

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, NOVEMBER 15, 2016 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Deputy Mayor Sean Nolls  
  
Councillors A. Campbell, D. Bachman, W. Brown & M. Fischer  
  
CAO G. Switenky  
Assistant CAO S. Gerlitz  
Director of Operations M. Robbins  
  
Press (2)

**Absent:** Mayor D. Richards

**Call to Order:** Deputy Mayor S. Nolls called the meeting to order at 6:30 p.m.

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

**Motion 16:11:10** Moved by Councillor Bachman to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held November 1, 2016

**Motion 16:11:11** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on November 1, 2016 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the November 1, 2016 Meeting Minutes

None

(c) Minutes of the Committee Meeting held November 8, 2016

**Motion 16:11:12** Moved by Councillor Campbell that the Minutes of the Committee Meeting held on November 8, 2016 be approved as presented.

MOTION CARRIED  
Unanimous

(d) Business Arising from the November 8, 2016 Committee Meeting Minutes

None

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

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

6. Administration: (a) Committee of the Whole Recommendations

1. School Zones

**Motion 16:11:13**

Moved by Councillor Brown that the Town of Stettler Council confirms and does not wish to extend the length of any school zones on 48<sup>th</sup>, 49<sup>th</sup> and 50<sup>th</sup> Avenues for the following reasons; the school zone limits currently exceed the provincial recommended guidelines, and based on the traffic data collected, the average speeds approaching the zones are 40-44 km/hr.

MOTION CARRIED  
Unanimous

2. SRC Phase 2 Concept and Design Project

**Motion 16:11:14**

Moved by Councillor Bachman that the Town of Stettler Council award the SRC Phase 2 – Ice Plant Replacement Engineering and Design to Williams Engineering Canada for the amount of \$69,200.00 with funding to come from the Intermunicipal Collaboration Component of the Alberta Community Partnership Grant and the 2016 Capital Budget.

MOTION CARRIED  
Unanimous

3. SRC Roof Engineered Structural Study – Intermunicipal Collaboration Component of the Alberta Community Partnership Grant and the 2016 Capital Budget

**Motion 16:11:15**

Moved by Councillor Campbell that the Town of Stettler Council complete an engineered structural study of the roof of the SRC to determine the condition of the roof in terms of code and weight bearing load capacity for future energy efficiencies, retrofits, modifications or additions to the current facility with funding to come from the Intermunicipal Collaboration Component of the Alberta Community Partnership Grant and the 2016 Capital Budget.

MOTION CARRIED  
Unanimous

4. Habitat for Humanity

**Motion 16:11:16**

Moved by Councillor Fischer that the Town of Stettler Council commend Habitat for Humanity for the service the group provides, however for financial prioritization reasons the Town of Stettler is not interested in a financial partnership with Habitat for Humanity.

MOTION CARRIED  
Unanimous

(b) 2016 Capital Budget – Trench Excavation Safety Shoring Tender

CAO G. Switenky advised that approved 2016 capital budget is \$45,000 to purchase trench shoring for trench excavations.

Director of Operations, M. Robbins advised that Request for Pricing (RFP) proposals were sent out to two companies to provide a quote on a specific Build a Box style trench shoring. The shoring is a system that can be custom built to fit many different types of trenching.

The following quotes were received:

Mountainview Systems	\$36,464.00
Benchmark Site Services	\$33,855.00 (unable to supply specified product as per RFP)

Mountainview Systems was the only company to reference the exact style of Build a Box trench shoring specified in the RFP. Benchmark Site Services will supply an equivalent product.

Build a Box is the industry leader and has patented technology that makes ease of use and adaptively superior to other products in the market.

**Motion 16:11:17**

Moved by Councillor Fischer that the Town of Stettler Council award the purchase of the trench shoring to Mountainview Systems in the amount of \$36,464.00 excluding GST, as approved in the 2016 Capital Budget.

MOTION CARRIED  
Unanimous

(c) Alberta Water, Wastewater Partnership Application – Rehabilitation of Wastewater Lagoons Cells 5 & 6

CAO G. Switenky advised that the Alberta Municipal Water/Wastewater Partnership provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities.

The rehabilitation of wastewater lagoon cells 5 and 6 meet the eligibility criteria of the program.

Funding under this program is provided at 43.87% of the project costs. The application is being submitted to cover the desludging and complete restoration of the lagoon walls of cells 5 and 6, including engineering and geotechnical testing at a total project cost of \$2,012,403.94, excluding GST.

**Motion 16:11:18**

Moved by Councillor Brown that the Town of Stettler Council directs Administration to apply for the Alberta Municipal Water/Wastewater Partnership Grant for the desludging and rehabilitation of wastewater lagoon cells 5 and 6.

MOTION CARRIED  
Unanimous

(d) Policy XV-2(a) re: Watermain Break & Water Service Leak

CAO G. Switenky advised that Policy XV-2(a) re: Watermain Brake and Water Service Leak is to establish a set of procedural guidelines which ensure effective, efficient and economical return to service of any watermain and /or water service leak or break where even a single customer is affected.

Director of Operations, M. Robbins highlighted sections the policy.

**Motion 16:11:19**

Moved by Councillor Fischer that the Town of Stettler Council approve Policy XV-2(a) re: Watermain Break & Water Service Leak as presented.

MOTION CARRIED  
 Unanimous

(e) Memo re: Staff Christmas Bonus

CAO G. Switenky presented Council with a memorandum highlighting some of the many organizational accomplishments in 2016.

He further highlighted the importance of staff appreciation and recognition for their commitment and dedication to providing excellence in their jobs. Retaining employee knowledge and experience is a priority to protect our most valuable assets.

Discussion ensued regarding the many accomplishments throughout the organization in 2016.

Deputy Mayor Nolls expressed Council's sincere appreciation for the dedication and hard work of our staff, and requested that Senior Administration pass on their heartfelt thanks for jobs well done.

**Motion 16:11:20**

Moved by Councillor Fischer that the Town of Stettler Council recognize the efforts of its entire team of valued employees through the award of a \$325 Christmas Bonus to be paid in (local) Heart of Alberta Dollars per full time employee (prorated for part time employees) as an appreciation for their continued effort, commitment and loyalty, as well as appreciation for the overall level of organizational accomplishment and dedication in 2016.

MOTION CARRIED  
 Unanimous

(f) Memo re: Dog & Cat License Fees for 2017

CAO G. Switenky advised that Town Administration has conducted a review of our existing Dog & Cat Licenses and Rates.

Animal License Type	Number of Licenses			Potential 2017 Revenue
	2014	2015	2016	*based on 2016 Licenses
Dog - Unaltered	65	41	43	\$20,200.00
Dog - Altered	746	704	722	
Cat - Unaltered	1	0	4	\$6,150.00
Cat - Altered	242	221	238	
<b>TOTAL</b>	<b>1054</b>	<b>966</b>	<b>1007</b>	<b>\$26,350.00</b>

**Motion 16:11:21**

Moved by Councillor Brown that the Town of Stettler Council set the 2017 Dog & Cat License fees at the same rate as 2016:

- \$25 for an altered dog or cat
- \$50 for an unaltered dog or cat
- \$10 for a replacement tag
- \$10 Discount between December 1 -January 31

MOTION CARRIED  
 Unanimous

(g) Memo re: Business License Fees for 2017

CAO G. Switenky advised that Council each year Town of Stettler Council sets the Business License Fees for the upcoming year; administration has conducted a review of our existing Business Licenses and the Business License Bylaw 1807-99. As of October 30, 2016 we have the following number of Active Business Licenses:

Business Type	Number Of Licenses			Potential 2017 Revenue
	2014	2015	2016	*Based on 2016 Licenses
Resident (Rate \$150/year):				
Commercial	402	396	408	\$61,200
Home Occupation	71	75	72	\$10,800
Non- Resident (Rate \$350/year)	56	36	42	\$14,700
<b>TOTAL</b>	<b>529</b>	<b>507</b>	<b>522</b>	<b>\$86,700</b>

**Motion 16:11:22**

Moved by Councillor Brown that the Town of Stettler Council set the 2017 Business License fees as the same rate as 2016, \$150.00 for a Resident License and \$350.00 for a Non-Resident License.

MOTION CARRIED  
 Unanimous

(h) Meetings

- Monday, November 28 – Regional Water Meeting – 2017 Water Rates
- Monday, November 28 – 2017 Interim Budget – Council Deliberations (4:00pm)
- Tuesday, December 6 – Council
- Tuesday, December 13 – Committee Meeting
- Tuesday, December 20 – Council
- Tuesday, January 3 – Council
- Tuesday, January 10 – Committee Meeting
- Wednesday, January 11 – 2017 Strategic Planning Workshop – (3:30pm)
- Tuesday, January 17 – Council
- Tuesday, January 31 – 2017 Capital Budget – Council Deliberations (3:30pm)

(i) Bank Reconciliation as of October 31, 2016

**Motion 16:11:23**

Moved by Councillor Campbell that the Town of Stettler Council accept the Bank Reconciliation as of October 31, 2016 as presented.

MOTION CARRIED  
 Unanimous

Councillor Campbell left the meeting at 7:02 pm.

Councillor Campbell returned to the meeting at 7:04 pm.

(j) 2016 Operating and Capital Budget Summary – October 31, 2016

**Motion 16:11:24**

Moved by Councillor Fischer that the Town of Stettler Council accept the Bank Reconciliation as of October 31, 2016 as presented.

MOTION CARRIED  
 Unanimous

- (k) Accounts Payable in the amount of \$327,094.42

**Motion 16:11:25**

Moved by Councillor Bachman that Accounts Payable in the amounts of \$151,221.48, \$320.18, \$1,800.00, \$25,016.28 & \$148,736.48 for the period ending November 11, 2016 for a total amount of \$327,094.42 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- No report – absent from meeting.

(b) Councillor Bachman

- Nov 2 - Pheasant Festival
- Nov 4 - MPC
- Nov 7 - FCSS
- Nov 8 - Committee of the Whole

(c) Councillor Brown

- Nov 3 - Beautification
- Nov 4 - MPC
- Nov 7 - Ambulance Board Accreditation Canada  
- FCSS
- Nov 8 - Committee of the Whole
- Nov 9 - Ambulance Board Accreditation Canada

(d) Councillor Campbell

- Nov 4 - Ag. Society Re-opening  
- MPC
- Nov 8 - Committee of the Whole

(e) Councillor Fischer

- Nov 3 - Campus Alberta  
- Volunteer Appreciation supper at the Parish Hall put on by Seniors' Lodges
- Nov 4 - MPC  
- Rotary Friendship Dinner – brought greetings from the Town
- Nov 8 - Committee of the Whole

(f) Councillor Nolls

- Nov 3 - Beautification
- Nov 4 - MPC  
- Grand Opening of the riding arena at the Ag. Society.
- Nov 7 - Board of Trade  
- Committee of the Whole

8. Minutes:

- (a) None

9. Public Hearing:

- (a) None

10. **Bylaws:** (a) 2087-16 re: Business Tax Bylaw & Memo

CAO G. Switenky advised that each year Town of Stettler Council sets the Business Tax Fees for the upcoming year; administration has conducted a review of our existing Business Taxes and the Business Tax Bylaw 2061-15. As of November 15, 2016 we have the following number of Active Business Tax rolls:

<b>Business Type</b>	<b>Number Of Licenses</b>			<b>Potential 2017 Revenue</b>
(Rate \$150/year):	<b>2014</b>	<b>2015</b>	<b>2016</b>	*Based on 2016 Licenses
Business Roll:	43	43	43	\$6,450.00
<b>TOTAL</b>	<b>43</b>	<b>43</b>	<b>43</b>	<b>\$6,450.00</b>

**Motion 16:11:26** Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 2087-16 as presented.

MOTION CARRIED  
 Unanimous

**Motion 16:11:27** Moved by Councillor Fischer that the Town of Stettler Council give second reading to Bylaw 2087-16 as presented.

MOTION CARRIED  
 Unanimous

**Motion 16:11:28** Moved by Councillor Bachman that the Town of Stettler Council give permission for third and final reading to Bylaw 2087-16 as presented.

MOTION CARRIED  
 Unanimous

**Motion 16:11:29** Moved by Councillor Brown that the Town of Stettler Council give third and final reading to Bylaw 2087-16 as presented.

MOTION CARRIED  
 Unanimous

11. **Correspondence:** (a) None

12. **Items Added:** (a) None

13. **In-Camera Session:** (a) There was no In-Camera Session at this meeting.

14. **Adjournment:**

**Motion 16:11:30** Moved by Councillor Campbell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED  
 Unanimous at 7:20 p.m.

\_\_\_\_\_  
 Mayor

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