

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, NOVEMBER 15, 2011 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

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

CAO R. Stoutenberg
Assistant CAO G. Switenky

Press (2)

Absent: Councillors A. Campbell & S. Wildeboer

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

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

Motion 11:11:14 Moved by Councillor Bachman to approve the agenda as presented with the following additions:

- 5(a) 7:00 P.M. - Redford Peeples Presentation of AUMA Distinguished Service Award
- 12(a) SRC Boiler Replacement
- 13(a) In-Camera – Stettler District Ambulance Association Negotiations

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held November 1, 2011

Motion 11:11:15 Moved by Councillor Thorogood that the Minutes of the Regular Meeting of Council held on November 1, 2011 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the November 1, 2011 Meeting Minutes

None

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

5. **Delegations:** (a) 7:00 P.M. re: Presentation of AUMA 2011 Distinguished Service Award to Redford Peeples

This item was dealt with later in the meeting.

- (b) 7:05 P.M. re: Alberta Animal and Municipal Enforcement Services, Kevin Duval & Don Elliott

This item was dealt with later in the meeting.

6. **Administration:** (a) Update re: 2011-2012 Strategic Plan

CAO, R. Stoutenberg reviewed the Town's 2011-2012 Strategic Plan and updated Council with respect to the actions/results achieved to date on a goal by goal basis.

Discussion ensued regarding various areas of progress to date.

It was noted that this update is presented to Council for information purposes on a regular/quarterly basis.

Motion 11:11:16

Moved by Councillor Simons that the Town of Stettler Council accept the 2011 Strategic Plan Update as presented.

MOTION CARRIED
Unanimous

(b) Request for Decision re: Subdivision 2011-09

CAO, R. Stoutenberg advised that the applicant (1233911 AB Ltd.) is proposing to create twelve (12) mobile home lots on 4901-43 Street.

CAO R. Stoutenberg reviewed and highlighted the tentative site plan and servicing requirements for the proposed initial development as well as for future development. It was noted that approximately 0.34 acres of lands will be provided for future park space and pathway connections.

CAO R. Stoutenberg advised further that Administration has assessed this proposal against the *Municipal Government Act*, the Municipal Development Plan and the Land Use Bylaw. A Development Agreement will be necessary to address servicing requirements.

Discussion ensued respecting the need for more mobile home lots in Stettler.

Motion 11:11:17

Moved by Councillor Fischer that the Town of Stettler Council approve Subdivision Application 2011-09 as presented with the following conditions:

That the application to create twelve (12) mobile home lots as shown on 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, it is recommended that the application be approved as per Tentative Plan for the following reasons:

1. That the owner/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; and
3. That the application is consistent with the Land Use Bylaw.

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application is approved subject to the following conditions:

1. That the Subdivision to be effected by a Plan of Survey, Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.

2. All outstanding Property Taxes to be paid to the Town of Stettler as per Section 654 (1) (d) of the Municipal Government Act.
3. The owner/applicant shall enter into, and comply with the terms and conditions of, a development agreement with and to the satisfaction of the Town of Stettler, in accordance with Section 655 of the Municipal Government Act, as amended, with regard to all municipal improvements such as water supply, sewage disposal, storm water management, shallow utilities, road improvements including curb and gutter, property accesses, and other conditions as may be required.
4. Required easements for servicing and drainage shall be dedicated to the Town of Stettler upon subdivision.
5. The owner/applicant shall prepare and submit to the Town for approval, at no cost to the Town, engineering design drawings that are required for the construction of municipal improvements.
6. The issuance of a Construction Completion Certificate for the municipal improvements to the Town's satisfaction, pursuant to the subdivision development agreement referenced above.
7. That the owner/applicant provides separate utility service connections to each property.
8. The owner/applicant will dedicate +/- 0.34 acres of reserve land to the Town of Stettler for future park and pathway connections.

MOTION CARRIED
Unanimous

(c) Memo re: Points West Crosswalk

CAO R. Stoutenberg explained that Points West Living Stettler – 88 Unit Seniors assisted Living Complex is to be located at 4501-70 Street. Upon application for subdivision and development the applicant was required to enter into a development agreement with the Town of Stettler for municipal improvements including a lighted crosswalk at 44 Avenue and 70 Street.

In recognition of the size of this project the Town of Stettler Administration has prepared the following Economic Development Incentive for Council's review.

Approximate Costs:

Solar Powered Crosswalk Lights	\$8,300	Updated cost
Installation and Painting	<u>\$3,000</u>	
TOTAL	\$11,300	

Discussion ensued respecting the Town's policy to provide Economic Development Incentives to larger developments based on the specific attributes of the project.

Discussion continued respecting fairness and the relative consistency in Council's historical application of providing Economic Development Incentives.

Discussion ensued respecting the need to extend the fronting (included) pathway beyond this development for a relatively short distance to connect with West Stettler Park.

Motion 11:11:18

Moved by Councillor Bachman that the Town of Stettler Council approve that Points West Living be granted a \$11,300 economic incentive in the form of crosswalk lighting and painting in accordance with the Town of Stettler's Policy XV1-4(b).

MOTION CARRIED
Unanimous

(d) Memo re: Utility Account Correction

Assistant CAO G. Switenky explained that it has been discovered that there has been no Utility Account Billings for 5806C – 50 Avenue since August 2008. This account was terminated by the renter at that time and a new account was not set up by the owner or a new renter. The water valve was never turned off by Staff at the curb (cc), nor did the Town's contract meter reader ever report/inquire as to the lack of service readings for this unit.

Bylaw 1856-02 Part 1201(3) outlines that "Where Water Services are being provided and no application has been made, the Owner is deemed to be the Consumer and Utility Billings shall be their responsibility."

Town Policy VI-3(f) establishes a consistent way to handle Utility Account Billing corrections. Utility accounts identified as having an under or over charge greater than 12 months shall be presented to Council who may, at their discretion authorize an additional charge for a period covering a maximum of 24 months (in accordance with the Provincial Limitations Act).

The calculation of a retroactive billing would be as follows:

24 months - \$1,840.83 or 12 months - \$957.80

Discussion ensued respecting the circumstances surrounding this service connection/location, the owner/customer's responsibility and the Town's responsibility to mitigate the extent of the loss.

It was mutually accepted that this under billing is a shared responsibility and it was mutually agreed that Administration be granted the authority to negotiate an acceptable settlement with the owner and/or customer to address a portion of this utility loss.

(e) Bank Reconciliation as of October 31, 2011

Motion 11:11:19

Moved by Councillor Thorogood that the Town of Stettler Council that the Bank Reconciliation as of October 31, 2011 be accepted as presented.

MOTION CARRIED
Unanimous

(f) Accounts Payable in the amount of \$933,444.16

Motion 11:11:20

Moved by Councillor Fischer that Accounts Payable in the amounts of \$710,639.62 & \$222,804.54 for the period ending November 10, 2011 for a total amount of \$933,444.16 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

5. Delegations:

(a) 7:00 P.M. re: Presentation of AUMA 2011 Distinguished Service Award to Redford Peeples

Redford Peeples entered the meeting at 7:00 p.m.

Mayor Richards welcomed former Town of Stettler Mayor and Councillor R. Peeples to the meeting.

Mayor Richards explained that former Mayor/Councillor Redford Peeples was nominated by the Town of Stettler for the AUMA Distinguished Service Award. This honor is granted by AUMA to recognize the extraordinary efforts given by a Member of Council to their community.

To be eligible to receive this prestigious award you must have dedicated at least 20 years of service to your community.

Mayor Richards recognized R. Peeples for his high ethical standards, knowledge, integrity and mutual respect in dealing with the many tough issues he faced over the years.

Discussion ensued respecting the many successful projects that were undertaken while R. Peeples was a Member of Council.

Mayor Richards presented Redford Peeples with the AUMA 2011 Distinguished Service Award for 20 years of municipal service.

R. Peeples thanked Members of Council and CAO R. Stoutenberg for their support over the years. He also expressed his appreciation towards AUMA for this recognition.

R. Peeples departed the meeting at 7:05 p.m.

(b) 7:05 P.M. re: Alberta Animal and Municipal Enforcement Services, Kevin Duval & Don Elliott

Representatives from Alberta Animal and Municipal Enforcement Services, Don Elliott, Enforcement Supervisor and Kevin Duval, Bylaw Enforcement Officer entered the meeting at 7:05 p.m.

Mayor Richards welcomed D. Elliott and K. Duval to the meeting.

K. Duval provided Council Members with an overview of procedures respecting the following enforcement protocols and current matters:

1. Parking enforcement during snow removal.
2. Sidewalk snow removal.
3. Nuisance properties.
4. Animal licensing.
5. Bylaw Amendment – waste control.
6. Bylaw Amendment – noise control.

K. Duval highlighted the 2011 monthly synopsis for General Bylaw Enforcement Warnings (314) and Fines (4).

Discussion ensued regarding the ongoing commitment to educate the community and ticket when warranted.

Discussion continued respecting noxious weeds. K. Duval explained the difference between prohibited weeds requiring eradication versus noxious weeds requiring only control measures.

Council Members also reviewed the proposed minor changes to the parking zones directly adjacent to the Stettler Elementary School. It was noted that the proposed parking changes are supported by both the School and Town Administration.

Mayor Richards expressed Council's appreciation for the continuous improvement within the community since Alberta Animal and Municipal Enforcement Services has been contracted by the Town.

Mayor Richards concluded by thanking K. Duval and D. Elliott for their informative and valuable presentation.

K. Duval and D. Elliott departed the meeting at 7:25 p.m.

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Nov 2 - Joint Town & County Meeting.
- Nov 3 - Beautification Meeting re: Communities in Bloom Award luncheon.
- Nov 4 - Town Office duties.
 - Victims Against Violence Proclamation.
 - Tour of Atco site.
 - Kinsmen Fundraiser.
- Nov 10 - Town Office duties.
- Nov 11 - Remembrance Day Ceremony at P.A.C.
- Nov 14 - Animal Services Presentation with Kevin Duval for the Cubs & Scouts.

(b) Councillor Bachman

- Nov 2 - Joint Town & County Meeting.
- Nov 10 - FCSS Budget Presentation.
 - Town/Rotary Friendship Christmas Party.

(c) Councillor Campbell

- No report – absent from meeting.

(d) Councillor Fischer

- Nov 2 - Met to view potential Campus Alberta Site at Stettler Oil & Gas.
 - Campus Alberta interview by Shaw TV.
 - Met with High School re: Recycling bins.
 - Joint Town & County Meeting.
- Nov 3 - Participated with CAO re: Webinar on brownfield sites.
 - Beautification Meeting re: Communities in Bloom Award luncheon.
- Nov 4 - Tour of Atco site.
- Nov 7 - MPC Meeting.
- Nov 9 - Attended Stettler Schools Remembrance Day Ceremony.
- Nov 10 - FCSS Project presentations.
 - Town/Rotary Friendship Christmas Party.

- Nov 11 - Remembrance Day Ceremony at P.A.C.
- Nov 15 - Met with Sgt. D. Babchuck, RCMP re: Traffic concerns.

(e) Councillor Simons

- Nov 2 - Met to view potential Campus Alberta Site at Stettler Oil & Gas.
- Nov 2 - Joint Town & County meeting.
- Nov 3 - Beautification Meeting re: Communities in Bloom Award luncheon.
- Nov 9 - Attended Stettler Schools Remembrance Day Ceremony.
- Nov 10 - Town/Rotary Friendship Christmas Party.
- Nov 11 - Remembrance Day Ceremony at P.A.C.

(f) Councillor Thorogood

- Nov 2 - Joint Town & County Meeting.
 - Stettler Health Services Foundation Meeting.
- Nov 3 - Beautification Meeting re: Communities in Bloom Award luncheon.
- Nov 4 - Tour of Atco site.
- Nov 10 - Town/Rotary Friendship Christmas Party.
- Nov 11 - Remembrance Day Ceremony at P.A.C.
- Nov 14 - Stettler District Ambulance Association Conference Call.

(g) Councillor Wildeboer

- No report – absent from meeting.

8. Minutes:

(a) Beautification Meeting of November 3, 2011

(b) Stettler District Ambulance Association Meeting of October 6, 2011

Motion 11:11:21

Moved by Councillor Thorogood that the Town of Stettler Council accept the minutes, items 8(a) & 8(b) as presented.

MOTION CARRIED
Unanimous

9. Public Hearing:

(a) None

10. Bylaws:

(a) 2019-11 re: Regional Assessment Review Board & Regional ARB Agreement & Background

Mayor Richards explained that Bylaw 2019-11 is to establish a Regional Assessment Review Board.

Assistant CAO, G. Switenky highlighted various minor changes as compared to the former bylaw being repealed and replaced.

Correction to the *Municipal Government Act* references in Section 13 were identified and mutually agreed upon prior to first reading.

Motion 11:11:22

Moved by Councillor Thorogood that the Town of Stettler Council give first reading to Bylaw 2019-11 as presented.

MOTION CARRIED
Unanimous

Motion 11:11:23 Moved by Councillor Fischer that the Town of Stettler Council give second reading to Bylaw 2019-11 as presented.

MOTION CARRIED
Unanimous

Motion 11:11:24 Moved by Councillor Bachman that the Town of Stettler Council give permission for third and final reading to Bylaw 2019-11 as presented.

MOTION CARRIED
Unanimous

Motion 11:11:25 Moved by Councillor Simons that the Town of Stettler Council give third and final reading to Bylaw 2019-11 as presented.

MOTION CARRIED
Unanimous

(b) 2020-11 re: Noise Bylaw

Mayor Richards explained that Bylaw 2020-11 is to prevent and compel the abatement of activities, property or things creating noise that is a nuisance in the Town of Stettler.

Assistant CAO, G. Switenky highlighted various minor changes as compared to the former bylaw being repealed and replaced.

Some minor grammar corrections to improve clarity were identified and mutually agreed upon prior to first reading.

Motion 11:11:26 Moved by Councillor Bachman that the Town of Stettler Council give first reading to Bylaw 2020-11 as presented.

MOTION CARRIED
Unanimous

Motion 11:11:27 Moved by Councillor Fischer that the Town of Stettler Council give second reading to Bylaw 2020-11 as presented.

MOTION CARRIED
Unanimous

Motion 11:11:28 Moved by Councillor Thorogood that the Town of Stettler Council give permission for third and final reading to Bylaw 2020-11 as presented.

MOTION CARRIED
Unanimous

Motion 11:11:29 Moved by Councillor Simons that the Town of Stettler Council give third and final reading to Bylaw 2020-11 as presented.

MOTION CARRIED
Unanimous

11. Correspondence:
- (a) B.C. Community Homes to be Solar-Ready
 - (b) Nurse Practitioners Fill Unique Niche

- (c) Member Notices – Learn about Municipal Best Practices for Creating Inclusive Public Spaces
- (d) Alberta Towns re: Park Barrel Politics
- (e) Joint Economic Development Initiative Seminar Invitation
- (f) Red Deer River Municipal User Group Issue
- (g) Board of Trade re: Central Alberta Action Prosperity

Motion 11:11:30

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

MOTION CARRIED
Unanimous

12. **Items Added:**

- (a) SRC Boiler Replacement

CAO R. Stoutenberg reviewed the memorandum from Lee Penner, Director of Parks & Leisure Services.

CAO R. Stoutenberg explained that Burmac Plumbing has confirmed that the facility boiler's heat exchanger is leaking and requires replacement. This would be the third exchanger for this unit and Burmac Plumbing advised that the Town look into the right system for the facility.

One of Burmac's supplier has come out to look at what we have and has recommended a 93% efficient twin boiler system that will eliminate the condensation that is rotting the existing boiler prematurely when little hot water is used through most of the day.

The cost to replace the boiler would be around \$15,000. To replace the existing heat exchanger it would cost about \$7,000 but this would need to be done again in about 6 years. The existing boiler is about 40% efficient.

Although the existing boiler is currently functional it could completely fail at any time.

Discussion ensued respecting the unacceptable risks associated with the existing boiler given the high use of the facility in the winter.

Motion 11:11:31

Moved by Councillor Thorogood that the Town of Stettler direct Administration to fast-track a tender for boiler replacement with an energy efficient system that will eliminate the need for replacement at an estimated cost of \$15,000.

MOTION CARRIED
Unanimous

Mayor Richards temporarily recessed the meeting at 8:10 p.m.

Mayor Richards reconvened the meeting at 8:15 p.m.

13. **In-Camera Session:** (a) Stettler District Ambulance Association Negotiations

Motion 11:11:32

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

MOTION CARRIED
Unanimous at 8:15 p.m.

CAO, R. Stoutenberg and Assistant CAO G. Switenky departed the meeting at 8:38 pm.

Motion 11:11:33

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

MOTION CARRIED
Unanimous at 9:12 p.m.

14. **Adjournment:**

Motion 11:11:34

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

MOTION CARRIED
Unanimous at 9:13 p.m.

Mayor

Assistant CAO