

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, AUGUST 5, 2014 IN THE MUNICIPAL OFFICE  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards  
  
Councillors A. Campbell, M. Fischer, S. Nolls & K. Sernecky  
  
Assistant CAO S. Gerlitz  
Executive Director, Stettler Regional Board of Trade A. Brown  
Water Treatment Plant Manager G. Bilodeau  
Corporate Secretary C. Smith  
  
Press (1)

**Absent:** Councillors W. Brown & D. Bachman and CAO G. Switenky

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

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

**Motion 14:08:01** Moved by Councillor Nolls to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held July 15, 2014

**Motion 14:08:02** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on July 15, 2014 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the July 15, 2014 Meeting Minutes

An inquiry was made about the helipad at the Stettler Hospital Complex. It was noted that information on the current helipad, and what is required to bring the helipad up to code to allow the new Stars helicopter to land is expected from Alberta Health Services in the next few weeks.

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

5. **Delegations:** (a) 6:45 P.M. – Stettler RCMP Detachment Corporal Cameron Russell re: Introduction of New Members – Constables Mathew Fifield and Brad Wheeler

This item was dealt with later in the meeting.

Members of Council unanimously agreed to deal with Administration Item 6(e).

6. **Administration:** (e) Memo re: Raw Water Intake Pipe Replacement – Water Treatment Plant

Mayor Richards welcomed Water Treatment Plant (WTP) Manager, Gates Bilodeau to the meeting.

WTP Manager, G. Bilodeau handed out pictures of the raw water intake pipe that is to be replaced at the WTP.

WTP Manager, G. Bilodeau advised Council why the preference would be to proceed with design-build concept. Design-build is a method of project delivery in which one entity, the design-build team works under a single contract with the project owner to provide design and construction services.

One entity, one contract, one unified flow of work from initial concept through completion. Design-build is also known as design/construct and single-source responsibility. Across the country and around the world, design-build successfully delivers office buildings, schools, stadiums, transportation, and water infrastructure projects with superior results.

Project Overview

This is an approved 2014 Capital Budget item of \$100,000. The project consists of removing and replacing the intake pipe in both intake wells at the low lift. Before any work proceeds, the raw water pond will be filled and followed by the installation of a line plug in the raw water intake structure inlet line. The line plug is necessary while the work is ongoing in the intake wells. Work will be done in 7-m (23 feet) deep wells therefore safety is also a priority.

It was noted that with the expertise of the WTP Manger, the Town will be the primary contractor for the project. The Town will be responsible for the design and purchase of the materials. Knibb Developments Ltd. would then be contracted by the Town to install the pipe under the direction of the Town. Knibb Development Ltd. has great experience in the field of water treatment facility upgrades and working with epoxy coated steel pipe installation.

Listed below are the project phases and who is responsible:

1. project concept – Town
2. design – Town
3. order materials - Town
4. schedule- Town
5. construction– Contractor
6. inspection – Town and Contractor
7. testing – Town and Contractor
8. commissioning - Town and Contractor
9. documentation - Town and Contractor
10. 1 year warranty – Contractor

WTP Manager, G. Bilodeau advised Council that because the Town was responsible for the design, and purchase of materials, the Town would have some liability to ensure the proper pipe was purchased and the project meets all the current AB Environment and Sustainable Resources codes.

**Motion 14:08:03**

Moved by Councillor Sernecky that the Town of Stettler directs Administration to enter into a design/build contract with Knibb Developments Ltd. for the replacement of the intake pipe at the Water Treatment Plant to a maximum contract price of \$100,000 with funding to come from the Utility Surplus Account in the 2014 Capital Budget.

MOTION CARRIED  
Unanimous

WTP Manager, G. Bilodeau departed the meeting at 6:45 p.m.

5. **Delegations:** (a) 6:45 P.M. – Stettler RCMP Detachment Corporal Cameron Russell re: Introduction of New Members – Constables Mathew Fifield and Brad Wheeler

Stettler RCMP Detachment Corporal Cameron Russell and Constables Mathew Fifield & Brad Wheeler entered the meeting at 6:45 p.m.

Mayor Richards welcomed Corporal C. Russell, Constables M. Fifield & B. Wheeler to the meeting.

RCMP Cpl. C. Russell introduced M. Fifield from New Brunswick & B. Wheeler originally from Ontario as the new RCMP Constables.

Members of Council & Staff welcomed new RCMP Constables to Stettler.

Mayor Richards thanked delegation members for attending the meeting.

Delegation members departed the meeting at 6:55 p.m.

6. **Administration Con't:** (a) Memo re: Alberta Community Partnership Grant Application – Stettler Regional Fire Department - Regional Fire Engine Replacement

Assistant CAO S. Gerlitz advised that in the 2014 Provincial Budget, the Alberta Community Partnership (ACP) replaced the Regional Collaboration Program (RCP), and was approved for a total program budget of \$48.8 million in 2014/15. The objective of the ACP is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building activities, including project implementation costs and capital expenditures. The ACP Grant is broken down into the following components:

- Intermunicipal Collaboration
- Metropolitan Funding
- Viability Review Support
- Mediation and Cooperative Processes
- Municipal Internship
- Strategic Initiatives

The Intermunicipal Collaboration (IC) component retains the partnership requirements of the former RCP component, but the individual maximum grant for a project, per year, has been increased from \$250,000 to \$350,000, and will accept applications for multi-year funding for up to three-years.

Cost sharing for the IC Component is as follows:

- 2014/15 program year, there are no cost-share requirements.
- 2015/16 onward, \$100,000 towards approved project costs, followed by a 50/50 cost-share of the remaining project costs up to \$250,000. The maximum funding amount will remain at \$350,000.

Eligible Capital Expenses

A regional capital asset is an eligible expense under the IC component if it supports two or more municipalities in the provision of a new or enhanced regional municipal service, and meets the following conditions:

- the asset must be owned by the municipality or partnership; and
- general repairs or maintenance do not qualify as an enhancement if they only bring the asset back to its normal design life or original state.

Council in the 2014 Capital Budget, has approved \$709,000 to replace the 25 year old pumper for the Stettler Regional Fire Department. The new engine will be located in Regional Fire Station 1 in the Town of Stettler. This regional fire engine's primary use is to provide fire protection for the Town of Stettler, County of Stettler No. 6, and Villages of Botha, Gadsby and the Summer Villages of Rochon Sands and White Sands.

The County of Stettler has unanimously carried the following motion at their July 23, 2014 Council Meeting - 221.07.23.14 - Moved by Councillor Jackson - "that the County of Stettler No. 6 participate in an application for the Stettler Regional Fire Department – Regional Fire Engine Replacement project, submitted by the Town of Stettler, under the Alberta Community Partnership – Regional Collaboration component and that the Town of Stettler be the managing partner governing the purpose of the use of the grant funds.

2014 Capital Budget – Total cost = \$709,000.00  
ACP regional Grant = \$350,000.00  
Town of Stettler Cost = \$359,000.00

**Motion 14:08:04**

Moved by Councillor Campbell that the Town of Stettler Council participate in an application for the Stettler Regional Fire Department – Regional Fire Engine Replacement project, submitted by the Town of Stettler, under the Alberta Community Partnership – Regional Collaboration component and that the Town of Stettler be the managing partner governing the purpose of the use of the grant funds.

MOTION CARRIED  
Unanimous

Assistant CAO S. Gerlitz advised that the Town of Stettler has an opportunity to partner with the County of Stettler No. 6 on a second application under the IC Component of the ACP Grant. The proposed project consists of 6.4 kms (4 miles) of roadway and will consist of surface repairs and an asphalt overlay of approximately 0.1m. The project is located 1 mile south of the Town of Stettler on TWP 384 for two (2) miles then north two (2) miles to Highway 12 on RGE 195. The County of Stettler has allocated \$2,247,000 towards the pavement project in their 2014 Capital Budget. The project is to be completed in 2015. The end product will provide a smooth, dust free paved surface adequate for Highway and Industrial Bypass Traffic.

Assistant CAO S. Gerlitz highlighted the financial grant application:

2014 County Capital Budget – Total cost = \$2,247,000.00  
Total Ineligible Costs - \$107,000.00  
ACP Regional Grant (2014/2015) = \$350,000.00  
County of Stettler Cost = \$1,790,000.00

**Motion 14:08:05**

Moved by Councillor Fischer that the Town of Stettler participate in an application for the Stettler Resource/Ring Road Pavement Project located 1 mile south of the Town of Stettler on TWP 384 for two (2) miles then north two (2) miles to Highway 12 on RGE 195, submitted by the County of Stettler No. 6, under the Alberta Community Partnership – Intermunicipal Collaboration component and that the County of Stettler No. 6 be the managing partner governing the purpose of the use of the grant funds.

MOTION CARRIED  
Unanimous

(b) Memo re: Fire Dispatch Agreement – City of Red Deer

Assistant CAO S. Gerlitz reviewed the Fire Dispatch Services Agreement between the Town of Stettler and the City of Red Deer. He advised that the Town of Stettler is the managing partner of the Fire Dispatch Service Agreement on behalf of the Stettler Regional Fire Department providing coverage for all of the municipalities within the County of Stettler. A summary of the agreement is as follows:

1. The duration will be from 2014 – 2018 same term as previous contract term, 5 years;
2. The per capita charge has an increase of 4% per year which is a similar increase from the last term;
3. Insurance coverage per incident is now recommended to be \$5,000,000 up from \$2,000,000;
4. Payment schedule will be twice yearly – January and June;
5. Yearly invoice will be determined using the 2013 Census published by Alberta Municipal Affairs;
  - o Town of Stettler 5748
  - o County of Stettler 5103
  - o Big Valley 364
  - o Donalda 259
  - o Botha 175
  - o Gadsby 25
  - o Rochon 65
  - o White Sands 91
  - o **Total 11,830**

The Town will invoice the County their portion of the Fire Dispatch Service expense based on the per capita census data and Regional Fire Agreements.

**Motion 14:08:06**

Moved by Councillor Nolls that the Town of Stettler Council execute the City of Red Deer Fire Dispatch Services Agreement as presented.

MOTION CARRIED  
Unanimous

(c) Discussion re: Equitable Recreation Funding Mediation Update

Assistant CAO S. Gerlitz explained that the Town and County received \$15,000 under the Regional Collaboration Program for the Equitable Recreation Funding Mediation.

Assistant CAO S. Gerlitz advised that the Town and County Administrations have agreed to the following mediation format: Mediator Andrew Fulton or Mediator Bill Sutherland plus one student (mentoree) will be involved in the mediation process. The mediation format and the names of the Mediators have been forward to Municipal Affairs. Once the schedules of the mediators can be determined, an initial meeting will be scheduled with the Town and the County. It was noted that the initial mediation meeting will likely include the makeup of the negotiation committee including the number of Council and staff representatives from each municipality.

(d) Policy II-7(n) – Members of Council Email Addresses

Assistant CAO S. Gerlitz advised that following the Municipal Election in October 2013, each Councillor was given a Town of Stettler email address, to establish an organization related contact email address for the purpose of official Town of Stettler Business. Councillor email addresses are available to the public through the Town website, as part of Council's commitment to accountability and communication standards. This email address will be the property of the Town of Stettler and will only be assessable during Members of Council terms of office. This email is only for official/work-related Town business.

**Motion 14:08:07**

Moved by Councillor Sernecky that the Town of Stettler approve Policy II-7(n), being the Members of Council Email Addresses as presented.

MOTION CARRIED  
Unanimous

(e) Memo re: Raw Water Intake Pipe Replacement – Water Treatment Plant

This item was dealt with earlier in the meeting.

(f) Memo re: Communities in Bloom National Symposium and Awards Ceremony – September 17-20, 2014 in Charlottetown, PEI

Assistant CAO S. Gerlitz advised that the Communities in Bloom National Symposium and Awards Ceremony will take place September 17-20, 2014 in Charlottetown, PEI.

The Town of Stettler has competed in the National Communities in Bloom competition since 2008, achieving a 5 Bloom rating (the highest) each year. In 2011, Stettler was chosen as the winner in their population category, making them the National Champion for the 3001-7500 population category.

In 2012, Stettler competed in the Small category of the International Challenge of the National Communities in Bloom competition (there were 12 communities from across the world) and achieved 5 Blooms again. In 2014, Stettler is competing again in the International Challenge category.

There are 5 judging categories:

- Environmental Action
- Floral
- Heritage Conservation/Culture & Arts/Volunteerism
- Landscape, Turf and Groundcover
- Tidiness

Assistant CAO S. Gerlitz highlight the cost summary to attend the Nation Convention:

- Registration - \$505 per person
- Hotel – Delta Prince Edward – 5 nights @ \$256.76 (tax included) = \$1283.80
  - Tuesday, September 16, 2014 (check in) – Sunday, September 21, 2014 (check out)
- Flights – \$860.23 per person (Westjet)
  - Tuesday, September 16, 2014 & Sunday, September 21, 2014
- Mileage and Parking (airport) - \$300
- Incidents - \$150.00 (meals, taxi, etc.)
- Total - 1 delegate - \$3099.03
- Total - 2 delegates (sharing room & car) - \$4464.26 (registration & airfare)

Mayor Richards asked each Councillor for their comments on sending a representative to the National Communities in Bloom Symposium and awards ceremony. It was unanimous that Council felt it was important to send a representative to the national Symposium for the following reasons:

- To provide ongoing support to the Town of Stettler's commitment to the Federal and International Communities in Bloom Program
- To provide ongoing support to the Town of Stettler's Mission Statement – “we will provide a high quality of life for our residents and visitors through leadership and the delivery of effective, efficient and affordable services that are socially and environmentally responsible”
- Learning opportunity to bring back new and fresh ideas to the community
- Networking opportunities – what is working, what did not work
- Supplier contacts

Discussion ensued on who to send to the Communities in Bloom National Symposium and Awards Ceremony September 17-20, 2014 in Charlottetown, PEI.

**Motion 14:08:08**

Moved by Councillor Sernecky that the Town of Stettler agrees to send Robert Spencer, Chair of the Stettler Community in Bloom Committee and Spouse, to the Communities in Bloom National Symposium and Awards Ceremony to take place September 17-20, 2014 in Charlottetown, PEI at an estimated cost of \$4464.26 with funding to come from the HBC – CIB Travel and Subsistence Account in the 2014 Operating Budget.

MOTION CARRIED  
Unanimous

(g) CAO Report

Assistant CAO S. Gerlitz provided departmental highlights of the monthly organizational report to Council.

**Motion 14:08:09**

Moved by Councillor Fischer that the Town of Stettler accept the CAO Report for the month of July.

MOTION CARRIED  
Unanimous

(h) Accounts Payable in the amount of \$527,620.07

**Motion 14:08:10**

Moved by Councillor Fischer that Accounts Payable in the amounts of \$467,046.19 & \$60,573.88 for the period ending August 1, 2014 for a total amount of \$527,620.07 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- July 18 - Town Office cheques.
- July 22 - Accepted the Salute at the RCMP Musical Ride.
- July 24 - Communities in Bloom BBQ at Councillor Nolls.
- July 25 - Town Office – Brought Greetings to CIB Judges.
  - Walk N Roll Proclamation.
  - CIB Lunch at the P&H Elevator.
  - CIB Supper at the SRC re: Environmental Awards.
- July 30 - Town Office cheques.

(b) Councillor Bachman

- No report – absent from meeting.

(c) Councillor Brown

- No report – absent from meeting.

(d) Councillor Campbell

- July 23 - Pheasant Festival Meeting.
- July 24 - Red Deer River Municipal Users Group Meeting at Dixon Dam.
- July 25 - Communities in Bloom Judges.
  - Pheasant Festival Media Kick-Off.
- Aug 1/2 - Sirocco Golf Course PGA – Q School.

(e) Councillor Fischer

- July 16 - Elks Club 90<sup>th</sup> Birthday Celebration at West Stettler Park.
- July 20 – August 4 on holidays.



(f) Councillor Nolls

- July 24 - Hosted BBQ for Beautification Committee and CIB Judges.
- July 30 - Stettler Museum Meeting re: Estonian House.

(g) Councillor Sernecky

- July 18 - Ambulance Working Meeting.
- July 21 - Meeting with CAO Switenky & Councillor Brown re: Upcoming AHS Meeting.
- July 22 - AHS Meeting.
  - Meeting with L. Thorogood re: AHS.
  - AHS Meeting re: Foundation concerns and plans.
- July 24 - BBQ at Councillor Nolls to greet CIB Judges.
- July 25 - CIB Judges at the Town Office and lunch at the P&H Elevator.

8. Minutes: (a) None
9. Public Hearing: (a) None
10. Bylaws: (a) None
11. Correspondence: (a) United Way Central Alberta
- (b) Red Deer Advocate re: Regional Health Facilities Need More Than \$100M in Maintenance
- (c) Certificates of Qualification re: Water Distribution II, Wastewater Treatment I & Wastewater Collection II
- (d) Community Futures East Parkland re: 2013-14 Annual Review
- (e) Alberta Municipal Affairs re: Safety Codes Act

**Motion 14:08:11**

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

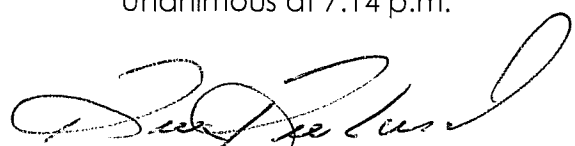
MOTION CARRIED  
Unanimous

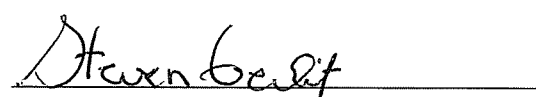
12. Items Added: (a) None
13. In-Camera Session: (a) There was no In-Camera Session at this meeting.
14. Adjournment:

**Motion 14:08:12**

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

MOTION CARRIED  
Unanimous at 7:14 p.m.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Assistant CAO