

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, MAY 21, 2013 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

Councillors A. Campbell, D. Bachman, M. Fischer, P. Simons,
L. Thorogood & S. Wildeboer

CAO R. Stoutenberg
Assistant CAO G. Switenky
Executive Director, Stettler Regional Board of Trade, A. Brown

Press (3)

Absent: None

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

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

Motion 13:05:17 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 May 7, 2013

Motion 13:05:18 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on May 7, 2013 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the May 7, 2013 Meeting Minutes

Discussion ensued regarding the availability of jobs at the Points West development as well as where/how to apply for these jobs.

It was stated that during a tour on May 8th of the "In progress" Points West facility by Members of Council the Points West representative answered questions regarding the levels of pay and the quality of care/services to be expected.

It was further noted that this new facility is not located within a hospital and there will be differences in the costs to residents and the availability of some services on site.

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

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

Mayor Richards welcomed Vicki Leuck, Stettler Q93.3 FM Station Manager to the meeting temporarily at 6:35 p.m.

V. Leuck introduced a new News Reporter Landin Chambers to Members of Council.

Mayor Richards welcomed L. Chambers to Stettler.

V. Leuck departed the meeting at 6:36 p.m.

6. **Administration:**

(a) Strategic Planning Update

CAO, R. Stoutenberg reviewed the Town's 2013 Strategic Plan and updated Council with respect to the actions/results achieved to date on a goal by goal basis.

Discussion ensued regarding various areas of progress to date.

It was noted that this update is presented to Council for information purposes on a regular/quarterly basis.

This item was mutually accepted for information purposes.

(b) Transfer of Old Stettler Travel Site

CAO R. Stoutenberg advised that a letter has been received from the local owners of the Old (former) Stettler Travel Site regarding donating this now vacant site to the Town of Stettler for a downtown park/beautification project. The owners suggested that the site be some way dedicated to all the pioneer businesses of Stettler from the Peters family.

CAO R. Stoutenberg advised that the site should not have any environmental liabilities/concerns given its past use.

It was noted that advice from the Beautification Committee will be sought to assist with future planning for this corner lot directly on Main Street.

Members of Council expressed their sincere appreciation towards the Peters Family for their generous donation towards improving the quality of life in downtown Stettler.

It was mutually agreed that there should be a suitable acknowledgement for this donation given its magnitude. Possible options discussed included recognition at the Board of Trade Business Awards Banquet in the fall or at a Beautification function.

Motion 13:05:19

Moved by Councillor Campbell that the Town of Stettler Council approve and accept the donation of property known as the Old Stettler Travel Site to the Town of Stettler to be used for a downtown park/beautification project.

And that this site be dedicated to all the pioneer businesses of Stettler from the Peters Family.

And that the Beautification Committee be requested to recommend a design and development budget to Council.

And further that due to the significance of this donation that it be recognized at the Board of Trade Business Recognition Awards in the fall.

MOTION CARRIED
Unanimous

(c) Memo re: Library Board Member-at-Large Appointment

CAO R. Stoutenberg advised that Tanille Timmins has expressed an interest to sit as a member-at-large on the Stettler Library Board Committee.

Tanille and her family have recently moved back to Stettler after 10 years of life in Calgary and she is very interested in finding a way to be involved with something that she feels invested in. This appointment would be for a one-year term.

The Library Board Committee would welcome Tanille's participation.

It was noted that the Town's Representative (Councillor Bachman) will discuss with Tanille the potential for conflicts which can unintentionally arise while serving on a volunteer boards.

Motion 13:05:20

Moved by Councillor Fischer that the Town of Stettler Council approve the appointment of Tanille Timmins to the Stettler Library Board Committee for a one-year term.

MOTION CARRIED
Unanimous

(d) Memo re: Seniors Week June 3-9, 2013

Town Council reviewed the memorandum regarding Seniors Week activities to be held June 3-9, 2013.

It was highlighted that on May 24, 2013 at 11:00 a.m. the Mayor and Reeve will sign the proclamation at Paragon Place with representatives from the seniors in the community.

Members of Council coordinated their attendance throughout the week regarding representation at Heart Haven Lodge, Willow Creek Lodge & Paragon Place as follows:

Paragon Place Jun 3 12:00 Noon
(Mayor Richards, Councillors Fischer & Thorogood)

Heart Haven Lodge Jun 4 12:00 Noon
(Mayor Richards & Councillor Fischer)

Willow Creek Lodge Jun 5 12:00 Noon
(Mayor Richards, Councillors Fischer & Simons)

Senior Drop-In Centre Jun 6 3:00 P.M.
(Mayor Richards, Councillors Campbell, Fischer & Simons)

(e) Memo re: Skateboard Park Location

Director of Parks & Leisure Services, Lee Penner entered the meeting at 6:58 p.m.

Mayor Richards welcomed L. Penner to the meeting.

Director of Parks & Leisure Services, L. Penner advised that Parks and Leisure Services together with the local Skate Park Association have reviewed many locations for the new skate park and have come up with two final locations both along the Recreation Road.

The recently hired skate park design and build company New Line Skateparks has spent some time reviewing both locations and is recommending the location on the south side of the Recreation Road.

The Stettler Skate Park Association also favors the south side location based on the following factors.

- Not immediately beside roads or parking lots to eliminate the vehicle traffic that comes to the site; because of convenience and not because they are skate park enthusiasts.
- Farther from the campground to reduce noise interference with campers.
- Close to pathway system for boarding to the location.

Concern for locating the skate park close to pathways has been dismissed through discussions with Olds, Airdrie and Stony Plain.

Parks and Leisure Services prefer this site as well because of the need to keep the existing parking (across the road) for the ball diamonds and the soon to be converted concrete outdoor rink for basketball, rollerblade, hockey and other seasonal court sports. This parking will also still be available for those who choose to drive to the skate park location.

Individual Council Members expressed their support for the south side site. It was noted that this site is also located on the same side of Recreation Road as the Ball Diamonds, West Stettler Park and the Spray Park; all of which are connected by pathways making it safe to walk to from these other locations.

Discussion briefly ensued regarding the possibility for an eventual marked crosswalk along Recreation Road. It was noted that the speed limit along the entire Recreation Road is already 30 kph for pedestrian safety.

Motion 13:05:21

Moved by Councillor Thorogood that the Town of Stettler Council to begin design and construction, subject to available funding on the south side of the Recreation Road option number 1 as presented.

MOTION CARRIED
Unanimous

Mayor Richards thanked L. Penner for his valuable presentation.

Director of Parks & Leisure Services, L. Penner departed the meeting at 7:05 p.m.

(f) Memo re: Utility Account Correction

Assistant CAO G. Switenky advised that Administration/Public Works has recently discovered that the current renter of Unit #13 at Heartland Green failed to apply for water & sewer services for a period of 39 months. The current renter (since January 2010) has therefore never been billed for the basic/flat monthly sewer service (\$18), the basic/flat component of the monthly water charge (\$10), or consumption of 481 m³ over this time; an average 12 m³ per month.

Assistant CAO G. Switenky explained that the rental units at Heartland Green are more suspect to potential billing problems because the Town is unable to completely disconnect individual units.

There is only one service connection for multiple units however; each unit is individually metered for billing purposes. Municipal garbage/recycling services are not available to this housing complex, therefore commercial waste bins are provided and included in the rent.

The current renter has informed Administration that she was not aware that she had to apply for utility services given the services were already on when she took possession. She assumed that they were included in her monthly rent just like garbage. For Council's information, the renter insists that she was never informed that water and sewer utilities were not included in rents, nor is there anything in her lease/contract relating to this.

Assistant CAO G. Switenky explained that Town Policy VI-3(f) establishes a consistent way to handle Utility Account billing corrections. Utility accounts identified as having an under or over charge greater than 12 months shall be presented to Council who may, at their discretion authorize an additional charge for a period covering a maximum of 24 months (confirmed in accordance with the Provincial Limitations Act). The calculation of any additional Town utility charges shall be based on the current rates in effect as if they had taken place during one billing period.

The maximum amount in accordance with Town Policy that can be retroactively charged to this utility customer (using 2013 rates) is calculated as follows: 24 months at \$10 fixed water = \$240; plus 24 months at \$18 fixed sewer = \$280; plus 24 months at the average of 12 m³ per month (288 m³) at \$2.52 = \$725.76 for a grand total of \$1,397.76.

Administration is recommending that the Town of Stettler Council approve charges for water and sewer services in the amount of \$1,397.76 to the person renting unit #13, 6314 – 40 Avenue for a utility account billing correction as per policy VI-3(f).

Discussion ensued regarding the potential for this happen from time to time and Administration's need to communicate with the Manager of this complex to avoid this from reoccurring.

It was noted that due to the relatively large amount owing, Administration will make suitable and amicable repayment arrangements with the current renter.

Motion 13:05:22

Moved by Councillor Bachman that the Town of Stettler Council approve charges for water and sewer services in the amount of \$1,397.76 to the person renting Unit #13, 6314-40 Avenue for a utility account billing correction as per Policy VI-3(f) as presented.

MOTION CARRIED
Unanimous

(g) FCSS Financial Statements as of December 31, 2012

CAO R. Stoutenberg briefly highlighted the FCSS Financial Statements as of December 31, 2012.

Motion 13:05:23

Moved by Councillor Fischer that the Town of Stettler accept the FCSS Financial Statements as of December 31, 2012 as presented.

MOTION CARRIED
Unanimous

(h) Bank Reconciliation as of April 30, 2013

Motion 13:05:24

Moved by Councillor Simons that the Town of Stettler accept the Bank Reconciliation as of April 30, 2013 as presented.

MOTION CARRIED
Unanimous

(i) Accounts Payable in the amount of \$266,624.60

Motion 13:05:25

Moved by Councillor Thorogood that Accounts Payable in the amounts of \$104,369.92, \$107.00 (VOID) & \$162,361.68 for the period ending May 17, 2013 for a total amount of \$266,624.60 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- May 13 - Town Office.
- Cure for Kids in Red Deer.
- May 15 - Meeting with Director of Operations & Environment re: Development Issue.

(b) Councillor Bachman

- May 8 - Points West Tour.
- May 9 - Library Board Meeting.
- May 11 - Library Trustee Workshop in Camrose.
- May 13 - FCSS Meeting.

(c) Councillor Campbell

- May 8 - Points West Tour.
- May 14 - Committee Meeting.
- May 16 - Municipal Users Group Meeting.

(d) Councillor Fischer

- May 8 - Points West Tour.
- May 13 - FCSS Meeting.
- May 15 - Meeting to discuss potential combined medical centre.

(e) Councillor Simons

- May 8 - McHappy Day.
- Points West Tour.
- May 11 - Beautification Committee.

(f) Councillor Thorogood

- May 16 - Golf Tour Meeting re: Health Services Foundation.

(g) Councillor Wildeboer

- May 8 - Points West Tour.
- May 14 - Board of Trade Meeting.

8. **Minutes:**

(a) None

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) None

11. **Correspondence:**

(a) Alberta Strengthens 911 Services

(b) County of Stettler Rural Water Servicing Strategy

(c) Alberta Trail Net

Motion 13:05:26

Moved by Councillor Campbell that correspondence items 11(a) to 11(c) 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 13:05:27

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

MOTION CARRIED
Unanimous at 7:33 p.m.

Mayor

Assistant CAO