

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, NOVEMBER 5, 2013 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

Councillors A. Campbell, D. Bachman, W. Brown, M. Fischer,
S. Nolls & K. Sernecky

CAO R. Stoutenberg
Assistant CAO G. Switenky
Planning & Development Officer L. Graham

Press (2)

Absent: None

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

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

Motion 13:11:01 Moved by Councillor Bachman to approve the agenda as presented with the following additions:

12(a) November Committee of the Whole Meeting Date Change

13(a) In-Camera Session re: Recreation Funding

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held October 15, 2013

Motion 13:11:02 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on October 15, 2013 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the October 15, 2013 Meeting Minutes

Mayor Richards informed Council Members that he will meet with CAO R. Stoutenberg to determine appropriate recognition gifts for the retired/non-elected Councillors (3) in accordance with the Council Service Recognition Policy, as previously agreed upon (October 15th).

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

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

6. **Administration:** (a) Federation of Canadian Municipalities (FCM)

CAO R. Stoutenberg explained that the Federation of Canadian Municipalities (FCM) has once again sent letters to municipalities to consider the renewal of their annual membership.

The Town has been a member of FCM for many years and has valued the FCM's municipal lobby voice and program accomplishments at the Federal Level.

The 2014 membership fee for the Town of Stettler is \$1,111.33 (2013 - \$1,090.81).

Motion 13:11:03

Moved by Councillor Campbell that the Town of Stettler Council approves maintaining the Town's annual membership with the Federation of Canadian Municipalities (FCM) for the year 2014.

MOTION CARRIED
Unanimous

(b) Request for Decision – C2 to I & Bylaw 2042-13

Mayor Richards welcomed Planning & Development Officer L. Graham to the meeting.

Planning & Development Officer L. Graham advised that the applicant (ENR Distribution) is proposing to rezone parcels from C2 – Highway Commercial to I – Industrial for the expansion of ENR Distributions operations onto the land they have acquired from Shell Canada.

Planning & Development Officer L. Graham explained further that Administration has assessed this application against the provisions outlined in the Town of Stettler's Land Use Bylaw, North Area Structure Plan, Intermunicipal Development Plan, Highway Commercial and Industrial Guidelines and Municipal Development Plan.

Discussion ensued regarding the specific location of these properties being immediately on the north side of the rail tracks along Highway 56 north.

Mayor Richards advised Council that this administrative memorandum is provided to Council as background information to support Council's consideration of the associated planning bylaw later in the agenda.

Mayor Richards with the mutual consent of Council varied the order of the agenda to consider Bylaw 2042-13 for first reading only.

Mayor Richards advised that Bylaw 2042-13 is to amend Bylaw 1976-08.

1. That Schedule "A" of Bylaw 2018-11 shall be and is hereby amended as follows:

(a) That Lot 1 & 2, Block 13, Plan 932 0648 from C2 – Highway Commercial to I - Industrial

Motion 13:11:04

Moved by Councillor Sernecky that the Town of Stettler Council give first reading to Bylaw 2042-13 as presented.

MOTION CARRIED
Unanimous

(c) Memo re: Business License Exemption Request

Mayor Richards declared a conflict of interest and by departing the meeting excused himself from discussion and voting on this matter.

Deputy Mayor Councillor Fischer assumed the chair.

Town Council reviewed the memo from Planning & Development Officer, L. Graham.

Historical perspective:

Planning & Development Officer L. Graham explained that in December of 2009 the Town of Stettler received a request from the hairstylist contractor at Heritage House in the Stettler Hospital and Care Centre to be exempt from the Business License requirement. At that time, the contractor requested this exemption due to the service only being provided to long term care residents and that the compensation as strictly set by AHS was less than private enterprise rates.

Town Council's motion at that time was that a municipal business license be required for the contract hairstylist at the Stettler Hospital and Care Centre because she is providing a for profit service (not an employee) within Stettler, and therefore is operating a business under the Town of Stettler's Licensing Bylaw.

In January of 2010 an appeal to this decision was submitted by the contract hairdresser and the AHS supervisor. Town Council's reconsideration motion at that time was to approve a Business License exemption, as permitted in Bylaw 1807-99, to the hairstylist for providing contract services to long term residents within the Stettler Hospital and Care Centre.

Current perspective:

The contractor has since resigned from AHS and the Town has received a request from AHS to exempt the position of the contract hairstylist on an ongoing basis. AHS has requested this exemption due to the service only being provided to long term care residents and that the compensation is typically less than market retail rates.

For local comparison purposes, Points West Living currently rent space within their facility to a hairstylist who in turn operates their own business and determines their own rates; this hairstylist requires and has obtained a business license.

Options:

1. That the Town of Stettler Council move that the contracted hairstylist for Alberta Health Services obtains a \$125.00 Town of Stettler Business License in accordance with Bylaw 1807-99 as they are providing a service for profit within the Town of Stettler.
2. That the Town of Stettler Council move that the contracted hairstylist for Alberta Health Services be exempt from a Town of Stettler \$125.00 Business License in accordance with section 3.c.x of Bylaw 1807-99 (for such businesses as Council by resolution may from time to time exempt).

Discussion ensued regarding the business verses limited business scope of the personal care services being provided by the contractor exclusively at this AHS Facility, and strictly at AHS controlled rates.

It was also noted that this current contractor does not perform similar services elsewhere in Stettler.

Discussion continued regarding whether it would be appropriate for Council to exempt the hairstylist services provided within the AHS facility on an ongoing basis, or as an alternative to exempt this service on a case by case basis under the circumstances each time.

Motion 13:11:05

Moved by Councillor Campbell that the Town of Stettler Council approve that the individual contracted hairstylist for Alberta Health Services (AHS), as per this request, be exempt from a Town of Stettler Business License in accordance with Section 3.c.x of Bylaw 1807-99. And further that AHS be informed that this exemption is granted to the individual contractor based on the current circumstances; for fairness purposes, future individual contractor exemptions will need to be considered by Council on a case by case basis and under the circumstances at that time.

MOTION CARRIED (4-2) with the abstention of Mayor Richards
Opposed: Councillors Bachman & Brown

Mayor Richards returned to the meeting and resumed the chair.

(d) Memo re: Business License Fees for 2014

Planning & Development Officer L. Graham advised that Administration has conducted a review of the Town's existing Business Licenses issued and the Business License Bylaw 1807-99.

At current rates Business License fees are projected to raise \$77,150 in 2014. The entire Business License fee collected is used to financially support the operation of the Stettler Regional Board of Trade and Community Development (Board of Trade) function within the Town's Operating Budget.

In reviewing the Town's existing fees for "resident" businesses and "non-resident" businesses the Town is comparable with other similar sized municipalities in Alberta. It was noted that the Town's fees automatically include the business's access to all membership benefits and services of the Alberta Chamber of Commerce (which costs extra in most other municipalities).

The last amendment to the Business License Bylaw 1807-99 was in January 1999, which reduced the business license fees from \$150 to \$125 for resident businesses and from \$350 to \$325 for non-resident businesses.

Discussion ensued regarding whether it is now time to raise the fee (after 14 years). It was noted that the net cost associated with operating the Board of Trade far exceeds the fees raised from Business Licenses and is subsidized by property taxation.

Following roundtable discussion, it was mutually agreed to increase Business License Fees in 2014 by \$25.00 for both resident and non-resident businesses.

Motion 13:11:06

Moved by Councillor Bachman that the Town of Stettler Council set the 2014 Business License Fees at \$150 for "resident" and \$350 for "non-resident" businesses.

MOTION CARRIED

Unanimous

(e) Memo re: Brownfield Sites Update

Town Council reviewed a memo from Planning & Development Officer, L. Graham

Planning & Development Officer L. Graham explained that in 2012 the Town of Stettler identified 15 brownfield and contaminated sites, since that time 4 of these sites have received remediation clearance.

A brownfield is defined as an abandoned, vacant, derelict or underutilized property where past actions have resulted in actual or perceived contamination and where there is an active potential for productive community use including reuse and full redevelopment. While a contaminated site is a developed site that is actively in use but has a history of actual or perceived contamination.

The direction the Town has received regarding Brownfield Sites at this time is that Alberta Environment and Sustainable Resource Development (ESRD) is not proceeding with enforcement but more providing the land owners with legislation and awareness. Please note that Alberta ESRD does not restrict the sale or development of contaminated property and that the vacant or underutilized properties are a municipal issue as Alberta ESRD role in contamination is only determining safety for human health.

There is a Brownfield Redevelopment Working Group that has been working on a provincial Brownfield Redevelopment Strategy. The mandate of the working group was to provide recommendations for a Brownfield Redevelopment Strategy that will facilitate the redevelopment of brownfield sites where market barriers currently discourage activity.

The final report of the working group is currently in the hands of the Ministers of Municipal Affairs and Alberta ESRD and at this time they have still not agreed to release the report or move forward with the recommendations. AUMA is planning to increase its advocacy efforts in this regard.

Administration is recommending the following:

Part 1 - Based on this report, Town of Stettler Council identifies the priority brownfield site(s) to concentrate on reclamation and/or redevelopment. Administration will focus on the priority sites and utilize the Brownfield Redevelopment Strategy when released as a tool to work with landowners to reclaim and/or redevelop their properties.

Part 2 - That Town of Stettler Council accepts this update as information for the upcoming meetings with Municipal Affairs and Alberta ESRD at the AUMA Convention on November 21, 2013. And that Town of Stettler Council inquires with Municipal Affairs and Alberta ESRD about the Brownfield Redevelopment Strategy.

1. When can we expect the release of the Brownfield Redevelopment Strategy?
2. How will the Brownfield Redevelopment Strategy benefit Municipalities and the redevelopment of brownfield sites in a timely manner?

Discussion ensued regarding the extent of possible contamination and remediation efforts to date respecting various local sites. It was promising that 4 or 15 sites have successfully been granted remediation clearances.

Round table discussion continued regarding Council's highest priority sites to focus our efforts upon. Although there was some support respecting site #7 on Main Street, it was mutually agreed that two sites along Highway 12, being #2 & #5 as presented, should be the highest priority for the Town to focus efforts upon.

Motion 13:11:07

Moved by Councillor Fischer that the Town of Stettler Council accept recommendations of Administration regarding Brownfield Redevelopment Strategy, and directs that sites identified as #2 and #5, as presented be considered the Town's highest priority for remediation.

MOTION CARRIED
Unanimous

(f) Memo re: Make Up Air Unit

Town Council reviewed the memo from Parks & Leisure Services, L. Penner.

CAO R. Stoutenberg advised that at the Council Meeting of September 17, 2013, Council approved to proceed to tender the purchase of the Red Rink Make-up Air Unit (MUA). In addition, Parks and Leisure Services were directed to tender a price option for the Blue Arena's MUA which is the same age as the Red Arena's MUA.

Tenders were given out to Burmac Mechanical 2000, Action Plumbing & Excavation 1998 Ltd., Keith's Refrigeration Ltd. and Cremac Metal Products Ltd. (the company working on the upgrades to the SRC).

Only one supply tender was received as follows:

Keith's Refrigeration Ltd.

Red Arena

\$63,150.00 + GST

Both Arenas with the required upsizing for the Blue Arena

\$157,000.00 + GST

Discussion ensued regarding the financial impact of both options, and the possibility for relooking at the scope/sizing requirements for the Blue Rink.

It was noted that there is no option but to replace the (non-functioning) MUA unit in the Red Rink. Options to possibly reduce the tendered price were discussed and considered not reasonable under the emergent circumstances.

Motion 13:11:08

Moved by Councillor Bachman that the Town of Stettler Council award the tender to replace the Make-up Air Unit in the Red Rink to Keith's Refrigeration in the amount of \$63,150 plus GST, and to fund this emergent item from reserves. And further to research scope and sizing options to replace the Make-up Air Unit in the Blue Arena for inclusion in the 2014 Capital Budget process.

MOTION CARRIED
Unanimous

(g) 2013 Property Taxation Survey

Assistant CAO G. Switenky explained that the Town of Barrhead recently completed an informal 2013 property taxation survey comparing 13 similar sized Alberta municipalities. This information is a quick snap shot of Property Assessment Valuation and Property Tax Rates used in 2013.

Assistant CAO G. Switenky stated that this survey is 2014 budget relevant because it is more current than the annual Financial Indicator Graphs prepared by Alberta Municipal Affairs. The Financial Indicator Graphs, upon release later in 2013 will be more comprehensive but based on previous year (2012) financial results.

The Town of Stettler compared favorably within this comparison grouping.

Key comparisons are as follows:

- 4th Highest population among the municipalities
- 3rd Highest Residential Assessment
- 3rd Highest Non-Residential Assessment
- 3rd Highest Total Taxable Assessment
- 5th Lowest Municipal Residential Tax Rate
- 2nd Lowest Municipal Non-Residential Tax Rate

Stettler provides as high or higher a level of services as any municipality in the grouping.

This informal tax and assessment survey was provided for illustrative and comparative purposes.

(h) Energy Associates International – Natural Gas Product Quote Summary

Assistant CAO G. Switenky provided an overview of the Natural Gas procurement process with Energy Associates International (EAI). The RFP process resulted in bids being received from three (3) interested retail suppliers of Natural Gas based on various alternative terms.

A summary of the bids was presented for review.

Assistant CAO G. Switenky concluded that on October 30, 2013 Administration, on behalf of the Town, entered into a Natural Gas Supply Contract with Access Gas for a four (4) year period 2014 to 2017 at a base rate of \$3.75 per GJ on 50% of the Town's normalized volume requirements.

On the recommendation of EAI, the remaining 50% of the Town's volume requirements will remain on the spot market for the time being given favorable market spot pricing.

Motion 13:11:09

Moved by Councillor Brown that the Town of Stettler Council accept entering into a Natural Gas Supply Contract with Access Gas for the four (4) year period 2014 to 2017; at a base rate of \$3.75 GJ; for 50% of our normalized volume requirements.

MOTION CARRIED
Unanimous

(i) CAO Report

CAO R. Stoutenberg highlighted the CAO's monthly organizational report to Council.

Motion 13:11:10

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

MOTION CARRIED
Unanimous

(j) Accounts Payable in the amount of \$1,136,313.51

Motion 13:11:11

Moved by Councillor Nolls that Accounts Payable in the amounts of \$188,409.24, \$850,730.74 & \$97,173.53 for the period ending November 1, 2013 for a total amount of \$1,136,313.51 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Oct 15 - School Board Forum.
- Oct 16 - Town of Stettler Candidates Forum.
- Oct 17 - County of Stettler Candidates Forum.
- Oct 18 - Town Office duties.
- Oct 21 - Municipal Election.
- Oct 22 - Met and spoke with several media re: Election.
- Oct 23 - Met with Government Officials and the County re: FOIP.
- Oct 25 - Met with Minister Griffiths and other local Government Officials.
 - Town Office duties.
- Oct 28 - Joint Orientation Meeting with County and Villages.
- Oct 29 - Orientation Meeting & Town Facility Tour.
- Nov 1 - Organizational Meeting/Oaths of Office.
 - Town Office duties.

(b) Councillor Bachman

- Oct 16 - Town of Stettler Candidates Forum.
- Oct 17 - Library Board Meeting.
- Oct 21 - FCSS Meeting.
- Oct 22 - Ag. Board Meeting.
- Oct 24 - Brought Greetings on behalf of the Town at the Board of Trade Business & Citizenship Awards.
- Oct 25 - Met with Minister Griffiths and other local Government Officials.
- Oct 28 - Joint Orientation Meeting with County and Villages.
- Oct 29 - Orientation Meeting & Town Facility Tour.
- Oct 30 - FCSS Budget Presentation.
- Nov 1 - Organizational Meeting/Oaths of Office.
- Nov 5 - MPC Meeting.

(c) Councillor Brown

- Oct 24 - Board of Trade Business & Citizenship Awards.
- Oct 28 - Joint Orientation Meeting with County and Villages.
- Oct 29 - Orientation Meeting & Town Facility Tour.
- Oct 30 - FCSS Budget Presentation.
- Nov 1 - Organizational Meeting/Oaths of Office.
- Nov 5 - MPC Meeting.

(d) Councillor Campbell

- Oct 16 - Town of Stettler Candidates Forum.
- Oct 25 - Red Deer River Watershed Alliance Meeting in Bentley.
- Oct 28 - Joint Orientation Meeting with County and Villages.
- Oct 29 - Orientation Meeting & Town Facility Tour.
- Nov 1 - Organizational Meeting/Oaths of Office.
- Nov 5 - MPC Meeting.

(e) Councillor Fischer

- Oct 16 - Town of Stettler Candidates Forum.
- Oct 21 - FCSS Meeting.
- Oct 23 - Bi-weekly SRC Reno Architect Meeting.
 - Community Consultation by Clearview School Division.
- Oct 25 - Red Deer River Watershed Alliance Meeting in Bentley.
- Oct 28 - Joint Orientation Meeting with County and Villages.
- Oct 29 - Orientation Meeting & Town Facility Tour.
- Nov 1 - Organizational Meeting/Oaths of Office.
- Nov 5 - MPC Meeting.

(f) Councillor Nolls

- Oct 28 - Joint Orientation Meeting with County and Villages.
- Oct 29 - Orientation Meeting & Town Facility Tour.
- Nov 1 - Organizational Meeting/Oaths of Office.
 - Rotary Club Friendship Dinner.

(g) Councillor Sernecky

- Oct 1 - Observed Regular Town Council Meeting.
- Oct 16 - Town Candidates Forum.
- Oct 24 - Board of Trade Business & Citizenship Awards.
- Oct 28 - Joint Orientation Meeting with County and Villages.
- Oct 29 - Orientation Meeting & Town Facility Tour.
- Oct 31 - Physician Recruitment Meet & Greet with Doctors and other Committee Members.
- Nov 1 - Organizational Meeting/Oaths of Office.

8. Minutes:

- (a) Boomtown Trail Community Initiatives Society Meeting of September 30, 2013

Motion 13:11:12

Moved by Councillor Fischer that the Town of Stettler Council accept the minutes, item 8(a) as presented.

MOTION CARRIED
Unanimous

9. Public Hearing:

- (a) None

10. Bylaws:

- (a) Bylaw 2042-13 re: Amend Land Use Bylaw 1976-08

This item was dealt with earlier in the meeting.

11. Correspondence:

- (a) AUMA Resolution 2013.B4 re: Call for Enhanced Funding for School Resource Officers
- (b) AUMA Resolution 2013.B5 re: Reverse MSI to Regional Collaboration Program Decision
- (c) Alberta Transportation – 2013 AUMA Convention in Calgary (Booked for Wednesday, November 20t 3:30-4:00pm) Items for Discussion?
- (d) News Release – Alberta Creates New Engagement Opportunities for Communities
- (e) Important Information for Your Organizational Meetings
- (f) Alberta Puts Commuting Families First with New Act
- (g) Protecting Albertans from Future Floods
- (h) Average Annual City Utility Rates Poised to Rise \$50 in 2014

Motion 13:11:13

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

MOTION CARRIED
Unanimous

12. Items Added:

- (a) November Committee of the Whole Meeting Date Change

Assistant CAO G. Switenky advised that the 2014-2016 Interim Operating Budget presentation will not be administratively complete as planned in time for the regular Committee of the Whole Meeting on November 12, 2013.

Alternative meeting dates were reviewed.

Motion 13:11:14

Moved by Councillor Campbell that the Town of Stettler approve moving the regular November Committee of the Whole Meeting from Tuesday, November 12, 2013 to Tuesday, November 26, 2013 at 1:00 p.m.

MOTION CARRIED
Unanimous

13. **In-Camera Session:** (a) **Recreation Funding**

Motion 13:11:15

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

MOTION CARRIED
Unanimous at 8:06 p.m.

Motion 13:11:16

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

MOTION CARRIED
Unanimous at 8:35 p.m.

14. **Adjournment:**

Motion 13:11:17

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

MOTION CARRIED
Unanimous at 8:35 p.m.

Mayor

Assistant CAO