

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

Present: Mayor J. Hunter

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

Town Manager R. Stoutenberg
Corporate Secretary C. Smith

Press (2)

Absent: Director of Finance & Administration G. Switenky

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

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

Motion 08:07:16 Moved by Councillor Richards to approve the agenda as presented with the following additions:

- 12(a) Dead Trees Around Town
- 12(b) Concert in West Stettler Park
- 12(c) Update: Joint Building

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

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

Motion 08:07:17 Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on July 8, 2008 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the July 8, 2008 Minutes

None

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

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

- 6. **Administration:** (a) Memo re: 47th Avenue Urban Reserve Land

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

Councillor Richards assumed the chair.

Town Manager, R. Stoutenberg explained that at the June 17th, 2008 a delegation requested Council to rezone the Urban Reserve land south of 47 Avenue and Industrial land north of 47 Avenue to Residential. A memo was presented to Council outlining that the Town of Stettler records indicate this land has been zoned Urban Reserve since at least 1980.

Urban Reserve Districts act as a means to achieve existing long-term planning goals while allowing existing land owners to maintain their current quality of life. Based on public input from property owners residing within this Urban Reserve Land Use District, Council directed Administration to review further options for potential long-term zoning. Administration has prepared the following options for further consideration.

Option 1: Industrial
Option 2: Urban Reserve District
Option 3: Direct Control Urban Reserve District
Option 4: Residential District

It was determined that Option 2 which proposes to maintain the Urban Reserve zoning but also recommends property enhancement guidelines (which would provide clarity on the types of development that would be permitted) and Option 3 which proposes a Direct Control District where all decisions pertaining to development would be directed to Council are the best options for this area.

Motion 08:07:18

Moved by Councillor Campbell that Administration develop a bylaw changing the zoning from Urban Reserve District to a Direct Control Urban Reserve District.

Motion 08:07:19

Moved by Councillor Thorogood that Motion 08:07:18 be amended so that the Direct Control District include reasonable development guidelines.

MOTION DEFEATED (5 – 1)

Councillor Richards called for the vote on the original Motion 08:07:18 made by Councillor Campbell.

MOTION CARRIED (4 – 2)

Opposed: Councillors Peeples & Thorogood

(b) Memo re: Local Improvement Cost Options for Tower Road – Soil Cement

All Town Council members were reminded of a letter from Alberta Municipal Affairs regarding Section 168(2) of the *Municipal Government Act*. This approval letter states, "That the three remaining Councillors who have not declared a pecuniary interest constitute a quorum for the purposes of voting on a proposed local improvement to rebuild and resurface 57 Street from 52 Avenue north to the Town boundary in the Town of Stettler."

Mayor Hunter and Councillors Richards, Thorogood & Dennis all declared a possible conflict of interest and by departing the meeting excused themselves from discussion and voting on the matter.

Councillor Peeples assumed the chair (only three members of Council remaining).

Town Manager, R. Stoutenberg advised that the estimated cost to have the County of Stettler soil cement and chip seal approximately 400m of Tower Road in 2009 is \$49,750.

Upon review of the northwest (57th Street) Area Structure Plan it is planned that (when fully developed) all properties in this area will be serviced via internal roadways (and not directly off Tower Road). These roadways will be expected to be paved at the cost of the developer(s) or via a local improvement at that time.

It was noted that soil cement with chip seal is considered an interim treatment to bridge the gap until Alberta Transportation determines the timing of eventual highway upgrades in the immediate vicinity.

Motion 08:07:20

Moved by Councillor Campbell that the Town of Stettler improve the Tower Road in 2009 through a soil cement/ship seal treatment and further that it be funded through a grant and general taxes.

MOTION CARRIED

Unanimous with the abstention of Mayor Hunter & Councillors Richards, Thorogood & Dennis

(c) Request for Subdivision 2008-05

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

Councillor Richards assumed the chair.

Town Manager, R. Stoutenberg advised that the applicant (Echo Ridge Homes) is proposing to create two lots to accommodate an infill single family dwelling on Lots 11 & 12, Block 5, Plan LIV located at 6102 – 50A Avenue.

Currently there is an existing single family dwelling located at 4701- 48th Street and is situated on Lots 11 & 12. The portion of this dwelling unit that is located on Lot 12 consists primarily of a porch. The applicant is proposing to remove the porch from this dwelling unit to create more room on Lot 12. The applicant is proposing to subdivide Lot 12 and consolidate the remaining section of Lot 12 with Lot 11 to ensure the existing home will meet the side yard requirements of 1.5 meters.

The proposed subdivision and consolidation will create two lots. The north lot to be created will be 504.6 square meters and the south lot will be 602.9 square meters, both of which meet the minimum parcel size for an R2 Land Use District. Access to the property will be from 48th Street and the lane located between 48th and 47th Street.

At this time there is no apparent concerns with servicing the proposed subdivision, however the applicant will have to obtain approval from the Director of Operational Services for municipal services.

No concerns were received from adjacent property owners respecting this infill development/subdivision.

Motion 08:07:21

Moved by Councillor Thorogood that Subdivision Application 2008-05 from Echo Ridge Homes to create two lots to accommodate an infill single family dwelling on Lots 11 & 12, Block 5, Plan LIV 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 2008-05 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 2008-05 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 applicant supplies appropriate municipal services to each new parcel being created to the satisfaction of the Town of Stettler's Public Works Department.
3. The applicant must obtain lowest top of footing and recommended finished grades from the Director of Operational Services prior to any future development on the newly created lot.
4. That any outstanding property taxes on the land being subdivided are paid or satisfactory arrangements made thereto the Town of Stettler.

MOTION CARRIED

Unanimous with the abstention of
Councillor Hunter

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

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

Councillor Richards assumed the Chair.

Town Manager, R. Stoutenberg 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 08:07:22

Moved by Councillor Peeples that the Town of Stettler Council approve a refund of 2008 municipal property taxes for the Apollo Lodge #27, Tax Roll #119900009 in the amount of \$896.61 as allowed per Section 347 of the *Municipal Government Act*.

MOTION CARRIED

Unanimous with the abstentions of Mayor Hunter and Councillor Campbell

Mayor Hunter resumed the Chair.

(e) Memo re: Don Fix Retaining Wall

Town Manager, R. Stoutenberg explained that Don Fix has requested that the Town of Stettler contribute to the reconstruction of the retaining wall located at 4801 – 54 Street. The retaining wall is located on Town property and contributions for this type of work have been made in the past by Council (adjacent property to the north).

Town Council compared Administration's Options 1 & 2.

Option 1

Administration has prepared the following calculation using the consumer price index (base year 1995 = 100).

Council's contribution in 1995 for the retaining wall reconstruction on the property adjacent to Don Fix's property was \$1,500 towards the \$7,500 contract price. Based on this contribution and the CPI numbers a comparable contribution in today dollars would be as follows:

$$2007 \text{ CPI } (139) / 1995 \text{ CPI } (100) = 1.39$$
$$\$1.39 * \$1,500 = \underline{\$2,085}$$

Option 2

Council's contribution in 1995 = \$1,500.00 or \$53.00/Ln Meter

Contract Price for 'Allan Block' retaining wall (1995)-
\$7,500.00 (\$267.00/Ln Meter)

Contract Price for 'Allan Block' retaining wall (2008 -
\$10,680.00(\$206.00/Ln Meter)

$$(\$206.00/\text{Ln Meter}) / (\$267.00/\text{Ln Meter}) = \$.77$$

$$$.77 * (\$53.00 / \text{Ln Meter}) = \$40.81$$

$$\$40.81 * 51.82 \text{ Meters to be rebuilt} = \underline{\$2,114.77}$$

Motion 08:07:23

Moved by Councillor Richards that the Town of Stettler fund the retaining wall replacement to a maximum cost of \$2115 and further that Public Works removes the existing wall and repairs the sidewalk.

MOTION CARRIED

Unanimous

(f) Policy VI-5(a) re: Toilet Replacement

Town Manager, R. Stoutenberg advised that Policy VI-5(a) is to establish guidelines for the replacement of old style high volume toilets with new low flush toilets. R. Stoutenberg explained that this item is a follow-up from the Strategy Session to reduce water consumption in the Town of Stettler. Reducing water consumption will benefit the Town of Stettler by reducing capital and operating costs of the water & sewer systems.

Council decided that the program would begin as soon as advertising and an application form is in place and that there would be no recommended yearly budget.

Motion 08:07:24

Moved by Councillor Dennis that the Town of Stettler Council approve Policy VI-5(a), being the Toilet Replacement Policy as amended with the deletion of (h) & (i).

MOTION CARRIED
Unanimous

(g) Memo re: Strategy item re: Green Building Policy

Town Manager, R. Stoutenberg explained that the Built Green Program was established in 2003 by industry leaders and is now run by the Built Green Society of Canada. The program was designed to provide a voluntary and flexible means of achieving green building standards in Alberta.

Motion 08:07:25

Moved by Councillor Peebles that the Town of Stettler Council direct Administration to hold an Open House in October 2008 with local contractors, realtors and the general public to gain input to determine if a Built Green Program should be established in Stettler and if so, what type of incentive would be appropriate.

MOTION CARRIED
Unanimous

(h) Memo re: Salt Sand Storage Shed & Parks Storage

Town Manager, R. Stoutenberg reviewed the memorandum regarding the construction of a Salt Sand Storage Shed, Parks storage building and a Mechanic's Bay addition.

Town Manager, R. Stoutenberg explained that the cold storage building has a footing that will not meet the code required for the Mechanic's Bay addition. Furthermore it is too costly to move the cold storage building. Several estimates were presented with the memo outlining the costs for a salt shed.

The reservoir where the Parks equipment has been stored for the winter has been removed. The new storage shed has been redesigned to ensure that it is a cost effective design. Estimates have put the new building within the \$60,850 authorized in the 2008 Capital Budget.

The Mechanic's Bay addition will be presented as Phase Two in the following year with the design prepared with this year's Capital Budget of \$15,000.

Motion 08:07:26

Moved by Councillor Thorogood that the Town of Stettler Council award the construction of the Salt Sand Storage Shed to UFA and further to tender the Parks Storage building.

MOTION CARRIED
Unanimous

- (i) August Newsletter Items
 - Water Smart Program
 - Community Improvement Policy
 - Entertainment in the Park
 - Back to School – September 2nd
 - Committee Meetings Resume September 9th
 - Stettler's Annual Fly-In Breakfast – September 1st
 - Business & Citizenship Awards – October 15th
Nomination Forms
 - Update re: Recycling
 - Sports Park
 - Toilet Replacement Program

- (j) Bank Reconciliation as of June 30, 2008

Motion 08:07:27

Moved by Councillor Peeples that the Bank Reconciliation as of June 30, 2008 be accepted as presented.

MOTION CARRIED
Unanimous

- (k) Accounts Payable in the amount of \$423,031.10

Motion 08:07:28

Moved by Councillor Garbutt that Accounts Payable for the period ending July 16, 2008 in the amount of \$423,031.10 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

- (a) Mayor Hunter

- July 10 - Meeting with MLA, Jack Hayden re: Health Region.
- July 11 - Town Office duties.
- July 18 - Town Office duties, met with Communities in Bloom judges and attended barbeque with CIB judges at West Stettler Park.

- (b) Councillor Campbell

- July 11 - Municipal Planning Commission Meeting.
- July 18 - Barbeque with CIB judges at West Stettler Park.

(c) Councillor Dennis

- July 10 - Meeting with MLA, Jack Hayden re: Health Region.
- July 19 - Intermunicipal Plan on Buffalo Lake, White Sands, Rochon Sands, County of Stettler, Lacombe & Camrose.

(d) Councillor Garbutt

- No meetings to report.

(e) Councillor Peebles

- July 10 - Meeting with MLA, Jack Hayden re: Health Region.
- July 11 - Municipal Planning Commission Meeting.
- July 16 - Red Deer River Watershed Alliance Meeting in Drumheller.
- July 17 - Red Deer River Municipal Users Group Meeting at Dickson Dam.
- July 21 - Town & Country Museum Meeting.

(f) Councillor Richards

- No meetings to report.

(g) Councillor Thorogood

- June 11 - Stettler Hospital Foundation Meeting.
- June 25 - Stettler Hospital Foundation Meeting re: Equipment Funding Policy.
- June 26 - Town Open House.
- July 10 - Meeting with MLA, Jack Hayden re: Health Region.
- July 11 - Municipal Planning Commission Meeting.

8. **Minutes:**

(a) None

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) 1970-08 re: Borrowing Bylaw

Mayor Hunter advised that Bylaw 1970-08 is to incur indebtedness by the issuance of debenture(s) in the amount of up to Two Million Seven Hundred and Eleven Thousand Two Hundred and Fifty Dollars (\$2,711,250) for the purpose of upgrading the Water Treatment Plant.

Mayor Hunter advised that Bylaw 1970-08 was advertised on June 18 & June 25, 2008.

Motion 08:07:29

Moved by Councillor Campbell that the Town of Stettler Council give second reading to Bylaw 1970-08.

MOTION CARRIED
Unanimous

Motion 08:07:30

Moved by Councillor Thorogood that the Town of Stettler Council give third and final reading to Bylaw 1970-08.

MOTION CARRIED
Unanimous

11. **Correspondence:**
- (a) 2008 Festival of Lights Events
 - (b) Council Ponders Penny Tariff on Purchases
 - (c) Biofuel Company Remains Committed to Stettler

Motion 08:07:31

Moved by Councillor Campbell that correspondence items 11(a) to 11(c) be accepted for information.

MOTION CARRIED
Unanimous

12. **Items Added:**
- (a) Dead Trees Around Town

It was advised that evergreen and birch trees around Town have been spotted with dead branches. Parks staff will be directed to check all Town trees for bugs or worms on them.

- (b) Concert in West Stettler Park

A complaint was received regarding a concert in West Stettler Park that was very loud. It was noted that the concert was held until 11:00 p.m.

- (c) Update: Joint Building

Town Manager, R. Stoutenberg advised that the basement is nearly complete, the foundation for the Council Chambers will start next week, structural steel is expected in August, and on Thursday (July 24, 2008) the Committee will be updated as to project schedule, tenders, budget, etc.

Mayor Hunter recessed the regular meeting at 8:15 p.m.

Mayor Hunter reconvened the regular meeting at 8:20 p.m.

13. **In-Camera Session:**

Motion 08:07:32

Moved by Councillor Richards that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager present.

MOTION CARRIED
Unanimous at 8:20 p.m.

Motion 08:07:33

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

MOTION CARRIED
Unanimous at 8:54 p.m.

14. Adjournment:

Motion 08:07:34

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

MOTION CARRIED
Unanimous at 8:54 p.m.

Mayor

Director of Finance & Administration