

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, MARCH 1, 2011 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards  
  
Councillors D. Bachman, M. Fischer, P. Simons, L. Thorogood &  
S. Wildeboer  
  
Assistant CAO G. Switenky  
Corporate Secretary C. Smith  
  
Press (2)

**Absent:** CAO R. Stoutenberg & Councillor A. Campbell

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

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

**Motion 11:03:01** Moved by Councillor Bachman to approve the agenda as presented with the following addition:

13(a) Legal Matter

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held February 15, 2011

**Motion 11:03:02** Moved by Councillor Thorogood that the Minutes of the Regular Meeting of Council held on February 15, 2011 be approved as presented

MOTION CARRIED  
Unanimous

(b) Business Arising from the February 15, 2011 Meeting Minutes

It was noted that the Highway 56 Realignment Meeting will be held on Thursday, March 3, 2011 from 5:00 – 9:00 p.m. at SRC.

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

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

6. **Administration:** (a) Memo re: Cost Share of Resource Road Extension 19-5

Town Council reviewed the memorandum from Director of Operational Services, Melissa Robbins.

Assistant CAO, G. Switenky explained that the County of Stettler has completed improvements to Resource Road 19-5. A grant was secured by the County for the work, however the project came in slightly over the approved grant amount.

The County of Stettler is seeking funding in the amount of \$19,927.00 to cover 50% of the overrun costs.

Assistant CAO, G. Switenky noted the importance of maintaining a positive relationship with the County in regards to cost sharing of boundary roads. Historically, the Town has shared construction improvements to the Ring Road at a 50/50 cost share with the County. This summer the Town will be completing a cold mix surface on 38 Avenue at a cost share of 50/50 as it is a boundary road.

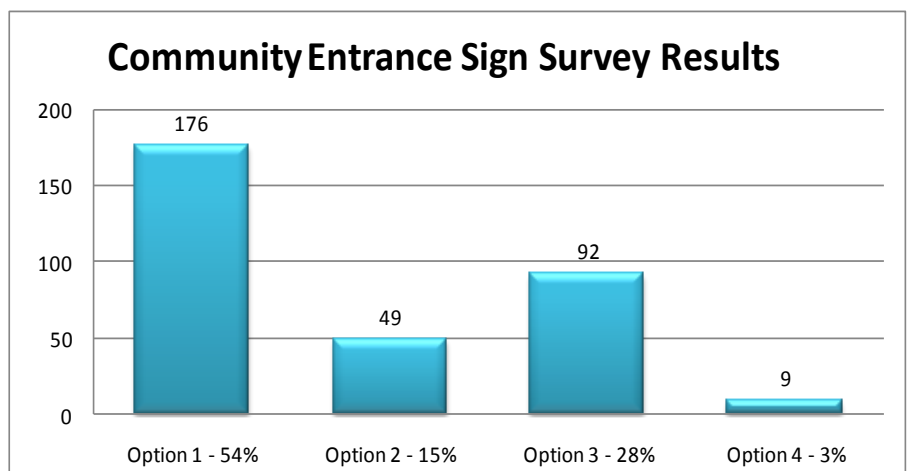
**Motion 11:03:03**

Moved by Councillor Fischer that the Town of Stettler Council fund the Town's 50/50 cost share portion of \$19,927.00 for the improvements to the Resource Road 19-5 being the north/south road from Cold Lake.

MOTION CARRIED  
Unanimous

(b) Memo re: Hwy Entrance Signs Results

Assistant CAO, G. Switenky advised that Council had directed Administration to obtain public input through an informal survey for highway entrance signs. A total of 326 responses were received with Option 1 sign having 54% as follows:



Assistant CAO G. Switenky advised that the cost per entrance sign would be as follows:

- |                     |             |
|---------------------|-------------|
| 1. Supply & Install | \$24,412.50 |
| 2. Landscape Area   | \$ 600.00   |
| 3. Masonry Work     | \$ 2,000.00 |
| 4. Total/Sign       | \$27,012.20 |

Total for 4 signs **\$108,050.00**

Administration is recommending to include "Thank-You for Visiting Stettler!" on the back of each sign.

Assistant CAO G. Switenky explained that following Town Council approval the Town will apply to Alberta Transportation for sign locations as well as to the County for the east and north signs.

Discussion continued on an alternative for the Service Clubs to tie into this project to update their signs as well.

**Motion 11:03:04**

Moved by Councillor Thorogood that the Town of Stettler Council approve Administration's recommendations as presented:

1. Approve the Hi Signs Design Option #1.
2. Approve the proposed sign locations.
3. Increase the budget to \$110,000 to accommodate the total cost of the four signs and contingencies.
4. Following Alberta Transportation's approval of the proposed locations Administration to pursue illumination options and pricing for Council's consideration.
5. And, consideration of updating Service Club signs.

MOTION CARRIED  
Unanimous

(c) Memo re: 2011 Paving Program 50A Avenue Infrastructure Tender

Town Council reviewed the memorandum from Director of Operational Services, Melissa Robbins.

Assistant CAO, G. Switenky explained that Tagish Engineering Ltd. tendered the 2011 Paving Program. The following projects were included in the tender:

- 50A Avenue Road Reconstruction Project (four blocks of asphalt, new curb and gutter, leave sidewalk as is both sides).
- Asphalt patch on 51 Avenue from 57 Street to 55 Street.
- A provisional price for pathway paving for Parks and Recreation.

Four Tenders were received on February 15, 2011. The bidders included:

Metro Paving and Roadbuilding Ltd.	\$1,015,360.96
Border Paving Ltd.	\$1,033,470.62
Central City Asphalt Ltd.	\$1,155,459.66
Brooks Asphalt & Aggregate Ltd.	\$1,172,953.52 (corrected)

The lowest qualifying tender was Metro Paving and Roadbuilding Ltd. in the amount of \$1,015,360.96 including 5% contingency and GST.

Assistant CAO G. Switenky advised that the Town and Tagish Engineering have not worked with Metro Paving before, but their references have been checked by Tagish Engineering to ensure the quality of their work. Council reviewed the recommendation letter for award from Tagish Engineering.

Administration is recommending awarding this project and entering into a contract with Metro Paving and Roadbuilding Ltd. for the 2011 Paving Program in the tendered amount of \$1,015,360.96.

Discussion continued regarding whether the road's width would be reduced slightly in an attempt to save the mature trees along the boulevard. Assistant CAO, G. Switenky advised that he was unsure.

**Update:** The existing roadway will be reduced by 0.5m on each side. The resulting road will be 10.5m in width, allowing for two driving lanes at 3m each and two parking lanes at 2.25m each.

**Motion 11:03:05**

Moved by Councillor Bachman that the Town of Stettler Council award the 2011 Road Replacement 50A Avenue from 57 Street to 61 Street and enter into a contract with Metro Paving and Roadbuilding Ltd. in the tendered amount of \$1,015,360.96.

MOTION CARRIED  
Unanimous

(d) Request for Decision re: 2556-2011

Councillor Thorogood declared a possible conflict of interest and abstained from discussion and voting on this item.

Assistant CAO, G. Switenky advised that the applicant (James Patko) is proposing to develop a Single Family dwelling with an attached garage in Land Use District DC2: Direct Control Residential 2 located at #8, 6500-40 Avenue, Lot 44, Plan 942 3139.

The proposed development will be orientated north towards the courtyard with access from the lane located on the south side of the property. The site plan indicated four off-street parking stalls.

Assistant CAO, G. Switenky advised that there is an Alta Gas right-of-way along the south side of the property being 10.5 meters and with the proposed 10.6 meter setback the development remains outside of the right-of-way.

Assistant CAO, G. Switenky further explained that Administration has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw 1976-08.

**Motion 11:03:06**

Moved by Councillor Fischer that the Town of Stettler Council approve Subdivision Application 2556-2011 as presented subject to the following conditions:

1. The applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw 1976-08.
2. The owner is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated by the Alberta Building Code.
3. Compliance with the provisions of Land Use Bylaw 1976-08 does not exempt the applicant from compliance with any provincial, federal or other municipal legislation.
4. The proposed development (Single Family Dwelling with attached garage) shall be orientated facing north towards the court yard with a rear attached garage to be accessed from the lane.
5. The applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code.

6. The applicant is required to service the property with municipal services.
7. The applicant will be required to obtain a building permit for this development.
8. The applicant will be required to develop all structures in compliance with the Town of Stettler's setback requirements as identified in the Land Use Bylaw 1976-08.

MOTION CARRIED

Abstained: Councillor Thorogood

(f) Memo re: Waste to Energy Project – Environmental Study/Application

Assistant CAO, G. Switenky advised that the CAO of the County of Stettler has requested that the Town's CAO seek approval from Council to support the completion of an environmental impact study and the submission of an environmental application to Alberta Environment for their approval to proceed further with the proposed waste to energy project in Stettler. The project is to be located in Stettler using technology as presented by Prairie BioGas Ltd.

The estimated costs associated with this RFP process is approximately \$60,000 to \$80,000 and is proposed to be paid as follows:

- The contribution of all the remaining funds available under the Regional Partnership Program, being approximately \$25,307, as well as
- A municipal contribution of approximately \$20,000 to \$30,000 from each of the Town and the County.

It is Administration's understanding that Prairie BioGas Ltd. will not be contributing any money towards this initial environmental impact process.

Assistant CAO G. Switenky advised that both Town and County Councils have previously been presented with the potential of this technology by senior representatives of Prairie BioGas Ltd. The ultimate goal is to substantially reduce waste products entering our regional landfill and to sell electricity produced from processing this waste back to the Alberta Power Grid to mitigate our costs or to possibly make a profit.

If this could be successfully accomplished in an economically affordable manner it would eliminate our regional need to expand/upgrade our landfill facilities that are currently nearing our annual licensing limits.

Assistant CAO G. Switenky advised that there is currently no contract in place with Prairie BioGas Ltd. There are no time frame limits projected or established for any deliverables. Prairie BioGas Ltd. does not currently operate this process/system successfully anywhere else. There is no confirmed level of municipal financial commitment/exposure required to successfully implement this process in Stettler. Ultimate ownership/liability/risk remains unclear at this time.

Administration supports that the Stettler Waste Management Authority be encouraged to conduct a study of our current landfill situation/limitations with the objective of identifying and chronologically quantify costs for alternative options that may be available.

**Motion 11:03:07**

Moved by Councillor Thorogood that the Town of Stettler Council support the application of remaining available Regional Partnership Program funds, estimated at \$25,307 towards the preparation of an environmental study/environmental application to Alberta Environment for a waste to energy project to be located in Stettler using technology as presented by Prairie BioGas Ltd.

And further that the Town of Stettler does not provide any additional financial contribution towards a waste to energy project with Prairie BioGas Ltd.

MOTION CARRIED  
Unanimous

(g) Recycling Report re: Councillor M. Fischer

Councillor Fischer advised that he had attended a tour of the Edmonton Recycling Plant on February 17, 2011 along with Councillor Campbell, CAO R. Stoutenberg and Director of Parks & Leisure Service L. Penner.

Councillor Fischer explained that this plant is designed to handle 300 tonnes per month and is presently handling 1100 tonnes. He noted that a new plant is to open in late May or early June and will handle 3000 tonnes and will use only one shift of workers as compared to the 2 shifts now required.

A YouTube Video on recycling was presented.

The recycling report was accepted for information purposes.

(h) Stettler Waste Management Authority 2011 Requisition

Assistant CAO, G. Switenky advised that the Stettler Waste Management Authority's Operating Requisition in the amount of \$37.00 per capita has been finalized. It was noted that this is the same amount that was approved in the 2011 Interim Operating Budget.

**Motion 11:03:08**

Moved by Councillor Wildeboer that the Town of Stettler Council accept the Stettler Waste Management Authority 2011 Requisition.

MOTION CARRIED  
Unanimous

(i) CAO Report

**Motion 11:03:09**

Moved by Councillor Simons that the Town of Stettler Council approve the CAO Report as presented.

MOTION CARRIED  
Unanimous

(j) Bank Reconciliation as of January 31, 2011

**Motion 11:03:10**

Moved by Councillor Thorogood that the Town of Stettler Council accept the Bank Reconciliation as of January 31, 2011 as presented.

MOTION CARRIED  
Unanimous

(k) Accounts Payable in the amount of \$621,046.99

**Motion 11:03:11**

Moved by Councillor Wildeboer that Accounts Payable in the amounts of \$121,032.24, \$138.65 (VOID) & \$500,153.40 for the period ending February 25, 2011 for a total amount of \$621,046.99 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Feb 18 - Office duties.
  - Lunch with CAO & Sgt. R. Schmidt.
- Feb 23 - Pre-Meeting with Deputy Mayor Fischer, Assistant CAO & Director of Operational Services re: MLA Meeting.
- Feb 25 - Meeting with MLA, Jack Hayden.
- Feb 28 - Meeting with Assistant CAO re: In-Camera Issue.
- Mar 1 - Meeting with lawyer re: In-Camera Issue.

(b) Councillor Bachman

- Feb 17 - Library Board Meeting.
- Feb 28 - FCSS Meeting.

(c) Councillor Campbell

- No report – absent from meeting.

(d) Councillor Fischer

- Feb 17 - Tour of Paper Mill Recycling in Edmonton.
- Feb 23 - Prepared recycling video with the assistance from the Director of Parks & Leisure Services L. Penner.
  - Pre-Meeting with Mayor Richards, Assistant CAO & Director of Operational Services re: MLA Meeting.
  - Met with seniors at the Curling Club re: Senior Facility.
- Feb 25 - Meeting with MLA, Jack Hayden.
- Feb 28 - FCSS Meeting.

(e) Councillor Simons

- Feb 17 - County of Stettler Housing Authority Meeting.

(f) Councillor Thorogood

- Feb 28 - HAC Meeting re: preparation to host community meeting for East Central.
- Mar 1 - Stettler Health Services Foundation Meeting.

(g) Councillor Wildeboer

- Feb 23 - Met with seniors at the Curling Club re: Senior Facility.

8. **Minutes:** (a) None

9. **Public Hearing:** (a) None

10. **Bylaws:** (a) None

11. **Correspondence:** (a) Canadian Badlands Tourism Investment

(b) Government of Alberta Housing and Urban Affairs

(c) Stettler & District Handibus Society

**Motion 11:03:12**

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

MOTION CARRIED  
Unanimous

12. **Items Added:** (a) None

13. **In-Camera Session:** (a) Legal Matter

**Motion 11:03:13**

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

MOTION CARRIED  
Unanimous at 7:37 p.m.

**Motion 11:03:14**

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

MOTION CARRIED  
Unanimous at 7:58 p.m.

14. **Adjournment:**

**Motion 11:03:15**

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

MOTION CARRIED  
Unanimous at 7:58 p.m.

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Mayor

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Assistant CAO