

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, JANUARY 21, 2014 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards  
  
Councillors A. Campbell, W. Brown, M. Fischer & K. Sernecky  
  
CAO R. Stoutenberg  
Assistant CAO G. Switenky  
Executive Director, Stettler Regional Board of Trade, A. Brown  
  
Press (2)

**Absent:** Councillors D. Bachman & S. Nolls

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

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

**Motion 14:01:15** Moved by Councillor Campbell to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held January 7, 2014

**Motion 14:01:16** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on January 7, 2014 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the January 7, 2014 Meeting Minutes

None

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

5. **Delegations:** (a) 7:00 P.M. – Presentation to Former Town Councillor Peter Simons

This item was dealt with later in the meeting.

(b) 7:15 P.M. – Winnie Bissett re: 2014 HYC Budget

This item was dealt with later in the meeting.

(c) 7:30 P.M. re: Stettler & District Handibus Society 2014 Budget – Cindy MacDonell, Treasurer & Joanne Wiechnik, Coordinator

This item was dealt with later in the meeting.

6. **Administration:** (a) 2014 Capital Budget

CAO R. Stoutenberg advised that a Council resolution is required to adopt the Town's 2014 Capital Budget. The listed items/projects have been reviewed and recommended at the Capital Budget Session held on January 14, 2014. The total amount of expenditures included in the 2014 Capital Budget is \$7,151,730.00.

CAO R. Stoutenberg emphasized that the 2014 Capital Budget utilizes available grants, and creates \$709,000 in new (non-utility) municipal debt.

He further acknowledged that some of the Capital items/projects are approved subject to various administrative decisions/conditions to be determined later.

It was also noted that many capital purchases will individually come back before Council for ratification in accordance with spending authority limits set out in the Town's Purchasing/Tendering Policy.

Discussion ensued regarding the approximate \$611,825 capital funding shortfall on the \$2,346,825 combined renewal/expansion project currently underway at the Stettler Recreation Centre. It was explained that existing internal sources were re-allocated from their originally intended purpose to address this shortfall.

**Motion 14:01:17**

Moved by Councillor Brown that the Town of Stettler Council approve the 2014 Capital Budget with capital expenditures totaling \$7,151,730.00.

MOTION CARRIED  
Unanimous

(b) Memo re: Municipal Reserve at 4110-46 Avenue

CAO R. Stoutenberg advised that in 1967, the Town of Stettler annexed NW 36-38-20-W4 (Lyster Farms) as part of a regional annexation from the County of Stettler. At that time the property had Municipal Reserve parcel that ran along the south boundary.

In 1979, two agreements were made between the Town of Stettler and Verle Lyster summarized as follows:

- 1) A Land Trade Agreement, for a future road connection from our existing Industrial Development (Parcel's Trucking area) to our most recent Industrial Development (Atco Electric area); In favor of the Town.

And,

- 2) An agreement for the disposition of municipal reserve, in this agreement it was stated that the original MR lot (R-9) was created to separate areas of land that were used for different purposes (separating Residential/Farm from Industrial). At the time of the agreement the reserve designation was removed for the portion of the MR lot lying north of Block 7 while retaining the MR lot north of Block 6. The agreement identified that the portion north of Block 7 was no longer needed as a MR; In favor of the property owner.

In 1993, The Town of Stettler proposed to remove the remaining MR designation, subdivide the parcel into 2, rezone to industrial and offer for sale. At the Public Hearing on April 20, 1993 Town Council defeated the proposal with the following motion:

"That the property Lot 2MR, Block 9, Plan 8520700 be left as a buffer zone until the Lyster family has disposed of the property."

The MR parcel is located in the Town's industrial district:

- The north boundary of the MR lot is approximately 20 meters from the Lyster's residence providing a buffer from the current development of Acklands and Brennan's Autobody.
- The Lyster residence does not have a buffer parcel to the north from the Clearview Bus Garage and ATCO Electric.
- Directly to the west is another existing residence (4202 – 49 Avenue) which operates a home occupation of KC's Mobile Catering as well as the operation of Bounty Safety (4201 – 49 Avenue).
- The MR lot and the Lyster Farm are in the middle of our developed industrial park with a long-term plan of industrial.

A variety of maps were reviewed to assist with the general understanding of the historical progression of zoning/ownership changes.

Discussion continued regarding:

The existing North East Industrial Area Structure includes the area, and shows future industrial development of the Lyster property as well as the MR Lot.

The property is registered as municipal reserve, however with the removal of this designation the Town of Stettler may sell or lease the property and in accordance with the *Municipal Government Act*, the profits must be used for other park related development. The process to dispose of Municipal Reserve is as follows:

1. In accordance with the *Municipal Government Act – 606(2) and 606(4)*, prior to the sale of parkland. The Town of Stettler must advertise a notice of the proposed resolution for the disposal of parkland for 2 consecutive weeks and/or mail or deliver to every residence in the area to which the resolution relates.
2. If the above resolution is made by Council the land will require a removal of designation as municipal reserve. In accordance with the *Municipal Government Act – 675*, after considering any representations made at the Public Hearing, Council shall direct a designated officer to notify the Registrar that the provisions have been complied with and request the removal of municipal reserve designation.
3. A rezoning Bylaw will be required which following 1<sup>st</sup> reading will be advertised for 2 weeks and requires a Public Hearing prior to 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**Options:**

1. Enter into discussion with the current landowners (Lyster) regarding existing Industrial Development in the area and determine the need for the MR lot separation.

2. Assess the potential MR disposal when the Lyster land redevelops or there is a change in land ownership.
3. Proceed with the process for the disposal of parkland, removal of municipal reserve and rezoning to the industrial district. Allowing the Town of Stettler to sell an Industrial parcel for market value and applying to profit to parks reserve.

**Motion 14:01:18**

Moved by Councillor Sernecky that the Town of Stettler Council refer this item to the In-Camera Session of the meeting to allow legal and financial implications relating to a sensitive land matter to be further discussed.

MOTION CARRIED  
Unanimous

(c) Memo re: NE Industrial Lot

CAO R. Stoutenberg advised that in the Town's existing NE Industrial subdivision there is an opportunity for the Town to create one additional lot for sale. This lot would be immediately west of the existing snow dump and be approximately 1.8 acres in size (depending on final survey). Administration has been approached regarding this area and there is an expression of interest to develop another industrial operation at this location.

The Town is currently in the process of planning the remainder of our NE Industrial Area through means of a new Area Structure Plan north of the tracks; in discussion with the previous Council there were concerns regarding the need for the connection of 40 Street from 50 Avenue north across the tracks.

Based on review from Tagish Engineering the proposed servicing and access for this future development area is planned from 38 Street (Ring Road) and 52 Avenue (Auction Mart Road), therefore this north road right-of-way is no longer needed and can be closed for the creation of an additional lot.

CAO R. Stoutenberg explained the process:

1. Requires the road closure of 40 Street north of 50 Avenue. In accordance with the *Municipal Government Act*, a road closure requires circulation to Government agencies followed by a road closure bylaw which includes a 2 week advertising period, adjacent landowner circulation and a Public Hearing. Once final approval is given by Alberta Transportation, a survey plan is registered with Alberta Land Titles.
2. In order to create an additional industrial lot a subdivision is required of the lands west of the Town snow dump followed by the consolidation of the road closure to create a 1.8 +/- acre parcel.

Administration is recommending that the Town of Stettler Council direct staff to proceed with the process for the road closure and subdivision, ultimately to allow the Town of Stettler to sell an Industrial parcel at market value.

**Motion 14:01:19**

Moved by Councillor Fischer that the Town of Stettler Council direct Administration to proceed with the process for the road closure and subdivision, allowing the Town of Stettler to sell an industrial parcel at market value.

MOTION CARRIED  
Unanimous

(d) Memo re: 2014/15 Chemical Bid Award

CAO R. Stoutenberg advised that every year a Chemical Bid submission is sent to suppliers for process chemicals. Council members reviewed the summary of bids and selected suppliers. Prices are NSF/ANSI Standard 60 Certified and F.O.B. to Stettler Water Treatment Plant.

He highlighted that the ClearTech and Canada Colors bids are for two-year durations and advised that the 2014 Operating Budget for chemicals at the WTP is \$146,000.

Administration respectfully recommends awarding two year 2014 and 2015 Chemical Supply Bids on specific products as presented to ClearTech and Canada Colors, as per their quoted pricing.

Discussion ensued regarding the varying terms and quantity conditions applicable to individual products amongst the suppliers.

Administration further respectfully recommends awarding one year 2014 Chemical Supply Bids on specific products as presented to CHEMTRADE, Brentagg, and Klearwater, as per their quoted pricing.

**Motion 14:01:20**

Moved by Councillor Campbell that the Town of Stettler Council award two year 2014/15 Chemical Supply Bids on specific products as presented to ClearTech and Canada Colors based on their quoted pricing, and further award one year 2014 Chemical Supply bids on specific products as presented to CHEMTRADE, Brentagg, and Klearwater based on their quoted pricing.

MOTION CARRIED  
Unanimous

(e) Bank Reconciliation as of December 31, 2013

**Motion 14:01:21**

Moved by Councillor Brown that the Town of Stettler Council accept the Bank Reconciliation as of December 13, 2013 as presented.

MOTION CARRIED  
Unanimous

(f) Accounts Payable in the amount of \$1,264,847.70

**Motion 14:01:22**

Moved by Councillor Sernecky that Accounts Payable in the amounts of \$871,358.12, \$173,610.68 & \$219,878.90 for the period ending January 17, 2014 for a total amount of \$1,264,847.70 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:** Mayor and Councillors outlined highlights of meetings they attended.
- (a) Mayor Richards
    - Jan 10 - Town Office.
    - Jan 14 - Capital Budget Meeting.
    - Jan 16 - Stettler Dodge – Jeep Give Away Draw.
    - Jan 17 - Town Office.
  - (b) Councillor Bachman
    - No report – absent from meeting.
  - (c) Councillor Brown
    - Jan 16 - Meeting with CAO re: Council Remuneration.
    - Jan 20 - FCSS Meeting.
  - (d) Councillor Campbell
    - Jan 8 - FOIP Workshop at County.
    - Jan 9 - Canadian Badlands Governance Meeting.
    - Jan 10 - Canadian Badlands Board Meeting.
    - Jan 14 - Capital Budget.
    - Jan 16 - Red Deer River Municipal Users Group Meeting, Executive Meeting and AGM.
      - Golf Meeting for ATB Classic.
    - Jan 17 - Red Deer River Watershed Alliance Meeting in Red Deer.
  - (e) Councillor Fischer
    - Jan 8 - FOIP Workshop at County.
    - Jan 9 - Seniors Roundtable Discussion.
    - Jan 10 - Regional Water Commission Meetings.
    - Jan 13 - Development Appeal Board.
    - Jan 14 - Capital Budget Meeting.
    - Jan 15 - SRC Architect Meeting.
    - Jan 15/17 - Mayor's Symposium in Edmonton.
    - Jan 20 - SRC walk-through.
  - (f) Councillor Nolls
    - No report – absent from meeting.
  - (g) Councillor Sernecky
    - Jan 8 - FOIP Workshop at County.
    - Jan 14 - Capital Budget Meeting.
    - Jan 15/17 - Mayor's Symposium in Edmonton.
8. **Minutes:**
- (a) Heartland Beautification Committee Meeting of December 5, 2013
  - (b) Regional Water Services Commission Meeting of January 10, 2014
- Motion 14:01:23** Moved by Councillor Fischer that the Town of Stettler Council accept the minutes, items 8(a) & 8(b) as presented.
- MOTION CARRIED  
Unanimous
9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None

11. **Correspondence:**
- (a) Government of Alberta re: New Home Buyer Protection Act
  - (b) Stettler & District Music Festival Association
  - (c) Legacy Partners Executive Search
  - (d) Provincial Policing Costs to Municipalities Over 5,000
  - (e) RCMP Heartland Victim Services Regimental Ball

**Motion 14:01:24**

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

MOTION CARRIED  
Unanimous

12. **Items Added:**
- (a) None
5. **Delegations:**
- (a) 7:00 P.M. – Presentation to Former Town Councillor Peter Simons

P. Simons was unable to attend the meeting.

Mayor Richards temporarily recessed the meeting at 7:08 p.m.

Mayor Richards reconvened the meeting at 7:12 p.m.

- (b) 7:15 P.M. – Winnie Bissett re: 2014 HYC Budget

Heartland Youth Centre (HYC) Board Member, Pauline Christian and Winnie Bissett, Executive Director entered the meeting at approximately 7:15 p.m.

Mayor Richards welcomed delegation members to the meeting.

W. Bissett provided Council with an overview and highlights of their 2013 program including both successes and challenges.

They identified that 2013 was a financially successful year given higher than anticipated proceeds from the Awesome Auction.

It was further noted that in 2013 there were approximately 300 registered members with roughly 75% of those members resided within the Town.

W. Bissett and P. Christian jointly provided Council with a brief overview of the HYC 2014 Budget. The 2014 budget includes \$40,000 from the Town of Stettler and reflects a deficit requiring the use of some of their prior year surplus.

P. Christian also explained that the Board has been working on a five year capital replacement plan and is optimistic that they can accomplish their plan from within their projected available revenue sources.

Mayor Richards expressed Council's appreciation for the efforts of the Board and Staff, and for the valued services the Heartland Youth Centre provides in Stettler.

Mayor Richards thanked delegation members for attending the meeting and presenting their 2014 HYC Budget.

**Motion 14:01:25**

Moved by Councillor Fischer that the Town of Stettler Council accept the Heartland Youth Centre 2014 Operating Budget as presented. And further approves that a contribution to the HYC in the amount of \$40,000 be included in the Town's 2014 Operating Budget.

MOTION CARRIED  
Unanimous

Delegation members departed the meeting at 7:25 p.m.

(c) 7:30 P.M. re: Stettler & District Handibus Society 2014 Budget – Cindy MacDonell, Treasurer & Joanne Wiechnik, Coordinator

Cindy MacDonell, Treasurer and Joanne Wiechnik, Coordinator of the Stettler & District Handibus Society entered the meeting at approximately 7:27 p.m.

Mayor Richards welcomed C. MacDonell and J. Wiechnik to the meeting.

C. MacDonell provided Council with a brief overview of the level of funds needed from a variety of sources in order to operate the services they provide in the community. She explained that their 2014 budgeted operations are run on a very modest budget of \$114,676 including very low wages, with most costs being beyond their control.

In 2013 the Town increased its annual funding to \$20,000 (2012: \$15,790) which was greatly appreciated. The 2014 Budget projects a current deficit of \$10,082 that will need to be monitored and addressed by the Board.

Discussion ensued regarding user fare determinations and the variety of services provided in our community. It was noted that the new StarTrans bus arrived in June 2013. It has seating for 12 plus has additional capacity for 2 wheelchairs. The Society also owns and operates a wheelchair accessible van for individual medical appointments within Alberta.

As for the year ended December 31, 2013 a total of 6,866 passengers were served, with 1,441 being wheelchairs passengers and 821 being medical appointments. The Handibus has daily stops at all 3 lodges and Walmart in the morning and afternoon.

C. MacDonell advised that even minor increases to user fares (currently \$5 each way) are sensitive and therefore the Board does not expect to increase rates in 2014.

Members of Council expressed their great appreciation for the quality of life value that the Handibus (& van) provides to residents in our community on an affordable basis.

Mayor Richards concluded that Members of Council were in mutual agreement with continuing municipal funding for the Handibus Society at \$20,000 per year for 2014.



Mayor Richards thanked C. MacDonell and J. Wiechnik for attending the meeting and discussing the 2014 Stettler & District Handibus Society Budget.

**Motion 14:01:26**

Moved by Councillor Sernecky that the Town of Stettler Council accept the Stettler & District Handibus Society 2014 Operating Budget as presented. And further approves that a contribution to the Handibus Society in the amount of \$20,000 be included in the Town's 2014 Operating Budget.

MOTION CARRIED  
Unanimous

Delegation members departed the meeting at 7:38 p.m.

13. **In-Camera Session:** (a) Personnel Matter  
(b) Land Matter – Item 6(b) Referred In-Camera

**Motion 14:01:27**

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

MOTION CARRIED  
Unanimous at 7:40 p.m.

Assistant CAO G. Switenky departed the meeting at 7:50 p.m.

**Motion 14:01:28**

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

MOTION CARRIED  
Unanimous at 8:40 p.m.

14. **Adjournment:**

**Motion 14:01:29**

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

MOTION CARRIED  
Unanimous at 8:41 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO