neighboring drainage in accordance with his approved surface drainage plan. Further that he would be willing to work with the owners of West Park Estates to find a compromise on the berm height and allow them access to their rear yards via his side yard.

Following the meeting MPC reduced the height of the berm to 0.5 meters and retained the minimum 13 trees, a letter was sent to the car wash owner with the amendment and an additional condition:

- If required, additional trees may be planted to create the required barrier.\* His landscape plan shows 17 trees.

\* to date, the berm and landscaping has not been completed however a condition of his permit is to complete by the end of the 2013 growing season.

In November 2012 the Town received a letter dated November 15, 2012 from David & Karen Bromley regarding the noise levels created by the automatic car wash attendant and dryer. Residents also raised a concern regarding the Automatic Wash Bay being illuminated all night.

Upon further review of the Town's records, inspection of the property and an onsite meeting with the car wash owner the following was noted:

- The car wash property in question has been zoned Highway Commercial since our zoning Bylaw 1080 in 1971.
- The development has met all conditions of the Land Use Bylaw and Development Permit # 2590-2011 with the exception of landscaping which is to be completed in 2013.
- The side yard setback on the south side from property line to the building is 8.23 meters (minimum required 3.0 meters).
- That the advertised hours for the automated car wash is 6:00 a.m. to 10:00 p.m.
- When meeting with the car wash owner he indicated the following:
  - He had a choice of 2 automatic machines, one with the dryer at the door requiring the door to be open for the entire dry cycle or the unit he purchased where the dryer is part of the automated unit and only requires the door to be open for the end of the dry cycle while the vehicle exits. He indicated that he chose this option to keep the noise to a minimum.
  - In order have the door closed for the entire dry cycle, he will have to have the unit reset by a technician at a cost and it will add approximately 1 ½ minutes to the cycle from start to finish.
  - He orientated the building on the property and drive lanes accordingly to avoid headlights facing the residences while entering or exiting the car wash.
  - There are 4 wash selections for the automatic wash bay
    - The Basic Wash \$8 – has a minimal dryer time, and does not have the dryer running while the door is open.
    - The Deluxe Wash \$10 - has a minimal dryer time, and does not have the dryer running while the door is open.
    - The Works Wash \$12 – has a 48 second dryer time while the door is open.
    - The Super Wash \$16 – has a 48 second dryer time while the door is open.
  - Lastly he stated he would welcome Town Council to come to the site and listen as a car goes through the automated car wash.

Town staff used an Extech Instruments Sound Level Meter in four locations to determine the sound impacts. Council reviewed attached results.

Councillor Thorogood suggested that the Town could also help with planting some pyramid trees to buffer the sound.

Administration is recommending setting up a meeting with both parties to discuss the concerns.

**Motion 12:12:37**

Moved by Councillor Campbell that the Town of Stettler Council arrange a meeting with both parties and mediate a resolution through discussions regarding the following:

- a. Hours of operation
- b. Internal Lights after Hours
- c. Noise Concerns
- d. Landscaping in 2013

MOTION CARRIED

Unanimous with the abstention of Mayor Richards

Mayor Richard resumed the Chair.

(e) Bank Reconciliation as of November 30, 2012

**Motion 12:12:38**

Moved by Councillor Fischer that the Town of Stettler Council approve the Bank Reconciliation as of November 30, 2012.

MOTION CARRIED

Unanimous

(f) Accounts Payable in the amount of \$831,744.37

**Motion 12:12:39**

Moved by Councillor Wildeboer that Accounts Payable in the amounts of \$527,276.32, \$304,573.79 & \$105.74 (VOID) for the period ending December 14, 2012 for a total amount of \$831,744.37 having been paid, be accepted as presented.

MOTION CARRIED

Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Dec 7 - Town Office duties.
- Dec 11 - Capital Budget Meeting.
- Dec 14 - Town Office duties.
- Dec 15 - Town Staff Christmas Party.

(b) Councillor Bachman

- Dec 8 - FCSS Christmas Banquet.
- Dec 11 - Capital Budget Meeting.
- Dec 13 - Library Meeting. Also the Library will be celebrating their 85<sup>th</sup> Anniversary on October 8, 2013.
- Dec 15 - Town Christmas Party.

(c) Councillor Campbell

- Nov 28 - Rodeo Meeting.
- Nov 29 - CAEP Annual General Meeting.
- Dec 5 - Met with CAO Stoutenberg to discuss Capital Budget.
- Dec 6 - Canadian Badlands re: Product Development Meeting.

(d) Councillor Fischer

- Dec 6 - Atco Building Tour.
- Dec 8 - FCSS Christmas Banquet.
- Dec 11 - Capital Budget Meeting.
- Dec 15 - Town Christmas Party.

(e) Councillor Simons

- Nov 30 - Airport Board Meeting.
- Dec 6 - Atco Building Tour.
- Dec 11 - Capital Budget Meeting.
- Dec 12/13 - AB Education Value Analysis re: Joint Use Facility
- Dec 17 - Stettler District Ambulance Association Meeting.

(f) Councillor Thorogood

- Dec 5 - Board of Trade – Physician Recruitment Meeting.
  - Worked at the Casino re: Stettler Health Services Foundation.
- Dec 9 - Toured and lunch with Dr. Amber (resident finishing in June).
- Dec 11 - Capital Budget Meeting.
- Dec 12 - Toured Dr. Juliet (deciding on Vegreville and Stettler).

(g) Councillor Wildeboer

- Dec 5 - Physician Recruitment Meeting.
- Dec 6 - Beautification Meeting.
- Dec 11 - Board of Trade.
  - Capital Budget Meeting.

5. Delegations:

(a) 7:15 P.M. – Stettler Public Library 2013 Budget

Jane Skocodopole, Stettler Public Library Board Chair, Mary Zazelenchuk, Stettler Librarian and Will Brown, Treasurer entered the meeting at 7:15 p.m.

Mayor Richards welcomed J. Skocodopole, M. Zazelenchuk & W. Brown to the meeting.

M. Zazelenchuk explained that the library has had an exceptional year with just over 67,000 people entering the library.

M. Zazelenchuk explained that the library is continuing their strong focus on early childhood literacy and outreach programs for seniors and providing a wide range of resources including mobile technology such as eReaders and eBooks. She explained that the Library Board conducted a comparison of other libraries of similar size and concluded that the wages at the Stettler Library were significantly lower than other libraries. In order to sustain staff, the Board has adjusted the pay grid. Also in order to adjust for cost increases, budget categories have been increased by 2%.

M. Zazelenchuk is requesting financial assistance from the Town of Stettler in the amount of \$188,473.37 to cover library operation costs for 2013.

Mayor Richards thanked J. Skocodopole, M. Zazelenchuk & W. Brown for their informative presentation and commended them for their outstanding job of providing services for our many citizens.

**Motion 12:12:40**

Moved by Councillor Bachman that the Town of Stettler Council approve the Stettler Public Library 2013 Operating Budget as presented with a Town contribution in the amount of \$188,473.37.

MOTION CARRIED  
Unanimous

J. Skocodopole, M. Zazelenchuk & W. Brown departed the meeting at 7:28.

8. **Minutes:** (a) HBC Minutes of December 6, 2012

**Motion 12:12:41**

Moved by Councillor Simons that the Town of Stettler Council accept the minutes, items 8(a) & 8(b) as presented.

MOTION CARRIED  
Unanimous

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

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

11. **Correspondence:** (a) Organizational Effectiveness  
(b) Member Notices re: Changes to Local Authorities Election Act  
(c) Edmonton City Council Passes 3.3% Tax Hike  
(d) Alberta Planning Exchange  
(e) Fed Up, Some in Saskatoon Hire Private Plows for City Streets  
(f) Town of Lamont – Former Manager Sued by Developer

**Motion 12:12:42**

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

MOTION CARRIED  
Unanimous

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

13. **In-Camera Session:** (a) Land Offer to Purchase

**Motion 12:12:43**

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

MOTION CARRIED  
Unanimous at 7:31 p.m.

**Motion 12:12:44**

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

MOTION CARRIED  
Unanimous at 7:49

14. Adjournment:

**Motion 12:12:45**

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

MOTION CARRIED  
Unanimous at 7:50 p.m.

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Mayor

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Assistant CAO