

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, FEBRUARY 15, 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 11:02:12 Moved by Councillor Thorogood to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held February 1, 2011

Motion 11:02:13 Moved by Councillor Bachman that the Minutes of the Regular Meeting of Council held on February 1, 2011 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the February 1, 2011 Meeting Minutes

None

(c) Minutes of the Committee of Whole Meeting Minutes held February 8, 2011

Motion 11:02:14 Moved by Councillor Campbell that the Minutes of the Committee of the Whole Meeting held on February 8, 2011 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the February 8, 2011 Committee of the Whole Meeting Minutes

Brief discussion ensued regarding the status of the County's 2011 Library funding (re)consideration.

Councillor Thorogood informed Council that she is no longer able to attend the Shen Yen Performing Arts 2011 World Tour on March 27, 2011.

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

5. **Delegations:** (a) 6:50 P.M. Memo re: Hwy 56 Realignment, Director of Operational Services, Melissa Robbins & Planning & Development Assistant, Leann Graham

This item was dealt with later in the meeting.

- (b) 7:20 P.M. – Planning & Development Assistant, Leann Graham Request for Decisions re: Subdivisions 2010-04 & 2011-01

This item was dealt with later in the meeting.

6. **Administration:** (a) Committee Recommendation re: Stettler Public Library Budget 2011

Discussion ensued respecting Council's expectation that annual funding percentages should be re-balanced to reflect the historic 65%/35% shared funding support split for the 2012 budget year.

Motion 11:02:15

Moved by Councillor Thorogood that the Town of Stettler Council fund the full amount of \$178,152.65 to the Stettler Public Library Board as requested for use in their 2011 operations, and further that Administration be directed to include this amount in the Town's 2011 Operating Budget.

MOTION CARRIED
Unanimous

- (b) Handibus Request for Further Funding

CAO R. Stoutenberg advised that the Stettler & District Handibus Society has communicated to Council that they may be short operational funding in 2011 and have only with a limited/small amount of remaining reserves to draw from. It was noted that the Society is currently targeting the local community for donations and/or help with fundraising initiatives/support.

Discussion ensued regarding how the Town may be able to help them find a solution for long-term funding sustainable to support the valued and affordable transportation services they provide to local seniors.

It was mutually agreed that CAO R. Stoutenberg will contact the Society's Administration to discuss possible options to enhance annual revenues and/or to investigate potential funding sources.

- (c) Memo re: BizPal Program for Business Licenses

Assistant CAO G. Switenky explained that the Town of Stettler Business License and Development Permit Department would greatly benefit with the use of a new online web service called "BizPal". Industry Canada in cooperation with the Alberta Government is entirely funding this service for free to interested municipalities.

Councillor Malcolm Fischer entered the meeting at approximately 6:45 p.m.

The web service is designed to help prospective business client's research specific permits and license requirements from all levels of government that are needed to start a business in Stettler. By answering a series of questions about their proposed business, the web service will give a free summarized report of what permits the client will need and how to get them, making it quicker and less complicated to get started.

Assistant CAO G. Switenky further advised that BizPal coordinators take care of installation and set up on the Town's and/or the Board of Trade's website(s). They research all of the Town's bylaws and permit processes so that their services are customized for our local permitting and licensing processes. They also maintain the program as changes are made to our website, local fees or bylaws.

Discussion ensued respecting the inherent value this service will provide to future prospective businesses.

Motion 11:02:16

Moved by Councillor Thorogood that the Town of Stettler Council approves and requests that BizPal be set up on our Town's and/or Board of Trade's website(s).

MOTION CARRIED
Unanimous

(d) Appointment of Auditors 2010

Assistant CAO G. Switenky advised that Administration together with Gitzel Krejci Dand Peterson, Chartered Accountants would like to renew their engagement as auditors for the year 2010 in accordance with all terms specified in the previous request dated September 14, 2007.

Assistant CAO G. Switenky advised that Gitzel Krejci Dand Peterson's annual fee for 2008 and 2009 was \$16,400 and \$17,000 respectively. However, subsequent to this contract award the provincial government proclaimed that Tangible Capital Asset (TCA) reporting would be mandatory for the year 2009 and all subsequent years.

The annual Consolidated Financial Statements audit fee for the 2011 year would be \$19,000 plus GST. This fee would also include the preparation of the federal corporate tax return as well as having the Auditors available to assist and consult with Town staff on most financial, tax or reporting related matters.

Assistant CAO G. Switenky sighted TCA continuity as the primary reason for this single year contract extension.

Discussion ensued regarding professional working relationship that Council and Administration share with this audit firm.

Motion 11:02:17

Moved by Councillor Fischer that the Town of Stettler Council accept a sole source proposal from Gitzel Krejci Dand Peterson to extend/renew their engagement as the Town's Auditors' for the year 2010 at an annual fee of \$19,000 plus GST.

MOTION CARRIED
Unanimous

(e) Taxes Receivable as of December 31, 2010

Motion 11:02:18

Moved by Councillor Campbell that the Town of Stettler Council accept the Taxes Receivable as of December 31, 2010 as presented.

MOTION CARRIED
Unanimous

5. **Delegations:**

(a) 6:50 P.M. Memo re: Hwy 56 Realignment, Director of Operations, Melissa Robbins & Planning & Development Services, Leann Graham

Director of Operations, Melissa Robbins & Planning & Development Assistant, Leann Graham entered the meeting at approximately 6:57 p.m.

Mayor Richards welcomed M. Robbins & L. Graham to the meeting.

Director of Operations, M. Robbins explained that Delcan (Province's Contractor) has presented the Town and County with a package that Alberta Transportation wants to proceed with at a Public Open House at the end of February.

Director of Operations, M. Robbins advised that in 2005 Stantec prepared a report with an option of realigning Hwy 56 north of Town. The option presented worked well for the Town for the following reasons:

- It kept easy access to 52 Avenue.
- Existing traffic using the Ring Road was not impacted greatly by the revision.
- The main entrance to the Town remained on 46 Street.

The option presented in this report did not work well for Transportation for the following reasons:

- The proposed intersections could not accommodate appropriate intersection treatments to keep traffic safe.
- Insufficient geometry and access management of the current alignment are concerns of Transportation.

An administrative meeting was held between County, Town, Alberta Transportation and Delcan to review 10 options and to try and narrow them down to a few that work for everyone.

Town Administration's comments back to Delcan after our first review of the drafted options were:

- Keep the existing Hwy 56 (46 Street) entrance into Town viable. Do not dead end into cul-de-sac.
- Design an access to the Ring Road that is easily accessible and requires very little backtracking.
- Provide intersections every +/- 400m.
- The existing traffic movements from 52 Ave to Hwy 56 are a real concern. The Town does not want to see traffic north of 52 Ave using alternate routes and causing failures of existing intersections in Town.

Delcan and Alberta Transportation have asked that only the following six options be presented to Council for review and comment prior to a Public Open House tentatively scheduled at the SRC for February 24th. Drawings for the options are attached for review. Delcan's attached memo discusses all ten options presented to date, however, Alberta Transportation only wants to proceed with Options 1, 6, 8, 9, 10, and 11.

Director of Operations, M. Robbins explained that it seems like almost none of the Town's initial concerns were taken into consideration when reviewing and modifying options to present to the Public. Administration has summarized our comments in the following table with a recommendation to support and oppose the options as follows:

Option	Comments	Support	Oppose
1	Requires backtracking to the Ring Road. Access to existing 46 Street is okay, access to 52 Ave is not great. Inset B shows a roundabout for access, but does not address how traffic from Ring Road gets to Hwy 56.		✓
6	Uses 42 Street as an access into Town. This road is not a viable access.		✓
8	Uses 42 Street as an access into Town. Severely limits local traffic access to Ring Road.		✓
9	Severe Backtracking to Ring Road is a major concern. Access to 52 Avenue is still unaddressed. Does not allow easy access from Hwy 56 north into the downtown.		✓
10	Still has the access to 52 Ave limited. Should also have the option of an access every 400m to adjacent lands. Ring Road traffic still backtracks. Completely restricts any access to the undeveloped ¼ sections on either side of the proposed Hwy 56 alignment. Access to these quarters would be from Tower Road only.		✓
11	Of all the options presented this is the best, although there is still a concern with access to 52 Avenue. It would be possible to allow another access +/- 400m west of 46 Street on Hwy 56. Recommend supporting this option with these modifications.	✓	

It was suggested and mutually agreed that any eventual planning document will also need to address drainage issues relating to the entire area.

Director of Operations, M. Robbins further advised that the Town should request at least one additional access point between 46 Street and 57 Street to support future development (every 400m).

Discussion ensued respecting various challenges associated with all options proposed by Delcan and Alberta Transportation.

Mayor Richards concluded discussion by stating that prior to the public open house the Town should at least identify our preferred option out of the six presented for consideration. It was mutually agreed that Option 11 with some modifications is the Town's preferred option of those presented, subject to some further modifications as follows:

- Access at 52 Avenue and Tower Road needs to be reconfigured.
- Additional access points need to be incorporated between 46 Street and Tower Road (57 Street).
- Drainage needs to be addressed for the entire area.

Mayor Richards thanked M. Robbins for her informative presentation.

M. Robbins departed the meeting at approximately 7:30 p.m.

Motion 11:02:19

Moved by Councillor Wildeboer that the Town of Stettler Council support in principle Highway 56 Realignment Option 11 as presented with the following modifications:

1. Access to 52 Avenue and Tower Road (57 Street) needs to be reconfigured.
2. Additional access points need to be incorporated between 46 Street and Tower Road (57 Street).
3. Drainage needs to be addressed for the entire area.

MOTION CARRIED
Unanimous

- (b) 7:20 P.M. – Planning & Development Assistant, Leann Graham Request for Decisions re: Subdivisions 2010-04 & 2011-01

Mayor Richards invited Planning & Development Assistant, L. Graham to lead discussion respecting two subdivision applications.

Request for Decision re: 2010-04

Planning & Development Assistant L. Graham advised that the applicant (H. Kahl Construction) is proposing to create one (1) residential parcel (1.85 acres) and one (1) urban reserve parcel (+/-41 acres) for future development on lands located on the NW 6-39-19-W4 located on 5401-61 Street essentially creating three titles from a property that is physically severed by the Red Willow Creek.

Planning & Development Assistant L. Graham further explained that Administration has assessed this application against the provisions outlined in the Town of Stettler Municipal Development Plan where the goals of said documents have been maintained in compliance with the Land Use Bylaw 1976-08.

Discussion ensued respecting various items included in the Memo. It was highlighted that Red Willow Creek flood plain considerations are incorporated into the tentative plan as presented.

Motion 11:02:20

Moved by Councillor Campbell that the Town of Stettler Council approve Subdivision Application 2010-04 as presented with the following conditions:

That the application to create one (1) residential parcel (1.85 acres) and one (1) urban reserve parcel (+/-41 acres) for future development as shown on the Tentative Plan of Subdivision 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 application be approved subject to the following conditions:

1. That the application is consistent with Section 7 of the Subdivision and Development Regulations.

2. That the application is consistent with the policies of the Municipal Development Plan.
3. That the application is consistent with the Land Use Bylaw 1976-08.

Further that the Town of Stettler Council approve Subdivision Application 2010-04 subject to the following conditions:

1. That two (2) new parcels be created in accordance with the Subdivision Plan submitted.
2. That the subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.
3. That the access to both new parcels will be from 61 Street pursuant to the Outline Plan prepared for the lands.
4. That 0.185 acres in Municipal reserves be deferred by caveat to the newly created parcel east of Red Willow Creek.
5. Dedication, to the satisfaction of the Town of Stettler, a minimum of 19 metres of environmental reserves from the top of bank to Red Willow Creek (east side) to keep development outside of the flood fringe.
6. The Town of Stettler may require utility easements with regards to servicing the newly created parcels.
7. All outstanding Property Taxes to be paid to the Town of Stettler as per Section 654 (1) (d) of the Municipal Government Act.
8. That upon future development the applicant will be required to develop a storm water management plan for the newly created +/-41 acre parcel east of Red Willow Creek.
9. Upon failure of the private services of the existing dwelling, the landowner would be required to connect to municipal services from 61 Street and pay off-site levies owing.
10. Off-site levies will be owed at the time of future redevelopment.

MOTION CARRIED
Unanimous

Request for Decision re: Subdivision 2011-01

Planning & Development Assistant L. Graham advised that the applicant (CFP Hotels Ltd.) is proposing to create two (2) new parcels (1.21 ha and 0.809 ha) on lands located on Part SW 6-39-19-W4 located on 4501-70 Street. The purpose of the southern lot is to accommodate an eight-eight (88) unit seniors living residence. The northern lot will be utilized for future residential purposes. The lands are currently zoned R2 General Residential.

Planning & Development Assistant L. Graham further explained that Administration has assessed this application against the provisions outlined in the Town of Stettler Municipal Development Plan where the goals of said documents have been maintained in compliance with the Land Use Bylaw 1976-08.

Discussion ensued respecting various items included in the Memo.

Discussion continued respecting: the future developmental intent of the proposed newly created middle parcel (Lot 7) (0.809ha), and the potential to connect (via a new Town pathway) the parking lot at West Stettler Park to the Stettler Funeral Home to handle overflow parking/congestion on 70th Street.

Motion 11:02:21

Moved by Councillor Fischer that the Town of Stettler Council approve Subdivision Application 2011-01 as presented with the following conditions:

That the application to create two (2) residential parcels (1.21 ha and 0.809 ha) as shown on the Tentative Plan of Subdivision 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 application be approved subject to the following conditions:

1. That the application is consistent with Section 7 of the Subdivision and Development Regulations.
2. That the application is consistent with the policies of the Municipal Development Plan.
3. That the application is consistent with the Land Use Bylaw 1976-08.

Further that the Town of Stettler Council approve Subdivision Application 2011-01 subject to the following conditions:

1. That two (2) new parcels to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act, be created in accordance with the Subdivision Plan submitted.
2. That the applicant shall enter into, and comply with the terms and conditions of a Development Agreement with and to the satisfaction of the Town of Stettler, in accordance with Section 655 of the Municipal Government Act, as amended, with regard to all municipal improvements such as: water supply; sewage disposal; stormwater management; shallow utilities; road and pathway improvement to include on and off-site roads, property accesses, a lighted crosswalk at 44 Avenue/70 Street and curbing along 44 Avenue/70 Street.
3. That the applicant shall pay to the Town in respect to an "endeavour to assist" agreement for which the subdivided parcels benefitted from the installation of utilities adjacent to their parcel by another developer.
4. That 0.202 hectares of municipal reserves be dedicated as a linear pathway suitable to the satisfaction of the Town.
5. The Town of Stettler may require utility easements with regards to servicing the newly created parcels.
6. All outstanding Property Taxes to be paid to the Town of Stettler as per Section 654 (1) (d) of the Municipal Government Act.

MOTION CARRIED
Unanimous

Mayor Richards thanked L. Graham for her informative presentations.

L. Graham departed the meeting at approximately 7:38 p.m.

(f) Accounts Payable in the amount of \$462,815.12

Motion 11:02:22

Moved by Councillor Bachman that Accounts Payable in the amounts of \$128,458.64 & \$334,329.48 for the period ending February 11, 2011 for a total amount of \$462,815.12 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Feb 4 - Meeting with Jean Madill & Pat Bidart representatives from Alberta Campus College.
- Feb 9 - Meeting with MLA's (Cabinet Tour).
- Feb 11 - Teleconference with RCMP Detachment Inspector Glenn de Goeij re: Sgt. Position.

(b) Councillor Bachman

- Feb 8 - Committee of the Whole Meeting.
- Feb 9 - Meeting with MLA's (Cabinet Tour).
- Feb 11 - FCSS Meeting.

(c) Councillor Campbell

- Feb 8 - Committee of the Whole Meeting.
- Feb 9 - Meeting with MLA's (Cabinet Tour).

(d) Councillor Fischer

- Feb 2 - Fire Cost Shared Meeting.
- Feb 3 - Emerging Trends in Municipal Law Conference in Calgary.
- Feb 4 - Alberta Campus College Meeting at the SRC.
- Feb 7 - Lunch Meeting with Alberta Party Interim Leader, Sue Huff.
- Feb 8 - Committee of the Whole Meeting (Deputy Mayor).
- Feb 9 - Meeting with MLA's (Cabinet Tour).

(e) Councillor Simons

- Feb 3 - Beautification Committee Meeting.
- Feb 4 - Alberta Campus College Meeting at the SRC.
- Feb 7 - Lunch Meeting with Alberta Party Interim Leader, Sue Huff.
- Feb 8 - Committee of the Whole Meeting.
- Feb 9 - Meeting with MLA's (Cabinet Tour).

(f) Councillor Thorogood

- Feb 8 - Committee of the Whole Meeting.
- Feb 9 - Meeting with MLA's (Cabinet Tour).
- Feb 10 - Stettler Health Services Foundation Fundraiser re: Brett Kissel Concert.

(g) Councillor Wildeboer

- Feb 2 - Fire Cost Shared Meeting.
- Feb 3 - Beautification Committee Meeting.
- Feb 8 - Stettler Board of Trade Meeting.
 - Committee of the Whole Meeting.
- Feb 9 - Meeting with MLA's (Cabinet Tour).
- Feb 11 - Community Advisory Committee Meeting.

8. **Minutes:**

- (a) Heartland Beautification Committee Meeting of February 3, 2011

Motion 11:02:23

Moved by Councillor Thorogood that the Minutes, item 8(a) be accepted for information.

MOTION CARRIED
Unanimous

9. **Public Hearing:**

- (a) None

10. **Bylaws:**

- (a) 2008-11 re: Business Tax Bylaw

Assistant CAO G. Switenky explained that this Bylaw compliments the Town's Business License Bylaw which jointly and collectively results in a unified levy of \$125 per year on all businesses/professionals operating in Stettler.

It was noted that in 2011 Business Licenses/Taxes will generate approximately \$71,000 of the \$227,870 provided as operating assistance to the Stettler Regional Board of Trade and Community Development.

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.

For Administrative authority a Business "Tax" Rate Bylaw is required annually, and if Council desires to change the amount (\$125) then an amendment to the existing Business "License" Bylaw will be required as well.

Discussion ensued as to whether a rate change for 2011 is warranted and appropriate.

The consensus was to maintain the Business Tax/License annual rate at \$125 for all local businesses and professionals.

Motion 11:02:24

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 2008-10.

MOTION CARRIED
Unanimous

Motion 11:02:25

Moved by Councillor Bachman that the Town of Stettler Council give second reading to Bylaw 2008-10.

MOTION CARRIED
Unanimous

Motion 11:02:26

Moved by Councillor Thorogood that the Town of Stettler Council give permission for third and final reading to Bylaw 2008-10.

MOTION CARRIED
Unanimous

Motion 11:02:27

Moved by Councillor Fischer that the Town of Stettler Council give third and final reading to Bylaw 2008-10.

MOTION CARRIED
Unanimous

11. **Correspondence:**
- (a) Canadian Badlands – Tourism Investment Advisory Committee
 - (b) Red Deer River Watershed Alliance
 - (c) Comox Valley Regional District
 - (d) Noxious Weeds the Target of New City Programs
 - (e) Weed-Free Lawn Not Worth Risks
 - (f) Regional Transportation Strategy Committee
 - (g) Saskatoon Spending \$3 Million for Home Down Payment

Motion 11:02:28

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

MOTION CARRIED
Unanimous

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

13. **In-Camera Session:** (a) Personnel Issues

Motion 11:02:29

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

MOTION CARRIED
Unanimous at 8:04 p.m.

Motion 11:02:30

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

MOTION CARRIED
Unanimous at 8:34 p.m.

Motion 11:02:31

Moved by Councillor Campbell that the Town of Stettler Council establish a Development Officer's 2011 salary grid in the amount of \$50,012 to \$72,240 per year (with 8 Steps) and further to appoint Leann Graham to the position of Development Officer.

MOTION CARRIED
Unanimous

Motion 11:02:32

Moved by Councillor Thorogood that the Town of Stettler Council approve an increase in the 2011 salary grid for the Director of Parks & Leisure Services as follows: \$82,800 to \$97,290.

MOTION CARRIED
Opposed: Councillor Campbell

14. **Adjournment:**

Motion 11:02:33

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

MOTION CARRIED
Unanimous at 8:35 p.m.

Mayor

Assistant CAO