

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, JANUARY 22, 2008 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor J. Hunter  
  
Councillors A. Campbell, D. Dennis, D. Garbutt, R. Peeples, D. Richards & L. Thorogood  
  
Town Manager R. Stoutenberg  
Director of Finance & Administration G. Switenky  
  
Press (2)

**Absent:** None

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

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

**Motion 08:01:22** Moved by Councillor Richards to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held January 8, 2008

**Motion 08:01:23** Moved by Councillor Peeples that the Minutes of the Regular Meeting of Council held on January 8, 2008 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the January 8, 2008 Minutes

None

4. **Citizen's Forum:** (a) Lynne Robson re: Stettler Day Care Final Mortgage Payment

This item was dealt with later in the meeting.

5. **Delegations:** (a) 7:05 P.M. re: Central Alberta Economic Partnership (CAEP)

This item was dealt with later in the meeting.

(b) 7:30 P.M. re: Jim Ireland – Prairie Bio Gas – Garbage Burning Proposal

This item was dealt with later in the meeting.

6. Administration: (a) 2008 Capital Budget

Town Manager, R. Stoutenberg advised that a Council resolution is required to adopt the Town's 2008 Capital Budget. The items/projects included were reviewed and recommended at the Capital Budget Session held on January 8, 2008. The total amount of expenditures included in the 2008 Capital Budget is \$31,018,750.

It was noted that some of the Capital items/projects are approved subject to various factors.

It was mutually agreed that the Local Improvement sidewalk project on 51<sup>st</sup> Street between 49<sup>th</sup> and 50<sup>th</sup> Avenues is approved subject to Council proceeding with the initiation of a Local Improvement in accordance with the provision of the *Municipal Government Act*.

**Motion 08:01:24**

Moved by Councillor Thorogood that the Town of Stettler Council approve the 2008 Capital Budget with capital expenditures totaling \$31,018,750.

MOTION CARRIED  
Unanimous

(b) Reminder of January 30, 2008 Meeting at 10:30 a.m. with RCMP at County of Stettler Office – RCMP Looking for Input on Local Operations

Town Manager, R. Stoutenberg referred Council members to a handout package which includes correspondence from Sgt. Rowland Schmidt, RCMP.

(c) FCSS Budget 2008

The 2008 Family & Community Support Services Operating Budget was reviewed. It was noted that the Town is requested to contribute \$28,047.00 in order to access additional provincial grant funding in the amount of \$112,189.00.

**Motion 08:01:25**

Moved by Councillor Garbutt that the Town of Stettler Council accept the 2008 Family & Community Support Services Budget as presented, and further approve a \$28,047 municipal grant in the Town's 2008 Operating Budget to financially assist their operations.

MOTION CARRIED  
Unanimous

(d) Local Improvement Plan (51 Street)

Mayor Hunter declared a conflict of interest as a locally affected property owner and by departing the Council Chambers excused himself from discussion and voting on this matter.

Deputy Mayor Councillor Campbell assumed the chair.

Town Manager, R. Stoutenberg reviewed the memorandum from Administration regarding the 2008 Local Improvement – Commercial Sidewalk (Uni-Stone).

The *Municipal Government Act (MGA)* allows either property owners or the municipality to initiate a project under the Local Improvement provisions.

The Town has previously initiated Local Improvements for the upgrade of sidewalks as they deteriorate and/or become unsafe. Sidewalks in the downtown business sector have been replaced with a uni-stone streetscape concept and have been cost shared on a 50/50 basis with abutting properties. The rationale for cost sharing is that the municipality as a whole benefits from the project. A number of downtown sidewalks have been upgraded resulting in consistent and aesthetically appealing sidewalks in the downtown business sector.

The 2008 Capital Budget has identified 51<sup>st</sup> Street between 49<sup>th</sup> & 50<sup>th</sup> Avenues on both sides in the downtown business sector as the priority for sidewalk replacement based on the Town's sidewalk inspection policy (East side), as well as being in-conjunction with the emerging Downtown Streetscape Program; including downtown parking lot enhancements, and the 2008 paving program.

\$122,557 is included in the 2008 Capital Budget for the Town's share of 51<sup>st</sup> Street sidewalk improvements (\$12,057 for frontage and \$110,500 representing 50% of the estimated costs).

Discussion ensued regarding the local improvement process prescribed in the *Municipal Government Act*. Town Manager informed Council that Administration is proposing that an Open House could be held on February 1<sup>st</sup>, 2008 from 11:00 a.m. to 2:00 p.m.

Discussion continued regarding the current square foot cost of uni-stone versus previous year sidewalk programs and if there is a valid need to replace the east side at this time.

**Motion 08:01:26**

Moved by Councillor Garbutt that the Town of Stettler Council hold an Open House on February 1<sup>st</sup>, 2008 between the hours of 11:00 a.m. and 2:00 p.m. with affected property owners on both sides of 51<sup>st</sup> Street between 49<sup>th</sup> & 50<sup>th</sup> Avenues to educate them on the scope of the proposed 2008 local improvement project and to inform them of other related infrastructure works proposed to be undertaken in conjunction with the replacement of the sidewalks, curbs and gutters.

MOTION CARRIED (5 – 1)  
Opposed: Councillor Peebles and  
with the abstention of Mayor  
Hunter

Mayor Hunter returned to the meeting and assumed the chair.

(e) Memo re: Performing Arts Theatre

Town Manager, R. Stoutenberg advised that staff have compared the proposed Clearview School Division #71 Agreement with the previous agreement and noted some minor changes.

The Performing Arts Theatre met on September 17, 2007 and recommended that the agreement be executed as amended.

**Motion 08:01:27**

Moved by Councillor Dennis that the Town of Stettler Council approve the Clearview Regional Division #71 – Performing Arts Theatre Agreement as presented.

MOTION CARRIED  
Unanimous

(f) Request for Subdivision #2007-16

Town Manager, R. Stoutenberg advised that the applicants (Glen & Shirley Swainston) are proposing to create two lots to accommodate a duplex on Lot 6, Block 46, Plan 2442AE located at 5008 – 44 Street.

The North lot to be created is 360 square meters and the South lot to be created is 470 square meters which meets the minimum parcel requirements of the R2: General Residential Land Use District.

Access to the property will be from the lane between 44<sup>th</sup> Street and 45<sup>th</sup> street (required off-street parking is provided for each unit).

The applicant has obtained a development permit and a building permit for the construction of a duplex and received Municipal Planning Commission approval on August 30, 2007 to relax the minimum rear yard requirement to allow for an attached rear garage on each unit.

After consulting with Public Works the applicant was informed that they will be required to expose the existing municipal services to determine their depth, and to ultimately ensure that proper building grades are established so that future dwelling units can be serviced. It will be the applicant's responsibility to ensure separate services are provided to each unit to the satisfaction of the Town of Stettler's Public Works Department.

One concern was received from an adjacent property owner respecting drainage on the proposed lots. Town Manager R. Stoutenberg advised that this adjacent property owner was satisfied when staff informed him that the applicant has graded the lots in accordance with the Town's Land Use Bylaw and that the Town would take a look at the rear lane in the spring.

**Motion 08:01:28**

Moved by Councillor Thorogood that Subdivision Application 2007-16 from Glen & Shirley Swainston to create two parcels to accommodate a duplex on Lot 6, Block 46, Plan 2442AE 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 Town of Stettler Council approves Subdivision Application 2007-16 as per the tentative plan for the following reasons:

1. That the application is consistent with Section 7 of the *Subdivision and Development Regulations*.
2. The application is consistent with the Municipal Development Plan.
3. No Municipal reserves owing.

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2007-16 subject to the following conditions:

1. Subdivision to be effected by a plan of Survey, pursuant to Section 657 of the *Municipal Government Act*.
2. That the developer supplies appropriate municipal services to each new parcel being created to the satisfaction of the Town of Stettler's Public Works Department.
3. That any outstanding property taxes on the land being subdivided are paid or satisfactory arrangements made thereto the Town of Stettler.

MOTION CARRIED  
Unanimous

(g) 2008 Strategic Plan

Town Manager, R. Stoutenberg presented the 2008 Strategic Planning items that were compiled at the Strategic Planning Session held on January 15<sup>th</sup>, 2008. The overall list included 30 items; individual action plans have been developed for the top seven goals identified. Council reviewed the action plans on an item by item basis as follows:

1. Improved Health Care
2. Community Celebrations/Events/Theme
3. Beautification Initiatives
4. Environment Friendly
5. Regional Harmony/Mediation
6. Heritage Buildings and Brownfield Sites
7. Main Street Program

It was stated that updates will come back to Council on a regular basis including highlights of the accomplishments/steps completed to date.

**Motion 08:01:29**

Moved by Councillor Richards that the Town of Stettler Council approve the 2008 Strategic Plan as presented.

MOTION CARRIED  
Unanimous

(h) Review of January 31, 2008 Joint Council Agenda Items

Town Manager, R. Stoutenberg reviewed the agenda items for the January 31, 2008 Joint Meeting.

He also informed Council that there will be an Elected Officials Emergency Management briefing from 3:00 p.m. to 3:30 p.m. as part of this session.

It was noted that the County is hosting the meeting this year.

(i) Recommendation re: Joint Building Project Manager

This item was dealt with later in the meeting.

(j) February Newsletter Items

- Family Day Celebration – Feb 17
- 2008 Business Licenses Due
- Handicap Accessibility Parking Sites

4. **Citizen's Forum:**

(a) Lynne Robson re: Stettler Day Care Final Mortgage Payment

Lynne Robson, Administrator, Leisha Endres, Chair and Melaine Cheater, Vice-Chair entered the meeting at 7:00 p.m.

Mayor Hunter provided a brief historical background respecting the Day Care facility.

L. Robson expressed her sincere gratitude to Council and the Community for the support they received over the years.

Mayor Hunter expressed Council's sincere appreciation to everyone involved in the success of the Stettler Day Care.

L. Robson, L. Endres & M. Cheater departed the meeting at 7:15 p.m.

5. **Delegations:**

(a) 7:05 P.M. re: Central Alberta Economic Partnership (CAEP)

Dawna Allard, CAEP Manager and Dalynn Harris, Executive Officer entered the meeting at 7:15 p.m.

Additionally members of the County of Stettler Council; Councillors Blake Chapman, Les Stulberg & Earl Marshall as well as Tim Fox, CAO entered the meeting.

Mayor Hunter welcomed the delegation members to Council.

D. Allard gave a power point presentation respecting the purpose of the Central Alberta Economic Partnership organization. It was noted that both Council's are members of this organization.

Mayor Hunter thanked the delegation members for their informative presentation.

D. Allard & D. Harris departed the meeting at 7:40 p.m.

(b) 7:30 P.M. re: Jim Ireland – Prairie Bio Gas – Garbage Burning Proposal

Jim Ireland, President & CEO Prairie Bio Gas entered the meeting at 7:45 p.m.

Mayor Hunter welcomed J. Ireland to Council and proceeded with an introduction and a welcome to members of the County of Stettler Council in attendance being Councillors Blake Chapman, Les Stulberg & Earl Marshall and Tim Fox, CAO.

J. Ireland gave a power point presentation respecting the Pyromex System which is a German technology that creates energy from waste products using an advanced gasification process.

The Pyromex System Technology involves:

- ultra-high temperature gasification.
- an induction heating system.
- outputs electricity and a combustible high quality syngas.
- uses 1/3 of the electricity produced and 2/3 is available for output.
- compact size and economically scalable.
- is an ideal solution to eliminate the challenges associated with waste disposal while generating valuable clean energy.

A relatively small scale unit requires 25 tonnes per day of waste feedstock which should create 1.5 to 2.0 MW of green electricity and 3 to 4 MW of heat for cogen options. In doing so approximately 3.5 tonnes of an inert waste material is created and must be disposed of. It is also possible to produce liquids like ethanol.

A Feasibility Study is expected to be completed by the end of January 2008, and a pilot project will be located at the University of Regina.

The municipal investment opportunity is up to 25% of the project estimated at between \$5 and \$10 million, however an investment it is not required.

Discussion ensued regarding whether 25 tonnes per day of feedstock is readily available in the area, including existing materials buried at the landfill site, the need to separate specific solid waste materials that cannot be gasified and how far away the unit can be located from the end user of the heat energy created.

Mayor Hunter thanked J. Ireland for his informative presentation.

J. Ireland and members of County Council departed the meeting at 8:35 p.m.

Mayor Hunter temporarily recessed the meeting at 8:35 p.m.

Mayor Hunter reconvened the meeting at 8:40 p.m.

(k) Accounts Payable in the amount of \$264,118.40

**Motion 08:01:30**

Moved by Councillor Peeples that Accounts Payable cheque #50248 in the amount of \$6,300 for Broadport Canada Inc. having been paid, be accepted as presented.

MOTION CARRIED

Abstained: Councillor Thorogood

**Motion 08:01:31**

Moved by Councillor Dennis that Accounts Payable for the period ending January 17, 2008 in the amount of \$257,818.40 having been paid, be accepted as presented.

MOTION CARRIED

Unanimous

(i) Recommendation re: Joint Building Project Manager

Mayor Hunter declared a possible conflict of interest and by departing the meeting excused himself from discussion and voting on this matter.

Deputy Mayor Councillor Campbell assumed the chair.

Councillor Richards outlined the process undertaken in conjunction with Bearden Engineering Consultants Ltd. who recommended that the Town solicit bids from qualified and capable construction contractors to act as a Project Superintendent/Manager.

Two contractors were short-listed for Council's consideration based on the magnitude of the project.

Brenex Building: Total \$363,076  
Johnston Builders: Total \$411,000

Both contractors have worked on projects with Bearden Engineering and have provided professional construction services.

Discussion ensued regarding the difference between utilizing the services of a construction manager, verses just tendering the entire project.

**Motion 08:01:32**

Moved by Councillor Thorogood that the Town of Stettler Council approves proceeding into a Construction Management Contract with Brenex Building Corporation as per their proposal for the construction of the new joint Town/School Board Office, subject to the approval of the Clearview School Division.

MOTION CARRIED

Unanimous with abstention of Mayor Hunter

Mayor Hunter returned to the meeting and assumed the chair.

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Jan 11 - Meeting with School Board re: Joint Building.
- Jan 15 - Strategic Planning.
- Jan 18 - Town Office duties.  
- Meeting with County re: east gate.
- Jan 22 - Meeting with Jack Hayden.

(b) Councillor Campbell

- Jan 15 - Strategic Planning.
- Jan 21 - Municipal Planning Commission Meeting.

(c) Councillor Dennis

- Jan 15 - Strategic Planning.
- Jan 17 - Stettler Library Board Meeting.

(d) Councillor Garbutt

- Jan 15 - Strategic Planning.
- Jan 21 - Municipal Planning Commission Meeting.

(e) Councillor Peebles

- Jan 15 - Strategic Planning.
- Jan 17 - Red Deer Regional Municipal Users Group Meeting in Drumheller.
- Jan 21 - Municipal Planning Commission Meeting.  
- Stettler Town & Country Museum Meeting.

(f) Councillor Richards

- Jan 11 - Meeting with School Board re: Joint Building.
- Jan 14 - Interviewed builders/contractors for Joint Building.
- Jan 15 - Strategic Planning.
- Jan 16 - Conference Call at Town Office re: Joint Building.

(g) Councillor Thorogood

- Jan 10 - Board of Trade Meeting.
- Jan 15 - Strategic Planning.
- Jan 16 - Stettler Health Services Foundation Meeting.
- Jan 17 - Red Deer College Forum at the Board of Trade.
- Jan 21 - Challenge Day at the Stettler High School.

8. **Minutes:**

(a) SMRWSC Meeting of December 19, 2007

**Motion 08:01:33**

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

MOTION CARRIED  
Unanimous

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) None

11. **Correspondence:**

(a) Is Direct Energy Right For Your Community?

(b) Sources of Conflict Between Municipal Politicians and Staff

**Motion 08:01:34**

Moved by Councillor Peeples that correspondence items 11(a) & 11(b) be accepted for information.

MOTION CARRIED  
Unanimous

12. **Items Added:**

(a) None

13. **In-Camera Session:**

(a) Memo re: Mediation Meeting February 5, 2008

**Motion 08:01:35**

Moved by Councillor Thorogood that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager and Director of Finance & Administration present to discuss the item as presented on the In-Camera Agenda.

MOTION CARRIED  
Unanimous at 9:17 p.m.

**Motion 08:01:36**

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

MOTION CARRIED  
Unanimous

14. **Adjournment:**

**Motion 08:01:37**

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

MOTION CARRIED  
Unanimous at 10:00 p.m.

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Mayor

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Director of Finance & Administration