

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
HELD OCTOBER 14, 2014

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

CAO G. Switenky  
Assistant CAO S. Gerlitz  
Director of Operations M. Robbins  
Planning and Development Officer L. Graham

Absent: Councillor A. Campbell

Call to Order: Mayor D. Richards called the meeting to order at 4:30 p.m.

1. Agenda Additions/Deletions

7(a) None

2. Agenda Approval

Moved by Councillor Fisher that the agenda be approved as presented.

MOTION CARRIED  
Unanimous

3. Delegation - 4:30 P.M. – Alberta Transportation – Tony Chelick, Operations Manager

- a. Hwy 56 Overlay
- b. Site Contamination Hwy 12 & 56 Intersection
- c. Traffic Study re: Hwy 12 – Tim Horton's & Hwy 56 – RCMP
- d. Enforcement of Portable Signs on Provincial Right-of-Way

Alberta Transportation representative Tony Chelick entered the meeting at 4:30 p.m.

Mayor Richards welcomed T. Chelick to the meeting and thanked Alberta Transportation for the great working partnership.

M. Robbins reported that the Town of Stettler has been working with Alberta Transportation on several initiatives to see continued improvements for the community.

a) Hwy 56 Improvements

M. Robbins advised that in 2013 Alberta Transportation provided funding for the reconstruction of Hwy 56 from 57 Street to 53 Street. In 2014 Alberta Transportation committed to improving the remainder of Hwy 56 from 53 Street to 46 Street. The Town of Stettler, who is responsible for the underground utility replacements, have awarded the utility replacement project and work will be completed this fall.

T. Chelick indicated that work continues on the highway reconstruction through town limits and Alberta Transportation looks forward to seeing the completion of the project.

b) Site Contamination Hwy 12 & 56 Intersection

M. Robbins advised that an identified contaminated site at 4702 – 58 Street at Hwy 12 and 56 Intersection has leached contamination into 48 Avenue on the north side of the property, and into the Highway 12 on the west side of the property. There is water and sanitary mains in 48 Avenue that the Town suspects are in contaminated soil from this property. Limited reporting and sampling have been completed in 48 Avenue/Highway 12 by the landowner. Town staff have repaired four water main breaks in this area over the past five years. The Town of Stettler will continue with a geotechnical study on 48<sup>th</sup> avenue, however permission is required by Alberta Transportation for testing within Highway Right of way.

Mayor Richards reported that the Town of Stettler met with representatives from Alberta Environment and Sustainable Resource Development during the recent AUMA Convention. The Town was encouraged to continue with the Geotechnical study of the area to determine the effects of the contamination. Mayor Richards advised that this utility replacement is a top priority for the Town of Stettler, and the Town looks forward to working with Alberta Environment and Sustainable Resource Development and Alberta Transportation to ensure the completion of this project.

T. Chelick advised that Alberta Transportation will consult with the Provincial Solicitors with regards to remediation of potential contamination of Provincial Right of Way and continue to work with the Town of Stettler.

c) Traffic Concerns on Hwy 12 at the intersection of 61 Street and 67 Street and Hwy 56 and 44 Avenue

M. Robbins advised that at AUMA 2013, the Town brought forward traffic concerns at these locations. Alberta Transportation has completed traffic counts at Hwy 12 and 62/67 Street and the Town is looking for ways to coordinate improvements to these intersections with Alberta Transportation.

T Chelick reported that Alberta Transportation is aware of the traffic congestion and traffic counts have been completed, however at this time no changes to the existing intersection is warranted. T. Chelick explained that traffic counts are based on a Provincial warrant system. Current traffic counts are as follows:

- Pedestrian – 60 people per peak hour – Intersection improvements would be warranted at 60-100 people per peak hour.
- Traffic – Traffic volume at the intersection is about ½ the volume to warrant intersection improvements.

Discussion also took place regarding the intersection on Hwy12 and 61<sup>st</sup> street. M. Robbins advised that traffic congestion is an issue at this intersection, and the Town of Stettler is currently looking at alternatives to ensure a safer intersection. It was noted that trucks parking along the Right of Way are also adding to the congestion in the area.

T. Chelick advised that Alberta Transportation is aware of the traffic congestion at the intersections of Hwy 12 and 61<sup>st</sup> and 67<sup>th</sup> Streets and will continue to work with

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the Town of Stettler on possible solutions including "no parking" signs on the Right of Way. T. Chelick also indicated that under current Provincial Policy any potential upgrades to an existing intersection must also include the option of a Roundabout.

d) Enforcement of Portable Signs on Provincial Highway Right of Ways:

L. Graham advised that the Town of Stettler is currently working on a Land Use Bylaw Amendment including the provisions for Portable Signage, as the majority of the portable signs are in Alberta Transportation Right of Ways the Town is looking for ways to work together to regulate the use of portable signs. In 2010 the Town surveyed the community regarding the use of portable signs, 83% (67 participants) of the survey were in favour of the signs in road rights of ways. In 2014 the Town surveyed the community regarding the use of portable signs, 72% (340 participants) of the survey were in favour of the signs in road rights of ways.

T. Chelick advised that no signage is permitted within Provincial Right of Way as per Policy, however Alberta Transportation works with urban municipalities through a partnership agreement to allow signage on Provincial Right of Way within municipal boundaries.

Discussion also took place with regards to lack of proper information given to the public to address issues that arising along Provincial Right of Way within municipal boundaries. T. Chelick agreed to work with the Town of Stettler to get the most accurate information out to the public.

T. Chelick summarized the discussion by indicating that Alberta Transportation has a very good working relationship with the Town of Stettler and looks forward to continuing that working relationship in the future.

Mayor Richards thanked T. Chelick for his very informative information on the above issues.

T. Chelick departed the meeting at 5:25 p.m.

4. Memo re: Library Lease Renewal

CAO G. Switenky advised that the lease with the Stettler and District Library Board for space in the Stettler Recreation Centre (SRC) expired on August 31<sup>st</sup>, 2014. A condition of the Lease Agreement states (Section 7) that the lease may be renewed (on the same terms and conditions) for an additional five years, beyond the original term of the lease. In 2009 the Library exercised its right and renewed the lease for a further 5 years.

Over the past 10 years the annual lease paid by the Board remained constant at \$30,250 per annum for approximately 4,883 sq. ft., and included utilities, building insurance and structural building maintenance.

In September 2013 the Town of Stettler began a significant renovation of the SRC including the expansion of the Stettler Public Library; completion of the renovation was

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March of 2014. Following the renovation the new footprint of the Stettler Public Library is approximately 6,777 sq. ft.

**Lease Rate Calculations:**

Expired 2009 Lease

\$30,250/ year @ 4,883 sq. ft. = \$6.19 / sq. ft. /year

2013-2014 Construction

Addition of 1,894 sq. ft.

Proposed 2014 Lease

6,777 sq. ft. @ \$6.19/ sq. ft. = \$41,949.35/year (\$42,000.00/year)

**Financial Implication:**

Public Library Annual Budget Increase     \$11,750.00

    Town Share @ 65%                             \$ 7,637.50 (Net in Recreation Budget)

    County Share @ 35%                         \$ 4,112.50

Moved by Councillor Nolls that the Committee of Whole recommend to the Town of Stettler Council to approve entering into a new Lease Agreement with the Stettler & District Library Board for the Library's current area within the Stettler Recreation Centre (6,777 sq. ft.) for \$42,000 per annum, subject to the said Lease containing substantively the same conditions as the prior (expired) lease.

MOTION CARRIED

Unanimous

5. Discussion re: Non-residential Business License

Planning and Development Officer L. Graham advised that this information is here for discussion of our non- resident business license fees. Below is the definition of a non-resident business as well as the fees set out in our current Business License Bylaw 1807-99 and amendment thereto 2044-13.

*"Non-Resident" means any business or person who does not ordinarily maintain a permanent place of business within the Town or County of Stettler boundaries.*

*"The annual fee payable to the Town for each license for each person carrying on business in the Town and who is not liable for a business tax in respect thereof and who does not ordinarily reside in the Town, but resides or maintains a place of business within the corporate limits of the County of Stettler including those Villages located therein shall be the sum of One Hundred and Fifty (\$150.00) Dollars, all other non-resident annual fees shall be the sum of Three Hundred and Fifty (\$350.00) Dollars."*

Administration has researched what other municipalities are doing with non-resident business license, the Business License Bylaw structure we follow regarding local and non-local is the common practice.

Municipality	Resident fee	Non Resident Fee
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Ponoka	\$100.00	\$250.00
Coaldale	\$60.00	\$300.00
Bonnyville	\$200.00	\$400.00
Westlock	\$100.00	\$200.00
Devon	\$150.00	\$300.00
Olds	\$100.00	\$200.00
Wainwright	\$100.00	\$200.00
Red Deer	\$172.50	\$345.00
Camrose	\$125.00	\$250.00
Peace River	\$150.00	\$300.00

Further, Administration has researched any legal implications of creating a higher or variable rate for non-local sales events. It was advised that if the Town imposes an increased fee in this instance, it could be perceived as a punitive measure against competition and be viewed as though the Town is not operating in good faith.

Discussion ensued.

Mayor Richards summarized the discussion by indicating that after an open discussion, and receiving advice from Town solicitors, the current Business License Fee Bylaw which includes a residential and a non-residential Business License Fee was agreed to, and the fees established in the Bylaw would be considered in the 2015 Budget.

6. Correspondence

a. Idling Awareness Promotion

CAO G. Switenky advised that the Heartland Beautification Committee have received permission from local businesses to posting a "Trying to Be Idle-Free" sign in their parking lot. The HBC will purchase 5 signs from Alberta Traffic Supply. The Town of Stettler will install the signs.

7. Additions

a. None

8. Adjournment

Moved by Councillor Campbell that the Committee of Whole Meeting be adjourned.

MOTION CARRIED  
Unanimous at 5:40 p.m.

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Mayor

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Assistant CAO