

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JULY 3, 2012 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

Councillors A. Campbell, D. Bachman, M. Fischer, L. Thorogood,
P. Simons & S. Wildeboer

CAO R. Stoutenberg
Assistant CAO G. Switenky

Press (1)

Absent: None

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

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

Motion 12:07:01 Moved by Councillor Bachman to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held June 19, 2012

Motion 12:07:02 Moved by Councillor Thorogood that the Minutes of the Regular Meeting of Council held on June 19, 2012 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the June 19, 2012 Meeting Minutes

None

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

5. **Delegations:** (a) 7:30 P.M. – Associated Engineering re: Town of Stettler Water Master Plan

This item was dealt with later in the meeting.

6. **Administration:** (a) Request for Input re: Assistant CAO Annual Appraisal

CAO, R. Stoutenberg advised that he is requesting input, if any, by July 13, 2012.

(b) Request for Input re: Planning & Development Officer Annual Appraisal

CAO, R. Stoutenberg advised that he is requesting input, if any, by July 13, 2012.

(c) Memo re: Policy VI-5(a) – Toilet Replacement Program

CAO R. Stoutenberg explained that at the June 19, 2012 Council Meeting, Council reviewed an application that prompted a review of the current toilet replacement program - Policy VI-5 (a). Town Council requested changes to the definition of "purchased locally" in the policy.

CAO R. Stoutenberg explained that the policy currently reads that toilets are to be purchased locally and a proof of purchase receipt will be required for the new toilet. There is some ambiguity regarding the broad nature of the term local.

Administration is recommending amending the policy to read as follows:

Toilets to be purchased locally with a vendor/contractor in possession of a valid local Town of Stettler business license and a proof of purchase receipt will be required for the new toilet. This policy does not apply to vendor/contractors who hold out-of-Town business licenses.

Administration respectfully recommends that Council amends the current policy to reflect the change in definition of "purchased locally".

Discussion ensued regarding the difference between purchasing the toilet verses installing the toilet. It was noted that it is the intention of the policy that anyone can install the toilet however it must be purchased from a local business/vendor to qualify for the rebate.

It was mutually agreed that the proposed definition be changed subtly to provide more clarification for the term "Purchased".

It was mutually agreed that a contractor with a valid out-of-town license may install the toilet as long as the toilet is purchased from a local (Town or County of Stettler) source.

Motion 12:07:03

Moved by Councillor Campbell that the Town of Stettler amends Policy VI-5(a) as follows:

Toilets to be purchased locally from a vendor/business/contractor in possession of a valid local Town of Stettler business license and a proof of purchase receipt will be required for the new toilet.

MOTION CARRIED
Unanimous

(d) Memo re: Costs for Computer Supervisory Control and Data Acquisition (SCADA) Back-Up

CAO R. Stoutenberg explained that currently, there is one SCADA System monitoring and controlling the Water Treatment Plant (WTP). If or when a catastrophic system loss occurs and if critical system files are not backed up or a critical file becomes corrupt, it can be virtually impossible to rebuild. Due to Complete loss of SCADA functionality will result.

Preparation and planning to ensure a SCADA Back-Up System is necessary before a failure occurs. Different options for back-up were discussed and preferred option would be to provide the WTP with a secure and cost effective back-up system.

Motion 12:07:04

Moved by Councillor Thorogood that the Town of Stettler proceed with a SCADA System Back-up for the water system at an estimated cost of \$6,232.50 (+GST).

MOTION CARRIED
Unanimous

Included, is one Dell (or similar) computer, setup and install of software, SCADA software update to newest version, backup of existing external software, testing, training, labour, and travel.

Councillor Fischer entered the meeting at approximately 6:45 p.m.

Melissa Robbins, Director of Operational Services entered the meeting at approximately 6:45 p.m.

(e) Memo re: Speed Concerns on Hwy 12 and Local Service Road

CAO R. Stoutenberg explained that a letter was received from a homeowner that lives on the service road north of Highway 12, just west of 70 Street. The concerns included:

1. The speed limits on Highway 12. He feels that they should be lower than posted.
2. The high speeds of traffic along the service road and the shortcutting from the highway to the service road to bypass the traffic lights at 70 Street and Highway 12.

The speed limits on Highway 12 are also a concern to the Town and Alberta Transportation. Alberta Transportation is currently waiting for ministerial approval to lower the speed limits from the posted 100 km/hr to 70 km/hr on the west side of this service road access to the highway, with a second lowering to 50km/hr approx. 1km west of the intersection of 70 Street and Highway 12.

The resident recommends this service road be closed at Highway 12. Administration would not support this. There are currently three accesses into the Repp subdivision. Two of the accesses are off of this service road, the third is onto 70 Street. If there were an accident at the intersection of Highway 12 and 70 Street that required the closure of this intersection and possibly the second access, there would be no other way into Repp subdivision. There also may be times in the future for servicing needs, 70 Street will be closed to install services, complete road improvements, etc., without the third access, residents, emergency vehicles and school buses could not access Repp subdivision.

Also, if the Town of Stettler willingly closes this access, it would be unlikely that Alberta Transportation would allow another access to be built to service the area. Future planning for this area is highway commercial.

It appears that the concern is more of an enforcement issue with speeders and shortcutting than an access issue. Administration has discussed this concern with the RCMP and they have made some recommendations for signing that would enhance their ability to issue violation tickets.

Administration respectfully recommends that Council:

1. Does not support the closure of this access to Highway 12, but does encourage the RCMP to provide enforcement of speeding vehicles.
2. Directs Administration to sign this service road as "Road Closed to Through Traffic - Local Traffic Only" to assist the RCMP with ticketing shortcutting vehicles.
3. Directs Administration to provide a summary of these recommendations and Alberta Transportation's planned speed limit reduction to the homeowner.

Discussion ensued regarding simply posting a lower speed (50 km/hr) limit as opposed to "Closed to Through Traffic & Local Traffic Only" signage. It was mutually agreed that should the posting of a 50 km/hr. speed limit not be effective, then the additional signage can be reconsidered.

Motion 12:07:05

Moved by Councillor Campbell that the Town of Stettler Council approve the following:

1. That Town Council does not support the closure of the access to Highway 12 on the service road north of Highway 12, just west of 70th Street.
2. That Town Council directs Administration to post 50 km/hr. speed limit signage on the service road north of Highway 12, just west of 70th Street.
3. That Town Council directs Administration to provide a summary of these recommendations and Alberta Transportation's planned speed limit reduction to the homeowner.

MOTION CARRIED
Unanimous

(f) CAO Report

CAO R. Stoutenberg highlighted his monthly organizational report to Council.

Motion 12:07:06

Moved by Councillor Bachman that the Town of Stettler accept the CAO Report for the month of June as presented.

MOTION CARRIED
Unanimous

(g) Accounts Payable in the amount of \$435,751.69

Motion 12:07:07

Moved by Councillor Simons that Accounts Payable in the amounts of \$162,661.00 and \$273,090.69 for the period ending June 29, 2012 for a total amount of \$435,751.69 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:** Mayor and Councillors outlined highlights of meetings they attended.
- (a) **Mayor Richards**
- June 20 - Campus Alberta Grand Opening.
 - June 22 - Town Office cheques.
 - June 29 - Met with owners of Sears re: Sidewalk Construction.
 - Town Office cheques.
 - June 30 - Donalda's 100th Anniversary.
 - July 1 - Canada Day Celebrations.
 - July 3 - Met with a representative from the Addiction Treatment for Youth from Red Deer re: support for their organization.
- (b) **Councillor Bachman**
- June 20 - Campus Alberta Grand Opening.
 - June 25 - Rotary Farmer's Appreciation Night.
 - June 27 - MPC.
 - Ag. Society Meeting.
- (c) **Councillor Campbell**
- June 21 - Red Deer River Watershed Alliance Meeting.
 - June 25 - Rotary Farmer's Appreciation Night.
 - June 27 - MPC Meeting.
 - June 28 - CAEP Meeting in Red Deer.
 - June 29 - Ponoka's Stampede Parade.
 - June 30 - Donalda's 100th Anniversary.
 - July 1 - Big Valley's Canada Day Celebration.
- (d) **Councillor Fischer**
- June 20 - Campus Alberta Grand Opening.
 - July 3 - Met with Planning & Development Officer re: SRC Senior Floor Plan.
- (e) **Councillor Simons**
- June 20 - Campus Alberta Grand Opening.
 - June 21 - County of Stettler Housing Authority Meeting.
- (f) **Councillor Thorogood**
- June 13 - Physician Recruitment Meeting.
- (g) **Councillor Wildeboer**
- June 12 - Committee of the Whole Meeting.
 - June 18 - Stettler Museum Meeting.
 - June 27 - MPC Meeting.
 - June 30 - Stettler Museum Jackpot Casino Fundraiser.
 - July 1 - Stettler Museum CNR 100th Anniversary Celebration.
8. **Minutes:** (a) **None**
9. **Public Hearing:** (a) **None**
10. **Bylaws:** (a) **None**

11. **Correspondence:**
- (a) Canadian Water Resources Conference – Report from Keith Ryder
 - (b) The Professional Certificate in Leadership for Elected Local Government Officials
 - (c) Letter re: Senior's Facility

Motion 12:07:08

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

MOTION CARRIED
Unanimous

5. **Delegations:**
- (a) 7:30 P.M. – Associated Engineering re: Town of Stettler Water Master Plan

Candice Gottstein, P. Eng and Steven Kennedy, C. Tech, Associated Engineering entered the meeting at 7:23 p.m.

Mayor Richards welcomed the representatives from Associated Engineering to the meeting.

C. Gottstein provided Council with an overview of the recently updated Water Master Plan for the Town of Stettler.

Her presentation included background information, Design Criteria, System Assessment and Upgrades, Cost Estimates, Conclusions and Recommendations, and concluded with a discussion of why a relatively current Water Master Plan is important for a municipality.

It was stated that a Water Master Plan is important to identify system shortfalls and to recommend upgrades; to establish priorities for staged planning purposes; to recognize and appropriately plan upgrades in conjunction with other utility upgrade projects; and for budgeting purposes.

Discussion ensued regarding the conclusions identified respecting pumping and storage capacity, design criteria for pressure, and recommended fire flows.

Mayor Richards thanked representatives from Associated Engineering for their informative presentation

Delegation Members departed the meeting at 8:03 p.m.

Melissa Robbins, Director of Operational Services departed the meeting at 8:03 p.m.

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) There was no In-Camera Session at this Meeting

14. Adjournment:

Motion 12:07:09

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

MOTION CARRIED
Unanimous at 8:04 p.m.

Mayor

Assistant CAO