

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, NOVEMBER 20, 2007 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

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

Director of Finance & Administration G. Switenky
Administrative Assistant S. Mayer

Press (1)

Absent: Town Manager R. Stoutenberg

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

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

Motion 07:11:19 Moved by Councillor Richards to approve the agenda as presented with the following additions:

12(a) Memo re: County of Stettler – McKay Highway
Commercial Subdivision

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held
November 6, 2007

Motion 07:11:20 Moved by Councillor Peeples that the Minutes of the Regular Meeting of Council held on November 6, 2007 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the November 6, 2007 Minutes

Councillor Peeples advised that the location for the Regional Water Start Up Ceremony on November 24th.has been changed from Consort to Castor

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

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

6. **Administration:** (a) Memo re: Reservoir Piping

Director of Finance & Administration, G. Switenky reviewed the memorandum from J. Keith, Director of Operational Services.

Stantec Engineering invited five contractors to bid on the reservoir piping project. Only one contractor (Pidherney's) bid the work. The original budget was \$100,000, which was subsequently increased by Council to \$150,000 (August 7th, 2007). Pidherney's bid came in at \$232,036.50 which was renegotiated by Stantec Engineering down to \$220,376.52.

In order to move forward on the construction of this project, the Town has the option of: Re-tendering with a revised project schedule or, awarding the invitational tender to Pidherney's as per their revised bid.

Deliberation was held on the extent of the additional funds required given the higher than anticipated bid. It was noted monies for this project will be provided through a major capital grant program (AMIP or MSI).

Discussion continued respecting the complexity of the work to be performed and the risk to the Town should the pipe fail during the ensuing delay in the re-tendering of the project at a later date; thus possibly creating a costly emergency repair situation. Such delay may or may not result in a lower tender submission (approximately 2 months in consideration of an anticipated slow down in the oilfield industry). In further deliberation, Council recognized that this project should not be held in abeyance for too long.

Motion 07:11:21

Moved by Councillor Richards that the Town of Stettler Council re-tender the Replacement of Pumphouse to Reservoir Piping project at a later date in an attempt to reduce the cost.

MOTION CARRIED
Unanimous

(b) Memo re: Snow Blade

Director of Finance & Administration, G. Switenky reviewed the memorandum from J. Keith, Director of Operational Services. Council was advised that this snow blade will be mounted on the Town loader. This item was budgeted at \$17,000. Additional funds will be allocated from general reserves.

Two bids were received for the loader mounted snow blade as follows:

Hammer Equipment	\$18,700
Weldco-Beales	\$17,700

Motion 07:11:22

Moved by Councillor Campbell that the Town of Stettler Council accept the bid of \$17,700 from Weldco-Beales for the loader mounted snow blade.

MOTION CARRIED
Unanimous

(c) Memo re: Affordable Housing

Mayor Hunter reviewed the memo from Development Officer W. Holowachuk regarding the Affordable Housing Tenders for Phase I as follows:

On November 13, 2007 at 1:00 p.m. tenders were submitted for three two storey duplexes (2 in Meadowlands and 1 in Donaldda) and/or three bungalow duplexes (2 in Emmerson and 1 in Big Valley). Bids were to follow the conditions outlined in the building specifications, building plans, and bid contract. These conditions required the proponents to indicate a construction price for each unit of a duplex and the included allowance for flooring, cabinetry, and light fixtures.

Bids were received from four proponents, three of which met the conditions specified in the tender packages.

Tender Bids

Figure 1: Two Storey Tenders

Hagen Homes

Bid Price Total	\$189,900
Allowances Unit	\$ 11,250

Asset Builders

Bid Price Total	\$161,877 – Stettler Housing
	\$164,362 – Donaldda Housing
Allowances Unit	\$ 9,984

Figure 2: Bungalow Tenders

Hagen Homes

Bid Price Total \$179,900
Allowances Unit \$ 10,500

Asset Builders

Bid Price Total \$185,103 – Stettler Housing
 \$187,590 – Big Valley Housing
Allowances Unit \$ 9,984

For the benefit of new council members Dave Dennis and Dave Garbutt, Mayor Hunter provided background information regarding funding and acquisition of lands for the Affordable Housing Projects. He advised that other avenues of funding will be discussed with the MLA at the upcoming AUMA Convention.

Administration is recommending that Town Council award the two storey duplex tender to Asset Builders and the bungalow tender to Hagen Homes as shown in the tender summary outlined above.

Motion 07:11:23

Moved by Councillor Peebles that the Town of Stettler Council award the affordable housing two story duplex tender to Asset Builders and the affordable housing bungalow tender to Hagen Homes as recommended by Administration.

MOTION CARRIED
Unanimous

Sally Hurley entered the meeting at 6:55 p.m.

Mayor Hunter temporarily suspended the agenda to make a presentation to former Councillor S. Hurley in appreciation of her dedicated effort and contribution to the growth & needs of the Community of Stettler during her term on Town Council.

Sally Hurley sincerely thanked Members of Council and Administration and departed the meeting at 7:05 p.m.

Mayor Hunter returned to the regular agenda.

(d) Recommendation re: Item #8 Affordable Housing Appointment Location

Mayor Hunter referred to the Minutes of the November 1, 2007 Stettler Affordable Housing Meeting Item #8 which outlined the pros/cons for an appropriate apartment site. A preferred location would be the vacant site by the Town's B Lift Station (51st Avenue & 62nd Street). The advantage of this site is that it is a town-owned property, therefore avoiding the cost of purchasing land. It is an under utilized piece of property and is in reasonable proximity to services, business, and educational facilities.

Discussion ensued regarding whether there are any odors emitted by the nearby lift station; which is in relative close proximity to the proposed apartment. In recent history the Town has not received any localized complaints respecting odors emanating from this lift station.

Motion 07:11:24

Moved by Councillor Dennis that the Town of Stettler Council concur with the recommendation of the Stettler Affordable Housing Partnership to locate the affordable housing apartment on Town lands at the corner of 62nd Street and 51 Avenue.

MOTION CARRIED
Unanimous

(e) Memo re: Policy III-1(a) - Private Party Work Request

Director of Finance & Administration, G. Switenky advised that Policy III-1(a) needs to be updated.

The purpose of this schedule is to lay out the rates for Town supplied labor and equipment procurement. Due to the rapidly rising construction rates, the Town of Stettler's current rates are well below the Construction Association guidelines.

The rates in the policy have been set according to the Construction Association Equipment Rental Guide and where there is no rate specified all other rates have been increased by 28%.

Item (d) Labor Rate: to be changed to \$51.00 per hour per person. Council previously approved this rate for Botha and the County of Stettler work. It reflects wages, lost time due to vacation, training, illness, etc. and the cost of benefits.

Motion 07:11:25

Moved by Councillor Garbutt that the Town of Stettler Council approve Policy III-1(a), being the Private Party Work Request Policy as presented.

MOTION CARRIED
Unanimous

(f) Request for Subdivision 2007-13

Mayor Hunter declared possible conflict of interest and by departing the meeting excused himself from discussion and voting on Subdivision 2007-13 (7:08 p.m.)

Deputy Mayor Councillor Campbell assumed the Chair.

Director of Finance & Administration, G. Switenky advised that the applicant (the Stettler District Agricultural Society) is proposing to create one lot for Public Use on the SW ¼ Sec 5-39-19-W4.

As outlined in the Request for Subdivision the Applicant is proposing to create one new parcel on the existing Agricultural Grounds which is to be 5.5 Acres in size.

At the present, the applicant would like to have separate title to this property to entertain potential buyers. The applicant has been made aware that potential buyers of this property should be informed of required planning that needs to be addressed for this property. Any proposed future development of this property will require an Area Structure Plan addressing access locations, road networks, servicing plans, grading plans, land use designations, density, municipal reserves, environmental approval (storm water management), address development in the flood fringe way, conservation of existing trees to the maximum extent possible, the amenities of adjacent properties, and at a minimum an outline plan for the remainder of the property. Subsequent development of this property will also require entering into a development agreement with the Town of Stettler, rezoning of the property to an appropriate residential land use designation, addressing what will be done with the Town's property on the northwest corner of the 5.5 Acres (camp kitchen site), and public consultation.

Municipal Reserves will not be taken at this time as the above stated Area Structure Plan needs to be prepared indicating where Municipal Reserves (green space) and Environmental Reserves (along Red Willow Creek) will be proposed by any future buyer/developer of the property.

The Town will also have to ensure proper pedestrian pathways are incorporated at this time (linking existing pathways on 44th Avenue to Christ King and Clearview Schools).

Five (5) concerns from adjacent property owners were received as follows:

1. They purchased their properties because of the adjacent Public Use Space.
2. Concerns over the removal of mature trees.
3. The existing Rotary Campground is well used with some occupants staying all winter
4. This property (5.5 acres) should remain as park space to ensure that any development of the remainder of the Agricultural Grounds has park space.
5. The water way of the creek should not be jeopardized for environmental reasons.
6. That they should know what the area is being subdivided for.
7. If the development goes ahead they should receive tax relief as they were told they would always have green space across the street.

Development Officer W. Holowachuk has spoken to the representative of the concerned residents and informed him that the property will remain as Public Use until the property is sold and a development proposal is brought forth, and that they will have the opportunity to review any proposed plans through public consultation, and that a Development Agreement with the Town will ensure some of these concerns are addressed such as the creek, some municipal reserve land, and conservation of existing trees to the maximum extent possible.

Discussion ensued regarding the retention of adequate municipal and environmental reserves; the possible loss of the existing trailer park; opportunity/avenues that would be open to adjacent property owners in respect to any proposed change in zoning or development on the site; impeding sale of the 5.5 acres to a new owner.

Motion 07:11:26

Moved by Councilor Garbutt that Subdivision Application 2007-13 from The Stettler District Agricultural Society to create one parcel for Public Use on the SW ¼ Sec 5-39-19-W4 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 2007-13 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.

And further, in accordance with Sections 654 and 655 of the *Municipal Government Act*, the Town of Stettler Council approves Application 2006-11 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 any outstanding property taxes on the land being subdivided are paid or satisfactory arrangements made thereto the Town of Stettler.

3. That Municipal Reserves and Environmental Reserves owing on the parcel will be deferred until further subdivision of the new created parcel.

MOTION CARRIED (4-1)

Mayor Hunter returned to the Regular Council Meeting and reassumed the chair at (7:26 p.m.)

(h) December Newsletter Items

- Mayor's Christmas Message
- Main Street Christmas Tree Donation
- No Left Turns at Christmas Tree
- Night Before the Night Before – December 23
- Christmas Store Hours
- Stettler Variety Showcase
- Garbage Pickup Change for Christmas
- School Closure Dates
- Town Recreation Facility Operating/Closure Dates

(i) Bank Reconciliation as of October 31, 2007

Motion 07:11:27

Moved by Councillor Peeples that the Bank Reconciliation as of October 31, 2007 be accepted as presented.

MOTION CARRIED
Unanimous

(j) Accounts Payable in the amount of \$1,514,896.01

Motion 07:11:28

Moved by Councillor Campbell that Accounts Payable for the period ending November 15, 2007 in the amount of \$1,514,896.01 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Nov 9 -Town Office duties
-Letter to the Metis Nation supporting their receiving Content Bridge.
- Nov 13 -Picture & proclamation for Family Violence Awareness Month
-Committee of the Whole
- Nov 14 -Interview with CH News re: Mediation Process
- Nov 16 -Town Office duties
-Affordable Housing Meeting

(b) Councillor Campbell – No meetings to report

(c) Councillor Dennis

- Nov 9 -Met with Fay Blakely (FCSS) to review project budget presentations.
- Nov 13 -Annexation Meeting.
- Nov 14 -FCSS project budget presentations.
- Nov 15 -FCSS Budget Meeting.
-Library Board Meeting. Set November 29th for next budget meeting.

(d) Councillor Garbutt

-Nov 13 -Annexation Meeting.

-Nov 15 -County of Stettler Housing Authority Board Meeting.
-Orientation: CUPE Collective Agreement, Bylaws, Handbook.

(e) Councillor Peeples

-Nov 13 -Committee Meeting.

-Nov 14 -CSS project presentation; preliminary to FCSS budget.

-Nov 15 -Red Deer River Municipal Users Group.

-Nov 16 -Red Deer River Watershed Alliance Meeting.

(f) Councillor Richards

-Nov 13 -Committee Meeting.
-Annexation Meeting.

(g) Councillor Thorogood

-Nov 7 -Stettler Health Services Foundation Meeting.

-Nov 11 -On behalf of Mayor Hunter Attended Remembrance Day Services.

-Nov 13 -Committee Meeting.

8. **Minutes:**

(a) FCSS Board Meetings of September 17 & October 17, 2007

(b) Beautification Committee Meeting of November 1, 2007

(c) Municipal Planning Commission Meeting of November 2, 2007

(d) Stettler Affordable Housing Partnership Meeting of November 1, 2007

This item was dealt with under 6(d).

Motion 07:11:29

Moved by Councillor Campbell that the Minutes, items 8(a) to 8(d) inclusive be accepted for information.

MOTION CARRIED
Unanimous

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) None

11. **Correspondence:**

(a) Municipal Council Satisfaction with Library System Survey – 2007

Director of Finance & Administration, G. Switenky advised that the Parkland Regional Library is requesting clients to fill out and return a satisfaction survey. This type of survey is mandated by Alberta Community Development.

Councillor Campbell provided the necessary information. Administration will forward to the Parkland Regional Library.

Motion 07:11:30

Moved by Councillor Garbutt that correspondence item 11(a) be accepted for information.

MOTION CARRIED
Unanimous

Councillor Thorogood entered the meeting (7:55 p.m.)

12. **Items Added:**

(a) Memo re: County of Stettler – McKay Highway Commercial Subdivision

Mayor Hunter declared possible conflict of interest and by departing the meeting excused himself from discussion and voting on Subdivision 2007-13 (7:08 p.m.)

Deputy Mayor Councillor Campbell assumed the Chair.

Director of Finance & Administration, G. Switenky informed members of Council that correspondence from the County of Stettler No. 6 denotes that the proposed subdivision has been forwarded to the Town of Stettler as an adjacent property. He advised that the Town is not an adjacent property owner, but rather the lands in question are located within the "Urban Fringe" as defined under Section 3.1 of the *Inter-Municipal Development Plan*. Any proposed development in this area requires the concensus of both the Town and the County.

For the purpose of discussion, administration believes that this subdivision and subsequent planned development will support the Town of Stettler's annexation application as it meets the following planning criteria to justify such.

1. Control for planning purposes.
2. Logical extension of Municipal boundaries
3. Landowners intents and requests
4. Efficient and economical provision of Municipals services.

Director of Finance & Administration, G. Switenky explained that the applicant is proposing a subdivision of nine Highway Commercial lots (Phase 1). The area of development is currently part of the Southeast Area Structure Plan and identifies this area as a long-term growth area.

If approved the subdivision of these lots would be considered as a minor amendment to the existing Area Structure Plan and any further development (Phase 2 including 63 residential lots) will require a re-evaluation of the Southeast Area Structure plan as a result of this development, the proposed Fedick Area Structure Plan and the proposed Greenlab development.

Round table discussion ensued regarding the conditions as recommended by Administration.

Motion 07:11:31

Moved by Councillor Thorogood that the Town of Stettler Subdivision Approval Authority supports in good faith the Subdivision application (SUB2007-45) with the position that this land forms a part of the Town of Stettler's proposed annexation request to the County of Stettler, and meets the sprit and intent of the Inter Municipal Development Plan. The Town of Stettler's consensus is granted subject to the following conditions as recommendation by administration:

1. The applicant pays the Town of Stettler towards future sanitary services in lieu of an offsite levy in the amount of \$5,000.00 per developable acre.
2. The applicant provides the Town of Stettler with a water modeling report and receives approval of its results from the Towns Director of Public Works.
3. The applicant insures all public infrastructure is developed to the city of Red Deer Standards and any variation of such receives written approval from the Towns Director of Public Works.

4. The applicant provides the Town of Stettler with construction drawings for all aspects of the development and obtains approval from the Towns Director of Public Works.
5. The applicant provides the Town of Stettler with Final Completion Certificates for all infrastructure development and receives written approval from the Towns Director of Public Works.
6. The applicant provides the Town of Stettler with securities and a minimum of two year warranty for all infrastructure development.
7. The County of Stettler agrees to work in cooperation with the Town of Stettler in addressing all discrepancies between the Town of Stettler's and the County of Stettler's Highway Commercial Land Use Districts.

MOTION CARRIED
Unanimous

13. **In-Camera Session:**
- (a) Personnel Matter
 - (b) SMRWC Water Supply and Reservoir Agreements
 - (c) Legal Matters

Motion 07:11:32

Moved by Councillor Garbutt that the Town of Stettler Council proceed into an In-Camera Session with the Director of Finance & Administration present.

MOTION CARRIED
Unanimous (8:30 p.m.)

Administrative Assistant S. Mayer departed the meeting. (8:30 p.m.)

Councillor Richards declared a possible conflict of interest relating to legal matters respecting the legal matter and by departing this portion of the In-camera Session excused himself from discussion of the item.

Councillor Richards returned to the In-Camera Session to discuss the Personnel Matter and the SMRWC Water Supply and Reservoir Agreements.

Motion 07:11:33

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

MOTION CARRIED
Unanimous (9:40 p.m.)

Legal Matter

Councillor Richards declared a possible conflict of interest and by departing the meeting excused himself from discussion and voting on a legal matter respecting Gendre Construction.

Motion 07:11:34

Moved by Councillor Thorogood that the Town of Stettler Council refer a legal matter respecting Gendre Construction to the Town's Solicitor Brownlee LLP.

MOTION CARRIED
Unanimous

Councillor Richards returned to the regular meeting to discuss and vote on the Personnel Matter and the SMRWC Water Supply and Reservoir Agreements.

SMRWC Water Supply and Reservoir Agreements

Motion 07:11:35

Moved by Councillor Garbutt that the Town of Stettler Council direct Administration to set up a meeting with Associated Engineering to prepare the Water Supply Negotiating Committee to negotiate a fair agreement.

MOTION CARRIED
Unanimous

Personnel Matters

Motion 07:11:36

Moved by Councillor Peebles that the Town of Stettler Council approves that the Transportation and Water Foreman salary ranges to be adjusted as recommended by the Town Manager; except that the bottom of the six step range be reduced to \$50,000 with all steps being recalculated for equal increases, and instructs the Town Manager to adjust their annual salaries to the appropriate grid step in his determination. And, further directs Administration to develop a policy to establish that Non-Union Salaries be reviewed by Council on an annual basis.

MOTION CARRIED (6-1)

14. **Adjournment:**

Motion 07:11:37

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

MOTION CARRIED
Unanimous (9:45 p.m.)

Mayor

Director of Finance & Administration