

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, DECEMBER 2, 2008 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present:

Mayor J. Hunter

Councillors A. Campbell, D. Dennis, D. Garbutt, R. Peeples, D. Richards & L. Thorogood

Assistant Chief Administrative Officer G. Switenky
Development Officer W. Holowachuk
Corporate Secretary C. Smith

Waste Management Representative Dan Rochette
Can-Pak Representative Mark Pederson

Press (1)

Absent:

Town Manager R. Stoutenberg

Call to Order:

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

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

Motion 08:12:01

Moved by Councillor Richards to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held November 18, 2008

Motion 08:12:02

Moved by Councillor Thorogood that the Minutes of the Regular Meeting of Council held on November 18, 2008 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the November 18, 2008 Minutes

None

4. **Citizen's Forum:**

(a) No one was present at the Citizen's Forum

5. **Delegations:**

(a) 7:30 P.M. re: Board of Trade Budget/Business Plan – Kelly Hicks & Keith Ryder

This item was dealt with later in the meeting.

(b) 7:45 P.M. re: Sgt. Rowland Schmidt & Constable David Yome (new member introduction)

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: Alberta Permit Pro – Full Accreditation

W. Holowachuk, Development Officer explained that the Town of Stettler has contracted Alberta Permit Pro to act as the Town's Safety Codes Officer for all building permits since 2004. With this contract terminating in January of 2009 Administration feels it is an opportune time to consider full accreditation for safety codes inspections including plumbing, gas and electrical.

Pros

By providing this level of service to the citizens of Stettler the Town can provide greater assurance that consistent levels of safety inspections are being conducted within our municipality. This consistent level of inspections also insures that proper business licenses are being obtained, that contractors and residents alike are receiving convenient "one stop" permitting, municipal liability for safety is reduced, and a higher level of technical advice is being provided to the Town, residents and contractors.

Providing these safety codes inspections by an exclusive service provider will also allow the Town to receive a larger percentage of fees associated with the permits.

Cons

Providing safety codes inspections for all disciplines by means of one service provider will cause an increase in administrative work loads.

Feedback from contractors vary from enjoying the flexibility to working with an inspector of choice to having the Town be fully accredited in all disciplines.

In order for the Town of Stettler to become fully accredited in all disciplines the Town would be required to amend the present Uniform Quality Management Plan under the jurisdiction of Municipal Affairs which would include:

- o Council would be required to sign and ratify the quality management plan including plumbing, electrical, and gas.
- o Provide the Safety Codes Council a copy of the minutes indicating this change, and the application form.
- o Once the quality management plan is approved by the safety codes council an accreditation date is set for the Town.

Motion 08:12:03

Moved by Councilor Campbell that the Town of Stettler Council:

- * Adopt a Uniform Quality Management Plan for Building, Electrical, Gas and Plumbing disciplines of safety code inspections in accordance with the Safety Codes Act.
- * That the Town proceeds with request for proposals for a new contract to provide full safety codes inspection services for the Town of Stettler.

MOTION CARRIED (6 – 1)
Opposed: Councillor Richards

(b) Discussion re: New Land Use Bylaw & Bylaw 1976-08

Assistant CAO, G. Switenky explained that proposed Bylaw 1976-08 will rescind and replace the Town's existing Land Use Bylaw 1797-98 and all amendments thereto. After first reading Bylaw 1976-08 will be required to hold a Public Hearing; likely in late-January or February.

W. Holowachuk, Development Officer advised that the following revisions were made to the "Draft Version" of proposed Land Use Bylaw 1976-08 that Council previously reviewed on November 4th, 2008:

- a. Removed reference to Flood-Way & Flood Fringe.
- b. Removed Garage Suites.
- c. Added definition for Adult Entertainment (however not permitted in any land use district).

Discussion ensued regarding the minimum floor area requirement of 100 square metres for a mobile home in an R3 Residential Mobile Home Park District. It was mutually agreed that this is too large and should be reduced. It was further suggested that this minimum could be reduced to the Park Model minimum of 44 square metres.

Assistant CAO, G. Switenky advised that this change and any others can still be made as an amendment prior to second reading.

Motion 08:12:04

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 1976-08.

MOTION CARRIED
Unanimous

(c) Memo re: Rezoning Application

Councillor Thorogood declared a conflict of interest as a land owner in the area being considered and by departing the meeting excused herself from voting and discussion on this item.

W. Holowachuk, Development Officer explained that the applicant is proposing to rezone a single corner lot at 4820 – 49 Street from C1 – Central Commercial to R2 – General Residential. The property currently contains a single family dwelling and accessory building.

The applicant is proposing this rezoning to assist in selling the property. Under the Land Use Bylaw only dwelling units located above ground floor are permitted and apartments/seniors condos are discretionary uses. Therefore this single family dwelling is considered existing non-conforming and has development constraints associated with its existing residential use.

Instead of focusing on the pros and cons of rezoning this individual parcel Administration has reviewed the effects of rezoning a broader range of properties zoned C1

along 49th Street; being one avenue off Main Street in the downtown core/residential fringe area.

In order to determine the appropriate zoning Administration feels a vision of how Council would like to see the downtown grow is necessary and that spot rezoning should not generally occur in isolation.

Discussion ensued regarding zoning options for Commercial, Residential, Mixed Growth and New Mixed Use.

It was Council's consensus that in this area along 49th Street (adjacent to the downtown core) a new Residential Land Use District is needed which incorporates uses from both the R2 and C1A Land Use Districts makes sense.

Council mutually directed Administration to:

1. Prepare a new Residential Land Use District and attempt to incorporate necessary amendments into the proposed new Land Use Bylaw 1976-08 prior to the Public Hearing and 2nd and 3rd readings:
 - a. Rezone the east side of 49th Street from 4901-49th Street to 4913 – 49th Street to R2 to limit the number of non-conforming uses in this area.
 - b. Rezone the west side of 49th Street from 4716 – 49th Street to 4914 – 49th Street to a new residential zoning that allows professional and personal services as discretionary uses.

Councillor Thorogood returned to the meeting at 7:10 p.m.

(d) Memo re: Entrance Sign Locations

W. Holowachuk, Development Officer explained that UMA has completed final design drawings and cost breakdowns for the Town's four entrance signs. The original budget for this project was \$25,000 per sign.

The projected budget for four signs is \$582,026 which substantially exceeds the original budget of \$100,000. These costs also do not include site preparation work.

UMA Engineering did state that one of the contributing factors to the high costs was that the arch feature requires custom fabrication and cannot be constructed by their usual suppliers.

Discussion ensued regarding the size of the specified structures and the higher than anticipated cost estimates. Administration recommends pursuing other design options through discussions with municipalities that have recently constructed new entrance signs, and possibly with sign manufactures in order to prepare further recommendations to Council on how to continue with this project.

Motion 08:12:05

Moved by Councillor Dennis that the Town of Stettler Council directs Administration to pursue other more affordable design options for new highway entrance signs given higher than expected cost estimates for the design that was previously approved by Council.

MOTION CARRIED
Unanimous

Mayor Hunter thanked W. Holowachuk for his presentation.

W. Holowachuk departed the meeting at 7:15 p.m.

Mayor Hunter with the mutual consent of Council varied the order of the agenda to move In-Camera to discuss a legal matter.

13. **In-Camera Session:** (a) Memo re: Recycling, Garbage Collection & Disposal Contract – Legal advice from Town Solicitor

Motion 08:12:06

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

MOTION CARRIED
Unanimous at 7:15 p.m.

Motion 08:12:07

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

MOTION CARRIED
Unanimous at 7:35 p.m.

5. **Delegations:** (a) 7:30 P.M. re: Board of Trade Budget/Business Plan – Kelly Hicks & Keith Ryder

Kelly Hicks, President & Keith Ryder, Executive Director of the Stettler Regional Board of Trade & Community Development entered the meeting at 7:37 p.m.

K. Ryder explained in detail the 2009 Operating Budget and Business Plan.

Discussion ensued regarding various line items included in their detailed budget document.

The Stettler Regional Board of Trade & Community Development is requesting a \$161,850 grant to be included in the Town's 2009 Operating Budget to financially assist their operations.

It was also noted that there will be no County financial contribution expected in 2009.

Mayor Hunter thanked delegation members for their informative presentation.

Delegation members departed the meeting at 7:57 p.m.

- (b) 7:45 P.M. re: Sgt. Rowland Schmidt & Constable David Yome (new member introduction)

Sgt. Rowland Schmidt & Constable David Yome entered the meeting at 7:57 p.m.

Sgt. R. Schmidt introduced David Yome as the new constable at the Stettler RCMP Detachment. This is his first posting and he moved here from Ontario with his wife and two children.

Mayor Hunter welcomed Constable David Yome to the Stettler community.

Delegation members departed the meeting at 8:00 p.m.

6. **Administration Con't:** (e) Memo re: 2009 Garbage Collection & Disposal Contract

Town Council reviewed the memorandum from G. Switenky, Assistant CAO regarding the 2009 Garbage Collection & Disposal Contract.

Earlier in 2008 it was determined that pricing for a curbside program to collect recyclables would be solicited in conjunction with the expiration of the current garbage contract. The existing garbage collection contract with Waste Management will expire at the end of 2008.

In November 2008 the Town issued a "Call for Proposals" inviting interested waste operators to submit proposals for the Town's 2009 – 2011 Recycling, Garbage Collection and Disposal Contract (including an option for 2 additional years).

The Town received two comprehensive garbage proposals from the following waste operators:

Waste Management	(Red Deer)
CAN-PAK Environmental	(Alix)

A third proposal was received from LL Waste Removal (Stettler) for the removal of Municipal 6-yard garbage and cardboard bins as well as for the seasonal compost bins. Their selective pricing was competitive however slightly higher than the pricing in the other two comprehensive proposals.

Both contractors who met the original deadline for proposals were given the opportunity to submit pricing based on each service being supplied independent of the other, and on supplying both services in tandem; therefore it could be determined whether there are any financial economies of scale to be realized by the Town if one contractor supplies both services.

Time is of the essence for Garbage collection services to ensure continuity into 2009. The implementation of a curbside recycling program will likely not commence until spring 2009 given the necessary time required for a

proper program start-up (acquisition/delivery of containers, advertising & scheduling).

The Town's existing Garbage Bylaw #1706-94 currently states that "An amount of two m³ and/or weighing not more than 68 kilograms per dwelling per week shall be removed by the Town or the Town's Contractor for a monthly fee." And further that, "The plastic bags, when filled with waste, weigh not more than 23 kilograms or 50 lbs. These provisions could be reduced at Council's pleasure in an attempt to encourage participation in the new recycling program.

Although not in the bylaw, Council has directed the current Contractor to not pick up yard waste that can be dropped off at the compost bins.

Considerable discussion ensued regarding the overall level of service associated with both proposals, various pricing options and the timing of the receipt of each, the two bag limit pricing as requested by Administration, 3 day versus 4 day residential pickups, shared recycling rebates, cost of recycling bins/upfront costs, availability of back-up equipment from each supplier, and contract length of term.

Due to the late addition of the 2009 Recycling, Garbage Collection & Disposal Contract memorandum, Council felt that they needed more time to review the information before making a decision.

Motion 08:12:08

Moved by Councillor Peeples that the Town of Stettler Council table discussion of the 2009 Garbage Collection & Disposal Contract to the Committee of the Whole Meeting on December 9, 2008 with a decision to be made at the next Council Meeting on December 16, 2008.

MOTION CARRIED
Unanimous

(f) Town Manager's Report

Motion 08:12:09

Moved by Councillor Peeples that the Town Manager's Report for the month of November be accepted as presented.

MOTION CARRIED
Unanimous

(g) Bank Reconciliation as of October 31, 2008

Motion 08:12:10

Moved by Councillor Richards that Bank Reconciliation as of October 31, 2008 be accepted as presented.

MOTION CARRIED
Unanimous

(h) Accounts Payable in the amount of \$817,922.84

Motion 08:12:11

Moved by Councillor Peeples that Accounts Payable (\$604,577.45, \$158,423.92 & \$54,921.47) for the period ending November 27, 2008 in the amount of \$817,922.84 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:** Mayor and Councillors outlined highlights of meetings they attended.
- (a) Mayor Hunter
- Nov 21 - Town Office duties.
 - Fire Engine presentation.
 - Nov 28 - Town Office duties.
 - Light-up Main Street tree.
- (b) Councillor Campbell
- Nov 21 - Fire Engine presentation.
- (c) Councillor Dennis
- Nov 19 - Site Meeting re: Joint Building.
 - FCSS Meeting re: project proposals.
 - Nov 21 - Fire Engine presentation.
 - Nov 24 - FCSS Meeting re: 2009 Budget.
 - Ambulance Board Meeting.
 - Library Board Meeting.
- (d) Councillor Garbutt
- Nov 19 - FCSS Meeting re: project proposals.
 - Nov 20 - County of Stettler Housing Authority Meeting re: ratified CUPE Collective Agreement.
 - Nov 21 - Fire Engine presentation.
 - Regional Fire Authority Meeting.
 - Nov 24 - FCSS Meeting.
 - Nov 28 - Main Street tree lighting.
- (e) Councillor Peebles
- Nov 21 - Fire Engine presentation.
 - Nov 25 - Red Deer River Watershed Alliance Meeting in Red Deer re: water conservation, wastewater treatment, storm water management, impact on future developments, etc.
 - Nov 27 - Red Deer River Municipal Group Meeting.
- (f) Councillor Richards
- Nov 21 - Fire Engine presentation.
 - Regional Fire Authority Meeting.
 - Nov 28 - Main Street Christmas Tree Light-Up.
- (g) Councillor Thorogood

- Nov 21 - Fire Engine presentation.
- Nov 24 - Stettler District Ambulance Association Meeting.
- Nov 25 - Worked Festival of Lights for the Stettler Hospital Foundation.

8. **Minutes:**
- (a) Stettler Town & Country Museum Meeting of October 20, 2008
 - (b) Stettler Recycling Committee Meeting of November 12, 2008
 - (c) Regional Fire Authority Meeting of November 21, 2008

Motion 08:12:12

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

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) Bylaw 1980-08 re: Amend Bylaw 1856-02 re: Water Rates

Assistant CAO, G. Switenky explained that Bylaw 1980-08 is to amend Bylaw 1856-02 being a bylaw relating to the water system of the Town of Stettler, including the fixing of rates, charges and conditions for the supply of potable water.

Assistant CAO, G. Switenky advised that as approved in the 2009 Interim Operating Budget In-Town water consumption rates will increase from \$1.17 m³ to \$1.70 m³. Bulk water users will purchase water at the rate of \$5.00 m³ and that there will no longer be a minimum monthly administrative billing fee (formerly \$24.75 per month).

Council reviewed comparative rates from other municipalities for information purposes.

Discussion ensued regarding the percentage increase relating to bulk water. Assistant CAO, G. Switenky advised that the cost to fill a 2,200 gallon tank on a truck would be \$50 at these new rates.

Motion 08:11:13

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 1980-08.

MOTION CARRIED (6 – 1)
Opposed: Councillor Peeples

Motion 08:12:14

Moved by Councillor Richards that the Town of Stettler Council give second reading to Bylaw 1980-08.

MOTION CARRIED (6 – 1)
Opposed: Councillor Peeples

Motion 08:12:15

Moved by Councillor Peeples that the Town of Stettler Council give permission for third and final reading to Bylaw 1980-08.

MOTION CARRIED
Unanimous

Motion 08:12:16

Moved by Councillor Dennis that the Town of Stettler Council give third and final reading to Bylaw 1980-08.

MOTION CARRIED (6 – 1)
Opposed: Councillor Peeples

11. **Correspondence:**

(a) Red Deer River Watershed Alliance

The Funding Request of \$0.50 per capita for 2009 (as included in the 2009 Interim Operating Budget) will be paid to the Red Deer Watershed Alliance.

(b) Rental Units "Cost-Effective" Way to Fight Housing Shortage

(c) County of Stettler re: 2009 Annual Shoot Out

Assistant CAO, G. Switenky advised that the Council of the County of Stettler No. 6 passed a reciprocal motion approving the use of the Stettler Airport for the July, 2009 Annual Shoot Out (July 24 to July 26) subject to:

1. Approval also obtained from the Town of Stettler.
2. Work with the Flying Club to ensure that parking, notams, security, washrooms, spectator areas, clean-up, etc. are addressed to their satisfaction.
3. That event liability insurance is taken.

(d) Canadian Badlands

It was mutually agreed that Stettler representatives on the Society's Board should not support the proposed annual fee increase from \$0.10 per capita to \$0.50 per capita.

Administration will advise the Executive Director of the Board of Trade.

Motion 08:12:17

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

MOTION CARRIED
Unanimous

12. **Items Added:**

(a) None

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

Motion 08:12:18

Moved by Councillor Garbutt that the Town of Stettler Council proceed into an In-Camera Session with the Assistant CAO present to discuss the item as presented on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 9:13 p.m.

Motion 08:12:19

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

MOTION CARRIED
Unanimous at 9:21 p.m.

Motion 08:12:20

Moved by Councillor Garbutt that the Town of Stettler Council accept the Offer to Purchase and Interim Agreement from ATCO Electric Ltd. to purchase serviced industrial lands from the Town amounting to a total of 9.45 Acres more or less and legally described as:

Plan 022 7539, Block 1, Lots 1 to 6
Plan 022 7539, Block 2, Lot 1

And further that the Town Manager is authorized to complete negotiations of the Conditions, Covenants Terms as substantively presented.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 08:12:21

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

MOTION CARRIED
Unanimous at 9:21 p.m.

Mayor

Assistant Chief Administrative Officer