

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JANUARY 19, 2010 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

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

Assistant CAO G. Switenky
Corporate Secretary C. Smith

Press (2)

Absent: Councillor D. Bachman and 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 10:01:14 Moved by Councillor Garbutt to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held January 5, 2010

Motion 10:01:15 Moved by Councillor Thorogood that the Minutes of the Regular Meeting of Council held on January 5, 2010 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the January 5, 2010 Meeting Minutes

None

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

5. **Delegations:** (a) 7:10 P.M. Regional Fire Chief, Mark Dennis re: Review of Phase II of the Fire Hall

This item was dealt with later in the meeting.

(b) 7:30 P.M.- Director of Operational Services, J. Keith re: Town Wells & Rain Barrel Program

This item was dealt with later in the meeting.

6. **Administration:** (a) Stettler Town & Country Museum 2010 Budget

Councillor Dennis advised that at the Museum's Board Meeting held on January 18, 2010 he was informed that an area resident would like to donate various larger items (that are of great interest) to the museum. However, these items would need to be stored in an area where they would be protected from the weather.

Discussion ensued regarding alternative forms of storage that may be available in the interim and the long term. It was noted that the Museum Board should get an agreement with this individual formalized.

Town Council reviewed the Stettler Town & Country Museum's 2010 budget for the period ending November 30, 2010.

The Museum is requesting an increase of \$2,000 per year, in each of the next five years (from both the Town and County) to support basic operating costs and enhance their ability to undertake renewal projects/site improvements.

It was highlighted that the Board would like to expend \$90,000 on capital structures in 2010, subject to successful fundraising efforts. It was noted that their budget does not anticipate any grants being available in 2010 however opportunities for grants are always being explored for specific project/restoration funding.

Discussion continued regarding the value of the Museum to the community and the excellent work being done by the volunteer Board.

It was clarified that Council appreciates reviewing the Museum's tentative project plans for the next five years, however will only determine and approve municipal funding on a year by year basis.

Motion 10:01:16

Moved by Councillor Peeples that the Town of Stettler Council accept the Stettler Town & Country Museum 2010 Budget as presented, and further approve a \$18,000 grant in the Town's 2010 Operating Budget to financially assist their operations.

MOTION CARRIED
Unanimous

(b) Memo re: Dreams Unlimited Title Transfer Request

Assistant CAO, G. Switenky advised that Dreams Unlimited Custom Homes Ltd. has requested, as per their letter dated January 13, 2010, a waiver regarding Clause 19 (50% completion clause) of their Lot Land Purchase Agreement dated June 12, 2007 for 6707 - 40 Avenue. The waiver is being requested to allow a new purchaser to get financing to pay for the lot and finish construction.

It was noted that the existing building construction on the property has not progressed anywhere near 50% completion and therefore the purchaser is not entitled to receive a transfer of land.

Discussion ensued regarding the track record of this contractor respecting other projects in Stettler.

To be consistent with other residential lot sales, Administration recommends that this contractor be required to follow the terms of the Lot Land Purchase Agreement, and that Council decline their request for title transfer until the construction at 6707 - 40 Avenue has progressed to 50% completion, and the lot has been paid for.

Motion 10:01:17

Moved by Councillor Campbell that the Town of Stettler Council decline the request from Dreams Unlimited to waive any requirements in their existing Lot Land Purchase Agreement, and that Administration send a letter to Dreams Unlimited expressing Council's dissatisfaction with their lack of construction progress to date, and their lack of neighborhood development stewardship respecting this lot.

MOTION CARRIED
Unanimous

(c) February Newsletter Items

- Family Day Activities – February 14
- Beautification Committee Members Needed
- 2010 Business Licenses Due
- 2010 New Possibilities – Board of Trade – February 27
- Increase of Water & Garbage Rates

(d) Bank Reconciliation as of December 31, 2009

Motion 10:01:18

Moved by Councillor Thorogood that the Town of Stettler Council accept the Bank Reconciliation as of December 31, 2009 as presented.

MOTION CARRIED
Unanimous

(g) Accounts Payable in the amount of \$760,004.87

Motion 10:01:19

Moved by Councillor Peeples that Accounts Payable in the amount of \$760,004.87 for the period ending January 14, 2010 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

5. **Delegations:**

(a) 7:10 P.M. Regional Fire Chief, Mark Dennis re: Review of Phase II of the Fire Hall

Regional Fire Chief, Mark Dennis & Deputy Regional Fire Chief, Etienne Brugman entered the meeting at 7:25 p.m.

Mayor Richards welcomed delegation members to the meeting.

Assistant CAO, G. Switenky explained that \$860,215 was tentatively approved in the 2010 Capital Budget for the construction of a training/maintenance addition to the Fire Hall, as well as parking upgrades, subject to a further review of the overall project scope. It was noted that the County of Stettler remains committed to contributing no more than \$100,000 towards this project given other 2010 funding priorities.

M. Dennis explained that the Phase II Fire Hall project would include replacing the roof on the existing 5800 sq. ft. Fire Hall, all new construction and internal renovation costs, parking lot development and new building equipment such as an emergency power generator, a breathing air compressor, an exhaust ventilation system, a pressure wash system and a protective clothing commercial washer.

Regional Fire Chief, M. Dennis reviewed the Fire Station capital history to date, and presented a scaled down budget estimate of \$599,577; which postpones the parking lot upgrades into the future. The revised/reduced project would be financed as follows:

- MSP Grant \$230,437 (approved)
- County Contribution \$100,000
- Town Contribution \$269,140 (MSI)

Discussion ensued regarding the funding inequity between the Town and the County.

Discussion continued respecting whether there are other items that could be postponed into the future while still allowing the addition to be constructed.

It was mutually agreed that (in addition to removing the parking lot) the proposed \$59,000 roof repair on the existing structure be removed and included in the 2011 Operating Budget (to be funded on a 50/50 basis). Also, that the acquisition of a \$42,107 emergency generator and an \$8,125 commercial washer be postponed until alternative funding can be arranged.

It was also mutually agreed that any necessary connections/modifications for these postponed items should be included in the project, thereby ensuring they can be simply added later.

Motion 10:01:20

Moved by Councillor Thorogood that the Town of Stettler Council approve the Phase II Fire Hall renovations and repairs budget included in the 2010 Capital Budget excluding the following components estimated to cost:

- Parking Upgrades \$239,126
- Roof Replacement \$59,000
- Diesel Generator Set \$42,107
- Commercial Washer \$ 8,125

This will effectively reduce the overall project budget to \$484,884, including a 5% contingency, with the Town's share being approximately \$154,396 from MSI funding.

MOTION CARRIED
Unanimous

Mayor Richards thanked Regional Fire Chief, M. Dennis & Deputy Regional Fire Chief, E. Brugman for attending the meeting.

Regional Fire Chief, Mark Dennis & Deputy Fire Chief, Etienne Brugman departed the meeting at 7:56 p.m.

- (b) 7:30 P.M.- Director of Operational Services, J. Keith re: Town Wells & Rain Barrel Program

Director of Operational Services, John Keith entered the meeting at 7:56 p.m.

Mayor Richards welcomed J. Keith to the meeting.

Town Wells

Director of Operational Services, J. Keith explained that under the existing AENV approval the Town is authorized to use their wells only until December 31, 2009. If the Town elects to retain them (into 2010) we will have to submit an application to amend the approval (to use the wells for emergency purposes only). The Town currently has three active wells which produce a total of 1,800 cubic meters per day. Our current minimum daily demand is 2,200 cubic meters. It takes 24 hours to prep the wells before we can start pumping.

When we switch over to membranes at the WTP our disinfection process will change from chlorine to chloramination. If the Town continues to use the wells they we will have to upgrade these sites to inject sodium hypochlorite and install monitoring and alarming equipment. A hydrogeologic sensitivity assessment of the aquifer will be required and a sanitary survey once every five years. There will be additional annual operational and maintenance costs to meet AENVs 2006 Standards and Guidelines for groundwater. Total start up cost at this time is unknown but is estimated at around \$50,000.

Administration is recommending that the Town discontinue the use of the Town's wells ASAP. Associated Engineering representatives have previously advised Council that these wells are not needed for potable purposes, given the upgrades to the WTP.

Discussion continued regarding keeping the wells for non-potable emergency raw water purposes and disconnecting them from the distribution system. Director of Operational Services, J. Keith stated that he would investigate this further with Alberta Environment however, Associated Engineering also felt that the economics of keeping the wells for non-potable/agricultural purposes is marginal.

The consensus is to invite Alberta Environment representatives, if possible, to a future Council Meeting to answer questions Council may have.

Memo re: Rain Barrel Program

Director of Operational Services, J. Keith explained that there are two methods used by municipalities to promote the use of rain barrels; a rebate program and a wholesale program. By-far the most common is the wholesale program whereby the municipality purchases the rain barrels and resells them at cost to the residents.

In order for a Rain Barrel Program to be effective there needs to be a high percentage of the residents utilizing the program. By providing the rain barrels at a low cost this would increase their use. This is the environmentally correct direction to proceed and would probably lead to a greater use of harvested rain water.

Polyrama Plastics in Edmonton manufactures a popular rain barrel which is sold by the cities of Edmonton, St. Albert, Spruce Grove and the Town's of Stony Plain and Drumheller and the County of Strathcona for their Rain Barrel programs. We can purchase these rain barrels for \$50 per barrel FOB Stettler.

Administration is recommending that the Town proceed with a Rain Water Harvesting Program and purchase fifty barrels, at a cost of \$2,500, for resale starting in April, 2010.

The barrels could be sold through the Board of Trade, Stettler Public Library, Stettler Child Care and the Heartland Youth Center. These organizations have been contacted and have agreed to sell the barrels. The Town will sell the barrels to them for \$40.00 and they will resell them for \$60.00. The Town would promote the Rain Barrel Program through our Q14 account, the newsletter and our website.

Council requested Administration place a decal on each rain barrel stating that this is a joint environmental project that also supports local non-profit organizations. It was also noted that a formal policy to support this program may need to be developed in the future.

Discussion ensued regarding the long-term value of this program in our community.

Motion 09:12:21

Moved by Councillor Thorogood that the Town of Stettler Council purchase fifty barrels at a cost of approximately \$2,500 for resale starting in April 2010 and that the Town utilize external agencies to market and sell the rain barrels.

MOTION CARRIED
Unanimous

Mayor Richards thanked J. Keith for his presentation.

Director of Operational Services, John Keith departed the meeting at 8:13 p.m.

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Jan 6 - Lunch with presidents Tom Thompson, RDC and Joel Ward, Olds College.
- Jan 8 - Town Office duties.
- Jan 11 - Meeting with County Reeve Marshall, CAO Tim Fox and Town CAO, Rob Stoutenberg.
- Jan 12 - Strategy Planning Meeting.
- Jan 15 - Town Office duties.
 - Meeting with Atco Electric re: May Symposium.
- Jan 18 - Call to MLA, Jack Hayden re: HCLP Presentation.

(b) Councillor Bachman

- No report – absent from meeting.

(c) Councillor Campbell

- Jan 12 - Strategy Planning Meeting.
- Jan 19 - Absent from Rodeo Meeting, but will meet with Rodeo Chairman on updates.

(d) Councillor Dennis

- Jan 8 - Union Negotiations.
- Jan 12 - Strategy Planning Meeting.
- Jan 18 - Museum Meeting.

(e) Councillor Garbutt

- Jan 8 - Union Negotiations.
- Jan 12 - Strategy Planning Meeting.
- Jan 18 - MPC Meeting.

(f) Councillor Peeples

- Jan 7 - Beautification Committee Meeting.
- Jan 11 - MPC Meeting.
- Jan 12 - Strategy Planning Meeting.
- Jan 18 - MPC Meeting.

(g) Councillor Thorogood

- Jan 7 - Teleconference with Town Solicitors & Assistant CAO re: Town participation in Attainable Housing.
 - Conference call with Source Homes & Milestone Developments.
 - Met with Rotary representatives to connect with Milestone.

Discussion ensued regarding the Town's participation in the Attainable Housing Program.

Motion 10:01:22

Moved by Councillor Dennis that the Town of Stettler Council agrees to assist in the facilitation of an Attainable Housing Program as presented to Council on December 15, 2009. Whereas the Town of Stettler will accept and distribute externally generated donations to successful applicant individuals that have met all qualifications and conditions imposed under this attainable housing program.

And whereas, these individuals will be provided with a non-refundable grant that must be used as a down payment on the purchase of a selective/limited new dwelling in Stettler.

MOTION CARRIED (5-1)
Opposed: Councillor Peeples

- Jan 8 - Union Negotiations.
- Jan 11 - Hospital Foundation Meeting re: Emergent equipment request.
- Jan 12 - Board of Trade Meeting.
 - Strategic Planning Meeting.
- Jan 18 - MPC Meeting.
 - Rotary Meeting – in attendance with Milestone Developments.
 - Met with Keith Ryder re: Physician Recruitment.

- Jan 19 - David Thompson Health Trust Meeting in Red Deer.

8. **Minutes:** (a) Stettler Regional Board of Trade and Community Development Meeting of December 1, 2009
(b) Heartland Beautification Meeting of January 7, 2010

Motion 10:01:23

Moved by Councillor Peeples that the Minutes, items 8(a) & 8(b) be accepted for information.

MOTION CARRIED
Unanimous

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

10. **Bylaws:** (a) 1994-10 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 2010 Business Licenses/Taxes will generate approximately \$71,895 of the \$222,230 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 2010 is warranted and appropriate.

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

Motion 10:01:24

Moved by Councillor Garbutt that the Town of Stettler Council give first reading to Bylaw 1994-10.

MOTION CARRIED
Unanimous

Motion 10:01:25

Moved by Councillor Dennis that the Town of Stettler Council give second reading to Bylaw 1994-10.

MOTION CARRIED
Unanimous

Motion 10:01:26

Moved by Councillor Peeples that the Town of Stettler Council give permission for third and final reading to Bylaw 1994-10.

MOTION CARRIED
Unanimous

Motion 10:01:27

Moved by Councillor Thorogood that the Town of Stettler Council give third and final reading to Bylaw 1994-10.

MOTION CARRIED
Unanimous

(b) Business License Bylaw & Memo

It was noted that no amendment is required to the current Business License Bylaw.

11. **Correspondence:**

(a) Rural Alberta's Development Fund

Council mutually agreed to discuss this item with Keith Ryder, Executive Director of the Regional Board of Trade & Community Development at a future meeting.

(b) Federation of Canadian Municipalities (FCM)

(c) Municipal Affairs – Municipal Sustainability Strategy Meeting

(d) Bowl for Kids

It was mutually agreed that a team consisting of Mayor Richards and Councillors Dennis, Campbell & Thorogood will be "Bowling for Kids" on Friday, February 5 at 5:00 p.m.

(e) Honourable Jack Hayden re: HCLP Presentation

Motion 10:01:28

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

MOTION CARRIED
Unanimous

12. **Items Added:**

(a) None

13. **In-Camera Session:**

(a) Personnel Matter

Motion 10:01:29

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

MOTION CARRIED
Unanimous at 8:30 p.m.

Motion 10:01:30

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

MOTION CARRIED
Unanimous at 8:40 p.m.

Assistant CAO, G. Switenky advised Council that members of CUPE Local 971 have ratified the negotiated Memorandum of Agreement (Contract) as presented. The agreement includes a 3.25% wage increase in 2010 and a 3.50% wage increase for 2011. There were other minor modifications to clarify wording and other compensation matters within the base Agreement.

Motion 10:01:31

Moved by Councillor Thorogood that the Town of Stettler Council approves ratifying an Agreement with the Canadian Union of Public Employees Local 971 as per the terms outlined in the Memorandum of Agreement as presented.

MOTION CARRIED (5-1)
Opposed: Not Recorded

Motion 10:01:32

Moved by Councillor Dennis that the Town of Stettler Council approves the application of salary increases as agreed to in the CUPE 971 Agreement for all non-union employees, subject to a review of management salary ranges prior to the application of these increases to management positions.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 10:01:33

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

MOTION CARRIED
Unanimous at 8:42 p.m.

Mayor

Assistant CAO