

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, FEBRUARY 5, 2013 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:**

Mayor Dick Richards

Councillors A. Campbell, D. Bachman, L. Thorogood &  
S. Wildeboer

Assistant CAO G. Switenky  
Corporate Secretary C. Smith  
Executive Director, Stettler Regional Board of Trade, A. Brown  
Planning & Development Officer, L. Graham

Press (2)  
Visitor (1)

**Absent:**

Councillors M. Fischer & P. Simons  
CAO R. Stoutenberg

**Call to Order:**

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

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

**Motion 13:02:01**

Moved by Councillor Bachman to approve the agenda as presented.

MOTION CARRIED  
Unanimous

Assistant CAO G. Switenky informed Council that Mayor Dick Richards has been awarded the Queen Elizabeth II Diamond Jubilee Medal from the Governor General for Canada. This medal is presented to deserving individuals who have made significant contributions to their community.

Council and staff congratulated Mayor Richards on receiving this honor.

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held January 22, 2013

**Motion 13:02:02**

Moved by Councillor Wildeboer that the Minutes of the Regular Meeting of Council held on January 22, 2013 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the January 22, 2013 Meeting Minutes

It was noted that there has been no response from the County of Stettler regarding a (sustainable) financial contribution to the Heartland Youth Centre operations.

4. **Citizen's Forum:**

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

5. **Delegations:**

(a) None

6. **Administration:**

(a) Memo re: Business License Definition Review

Planning & Development Officer L. Graham advised that Council had previously requested Administration to provide the definition of a resident versus a non-resident business.

The request was preceded by a complaint received regarding a business operating (leasing) downtown for a three month period during the Christmas season.

Planning & Development Officer L. Graham explained the definitions as follows:

Resident - Any business or person who resides or maintains a place of business within the corporate limits of the County of Stettler including those Villages located therein.

Non-Resident - Any business or person who does not ordinarily maintain a permanent place of business within the Town or County of Stettler boundaries.

L. Graham reviewed the specific background of the business of concern as follows:

- The business applicant resides within the Town of Stettler and has had the same location since 2010. The applicant was renting a location on Main Street for the operation of the business and therefore is defined as a resident business.
- The business license was issued on October 10, 2012. The owner paid a prorated local amount for the remainder of the 2012 year in accordance with Bylaw 1807-99 (\$62.50, half of the \$125.00 local fee).
- January 4, 2013 an invoice was sent to the business for the 2013 license.
- January 7, 2013 the Town of Stettler received a Business License Cancellation Form.

Discussion ensued regarding annual Business License rates for local and non-local businesses, part year proration options, as well as weekly and daily business license options.

Discussion continued regarding differentiating the operation of a (resident or non-resident) business from the (resident or non-resident) individual that is the owner of that business.

It was questioned whether a further clarification of permanent should be incorporated in the bylaw to prevent businesses operating (with store fronts) for only a few months.

Discussion ensued regarding various scenarios of businesses operating in Town for short periods of time.

**Motion 13:02:03**

Moved by Councillor Campbell that the Town of Stettler Council accept the memorandum for information as the business in question did not contravene the existing Business License Bylaw 1807-99.

MOTION CARRIED (3-2)

Opposed: Mayor Richards &  
Councillor Thorogood

(b) Memo re: North East Industrial Area Structure Plan Proposal Award

Planning & Development Officer L. Graham advised that Council had approved a capital budget expense of \$65,000 to re-develop the existing North East Industrial Area Structure Plan (NEI ASP) dated April 1, 1980. The new NEI ASP will reflect the changes that have occurred (Town's Industrial lots) and ensure all necessary engineering is in place to accommodate future Industrial development.

Council reviewed a summary of proposals received as follows:

Al-Terra Engineering (Red Deer) Ltd.	\$92,500.00
Associated Engineering Alberta Ltd. (in partnership with Hoskin Planning & Development Services)	\$98,027.00
Tagish Engineering Ltd. (in partnership with ZAP Municipal Consulting)	\$58,000.00
Stantec Consulting Ltd.	\$50,760.00

\*pricing does not include GST.

Discussion ensued regarding the recommendation to award the proposal to the second low bidder Tagish Engineering Ltd. versus the low bid from Stantec Consulting Ltd.

Planning & Development Officer L. Graham advised that Administration reviewed and ranked the proposals based on a scoring system. It was determined that although Stantec Consulting Ltd. was the low bid it did not fully meet the required specifications.

**Motion 13:02:04**

Moved by Councillor Wildeboer that the Town of Stettler Council award the North East Industrial Area Structure Plan Proposal to Tagish Engineering Ltd. in partnership with ZAP Municipal Consulting at a cost of \$58,000.00 plus GST.

MOTION CARRIED  
Unanimous

(c) Memo re: Group Facilitation Skills for Public Participation

Planning & Development Officer, Leann Graham advised that she and the Director of Parks & Leisure Services, Lee Penner had recently attended a Group Facilitation Skills Course in Calgary. Participants learned the facilitation skills to deal with emotion, expand positive participation, identify and build common ground and move discussion forward.

It was questioned if this valuable information could be passed on to other employees. L. Graham stated that herself or Lee could forward or mentor other staff.

This memo was accepted for information purposes.

(d) Draft Joint Town/County Meeting Minutes of January 10, 2013

Assistant CAO G. Switenky advised that the Draft Joint Town/County Meeting Minutes are before Council for review. The minutes will be approved at the next Joint/Town County Meeting.

The Draft Joint Town/County Meeting Minutes of January 10, 2013 were accepted as presented for information purposes.

A copy of the Draft Joint Town/County Meeting Minutes will now be forwarded to the County for their review.

(e) Memo re: 2013 Truck Tender Award

Assistant CAO G. Switenky advised that tenders were sent out for a 2013 ½ Ton 4X4 Crew Cab Truck to replace the existing 2005 Ford 4X4 at the Water Treatment Plant. The 2005 truck will be sent to the Parks Department for seasonal use.

Assistant CAO G. Switenky advised that this is an approved 2013 Capital Budget item in the amount of \$40,000.

The tender was sent to three local dealerships. The following 2 tenders were received on January 31, 2013. All prices include GST.

Stettler Dodge	\$27,094.20
Stettler GM	\$28,692.25

Assistant CAO G. Switenky advised that he had received a late tender from Aspen Ford, which had been delivered to the County of Stettler by mistake. Assistant CAO G. Switenky advised that the tender from Aspen Ford would not be accepted however he noted that their (late) bid was not the lowest in price.

Administration respectfully recommends accepting Stettler Dodge's tender for the supply of a 2013 ½ Ton 4X4 Crew Cab Truck in the amount of \$27,094.20.

**Motion 13:02:05**

Moved by Councillor Thorogood that the Town of Stettler Council award the 2013 ½ Ton 4X4 Crew Cab Truck Tender to Stettler Dodge in the amount of \$27,094.20 as presented.

MOTION CARRIED  
Unanimous

(f) Clearview School Division No. 71 and Town of Stettler re: Agreements for Payment & Sale

Assistant CAO G. Switenky reviewed the Clearview School Division No. 71 and the Town of Stettler Agreements for Payment and Sale of the old Centennial Community Pool lands described as Plan 942 0986, Block 36, Lot 39.

Assistant CAO G. Switenky further explained that Clearview School Division will equally cost-share in the demolition of the old centennial community pool at 50% of the cost representing of \$106,500 to be paid in eight equal installments without interest.

The first installment is due to be paid to the Town upon signing the agreement and then in November of each year. The Town will actually receive two payments in 2013.

Assistant CAO G. Switenky explained further that based on the cost sharing agreement being approved that the Town will then agree to sell the lands back to the Clearview School Division for the sum of \$1.00.

It was noted that the School Division and the Town originally built the pool together (on school lands at that time) back in 1967. In 1994 the School Division transferred the property and full operations to the Town for \$1.00. In 2006 the pool was ultimately replaced, closed, and demolished. In 2013 the School Division agreed to share the closure costs with the Town, therefore the Town desires to return/transfer the lands back to the original owner for future school purposes.

Assistant CAO G. Switenky advised that in accordance with the *Municipal Government Act* that the Town may dispose of a property at below market value to another not for profit organization (like the School Division) without the requirement to advertise.

**Motion 13:02:06**

Moved by Councillor Campbell that the Town of Stettler Council approves the Agreement for Payment between the Clearview School Division No. 71 and Town of Stettler for cost sharing the costs associated with demolishing the old Centennial Community Pool on lands described as Plan 942 0986, Block 36, Lot 39 as presented.

MOTION CARRIED  
Unanimous

**Motion 13:02:07**

Moved by Councillor Thorogood that the Town of Stettler Council approves the Agreement for Sale between the Town of Stettler and the Clearview School Division No. 71 for the transfer of the old Centennial Community Pool lands described as Plan 942 0986, Block 36, Lot 39 for nominal consideration as presented.

MOTION CARRIED  
Unanimous

(g) CAO Report

Assistant CAO G. Switenky highlighted the CAO's monthly organizational report to Council.

Mayor Richards explained that the Regional Fire Department Advisory Committee Governing Agreement will be amended and resent to municipalities stating that only Elected Officials will be permitted to vote on Advisory Committee issues.

Discussion ensued on whether only elected officials should be permitted to vote on all boards.

It was mutually decided that this item be put on the next Joint Town/County agenda for discussion.

**Motion 13:02:08**

Moved by Councillor Bachman that the Town of Stettler accept the CAO Report for the month of January as presented.

MOTION CARRIED  
Unanimous

(h) Accounts Payable in the amount of \$345,122.67

**Motion 13:02:09**

Moved by Councillor Bachman that Accounts Payable in the amounts of \$257,262.48 & \$87,860.19 for the period ending January 31, 2013 for a total amount of \$345,122.67 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous with the abstention of  
Councillor Wildeboer on Cheque  
\$61431 in the amount of \$14,592.93

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Jan 24 - Meeting with MP Kevin Sorenson.
- Jan 25 - Town Office.
- Jan 31 - Campus Alberta Meeting.
  - AHS Meeting.
- Feb 1 - Town Office.
  - Fire Authority Meeting.

(b) Councillor Bachman

- No meetings to report.

(c) Councillor Campbell

- Jan 24 - Meeting with MP Kevin Sorenson.
- Jan 31 - AHS Meeting.

(d) Councillor Fischer

- No report – absent from meeting.

(e) Councillor Simons

- No report – absent from meeting.

(f) Councillor Thorogood

- Jan 23 - Response to Stettler Independent re: Election Questions.
- Jan 24 - Meeting with MP Kevin Sorenson.

(g) Councillor Wildeboer

- Jan 10 - Joint Town/County Meeting.
  - Physician Recruitment
- Jan 15 - Strategic Planning Meeting.
- Jan 16 - MLA Tour.
- Feb 1 - Regional Fire Authority Meeting.

8. Minutes:

(a) None

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

10. **Bylaws:** (a) 2038-13 re: Purpose of Closing Portions of Public Highways (Streets) to Public Travel

Mayor Richards explained that Bylaw 2038-13 is a bylaw for the purpose of closing portions of public highways (streets) to public travel and create title to portions of public highways (streets) in accordance with Section 22 of the Municipal Government Act, Chapter M26, revised Statutes of Alberta 2000, as amended.

Planning & Development Officer L. Graham advised that the three parcels of land located behind the Fire Hall and Sobeys were never closed. This bylaw is a housekeeping item that has been overlooked since 1943.

Planning & Development Officer L. Graham advised that after first reading, the bylaw will be sent to the Minister of Transportation for signing and adjacent property owners will be notified. Bylaw 2038-13 will come back to Town Council for advertising followed by consideration of second and third readings.

**Motion 13:02:10**

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 2038-13 as presented.

MOTION CARRIED  
Unanimous

11. **Correspondence:** (a) The Professional Certificate in Leadership for Elected Local Government Officials  
(b) Federation of Canadian Municipalities Calls for Secure, Predictable Funding for Rural Communities  
(c) Stettler Public Library

Councillor Bachman advised there is a vacant position on the Stettler Public Library Board as one of the Board Members has recently resigned.

(d) Legal Communiques – Freeman, Sovereign Citizens and Other Obstructive Residents  
(e) Community Futures East Parkland – Chinook Entrepreneur Challenge  
(f) Canadian Badlands Media Release Conference and AGM  
(g) Lacombe Fire Department No Longer First Responders in Medical Emergencies

**Motion 13:02:11**

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) There was no In-Camera Session at this meeting.

14. Adjournment:

**Motion 13:02:12**

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

MOTION CARRIED  
Unanimous at 7:16 p.m.

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Mayor

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Assistant CAO