

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, JULY 20, 2010 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards  
  
Councillors A. Campbell, D. Bachman, D. Dennis, D. Garbutt,  
R. Peeples & L. Thorogood  
  
Assistant CAO G. Switenky  
Corporate Secretary C. Smith  
  
Press (2)

**Absent:** 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 10:07:15** Moved by Councillor Thorogood to approve the agenda as presented with the following additions:

- 6(c) County of Stettler re: Rezone from "A" Agricultural to "DCD" Direct Control District (additional correspondence)
- 12(a) Stettler Regional Board of Trade – Education Request
- 12(b) Stettler Fire Hall Roof Replacement

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held July 6, 2010

**Motion 10:07:16** Moved by Councillor Bachman that the Minutes of the Regular Meeting of Council held on July 6, 2010 be approved as presented.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the July 6, 2010 Meeting Minutes

- (i) Airport Fuel Tank Replacement – Councillor Dennis advised that he has contacted the UFA in Castor regarding an airport fuel tank and they only have a 16,000 litre tank as opposed to a 25,000 litre tank as required. Further investigation for an appropriate sized tank in ongoing.
- (ii) It was noted that Administration will contact the County of Stettler to inquire whether testing to determine if soil cement can be used for the cemetery road. The project needs to be undertaken before December 31, 2010 to be eligible for pre-approved provincial funding.
- (iii) It was noted that a road closed sign needs to be posted at the south end of 70<sup>th</sup> Street due to the construction near the wastewater facilities.

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

5. **Delegations:** (a) None

6. **Administration:** (a) Discussion re: Remuneration Survey

Assistant CAO, G. Switenky advised that the Council Remuneration Survey as presented is intended for comparative review purposes. He reminded Council that it is the Town's policy to review the Council Remuneration Policy prior to the general election every three years.

Mayor Richards explained that the survey is here for Council's review. On July 6, 2010 Council mutually agreed that consideration of the Council Remuneration Policy be brought forward to this meeting (July 20, 2010) for further discussion and direction.

Discussion ensued respecting the Council Remuneration Expenses survey and various rates and amounts included in the Town's current policy. It was expressed that Members of Council should be additionally remunerated for necessary direct meeting time spent during the normal work day and/or performing tasks associated with external Board duties and functions.

Administration noted that the current policy contains provisions for the Mayor at his discretion to authorize per diems (\$130 or \$260) for in-Town business of a significant nature (being beyond the normal expected time commitment of an elected official). It was suggested that this provision (or a new one) should be further enhanced to clarify intent and afford a level of remuneration certainty.

Discussion continued regarding whether at-large Council appointed volunteer board/committee/agency members should be remunerated on a per meeting/related business basis. This appears to be a concern on only those joint boards that have Town members attending along with paid County appointed at-large board members

Administration advised that an annual cost estimate could be compiled respecting volunteer members-at-large attending Town board/committee/agency meetings. Alternative remuneration levels can be utilized to recognize typical time spent at meetings etc. This item will be brought back to a future Council Meeting once completed.

After further roundtable input Mayor Richards with the mutual consent of a majority of Council that the Remuneration Policy II-3(b) be revised to reflect that effective January 1, 2001 the Mayor's salary will be increased to \$20,000 (from 2008 - \$15,315) throughout the three-year term of office, and that the Councillor's salaries be set at 2/3 of the Mayor's salary being \$13,333 (from 2008 - \$11,486).

In addition the policy is also to be amended as follows:

- a. Option to expand the AD&D to 24 hour coverage.
- b. Add a new clause #6 to permit the application of per diems for Members of Council to reflect external board duties/unusually extended meetings during the normal working day (i.e.: signing cheques, extended meetings or duties required at Committee level.) These hours are to be accumulated up to a minimum of 4 hrs. prior to being expensed at the ½ day rate.

- c. Option for SRC Family Fitness Passes for elected Officials.
- d. Policy to be effective January 1, 2011.

Administration will bring back the revised Remuneration Policy to a future meeting prior to Nomination Day.

(b) Memo re: Apollo Lodge #27 – Tax Refund Request

Councillor Campbell declared a possible conflict of interest and by departing the Council Chambers excused himself from voting and discussion on this item.

Assistant CAO, G. Switenky noted that in previous years the practice of Town Council has been to refund the municipal portion of the property taxes for the Apollo Lodge. The reason for this refund is that part of the Apollo Lodge is used by the community.

**Motion 10:07:17**

Moved by Councillor Thorogood that the Town of Stettler Council approves a refund of 2010 municipal property taxes for the Apollo Lodge #27, Tax Roll #119900009 in the amount of \$946.33 as allowed per Section 347 of the *Municipal Government Act*.

MOTION CARRIED

Unanimous with the abstention of Councillor Campbell

Councillor Campbell returned to the meeting.

(c) Memo re: County of Stettler Subdivision

Assistant CAO, G. Switenky advised that on July 7, 2010 the County of Stettler No. 6 held a Public Hearing regarding the proposed Bylaws 1440-10 & 1441-10 to amend the County of Stettler's Land Use Bylaw by establishing a Direct Control District 6 to accommodate East Central Auto Recyclers on Highway 56 north.

In accordance with the *IDP* and the *MGA* the Town of Stettler submitted its objection against these bylaws, however both bylaws were granted second reading by County Council (on a 4 to 3 vote) together with the condition that: "Third reading of Bylaws 1440-10 & 1441-10 shall not be considered until the developer has applied for and the Development Authority and Subdivision Authority have respectively and duly processed a development permit application and a subdivision application".

Subsequently the Town has received notification of the proposed subdivision of one +/- 10 acre Direct Control District 6 Parcel to accommodate a land sale and development of an auto recycling business along Highway 56; the subdivision application referral does not appear to differentiate between the subdivision and the resulting development.

In accordance with the *MGA* the use of a Direct Control District legislates that there would be no appeal available respecting the issuance of a development permit. The Town's position to this point has been to consistently object to this development along the north gateway of our community.

Council reviewed the notification and application for subdivision as well as a draft response from the Town which

supports Councils' objection to the subdivision as referred/presented.

Assistant CAO, G. Switenky advised that, if necessary Administration will seek legal advice from our Municipal Lawyers Brownlee LLP respecting options for Council to consider should the bylaws ultimately receive third reading.

Mayor Richards concluded with mutual consent of Council that that a letter be submitted from the Town of Stettler (substantively as per the draft copy included in the agenda package). This letter/response formally communicates the Town's objection to the proposed County Subdivision Application SUB2010-10, as the intended use of the lands is not in accordance with policies contained within the Inter-municipal Development Plan.

(d) Red Willow Creek Flood Risk Maps Review

Assistant CAO, G. Switenky advised that River Engineering Consulting was retained by the Town of Stettler to review the existing Flood Risk Maps.

Due to the absence of CAO, Rob Stoutenberg, this item was tabled to a future meeting for discussion.

(e) Statement of Revenue & Expenses & Capital Activity as of June 30, 2010

**Motion 10:07:18**

Moved by Councillor Peeples that the Town of Stettler Council accept the Statement of Revenue & Expenses & Capital Activity as of June 30, 2010 as presented.

MOTION CARRIED  
Unanimous

(f) Taxes Receivable as of June 30, 2010

**Motion 10:07:19**

Moved by Councillor Bachman that the Town of Stettler Council accept the Taxes Receivable as of June 30, 2010 as presented.

MOTION CARRIED  
Unanimous

(g) Accounts Payable in the amount of \$788,179.38

**Motion 10:07:20**

Moved by Councillor Campbell that Accounts Payable in the amounts of \$540,748.92, (\$57.11 VOID) & \$247,487.57 for the period ending July 14, 2010 for a total amount of \$788,179.38 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- July 7 - County of Stettler Public Hearing.
- July 8 - Luncheon with Councillor Thorogood and Mike Dandurand re: Kin Build.
- July 9 - Town Office duties.
- July 16 - Town Office duties.

- Meeting with Keith Ryder re: Economic Development Staff training.
- Meeting with Deputy Fire Chief re: Fire Hall roof.
- July 17 - Spoke with County of Stettler Reeve re: Fire Hall roof.
- July 20 - Joint Town County Fire Cost presentation.

(b) Councillor Bachman

- July 8 - Beautification Meeting.
- July 15 - MPC Meeting.

(c) Councillor Campbell

- July 13 - Rodeo Meeting.
- July 15 - MPC Meeting.
- July 18 - Meeting with Assistant CAO re: Soccer Tournament.
- July 20 - Joint Town County Fire Cost presentation.

(d) Councillor Dennis

- July 20 - Joint Town County Fire Cost presentation.

(e) Councillor Garbutt

- July 15 - MPC Meeting.
- July 20 - Joint Town County Fire Cost presentation.

(f) Councillor Peeples

- July 8 - Beautification Meeting.
- July 15 - MPC Meeting.
- July 20 - Joint Town County Fire Cost presentation.

(g) Councillor Thorogood

- July 8 - Luncheon with Mayor Richards and Mike Dandurand re: Kin Build.
- July 8 - Stormhold cheque presentation
- July 15 - Health Advisory Committee Meetings in Delia & Red Deer.
- July 20 - Joint Town County Fire Cost presentation.

8. **Minutes:**

(a) SRC Improvement Committee Meeting of June 28, 2010

(b) Heartland Beautification Meeting of July 8, 2010

**Motion 10:07:21**

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

MOTION CARRIED  
Unanimous

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) None

11. **Correspondence:**

(a) Alberta Municipal Place

(b) Higher Waste Fees for Edmonton Homeowners

(c) Central Alberta Economic Partnership re: CAEP Regional Transportation Strategy – Request for Support in Principle

(d) Village of Alix Invitation

It was mutually decided that Town Council would have to send their regrets as the Town of Stettler's Parade & Rodeo is also on August 14, 2010.

**Motion 10:07:22**

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

MOTION CARRIED  
Unanimous

12. **Items Added:**

(a) Stettler Regional Board of Trade and Community Development

Mayor Richards advised that he had met with Keith Ryder, Executive Director of the Stettler Regional Board of Trade & Community Development who is looking for Council's support to provide funding authority to cover the tuition costs and related expenses incurred for a staff member to complete an economic development course through Simon Fraser University. The cost of this course is \$3600 for tuition, plus mileage and accommodations in/to High River, Alberta for eight 2 day sessions.

Town Council mutually agreed that this is a worthwhile endeavor that would certainly add value to the community in the future.

Discussion ensued regarding whether it is appropriate to get a personal/formal commitment that this staff member will be required to remain employed at the Stettler Board of Trade Office for a minimum amount of time after successfully completing the formal training/education program.

Mayor Richards with the mutual consent of Council agreed to accept the employee training costs as presented/requested, and further to approve this expenditure allocation in the Town's 2010 Operating Budget under the existing Stettler Regional Board of Trade and Community Development 2010 conditional funding commitment of \$44,900 directed towards Community Development initiatives.

Administration will forward Council's concerns to the Executive Director of the Board of Trade to draft a contract.

(b) Stettler Fire Hall Roof Replacement

Mayor Richards informed Council that the Town has been informed that the roofing contractor at the Stettler Fire Hall will not warranty their work because the roof on the existing building is leaking.

It was noted that the replacement cost of \$60,000 for an insulated roof on the existing Stettler Fire Hall had been cut from the original Phase 2 construction/renovation budget as a cost saving measure.

Mayor Richards advised that he has discussed this emergent need with the Reeve at the County of Stettler and it was mutually agreed that the roof should be replaced at this time.

Mayor Richards advised further that Fire Administration has received competitive quotes from three qualified roofing contractors for various installation alternatives.

Discussion ensued respecting the need to undertake this work immediately so as not to delay the Fire Hall construction project from being completed as planned and with full warranty.

**Motion 10:07:23**

Moved by Councillor Garbutt that the Town of Stettler Council authorizes a budget allocation of \$60,000 for the replacement of the roof of the existing Fire Hall structure and that Administration be authorized to award the contract based on the competitive quotes as presented. And further that the County of Stettler be advised that they are responsible for 50% of these costs as per the joint operating agreement.

MOTION CARRIED  
Unanimous

13. **In-Camera Session:** (a) Offer to Purchase/Disposal of Property

**Motion 10:07:24**

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

MOTION CARRIED  
Unanimous at 8:03 p.m.

**Motion 10:07:25**

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

MOTION CARRIED  
Unanimous at 8:11 p.m.

**Motion 10:07:26**

Moved by Councillor Campbell that the Town of Stettler Council accept the fair offer to purchase the old Town Office building located at 4840 – 50 Street.

MOTION CARRIED  
Unanimous

14. **Adjournment:**

**Motion 10:07:27**

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

MOTION CARRIED  
Unanimous at 8:11 p.m.

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Mayor

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Assistant CAO