

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JUNE 21, 2011 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Deputy Mayor Al Campbell

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

CAO R. Stoutenberg
Planning and Development Officer L. Graham

Press (1)

Absent: Mayor D. Richards, Councillor M. Fischer & Assistant CAO G. Switenky

Call to Order: Deputy Mayor A. Campbell called the meeting to order at 6:31 p.m.

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

Motion 11:06:15 Moved by Councillor Bachman to approve the agenda as presented with the following additions:

13(a) In-Camera Item
13(b) In-Camera Item

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held June 7, 2011

Motion 11:06:16 Moved by Councillor Thorogood that the Minutes of the Regular Meeting of Council held on June 7, 2011 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the June 7, 2011 Meeting Minutes

None

(c) Minutes of the Committee of Whole Meeting Minutes held June 14, 2011

Motion 11:06:17 Moved by Councillor Thorogood that the Minutes of the Committee of the Whole Meeting held on June 14, 2011 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the June 14, 2011 Committee of the Whole Meeting Minutes

None

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

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

6. **Administration:**

- (a) Committee of the Whole Recommendation re: Canadian Badlands Ltd. Request for Letter of Support

Motion 11:06:18

Moved by Councillor Thorogood that the Town of Stettler Council send a letter of support to the Canadian Badlands Ltd. for their application under the Rural Alberta Development Fund (RADF).

MOTION CARRIED
Unanimous

- (b) Update Councillor Simons re: Performing Arts Centre Funding Request

Councillor P. Simons explained that on June 15, 2011 Clearview School Division confirmed that it would fully fund the primary, essential portion of the PAC Board's project to upgrade the Performing Arts Centre's lighting system. The funding from Clearview will cover replacement of the base system, including the dimmer rack and controls and all associated house controls, and installation of a new console. Based on pricing carried out independently of the PAC Board, Clearview's Secretary-Treasurer estimates the cost of this upgrade to be approximately \$57,000.

With funding of the primary portion of the project, the PAC Board is still seeking funding for the balance of the project, which is estimated to cost approximately \$50,000. This secondary portion of the project involves full replacement of the lighting fixtures themselves. Presently the PAC Board is awaiting a decision on an outstanding CFEP grant application.

The Town's contribution would be \$12,000 – \$15,000 with CFEP grant in the amount of \$20,000 along with the reserves for \$18,000.

Further discussion ensued regarding the cultural grant money the Town has. CAO R. Stoutenberg indicated there is \$45,000 available through the Cultural Grant.

Councillor L. Thorogood expressed the value of the facility and the intent of the cultural grant money.

Motion 11:06:19

Moved by Councillor Thorogood that the Town of Stettler Council approve a capital expenditure of \$15,000 for the Performing Arts Centre Lighting System repairs.

MOTION CARRIED
Unanimous

- (c) Request for Decision re: East End Playground/Mobile Home Lots

Planning and Development Officer L. Graham explained that on April 20, 2010 Town of Stettler Council approved the relocation of the East End Playground from 5020 – 43 Street to 4813 – 45 Street to accommodate the new Kinsmen Playground Structure. Council further discussed the opportunities for the old site and requested that staff present options at a later date.

In May of 2011 the Kinsmen Club of Stettler installed the new playground equipment at 4813 – 45 Street and Town Staff removed the old equipment at 5020 – 43 Street. Staff contacted the property owner to the south (5018-43 Street) to discuss the potential for the old park; the property owner indicated at one time that they may be interested in purchasing the lot but to date they would like to see the park remain a green space.

Development Review:

Current Lot Size: 11,535 sq ft.
Assessed Value: \$76,513 (\$6.6331/sq ft.)
Average Mobile Home Size: 22 ft (6.7m) x 76 ft (23.2m)
Municipal Water and Sewer: Located in 43 Street
Zoning (since 1980 Land Use Bylaw 1340):
R3A –Residential Mobile Home Subdivision

- Minimum Front Yard – 6.0 m
- Minimum Side Yard – 1.5m (except where abuts public roadway 3.0m)
- Minimum Rear Yard – 3.0m
- Maximum Parcel Coverage – 35%

Further, green space in the area will increase with the future mobile home development at 4901-43 Street, phase 1 will include 0.34 +/- acres and phase 2 will include 0.64 +/- acres, totaling 0.98 +/- acres of new parkland. It is also planned to use the funds raised for future parks projects.

Staff options include:

1. Market the entire property for 1 mobile home based on the assessed value: 11,535 sq ft. = \$76,513
2. Subdivide and market 2 mobile home lots based on the assessed value:
5781 sq ft. = \$38,346
5754 sq ft. = \$38,167
3. Maintain as an open green space

Further discussion ensued regarding the comparison in lot sizes to the Emmerson Area, as well as the Land Use District and the compatible use of mobile homes in the area.

Motion 11:06:20

Moved by Councillor Bachman that the Town of Stettler Council approve Option 2 – subdivide and market 2 mobile home lots based on the assessed value and use the funds raised for future parks projects.

- A. 5781 sq ft. = \$38,346
- B. 5754 sq ft. = \$38,167

MOTION CARRIED
Unanimous

(d) Request for Decision re: Subdivision 2011-04

Planning and Development Officer L. Graham advised that the applicant (1034486 AB Ltd.) is proposing to create two separate titles for a duplex currently under construction located at 5007-46 Street, legal description Lot 13, Block 39, Plan 2442AE.

Planning and Development Officer L. Graham explained that Administration has assessed this proposal against the Municipal Government Act, Municipal Development Plan and Land Use Bylaw.

Motion 11:06:21

Moved by Councillor Thorogood that the Town of Stettler Council approve Subdivision Application 2011-04 to create two separate titles for a duplex currently under construction located at 5007-46 Street, legal description Lot 13, Block 39, Plan 2442AE. The Tentative Plan of Subdivision 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, referral agency comments, the Town of Stettler's statutory planning documents and other related municipal planning documents it is recommended that the application be approved as per Tentative Plan for the following reasons:

1. That the application is consistent with Section 7 of the Subdivision and Development Regulations.
2. That the application is consistent with the policies of the Municipal Development Plan.
3. That the application is consistent with the Land Use Bylaw.

Further, it is staff recommendation that Council approve Subdivision Application 2011-04 subject to the following conditions:

1. That the Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.
2. That all outstanding Property Taxes to be paid to the Town of Stettler as per Section 654 (1)(d) of the Municipal Government Act.
3. That the developer provides separate utility service connections to each property.

MOTION CARRIED
Unanimous

(e) Memo re: Banking Services Proposals

CAO R. Stoutenberg explained that the Town of Stettler has been utilizing the banking services of TD Canada Trust since 1996. The current extended banking agreement has expired. Very competitive proposals for banking services were received (in confidence) from the Royal Bank, TD Canada Trust and ATB Financial. Scotiabank and CIBC passed on the opportunity to submit a proposal and the proposal received from the Battle River Credit Union Ltd. was incomplete.

CAO R. Stoutenberg advised that interest rates vary from prime minus: 1.7% to 1.9% banking fees for services such as processing electronic files, supplies and over the counter fees have been used to determine a net annual interest value.

CAO R. Stoutenberg advised that the proposal from TD Canada Trust is the most cost-effective choice based on an internal cost/revenue bid calculation.

Motion 11:06:22

Moved by Councilor Simons that the Town of Stettler Council accept the TD Canada Trust banking proposal for the period of July 1, 2011 to June 30, 2014 with the option of a 2-year extension.

MOTION CARRIED
Unanimous

(f) Memo re: Staff Safety Day

CAO R. Stoutenberg reviewed the memorandum from Director of Operational Services, M. Robbins.

CAO R. Stoutenberg explained that the Joint Health and Safety Committee is requesting approval for a staff safety afternoon. The proposed plan is to have as many staff attend as possible, so closure and/or limitation of Town facilities will be necessary.

The WCB rebate is quite substantial and many suggestions have been made on how to spend the money effectively.

The Joint Health and Safety Committee proposes to have a lunch with a safety speaker followed by an afternoon of golf and a crib tournament (for non golfers) with some purchased/donated prizes.

After reviewing the holiday schedule and consulting with the golf course in Town, Friday, July 8th would be a day that less than 5 staff members are away and this is the only Friday in July the course is available. If we leave it later in the summer, the recreation centre ice will be in with hockey schools and closure of that facility will not be feasible and if left into September we aren't able to include summer students.

Administration is requesting approval to close the Town Office and Recreation Centre on July 8th at 12:00 for the remainder of the day so all full time, part time and casual staff may attend the safety afternoon. Attendance would be mandatory, unless already approved on the vacation schedule.

Motion 11:06:23

Moved by Councillor Bachman that the Town of Stettler approve the closure of the Town Office and Recreation Centre on July 8, 2011 at 12:00 noon to attend a safety afternoon. Attendance would be mandatory, unless already approved on the vacation schedule.

MOTION CARRIED
Unanimous

(g) Bank Reconciliation as of May 31, 2011

Motion 11:06:24

Moved by Councillor Thorogood that the Bank Reconciliation as of May 31, 2011 be accepted as presented.

MOTION CARRIED
Unanimous

- (h) Accounts Payable in the amount of \$394,268.01

Motion 11:06:25

Moved by Councillor Wildeboer that Accounts Payable in the amounts of \$290,106.54, \$127.56 Void, \$43.26 Void & \$104,332.29 for the period ending June 16, 2011 for a total amount of \$394,268.01 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- No report – absent from meeting.

(b) Councillor Bachman

- June 9 - Water Treatment Plant Grand Opening
- June 11 - Bashaw Parade
- June 14 - Committee of the Whole
- June 16 - Library Meeting
- June 16 - Highway 56 Re-Alignment Open House
- June 20 - Campus Alberta Meeting

(c) Councillor Campbell

- June 9 - Water Treatment Plant Grand Opening
- June 14 - Committee of the Whole
- June 15 - AAMDC Golf Tournament
- June 16 - Highway 56 Re-Alignment Open House
- June 17 - Sign Cheques
- June 17 - SWM Meeting
- June 17 - Pre- Meeting Regional Water Services
- June 20 - Rodeo Meeting
- June 21 - Regional Water Commission
- June 21 - SM Water Line

(d) Councillor Fischer

- May 17 - Inclusion & Diversity in Our Municipalities Workshop – AUMA.
- May 19 - Red Deer river Municipal Users Group Meeting and Workshop in Drumheller.
- May 25 - Land Use Bylaw Open House.
- May 27 - Attended FCSS Staff Relay for Life Lunch.
 - Attended retirement of Bernie Schofer (long time social worker).
 - Official launching of Stettler Community Gardens.
- May 28 - Attended Wm. E. Hay Graduation ceremony.
- May 30 - FCSS Meeting.
 - Attended evening music at Paragon.
- June 8 - Seniors Social Lunch at Willow Creek.
 - Afternoon music activity at Paragon.
- June 10 - Regional Water Plant Opening.
 - Senior's Center afternoon tea.
- June 13 - Luncheon in honor of Ruth Marshall for her many years of community service.
- June 15 - Campus Alberta Meeting
- June 15 - Good Sam Samboree
- June 17 - Pre- Meeting Regional Water Services
- June 17 - SWM Meeting

(e) Councillor Simons

- May 28 - Attended Wm. E. Hay Graduation
- June 8 - Willow Creek Seniors Week
- June 9 - Seniors Centre Seniors Week
- June 14 - Committee of the Whole
- June 15 - Breakfast Before Business
- June 16 - County of Stettler Housing Authority Meeting
- June 17 - Pre- Meeting Regional Water Services
- June 20 - Museum Board Meeting
- June 20 - SDAA Meeting

(f) Councillor Thorogood

- June 8 - DTHT Meeting – Red Deer
- June 9 - Water Treatment Plant Grand Opening
- June 13 - SDAA Negotiations
- June 14 - SDAA Negotiations
- June 15 - AAMDC Golf Tournament
- June 16 - SDAA Negotiations
- June 20 - SDAA Meeting

(g) Councillor Wildeboer

- June 9 - Water Treatment Plant Grand Opening
- June 11 - Rotary Fundraising Golf Tournament
- June 14 - Committee of the Whole
- June 15 - Breakfast Before Business
- June 16 - Fire Cost Share Meeting
- June 16 - Highway 56 Re-Alignment Open House
- June 17 - Relay for Life Opening Ceremonies

8. **Minutes:**

(a) Regional Board of Trade Meeting of May 10, 2011

Motion 11:06:26

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

MOTION CARRIED
Unanimous

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) 2015-11 re: Borrowing Bylaw

Deputy Mayor Campbell advised that Bylaw 2015-11 is to authorize the Municipal Council to establish temporary borrowing authority and conditions of borrowing.

CAO R. Stoutenberg explained the need for this borrowing bylaw was to accommodate our rising payroll.

Motion 11:06:27

Moved by Councillor Simons that the Town of Stettler Council give first reading to Bylaw 2015-11.

MOTION CARRIED
Unanimous

Motion 11:06:28

Moved by Councillor Thorogood that the Town of Stettler Council give second reading to Bylaw 2015-11.

MOTION CARRIED
Unanimous

Motion 11:06:29

Moved by Councillor Bachman that the Town of Stettler Council give permission for third and final reading to Bylaw 2015-11.

MOTION CARRIED
Unanimous

Motion 11:06:30

Moved by Councillor Wildeboer that the Town of Stettler Council give third and final reading to Bylaw 2015-11.

MOTION CARRIED
Unanimous

11. **Correspondence:**

- (a) 2011 Stars of Alberta Volunteer Awards
- (b) Important Notice re: In-Camera Meeting
- (c) The Alberta Economy at a Glance
- (d) Heritage Happenings
- (e) Wallets Leak as Edmonton Sewer Fees Set to Rise

Motion 11:06:31

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

MOTION CARRIED
Unanimous

12. **Items Added:**

- (a) None

13. **In-Camera Session:**

- (a) In-Camera Session

Planning & Development Officer, L. Graham left the meeting at 7:25 p.m.

Motion 11:06:32

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

MOTION CARRIED
Unanimous at 7:25 p.m.

Motion 11:06:33

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

MOTION CARRIED
Unanimous at 8:00 p.m.

14. **Adjournment:**

Motion 11:06:34

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

MOTION CARRIED
Unanimous at 8:03 p.m.

Mayor

Assistant CAO