

**MINUTES OF THE SPECIAL COUNCIL MEETING
OF THE TOWN OF STETTLER COUNCIL
HELD ON WEDNESDAY, OCTOBER 7, 2009
IN THE MUNICIPAL OFFICE, COUNCIL CHAMBERS**

Present:

Mayor D. Richards

Councillors A. Campbell, D. Dennis, D. Garbutt & R. Peeples

Town Manager R. Stoutenberg

Assistant CAO G. Switenky

Absent:

Councillor L. Thorogood

Waiver of Notice:

All members of Town Council present (5 of 6) signed a "Waiver of Notice" for this Special Council Meeting prior to the beginning of the meeting. Section 194(4) of the *Municipal Government Act (MGA)* requires that at least 2/3rds of the whole Council must agree in writing, before the beginning of the meeting, to hold a Special Council Meeting with less than 24 hours notice.

Call to Order:

Mayor D. Richards called the Special Council Meeting to order at 7:00 p.m.

1. **Agenda Additions/Approval:**

Motion 09:10:01

Moved by Councillor Peeples that the Town of Stettler Council approve the agenda for the Special Council Meeting, and in accordance with the Procedure Bylaw 1746-96 approve the entire agenda from the October 6, 2009 regular Council Meeting at which a quorum was not present resulting in the entire meeting agenda being absolutely adjourned to the Special Meeting on October 7, 2009.

And that 24 hour Notice of this Special Council Meeting has been appropriately waived in accordance with Section 194(4) of the *Municipal Government Act*.

And with the following additions to the October 6, 2009 Agenda:

- 12(a) Stop Sign at 70th Street & 44th Avenue
- 12(b) Road Cleaning Near New Developments
- 12(c) Rough Boulevards

MOTION CARRIED

Unanimous at 7:01 p.m.

Director of Operational Services, John Keith entered the meeting at 7:01 p.m.

13. **In-Camera Session:**

- (a) 47 Avenue Curb Replacement, as Per Special Council Meeting Agenda

Motion 09:10:02

Moved by Councillor Garbutt that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager, Assistant CAO and Director of Operational Services present to discuss the item as presented on the Special Meeting In-Camera Agenda.

MOTION CARRIED

Unanimous at 7:01 p.m.

Motion 09:10:03

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

MOTION CARRIED
Unanimous at 7:36 p.m.

Press (2) entered the meeting at 7:36 p.m.

With the mutual consent of Council, Mayor Richards varied the order of the Agenda to consider operational Items Added while the Director of Operational Services, J. Keith was present.

12. **Items Added:**

(a) Stop Sign at 70th Street & 44th Avenue

Discussion ensued as to whether the yield sign at 70th Street & 44 Avenue should be replaced with a stop sign for traffic safety purposes.

It was noted that the road (70th Street) will eventually proceed into the new Sports Field Park.

It was mutually agreed that this traffic control sign will be changed from a yield sign to a stop sign.

(b) Road Cleaning Near New Developments

Brief discussion ensued regarding the responsibility for cleaning streets/roads near developments currently under construction (caused by contractor equipment).

(c) Rough Boulevards

Brief discussion ensued regarding the Town's ongoing program for boulevard restorations, as time permits.

Mayor Richards thanked J. Keith for attending the meeting and providing valuable input.

J. Keith departed the meeting at 7:45 p.m.

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held September 15, 2009

Motion 09:10:04

Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on September 15, 2009 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the September 15, 2009 Minutes

None

4. **Citizen's Forum:**

(a) No one was present at the Citizen's Forum

5. **Delegations:**

(a) None

6. **Administration:**

(a) Notice of Special Council Meeting

(b) Memo re: Committee Appointments/Organizational Meeting

Town Manager, R. Stoutenberg advised that there is one year left in Council's term of office and therefore one final set of appointments will be necessary at the October Organizational Meeting.

Mayor Richards requested that all Councillors let him know their preferences by October 9th, 2009.

(c) Memo re: Commercial/Industrial Design Guidelines

Town Manager, R. Stoutenberg explained that direction to proceed with the Terms of Reference and the re-development of the commercial and industrial design guidelines for the Highway 12 and 56 entrances.

Berry Architecture (per the Terms of Reference) will oversee revisions to the draft design guidelines document that was originally developed for but not adopted by Red Deer County. The revisions will be undertaken in-house by Town and County staff specific for local application.

The document will provide for design guidelines for the Town and County growth areas at the entrances of Highways 12 & 56 into the plan area of the Inter-municipal Development Plan, which is currently being developed by the municipalities. The Development of design guidelines for areas outside of the IDP boundary falls outside the scope of this project and may be pursued by the relevant municipality as a separate project.

The design guidelines will address the construction of commercial and industrial buildings, site design, landscaping and advertising signage on private lands. Guidelines for the consistent design and placement of provincial and municipal traffic signs, directional signs, welcoming signs and tourist signs within provincial and municipal road rights-of-way fall outside the scope of this project and may be pursued by the municipalities along another avenue.

The project result will be a final draft document that is satisfactory to the Town and the County.

The consulting fee structure shall be based on actual hourly cost and travel expenses with a maximum top set amount of \$7,500 to be shared equally between the Town and County. There shall be one invoice for this project, which shall be submitted to the County at the satisfactory completion of the project. All printing shall be done by the Town and County in-house.

Discussion ensued regarding whether the final document should be just a guideline or a strict/prescriptive regulation that could cause possible developmental issues/conflicts in the future.

It was mutually agreed that Town Council supports, at this time, that the document should be more of a guideline and less regulatory in nature.

Motion 09:10:05

Moved by Councillor Peebles that the Town of Stettler Council accept the Terms of Reference with Berry Architecture and Associates as presented, to assist the Town of Stettler and County of Stettler in developing, on a cost shared basis, Joint Commercial and Industrial Design Guidelines within the Inter-municipal Development Plan.

MOTION CARRIED
Unanimous

(d) Memo re: Centennial Pool Demolition Update

Town Manager, R. Stoutenberg explained that on April 15, 2005 an initial report was prepared by Golder Associates Ltd. regarding the *Results of Asbestos Analysis in the Centennial Pool* located at 4902-54 Street. At this time asbestos was identified in the pipe elbow mudding and the water tank mudding in the main mechanical room and supply waterline.

On August 21, 2009 Golder Associates Ltd. extracted 7 additional samples from the building; 4 of these samples tested positive for asbestos. The positive analysis results came from the north and south cinderblock walls, the boiler brick and insulation and the incandescent light paper backing.

Therefore, a request has been submitted to Golder Associates Ltd. for 2 quotes:

- 1) To supply air monitoring and site inspection services during the abatement process or
- 2) To write abatement specifications and handle the entire abatement tender process.

This item was presented to Council for information purposes; respecting the status of the demolition of the old pool.

(e) Memo re: Laptop/E-Government Training

Town Manager, R. Stoutenberg explained that Council will have their first e-agenda for the October 20th Council Meeting. There will be a training session for Councillors at the October 13th Committee of the Whole Meeting to learn how to download the agenda and navigate through it.

Laptops will be handed out to Council at the training session.

This initiative will further our goal of continuing to be better for the environment and save taxpayer dollars.

(f) Memo re: Agenda Items Meeting with MLA, Jack Hayden

- (i) Health/Hospital
- (ii) MSI – 2010-2011
- (iii) CFEP Grant Applications

- (g) Request for Input re: Regional Fire Chief's Annual Appraisal (Please forward comments by October 9th)

Town Manager, R. Stoutenberg requested input from Council by October 9th for the Regional Fire Chief's Annual Appraisal.

- (h) Town Manager's Report

Motion 09:10:06

Moved by Councillor Peeples that the Town of Stettler Council accept the Town Manager's Report for the month of September as presented.

MOTION CARRIED
Unanimous

- (i) Bank Reconciliation as of August 31, 2009

Motion 09:10:07

Moved by Councillor Campbell that the Town of Stettler Council accept the Bank Reconciliation as of August 31, 2009 as presented.

MOTION CARRIED
Unanimous

- (j) Statement of Revenue & Expenses as of September 30, 2009

Motion 09:10:08

Moved by Councillor Garbutt that the Town of Stettler Council accept the Statement of Revenue & Expenses as of September 30, 2009 as presented.

MOTION CARRIED
Unanimous

- (k) Statement of Capital Activity as of September 30, 2009

Motion 09:10:09

Moved by Councillor Peeples that the Town of Stettler Council accept the Statement of Capital Activity as of September 30, 2009 as presented.

MOTION CARRIED
Unanimous

- (l) Accounts Payable in the amount of \$2,505,727.57

Motion 09:10:10

Moved by Councillor Campbell that Accounts Payable in the amounts of (\$785,154.57, \$20,759.04 \$1,699,236.46 & \$577.50) for the period ending September 30, 2009 for a total amount of \$2,505,727.57 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

- (a) Mayor Richards

- Sept 19 - Sports Park Golf Tournament.
- Sept 23 - WTP Barbeque and Tour.
- Sept 25 - Swearing in as Town Mayor.
- Sept 26 - Meeting at County of Stettler.

- Sept 29 - Judge Hunter Swearing In.

(b) Councillor Campbell

- Sept 15 - Committee of the Whole Meeting.
- Sept 16 - Q-14 Election Promotion.
- Sept 18 - Q-14 Election Promotion.
 - Stettler Waste Management Meeting.
- Sept 19 - Sports Park Golf Tournament.
- Oct 5 - Tour of curb and gutter concerns.

(c) Councillor Dennis

- Sept 23 - WTP Barbeque and Tour.
- Sept 25 - Mayor Dick Richards Swearing In.
- Sept 28 - Hwy Design Concept for Town & County.
- Oct 2 - Attended Parkland Regional Library's 50 Year Celebration in Lacombe.

(d) Councillor Garbutt

- Sept 16 - Q-14 Election Promotion.
- Sept 17 - Q-14 Election Promotion.
- Sept 24 - Housing Authority Negotiating Committee Meeting.
- Sept 28 - Joint Council Meeting with County.
- Sept 29 - Judge Hunter Swearing In.

(e) Councillor Peebles

- Sept 17 - Clearview School Board re: Council Table.
 - Red Deer River Users Group Meeting in Drumheller.
- Sept 18 - Deputy Mayor duties at Town Office.
- Sept 21 - Museum Meeting.
- Sept 23 - WTP Barbeque and Tour.
- Sept 25 - Deputy Mayor duties at Town Office.
 - Mayor Dick Richards Swearing In.
- Oct 1 - Beautification Committee Meeting.

(f) Councillor Thorogood

- No report – absent from meeting.

8. **Minutes:**

- (a) Heartland Beautification Committee Meeting of September 3, 2009
- (b) Stettler Regional Board of Trade & Community Development Meeting of June 9, 2009
- (c) Stettler District Ambulance Association Meeting of June 22, 2009
- (d) Stettler Town & Country Museum Meeting of June 15, 2009
- (e) Boom Town Trail Community Initiatives Society Meeting of September 29, 2009

Motion 09:10:11

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

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) Parkland Regional Library's Proposed Budget 2010-12

Town Manager, R. Stoutenberg explained that the Parkland Regional Library Board requests that the Town of Stettler Council approves or disapproves their budget before November 6th, 2009 so that any problems or concerns could be addressed at the Parkland Regional Library Board Meeting on November 12th.

The per capita annual fee is increasing from \$6.58 in 2009 to \$6.77 in 2010. The per capita rate increase of \$0.19 represents an expenditure increase of \$1,110 in the Town's 2010 Operating Budget.

The three year 2010-12 Parkland Regional Library Budget was briefly reviewed. Discussion ensued regarding various line items included in the proposed budget and the benefits realized at the Stettler Public Library for the Town's membership.

The Parkland Regional Library Board is required to have their current year budget approved by participating members each year.

Motion 09:10:12

Moved by Councillor Garbutt that the Town of Stettler Council approve the Parkland Regional Library 2010 Budget as presented.

MOTION CARRIED
Unanimous

- (b) Canadian Badlands
- (c) Government of Alberta re: Awards of Excellence
- (d) Municipal Heritage Partnership Program
- (e) Central Alberta Premier's Dinner Invitation

Mayor Richards encourage any available and interested Members of Council to consider attending this dinner as representation for the Town of Stettler.

- (f) AUMA 2009 Annual Convention and Trade Show
- (g) Community Initiatives Program (CIP)
- (h) Public Hearings re: State of Health Care in our Province

Motion 09:10:13

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

MOTION CARRIED
Unanimous

12. **Items Added:** (a) Stop Sign at 70th Street & 44th Avenue
(b) Road Cleaning Near New Developments
(c) Rough Boulevards

These items were dealt with earlier in the meeting.

13. **In-Camera Session:** (a) 47 Avenue Curb Replacement as Per Special Council Meeting Agenda

This item was dealt with earlier in the meeting.

14. **Adjournment:**

Motion 09:10:14

Moved by Councillor Campbell that this Special Council Meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 8:37 p.m.

Mayor

Assistant CAO