

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JANUARY 20, 2009 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

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

Town Manager R. Stoutenberg
Assistant CAO G. Switenky

Press (2)

Absent: Councillor D. Richards

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

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

Motion 09:01:12 Moved by Councillor Peeples to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held January 6, 2009

Motion 09:01:13 Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on January 6, 2009 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the January 6, 2009 Minutes

None

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

5. **Delegations:** (a) 8:00 P.M. re: Mark Dennis, Stettler Regional Fire Rescue Administrative Review

This item was dealt with later in the meeting.

6. **Administration:** (a) 2009 Stettler Town & Country Museum Budget

Town Council reviewed the financial statements of the Stettler Town & Country Museum for the period ended November 2008 as well as their budget for the year 2009.

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 noted that their budget does not anticipate any grants being available in 2009, however opportunities for grants will be explored for specific project restoration funding.

Discussion continued regarding the value of the Museum to the community and the good 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 09:01:14

Moved by Councillor Garbutt that the Town of Stettler Council accept the Stettler Town & Country Museum 2009 Budget as presented, and further approve a \$16,000 grant in the Town's 2009 Operating Budget to financially assist their operations.

MOTION CARRIED
Unanimous

(b) 2009 Handibus Budget Funding Allocation

Town Council reviewed correspondence and financial information 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.

Town Manager R. Stoutenberg explained that the Society (in their letter dated November 27th, 2008) asked for more funding from the Town and the County for 2009. In discussions with representatives of the Society they felt that they could live within the historical grant allocation for 2009 given the recent receipt of some private donations.

Discussion ensued regarding the annual statistics presented, their purchase of a wheelchair accessible minivan (via donations), the valuable transportation service provided by the Handibus in the community and the good work being done by the volunteer Board.

Motion 09:01:15

Moved by Councillor Dennis that the Town of Stettler Council accept the Stettler & District Handibus 2009 Budget as presented, and further allocate in the Town's 2009 Operating Budget the transfer of a Provincial Grant estimated at \$15,780.00 to financially assist their operations.

MOTION CARRIED
Unanimous

(c) Memo re: Water Supply Agreements – Strategic Planning Committee Appointments

Town Manager, R. Stoutenberg advised that the Town of Stettler currently has ongoing Agreements for the supply of water with the Shirley McClellan Regional Water Services Commission and the Hwy 12/21 Regional Water Services Commission.

Both Agreements include provisions for Strategic Planning and Consultation under similar names as follows:

SMRWSC: Joint Strategic Planning and Consultation Committee

Hwy 12/21 RWSC: Joint Steering Committee

The rules and mandate of these Committees was highlighted from each Agreement. At this time the Town of Stettler needs to appoint authorized representatives to these Committees.

Town Manager R. Stoutenberg advised that it would be beneficial to appoint the same Town representatives to Joint Strategic Committees required under both Water Supply Agreements.

Discussion ensued regarding whether a non-elected official could be appointed to represent the Town and vote?

The first meeting of the Joint Steering Committee between the Town and the Hwy 12/21 Regional Water Services Commission is to be held on Wednesday, February 4th, 2009 at 2:00 pm in the Town Office.

Motion 09:01:16

Moved by Councillor Thorogood that the Town of Stettler Council appoints Mayor J. Hunter, Councillor R. Peeples and the Town Manager to represent and vote for the Town of Stettler on Joint Strategic Planning/Steering and Consultation Committees established under all Water Supply Agreements entered into by the Town.

MOTION CARRIED
Unanimous

- (d) Memo re: Propose an Increase to Admission fees for the Stettler Recreation Centre

Mayor Hunter reviewed the memo from Director of Parks & Leisure Services, L. Penner regarding a proposed rate increase to specific admission fees for the Stettler Recreation Centre.

A survey was completed suggesting an increase is warranted. It was highlighted that most single pass rates should be increased by \$0.25 however the pool admission rate for a child will remain constant at \$3.50.

It was noted that although revenue is increasing, the SRC does not and practically cannot meet the policy guidelines which require youth to pay 50% of facility costs and adults 100%.

Discussion ensued regarding relative/comparative increases in specific facility rates: family passes, birthday parties, and 3 month youth/seniors passes.

Motion 09:01:17

Moved by Councillor Campbell that the Town of Stettler Council accept and approve the Stettler Recreation Centre 2009 fee/rate increases as presented so the facility will move closer to the Town's user pay policy goals while maintaining an affordable recreation facilities philosophy for the community.

MOTION CARRIED
Unanimous

(e) Memo re: Traffic Classifier/Data Collector

Town Manager, R. Stoutenberg reviewed the memorandum from Director of Operational Services, J. Keith regarding the traffic classifier/data collector.

Town Council at the 2009 Capital Budget Session approved \$6,000 for this capital item subject to further information.

In comparison, the speed reader unit which was purchased in 2008 for the RCMP is intended for traffic control and calming whereas this traffic classifier/counter unit is intended for data collection for the following purposes:

- * Planning for engineering and public works, planning & development, traffic analysis, traffic impact assessments, economic development, tourism and public information.
- * To evaluate residential traffic concerns.
- * Data collected will be of use to all departments.

Discussion ensued regarding whether a relatively small community the size of Stettler needs a device to count and classify traffic data?

Motion 09:01:18

Moved by Councillor Campbell that the Town of Stettler Council confirms and approves \$6,000 in the 2009 Capital Budget for the acquisition of a Traffic Classifier/Data Collector Unit.

MOTION CARRIED (5 – 1)
Opposed: Councillor Thorogood

(f) Recommendation re: Strategy Item: Green Building Incentive Program

Town Council reviewed the memorandum from Development Officer, W. Holowachuk advising that on October 20, 2008 Town of Stettler Administration held an Open House respecting the Built Green strategy item identified at the 2008 Strategy meeting. All local contractors in the business directory were notified of this meeting with only two in attendance.

Due to the poor attendance of the Open House, Administration prepared an information letter and questionnaire that was sent to all local contractors at the beginning of November. Administration has not received any feedback from this mail out to date.

Discussion ensued regarding the disappointing level of interest, and whether the targeted audience was wide enough.

Motion 09:01:19

Moved by Councillor Peeples that the Town of Stettler Council accept the recommendation from Development Officer, W. Holowachuk that due to the lack of input and direction from our local builders that this item is not pursued further until such a time that initiative is shown by the contractors or it is identified again as a key strategy item.

MOTION CARRIED
Unanimous

- (g) February Newsletter Items
- Family Day Celebration – February 15/09
 - 2009 Business Licenses Due
 - The Power of Professionalism for Women – March 7/09
 - Disaster Services Pamphlet
 - Kid Sport 6th Annual St. Patrick's Gala – March 14/09
 - Board of Trade Annual General Meeting at 12:00 Noon on February 24, 2009
 - Battle of the Border Women's Hockey Game – HYC Fundraiser – February 13/09
 - Spring School Break – Week of March 23 – 27/09

- (h) Bank Reconciliation as of December 31, 2008

Motion 09:01:20

Moved by Councillor Thorogood that Bank Reconciliation as of December 31, 2008 be accepted as presented.

MOTION CARRIED
Unanimous

- (i) Accounts Payable in the amount of \$284,033.19

Motion 09:01:21

Moved by Councillor Peeples that Accounts Payable in the amounts of \$278,968.69 & \$5,064.50 for a total amount of \$284,033.19 for the period ending January 15, 2009 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

- (a) Mayor Hunter

- Jan 8 - Beautification Meeting.
- Jan 9 - Town Office duties.
- Lunch at Club Café and tour with Dr. Agwaze.
- Jan 13 - Mediation with the County.
- Jan 16 - Town Office duties.

(b) Councillor Campbell

- Jan 13 - Annexation Meeting with County.

(c) Councillor Dennis

- Jan 15 - Library Board Meeting.

(d) Councillor Garbutt

- Jan 7 - County of Stettler Housing Authority Budget Meeting.
- Jan 8 - Fire Authority Meeting re: Deputy Fire Chief hiring.

(e) Councillor Peebles

- Jan 8 - Beautification Meeting.
- Jan 9 - Lunch with Dr. & Mrs. Agwaze.
- Jan 15 - Lunch in Drumheller with Canalta re: discussing future developments for Stettler.
 - Red Deer River Municipal Users Group.

(f) Councillor Richards

- No report – absent from meeting.

(g) Councillor Thorogood

- Jan 8 - Beautification Meeting.
- Jan 13 - Board of Trade Meeting re: request for wireless or wired internet access and sound system upgrade at the Hall.
- Jan 15 - Art Symposium Meeting re: project proposal.

8. **Minutes:**

- (a) Stettler & Regional Physician Recruitment/Retention Committee Meeting on December 17, 2008
- (b) Heartland Beautification Committee Meeting on January 8, 2009

Motion 09:01:22

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

MOTION CARRIED
Unanimous

9. **Public Hearing:**

- (a) 8:00 P.M. Bylaw 1976-08 re: Land Use Bylaw
- This item was dealt with later in the meeting.

10. **Bylaws:**

- (a) Bylaw 1976-08 re: Land Use Bylaw
- This item was dealt with later in the meeting.

(b) Bylaw 1982-09 re: Repeal South East Area Structure Plan

Town Manager, R. Stoutenberg explained that Bylaw 1982-09 is procedurally required in order to repeal Bylaw 1617 being the South East Area Structure Plan.

Discussion ensued regarding the impact of repealing the entire South East Area Structure Plan.

The existing SEASP establishes a long-term and a short-term growth plan for the area encompassing the lands shown below. The SEASP includes an 8,000 population threshold that must be met in order for development within the long-term growth area to occur. Town and County Administration have reviewed the existing SEASP and feel that with the proposed growth east of the Town's municipal boundary that the SEASP should be repealed.

Administration is confident that the proposed Inter-Municipal Development Plan, the Town's existing and proposed Municipal Development Plan, and existing outline plans that exist within this area will provide sufficient development regulations for this area until such time that annexation is finalized and new Area Structure Plans can be prepared in cooperation with the County.

Town Administration feels that by repealing the SEASP it will allow the County to proceed with a development application in good faith, knowing that a new Inter-Municipal Development Plan is mutually in progress and cannot be adopted upon completion.

Discussion continued regarding the eventual need to prepare a new outline/structure plan for the lands located within the Town's boundaries and not included in the new IDP outside the Town's boundaries.

Motion 09:01:23

Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 1982-09.

MOTION CARRIED
Unanimous

11. **Correspondence:**

- (a) Property Assessment and Taxation Legislation Updates
- (b) Your Guide to Bottled Water
- (c) AUMA re: 2009 Annual Membership
- (d) Stettler Golf and Country Club

This item will be further discussed at the upcoming Strategy Session and will return to a future Council Meeting.

Motion 09:01:24

Moved by Councillor Garbutt 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) There was no In-Camera Session at this meeting.

Mayor Hunter temporarily recessed the meeting at 7:35 p.m.

Mayor Hunter reconvened the meeting at 7:40 p.m.

5. **Delegations:** (a) 8:00 P.M. re: Mark Dennis, Stettler Regional Fire Rescue Administrative Review

Mark Dennis, Regional Fire Chief entered the meeting at 7:40 p.m.

M. Dennis highlighted the Stettler Regional Fire Rescue Administrative Review which covers a brief overview of the current Regional Fire Service, recommendations from the Fire Underwriters Survey and provides justification to hire a Regional Deputy Fire Chief to assist the Regional Fire Chief.

Discussion ensued regarding various items included in the Stettler Regional Fire Rescue Administrative Review.

M. Dennis explained that duties for a Regional Deputy Fire Chief would generally include: ongoing volunteer training, OH&S – Code of Practice for municipal fire departments, emergency vehicle maintenance program responsibilities/inspections, fire prevention, QMP inspections on a regular basis, as well as to provide depth and backup for the Fire Chief.

The Administrative report also recommends that additional revenue could be generated through user rates and regional partnerships.

It was noted further that the County of Stettler will pay for 50% of the position upgrade to a full-time Deputy Chief from the existing part-time Deputy Chief. The increase in cost is approximately \$42,000 per year (Town share) and may be reduced somewhat by revenue generation.

Given the time of night being 8:00 p.m. Mayor Hunter temporarily adjourned discussion of this item to conduct a formal Public Hearing as noted on the agenda.

9. **Public Hearing:** (a) 8:00 P.M. Bylaw 1976-08 re: Land Use Bylaw

W. Holowachuk, Development Officer and D. Dittrick, Contract Development Officer entered the meeting at 8:00 p.m. Members of the public Darryl & Laurie Rachar also entered the meeting at 8:00 p.m.

Mayor Hunter declared the Public Hearing for Bylaw 1976-08 open at 8:00 p.m.

Present:

Mayor J. Hunter

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

Town Manager R. Stoutenberg

Assistant CAO G. Switenky

Press (2)

Public (2)

Mayor Hunter initiated introductions and explained the purpose of the Public Hearing.

Mayor Hunter stated that Bylaw 1976-08 will repeal and replace in its entirety the former Land Use Bylaw 1797-98 and all amendments thereto.

Mayor Hunter stated further that the bylaw was advertised on December 24 & December 31 for the Public Hearing to be held tonight (January 20th).

Mayor Hunter requested that W. Holowachuk summarize and highlight some of the non-substantive modifications that Council requested to have incorporated at time of first reading.

Mayor Hunter welcomed the Rachars to the Public Hearing and invited them to make representation if they so wish.

The Rachars stated that they appreciate the provisions in Section 69.2.8 respecting general appearance and maintenance conditions for portable signs. They do wish to bring to Council's attention their issue that Section 69.2.2 states that portable signs shall not exceed 4.0 m² in size. They stated further that they have a significant investment in portable sign that are approximately 4.5 m² in size and respectfully request Council to consider increasing the maximum size for portable signs accordingly.

Council mutually agreed with the Rachar's request and directed Administration to incorporate this relatively minor non-substantive revision/amendment prior to the second reading of the Bylaw.

Administration informed Council that no written or verbal submissions have been received for or against Bylaw 1976-08 other than the Rachar's concern/request.

There were no other representations heard or made.

Mayor Hunter declared the Public Hearing for Bylaw 1976-08 closed at 8:05 p.m.

Mayor Hunter reconvened the regular Council Meeting at 8:05 p.m.

Mayor Hunter returned Council's attention to consideration of a new full-time Deputy Regional Fire Chief.

5. **Delegations Con't:** (a) 8:00 P.M. re: Mark Dennis, Stettler Regional Fire Rescue Administrative Review

Discussion continued regarding the County's commitment to financially support this "Town" position/upgrade, the establishment of a formal job description for the position, the transparency in the hiring process to ensure the best person for the job is hired, as well as the local optics/perception in the community respecting the creation of a top heavy management structure with two Fire Administrators.

Regional Fire Chief, M. Dennis responded by reiterating the key responsibilities for the position and reinforced the physical need for a second full-time regional position.

It was noted that the 2009/2010 Interim Operating Budget includes provisions for these new costs.

Town Manager, R. Stoutenberg stated that should Council authorize this new position, it could be filled by March 1, 2009.

Motion 09:01:25

Moved by Councillor Garbutt that the Town of Stettler Council authorize the advertising and hiring of a full-time Deputy Regional Fire Chief.

MOTION CARRIED
Unanimous

Mayor Hunter thanked M. Dennis for his informative presentation to Council.

M. Dennis departed the meeting at 8:30 p.m.

10. **Bylaws:**

- (a) Bylaw 1976-08 re: Land Use Bylaw

Mayor Hunter returned Council's attention to discussion of the proposed new Land Use Bylaw for further readings.

Discussion concluded with Mayor Hunter summarizing various edits/amendments to the originally presented version of the Bylaw. It was further agreed that this Bylaw will be considered for second reading only at this meeting to allow Administration to make various mutually agreed amendments.

Administration was directed to prepare a condensed summary of the mutually agreed revisions to the Bylaw prior to its third and final reading.

Motion 09:01:26

Moved by Councillor Campbell that the Town of Stettler Council give second reading to Bylaw 1976-08 as mutually amended.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 09:01:27

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

MOTION CARRIED
Unanimous at 8:38 p.m.

Mayor

Assistant CAO