

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, DECEMBER 4, 2007 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

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

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

Press (2)

Absent: None

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

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

Motion 07:12:01 Moved by Councillor Richards to approve the agenda as presented with the following deletion and additions:

Deletion:

5(a) Delegation – 7:15 p.m. – Stettler Public Library re:
2008 Budget

Additions:

12(a) 2008 Capital Budget Session – Rescheduling
13(a) In-Camera Session re: Land Development Matter

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held November 20, 2007

Motion 07:12:02

Moved by Councillor Thorogood that the Minutes of the Regular Meeting of Council held on November 20, 2007 be approved with the following correction:

7(f) Councillor Richards Meeting Report – delete attending the FCSS Meeting on November 14th.

MOTION CARRIED
Unanimous

(b) Business Arising from the November 20, 2007 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 re: 2008 Budget

This item was deleted from the agenda.

(b) 7:30 P.M. – Blair Birch & Gary Drachenberg – Associated Engineering

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: Interim Operating Budget 2008

Town Manager, R. Stoutenberg explained that an Interim Operating Budget is required by the *Municipal Government Act* to provide legal expenditure authority until the 2008 Operating Budget and Mill Rate Bylaw is adopted in March/April 2008.

Council and Senior Administration held an Operating Budget session on November 26th, 2007 where Council reviewed the financial impacts on three consecutive years of organizational activities 2008 – 2010. Administration has adjusted and recalculated the forecasts as directed and requires Council to adopt an Interim Operating Budget for the year 2008.

Motion 07:12:03

Moved by Councillor Garbutt that the Town of Stettler Council adopt, per Section 242(2) of the *Municipal Government Act*, the adjusted First Draft 2008 Operating Budget Estimates totaling \$11,956,450 as an Interim Operating Budget for that part of 2008 prior to the Operating Budget being adopted by Council.

MOTION CARRIED
Unanimous

(b) Stettler Recycling Committee Recommendation

Town Manager, R. Stoutenberg explained that the recycling sub-committee of the Heartland Beautification Committee has gone as far as they feel they can go without the help of a qualified consultant to conduct a needs analysis for our community and to ensure all relevant aspects of operating a recycling program are identified, explored and understood.

The Committee feels that this expertise is necessary given the differing degrees/styles of recycling programs offered in other communities, inherent complexities with each program, understanding capital and operating costs associated with alternative programs, and the availability of markets for various products.

Two experienced consultants were originally targeted as being qualified to submit a proposal, however only one was able to be contacted and did respond.

Recycling Consultant, Grant Cameron of Terra 2000 has proposed to undertake the following:

- Review current local collection equipment and methods;
- Prepare options for commodity specific recycling including preferred methods of handling, storage and shipping to market;
- Examination of potential for a local Materials Recovery Facility (MRF) as opposed to loose-haul out of the local area to a MRF elsewhere;

- Determine a range of proposed program costs, with local input.

The fees and expenses for the foregoing would be \$2,850 plus GST. If additional work is requested, it would be provided at the rate of \$62.50 per hour plus expenses.

Discussion ensued regarding whether any of this consultative work/research could be handled internally. Town Manager R. Stoutenberg advised that there would certainly be some limitations respecting internal expertise in fully understanding the technical complexities of alternative recycling programs. It would also require a significant time allocation just to research what's available in other communities, let alone to make a competent recommendation for Council to consider.

Motion 07:12:04

Moved by Councillor Thorogood that the Town of Stettler Council contract with Terra 2000 to a maximum of \$2,850 plus GST to provide recycling consultative services/report as per the details set out in the proposal dated August 23, 2007.

MOTION CARRIED (6 – 1)
Opposed Councillor Campbell

(c) 2008 Budgets

Stettler & District Handibus Society 2008 Budget

Town Council reviewed correspondence and statements of financial position/activities from the Stettler & District Handibus Society requesting that the Town continue to financially assist their operations by allocating an unconditional provincial grant from Transportation estimated at \$15,780.

Discussion ensued regarding the valuable transportation service provided by the Handibus in the community and the good work being done by the volunteer Board.

It was questioned in their Budget whether the Society had a firm date for a casino in 2008 and whether a \$12,000 revenue estimate is realistic? Town Manager, R. Stoutenberg will pass on Council's concern to the Society.

Motion 07:12:05

Moved by Councillor Campbell that the Town of Stettler Council accept the Stettler & District Handibus 2008 Budget as presented, and further allocate in the Town's 2008 Operating Budget the transfer of a Provincial Grant estimated at \$15,780 to financially assist their operations.

MOTION CARRIED
Unanimous

Heartland Beautification 2008 Budget

Town Manager, R. Stoutenberg explained that this budget forms part of the Stettler Regional Board of Trade & Community Development's budget within the Town's budget.

Streetscape	\$ 4,000
Planters	\$ 6,000
2 Park Solar Lighting	\$ 9,000
Memorial Tree Park	\$10,000
Contingency	<u>\$ 3,000</u>
	\$32,000

Discussion ensued regarding the value of beautification in the community and the commitment/contribution of the dedicated volunteer committee members.

Motion 07:12:06

Moved by Councillor Peebles that the Town of Stettler Council accept the Heartland Beautification 2008 Budget as presented, and further approve a beautification expenditure allocation of \$32,000 within the Town's 2008 Operating Budget.

MOTION CARRIED
Unanimous

(d) Request for Subdivision #2007-14

Town Manager, R. Stoutenberg advised that the applicants (Ken Shea & James Kirk) are proposing to create two lots to accommodate a duplex (infill development) on Lot 2, Block 5, Plan LIV located at 4918 – 48 Street.

Both lots to be created are 278 square meters which meets the minimum parcel requirements of the R2: General Residential Land Use District.

Access to the property will be from either 48th Street or the lane located between 48th Street and 49th Street and off street parking will need to be addressed at the Development Permit Stage.

After consulting with Public Works the applicant was informed that they will be required to expose the existing municipal services to determine their depth, and to ultimately ensure that proper building grades are established so that future dwelling units can be serviced. It will be the applicant's responsibility to ensure separate services are provided to each unit to the satisfaction of the Town of Stettler's Public Works Department.

No concerns were received from adjacent property owners respecting this infill development/subdivision.

Motion 07:12:07

Moved by Councilor Thorogood that Subdivision Application 2007-14 from Ken Shea & James Kirk to create two parcels to accommodate a duplex (infill development) on Lot 2, Block 5, Plan LIV has been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 of the *Subdivision and Development Regulations* and having considered adjacent landowner(s) submissions the Town of Stettler Council approves Subdivision Application 2007-14 as per the tentative plan for the following reasons:

1. That the application is consistent with Section 7 of the *Subdivision and Development Regulations*.
2. The application is consistent with the Municipal Development Plan.
3. No Municipal reserves owing.

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2007-14 subject to the following conditions:

1. Subdivision to be effected by a plan of Survey, pursuant to Section 657 of the *Municipal Government Act*.
2. That the developer supplies appropriate municipal services to each new parcel being created to the satisfaction of the Town of Stettler's Public Works Department.
3. That any outstanding property taxes on the land being subdivided are paid or satisfactory arrangements made thereto the Town of Stettler.

MOTION CARRIED
Unanimous

(e) Request for Subdivision 2007-15

Town Manager, R. Stoutenberg advised that the applicant (Dale Siemens) is proposing to create two lots to accommodate a duplex on Lot 2, Block 5, Plan 792 1544 located at 5907 – 53 Avenue.

Both lots to be created are 337 square meters which meets the minimum parcel requirements of the R2: General Residential Land Use District.

Access to the property will be from 53 Avenue. Off street parking will be accessed from the lane between 53 Avenue and 52 Avenue.

The applicant has obtained a development permit and a building permit for the construction of a duplex (permitted use in the R2 Land Use District). The applicant did receive a 3.4% rear yard relaxation at the time a development permit was obtained (site plan indicated a 9.66 meter rear yard where a 10 meter rear yard is required).

After consulting with Public Works the applicant was informed that due to the depth of existing services that the single sanitary service to the property will have to be split to accommodate each unit. It will be the applicant's responsibility to ensure that these services are to the satisfaction of the Town of Stettler's Public Works Department.

Motion 07:12:08

Moved by Councilor Peeples that Subdivision Application 2007-15 from Dale Siemens to create two parcels to accommodate a duplex on Lot 2, Block 5, Plan 792 1544 has been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 of the *Subdivision and Development Regulations* and having considered adjacent landowner(s) submissions the Town of Stettler Council approves Subdivision Application 2007-15 as per the tentative plan for the following reasons:

1. That the application is consistent with Section 7 of the *Subdivision and Development Regulations*.
2. The application is consistent with the Municipal Development Plan and Area Structure Plan.
3. No Municipal reserves are owing.

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2007-15 subject to the following conditions:

1. Subdivision to be effected by a plan of Survey, pursuant to Section 657 of the *Municipal Government Act*.
2. That the developer supplies appropriate municipal services to each new parcel being created to the satisfaction of the Town of Stettler's Public Works Department.
3. That any outstanding property taxes on the land being subdivided are paid or satisfactory arrangements made thereto the Town of Stettler.

MOTION CARRIED
Unanimous

- (f) Notice of January Meetings – Council January 8 & 22 and Strategy January 15 at 3:00 P.M.

Town Manager, R. Stoutenberg explained that due to January 1 being a holiday (New Year's Day) the January Council Meetings could be changed to January 8 & 22 with the Strategy Meeting being held on January 15 at 3:00 p.m.

It was noted that these revised dates will coordinate well with meetings in February 2008 because there are five Tuesdays in January 2008.

Motion 07:12:09

Moved by Councillor Richards that the Town of Stettler change the January 2008 Regular Council Meetings to January 8 & 22 with the Strategy Meeting being held on January 15, 2008 at 3:00 p.m.

MOTION CARRIED
Unanimous

(g) Council Reports re: AUMA Convention

Mayor Hunter invited those Council Members who attended the recent AUMA Convention in Calgary to provide comments respecting the sessions that they each attended.

Round table discussion ensued.

* Note: Councillors Richards and Dennis did not attend the 2007 AUMA Convention.

Mayor Hunter concluded that the AUMA Convention was a worthwhile and valuable event to attend.

(h) Discussion re: Strategic Planning Meeting Format

Town Manager, R. Stoutenberg invited members of Council to provide input into the format to be used for the 2008 Strategy Session.

Round table discussion ensued regarding the non-weighted ranking process (input from both Council and Senior Administration) to determine the Organization's top priorities for enhanced development of responsibilities and action plans. Notwithstanding this annual visioning process it is clear that it is Council's exclusive jurisdiction to determine and direct appropriate resources for any/all priority items through Budget processes.

It was collectively agreed that the 2008 Strategy Session format should remain substantially the same as the previous year.

(i) Notice re: Meeting with MLA – December 14, 2007 – 8:00 A.M. Town Office – Possible Agenda Items:

Mayor Hunter advised that our MLA, Jack Hayden will be in Stettler to meet with the Town on Friday, December 14th, 2007 at 8:00 a.m.

Discussion ensued regarding possible items to discuss with MLA, Jack Hayden:

1. Senior Center
2. Hospital Upgrading
3. Bio Diesel Plant
4. High School Upgrading
5. Funding for Parks & Leisure Projects
6. Affordable Housing

It was further noted that all MLA's have access to a special fund - Capital for emergent issues program.

(j) Town Manager's Report

Motion 07:12:10

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

MOTION CARRIED
Unanimous

(k) Accounts Payable in the amount of \$425,406.41

Motion 07:12:11

Moved by Councillor Dennis that Accounts Payable for the period ending November 29, 2007 in the amount of \$425,406.41 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 23 - Town Office duties.
- Nov 24 - Regional Water startup.
- Nov 26 - Operating Budget Meeting.
- Nov 28-30 - AUMA Conference

(b) Councillor Campbell

- Nov 26 - Operating Budget Meeting.
- Nov 28-30 - AUMA Conference

(c) Councillor Dennis

- Nov 26 - Operating Budget Meeting.
- Nov 30 - Christmas tree light-up with citizen of the year, Al Leinweber.

(d) Councillor Garbutt

- Nov 26 - Operating Budget Meeting.
- Nov 28-30 - AUMA Conference

(e) Councillor Peeples

- Nov 24 - Regional Waterline Meeting in Castor.
- Nov 26 - Operating Budget Meeting.
 - FCSS Budget Meeting.
- Nov 28 - AUMA Conference
- Dec 1

(f) Councillor Richards

-Nov 30 - Christmas tree light-up with citizen of the year, Al Leinweber.

(g) Councillor Thorogood

-Nov 26 - Operating Budget Meeting.

-Nov 27-30 - AUMA Conference

-Dec 1 - Stettler Health Services Foundation re: Festival of Lights & Gala.

-Dec 3 - Represented the Stettler Health Services Foundation on the DTHR Trust Board in Red Deer.

5. Delegations:

(b) 7:30 P.M. – Blair Birch & Gary Drachenberg – Associated Engineering

WTP Engineering Services Work Plan:

Associated Engineering representatives Blair Birch, P.Eng, Manager, Regional Infrastructure, and Gary Drachenberg, P.Eng, Manager, Water & Wastewater Division entered the meeting at 7:35 p.m.

Mayor Hunter welcomed B. Birch and G. Drachenberg to Council and initiated introductions with new Members of Council.

G. Drachenberg briefly highlighted the effort, work performed and results achieved to date respecting the Stettler Regional Water Treatment Plant Upgrade.

Upon conclusion of a brief chronological update, he proceeded to outline the on-going Work Plan/Scope that will be necessary to ensure all detailed designs, regulatory requirements, contracts/construction and system operational requirements are completed.

He stated that Alberta Infrastructure has now confirmed that they would be providing grant funding assistance for the required upgrades to the WTP based on the initial (Stage 1) plant design capacity upgrades of 12MLD.

Discussion ensued regarding various technical engineering services, reports and plans that are needed to be prepared prior to finalizing the three primary contracts for the following components:

- Membrane Equipment Supply,
- Raw Water Storage Ponds, and
- Water Treatment Plant

Discussion and review continued regarding the detailed engineering fee budget in the amount of \$1,959,000 proposed by Associated.

It was also noted that this engineering fee estimate also includes Construction Stage Services, Start-up and Commissioning Services, and Post Construction Services.

Town Manager, R. Stoutenberg explained the ongoing roll of Associated Engineering since inception of the project and the Town's need for their level of technical and professional expertise in a water treatment and supply project of this magnitude. He advised that engineering fees in the range of 10% of the estimated construction costs are not out of line given the complexity of the project.

Water Reservoir Analysis:

B. Birch outlined the capacity requirements for potable water storage associated with both the Town's needs and the demands of the Regional System.

He stated that the province will fund one new 4,500m³ shared Regional Storage facility and that it will need to be located on the west side of Stettler.

The Town currently has 4,500m³ of storage in-town and based upon regional system requirements the Town requires an additional 3,429m³ of storage for the next 10 years (2017) and 4,327m³ of storage for the next 25 years (2032).

Discussion ensued regarding the limited size of the funded reservoir, the needs of the regional system; the need for other municipalities down the line to have reservoir capacity; the level of provincial funding being 90% regional/87.95% Town; reservoir capacity allocation and rights.

Town Manager, R. Stoutenberg stated that a legal agreement for the shared regional reservoir is currently being reviewed.

Mayor Hunter thanked B. Birch and G. Drachenberg for their valuable information and for attending the Council Meeting.

B. Birch & G. Drachenberg departed the meeting at 8:50 p.m.

Mayor Hunter returned Council's attention to Agenda item #8.

8. **Minutes:**
- (a) Stettler Affordable Housing Partnership Meeting of November 19, 2007
 - (b) Trail of the Buffalo Tourism Association Meeting of November 21, 2007
 - (c) Parkland Regional Library Board Meeting of November 8, 2007

Motion 07:12:12

Moved by Councillor Richards 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) 1962-07 re: Amend Land Use Bylaw 1797-98 & Request for Decision

Town Manager, R. Stoutenberg advised that the applicant (Town of Stettler) is proposing to amend Land Use Bylaw 1797-98 that Lot P, Block 2, Plan 5128KS located at 5017 – 62 Street be re-designated from "P" Public Use to "R2" General Residential.

He explained that the Stettler Affordable Housing Partnership met on November 1, 2007 to discuss potential sites for Phase 2 of the Affordable Housing Initiative. Phase 2 is proposed to be an 18 unit apartment building consisting of one and two bedroom units.

As part of the grant funding the Town of Stettler is required to provide the land for construction. With this in mind Administration considered what property was available in Town to accommodate an apartment development.

The above stated site was selected by the committee based on location to amenities in Town, limited adverse affect on surrounding uses, and its size to accommodate the original proposal of an 18 unit apartment building.

Town Council, on November 20, 2007 concurred with the recommendation from the Stettler Affordable Housing Partnership to locate the apartment on existing Town lands at the corner of 62 Street and 51 Avenue.

Town Manager, R. Stoutenberg advised that since Council is technically disposing of a Municipal Reserve to accommodate a new residential use it must therefore advertised, post notice on site and hold a Public Hearing in accordance with the *Municipal Government Act*.

Discussion ensued regarding the existing sewage lift station and whether that portion of the lot should remain as public use. It was mutually agreed that appropriate changes be made to the bylaw and schedule prior to the first reading of the Bylaw to effectively exclude the practical area of Lot P needed for and occupied by the sewage lift station.

Motion 07:12:13

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

MOTION CARRIED
Unanimous

11. **Correspondence:** (a) Red Deer River Watershed Alliance 2008/09 Financial Support

Town Manager, R. Stoutenberg advised that the Red Deer River Watershed Alliance is requesting annual financial support from the Town for the 2008/09 year, such support being based on 50 cents per capita. This financial contribution is the same as the previous year.

It was noted that the Town appoints a Council representative (Councillor Peeples) to this organization.

A list of the Alliance's 2006/07 Significant Steps and Successes to Date was reviewed.

It was further noted that water source and quality issues are very important to the Town of Stettler and participation in the Alliance provides valuable liaison with other municipal users, land owners, governmental agencies and industry.

Discussion ensued related to the Town's membership on the Red Deer River Watershed Alliance as well as the Red Deer River Municipal Users Group. The Municipal Users Group's (comprised of municipalities only) focus is on policy, particularly long-term sustainability, while the Alliance's focus is more on immediate operational management matters affecting water quality and environmental impacts.

It was also noted that both organizations have cooperated/partnered well with each other on various initiatives over the past year.

Motion 07:12:14

Moved by Councillor Richards that the Town of Stettler Council approve a municipal contribution of \$0.50 per capita to the Red Deer River Watershed Alliance for the purpose of funding general operations and special projects identified in their draft work program for the 2008/09 operating year.

MOTION CARRIED
Unanimous

(b) Request re: Senior Citizens of Stettler

Mayor Hunter reviewed correspondence from the Stettler & District Senior Citizen's Drop-in Centre Association (Society) stating that they would appreciate if the Town would look into finding a larger building; all on one floor and approximately 6,200 sq. ft.

Town Manager R. Stoutenberg advised that their current location is a multi-level building that is jointly owned by the Town and the County and is leased to them for nominal consideration. In July 2007 their lease was extended for a further 25 years and expires on September 30th, 2031.

It was mutually agreed that Councillor Campbell and Town Manager R. Stoutenberg will initiate a meeting with Society members and County of Stettler representatives to brainstorm this initiative/request further.

Motion 07:12:15

Moved by Councillor Campbell that correspondence items 11(a) & 11(b) be accepted for information.

MOTION CARRIED
Unanimous

12. **Items Added:**

(a) 2008 Capital Budget Session

Town Manager, R. Stoutenberg advised that the 2008 Capital Budget session needs to be postponed to a later date to accommodate further administrative analysis of detailed estimates from 3rd parties. Upon review of possible alternate dates it was concluded that the 2008 Capital Budget Session be postponed to January 7, 2008 at 3:00 p.m.

Mayor Hunter returned Council's attention to unfinished business respecting the earlier presentation from Associated Engineering – Agenda Item 5(b).

5. **Delegations:**

(b) Associated Engineering (continued)

WTP Engineering Services Work Plan:

Round table discussion ensued regarding the reasonableness of the proposed Project Schedule, and the enormous amount of engineering services required in preparing designs for the necessary upgrades to the Water Treatment Plant.

Mayor Hunter informed Council that he has spoke to a senior representative of Alberta Infrastructure who informed him that professional engineering fees representing 10% of construction value is usual for a project with this degree of scope, system complexity and regulatory requirements.

It was mutually agreed that Associated Engineering having been involved from the inception is the right Engineering firm with the in-depth professional expertise and competence to provide the Town with engineering services for capacity and treatment upgrades at the Water Treatment Plant.

Motion 07:12:16

Moved by Councillor Peebles that the Town of Stettler Council approve the Work Plan as presented from Associated Engineering with a \$1,959,000 Fee Budget, to provide the Town with the following Professional Engineering Services for upgrades to the Stettler Water Treatment Plant and other system components under the Water For Life Initiative with 87.95% provincial funding:

- Project Management & Advisory
- Design Basis Memorandum
- Regional System Advisory & Coordination
- System Control & Instrumentation

- Contract #1 – Membrane Equipment Preparation
- Contract #2 – Raw Water Storage Ponds
- Contract # 3 – WTP Preparation
- Construction Stage Services
- Start-up & Commissioning Services
- Post Construction Services

MOTION CARRIED
Unanimous

13. **In-Camera Session:** (a) Land Development re: Kneeland and Sons Construction Ltd.

Motion 07:12:17

Moved by Councillor Richards 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 9:25 p.m.

Mayor Hunter and Councillor Thorogood both declared possible conflicts of interest respecting the land matter to considered In-Camera and by departing the remainder of the meeting excused themselves from discussion on the matter.

Deputy Mayor Councillor Campbell assumed the chair.

Motion 07:12:18

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

MOTION CARRIED
Unanimous at 10:05 p.m.
with the abstention of Mayor Hunter & Councillor Thorogood

14. **Adjournment:**

Motion 07:12:19

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

MOTION CARRIED
Unanimous at 10:05 p.m.

Mayor

Director of Finance & Administration