

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, OCTOBER 18, 2016 IN THE MUNICIPAL OFFICE
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

Councillors A. Campbell, D. Bachman, W. Brown, M. Fischer &
S. Nolls

CAO G. Switenky
Assistant CAO S. Gerlitz
Director of Operations M. Robbins
Director of Parks & Leisure Services L. Penner

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 16:10:01 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 September 20, 2016

Motion 16:10:02 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on September 20, 2016 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the September 20, 2016 Meeting Minutes

None

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

5. **Delegations:** (a) 6:45 P.M. – Brian Brake, Executive Director re: Habitat for Humanity Red Deer Region

Mayor Richards welcomed Brian Brake, Executive Director, Habitat for Humanity Red Deer Region to the meeting.

B. Blake highlighted his presentation.

- In celebration of Canada's 150 years as a nation, in partnership with USA President Jimmy Carter, 150 Habitat Homes will be built in Canada by July 10, 2017. 100 of these homes will be built in Alberta.
- Habitat for Humanity Red Deer currently has 22 homes in Red Deer, 4 in Lacombe, 2 in Delburne, and 1 in Three Hills.
- 4 homes under construction in Lacombe and negotiating builds in Red Deer and Innisfail
- Lacombe project – 4 units took 9 months to build and included 4000+ hours of local volunteer work
- Cost of Habitat home in 2015 = serviced +\$400,000 or land +\$100,000/unit

- Habitat partnership includes – community provides land and 1/3 partnership on construction costs. Habitat provides project manager, gift in kind donations, partner on construction costs and lifetime administration of home
- Habitat homeowner:
 - Low income working family – gross annual family income - \$37,000 to \$58,000
 - Complete 500 hours of volunteer community service before taking possession
 - Must agree to sell house back to Habitat when ready to move on
 - No down payment / no interest charge
 - Monthly mortgage payments are established at 25% gross monthly income (review of tax returns)
 - Property taxes are paid directly to community by mortgage administrator
 - When homeowner leaves, property is returned to Habitat for the amount paid in principle – cost of repairs to re-establish and reassign home
- Financial partnership with town of Stettler for 4 units (4 families)
 - Overall cost per unit - \$170,000
 - Land cost per unit (Town) - \$35,000
 - Habitat gift in kind - \$15,000
 - Construction costs per unit - \$120,000 (Town - \$50,000)
 - Cost to Town for each unit - \$85,000 (land and construction cost)
 - Estimated market Value of properties when completed - \$1,200,000
 - Overall costs for 4 units - \$680,000
 - Town of Stettler Contribution - \$340,000 (land and construction)
 - Habitat Gift in Kind - \$60,000
 - Habitat Contribution - \$280,000
 - Cost overruns and management costs – Habitat
 - Maintenance costs – home owners

General discussion took place on sizing of homes, selection of families and community service which can be accommodated by a combination of community projects and Habitat projects.

Mayor Richards thanked Brian Brake for his informative presentation.

Delegation members departed the meeting at 7:13 p.m.

6. **Administration:** (a) **Parkland Regional Library – 2017 Budget Requisition**

Assistant CAO S. Gerlitz advised that the Town is in receipt of the Parkland Regional Library's budget for 2017 (1 year budget), with a 2017 per capita requisition of \$8.04 - (2% increase), an increase from the 2016 per capita of \$7.88. This \$0.16 represents a requisition increase for the Town of Stettler of \$919.68 based on the Town's population of 5,748.

The Parkland Regional Library Board is required to have their current year budget approved by participating members each year. The Parkland Regional Library Board requests that Council approves the 2017 budget and notifies PRL in writing before November 1st so that any concerns can be addressed at the PRL Board meeting on November 10th.

Motion 16:10:03

Moved by Councillor Campbell that the Town of Stettler Council approve the Parkland Regional Library 2017 Budget with a requisition of \$46,213.92 (\$8.04 per capita).

MOTION CARRIED
Unanimous

(b) Heartland Beautification Committee – 2017 Budget

CAO G. Switenky advised that the Town is in receipt of the Heartland Beautification Committee 2017 Budget for \$22,200 (same as 2016).

Motion 16:10:04

Moved by Councillor Brown that the Town of Stettler Council approve the Heartland Beautification Committee 2017 Budget in the amount of \$22,200 as presented.

MOTION CARRIED
Unanimous

(c) 2016 Capital Budget – Wheel Excavation

CAO G. Switenky advised that Council approved a 2016 Capital Budget of \$300,000 (MSI) to purchase a new Wheeled Excavator.

Director of Operations M. Robbins advised that RFP's were advertised through the Alberta Purchasing Connection and sent out to participating dealers for a new 2016 wheeled excavator including several attachments. All models are provided with a one year – 1000 hour full machine warranty.

The following bids were received:

Hitachi (Wayjax)	\$323,400
Volvo (Strongco)	\$303,605
John Deer (Brandt)	\$303,180
Cat (Finning)	\$299,484
Hyundai (C.E.M Heavy Equipment)	\$258,100
Doosan (Lift Boss)	\$256,185

Town staff were not able to test all models submitted as some of the dealers could not provide a demo unit. Based on the evaluation of the models tested and in speaking with other communities who operate wheeled excavators, Town staff recommend the Hyundai model based on the test drive, plus the maintenance records provided by other municipalities (cost of ownership).

The Hyundai offers additional warranty on the unit for reasonable rates. Town staff recommends purchasing a 5 year – 5000 hour full machine warranty for \$8,390.

Motion 16:10:05

Moved by Councillor Fischer that the Town of Stettler Council award the purchase of the Wheeled Excavator to C.E.M Heavy Equipment for the 2016 Hyundai Wheeled Excavator including purchasing the 5 year extended warranty, for a total purchase price of \$266,490, excluding GST with funding to come from the 2016 Capital Budget.

MOTION CARRIED
Unanimous

Director of Operations M. Robbins departed the meeting at 7:25 pm.

(d) 2016 Capital Budget – Community Hall Roof Repairs

CAO G. Switenky advised that Council approved a 2016 Capital Budget of \$100,000 towards renovations including replacement of shingles on the Community Hall.

Director of Parks & Leisure Services L. Penner highlighted the proposed improvements required in the Community Hall.

Phase 1 2016 (2016 Capital Budget)

Seal vinyl sheet flooring seams	\$3,000.00
Painting of hall/patching wall paper	\$9,000.00
New flooring in main bathrooms	\$6,000.00
New shingles.	<u>\$80,000.00</u>
Total for 2016	\$98,000.00

Future Phases

New carpet and dance floor reconditioning/new	\$30,000.00
New ceiling tiles	\$9,500.00

Air conditioning

Design for better distribution of forced cool air	\$5000.00
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Total \$142,500.00

Director of Parks & Leisure Services L. Penner advised that advertising for the shingle replacement project on the Community Hall was through the local paper. The Town received one bid from Greg Boxma of Halkirk.

Metal Ribbed roof	\$57,400.00
Asphalt Shingles	\$61,400.00

General discussion took place regarding metal roof versus asphalt. It was noted that metal roof life would be 30 years and asphalt life 20-25 years. However the color on a metal roof will fade over time and it is also very loud during severe weather events.

Director of Parks & Leisure Service L. Penner also noted that comments received from patrons using the Community Hall felt that a metal roof would affect the aesthetics of the hall, in that a metal roof would look barn like.

Motion 16:10:06

Moved by Councillor Brown that the Town of Stettler Council award the Community Hall Roof Shingle Replacement to Greg Boxma in the amount of \$61,400 (GST not included) with funding to come from the 2016 Capital Budget and further to use the remaining 2016 Capital Budget to hire an engineering company to complete the design for better distribution of forced cool air within the Community Hall.

MOTION CARRIED
Unanimous

(e) Battle River Watershed Alliance Annual Funding Request

CAO G. Switenky advised that the Town of Stettler has received a letter and invoice dated September 15, 2016 from Hugh Sanders, Chairman of the Battle River Watershed Alliance in the amount of \$2,874 which represents a \$0.50 per capita annual membership fee.

CAO G. Switenky highlighted the previous discussions of Council regarding the annual membership fee:

Council November 3, 2015

It was noted that the Town of Stettler does appoint a representative (Councillor Campbell) to the BRWA, but to date has not made any financial contributions. The Town's water comes from the Red Deer River and that the Town is a member of the Red Deer River Watershed Alliance. The Town of Stettler currently pays an annual membership fee to the RDRWA (\$2,874) because of our involvement and the importance of water quality supporting the Town and our regional partners from the Red Deer River. It was noted however that the Town of Stettler is located within the Battle River Watershed. When the lagoons are discharged, the filtered water may eventually find its way to the Battle River.

The Town of Stettler agreed to join the BRWSA in 2010, but has not contributed financially.

Council April 2, 2013

Motion 13:04:06 Moved by Councillor Thorogood that the Town of Stettler Council accept the voluntary funding request from the BRWA for information purposes.

Council December 7, 2010

Motion 10:12:08 Moved by Councillor Fischer that the Town of Stettler Council approve the recommendation to:

- 1. Join the Battle River Watershed Alliance for a one-year term with no annual fee.*
- 2. If after one year of being a member, Council finds value in such, to evaluate an extension and consider a contribution (to be determined at a later date) to the Battle River Watershed Alliance to assist with operations.*

General discussion ensued regarding membership. Mayor Richards summarized the discussion by adding that we remain a member in support (affiliate member) but not financially.

This item was discussed for information purposes only.

(f) Budget Summary – September 30, 2016

Motion 16:10:07

Moved by Councillor Campbell that the Town of Stettler Council accept the Budget Summary – September 30, 2016 as presented.

MOTION CARRIED
Unanimous

(g) Capital Budget Summary – September 30, 2016

Motion 16:10:08

Moved by Councillor Campbell that the Town of Stettler Council accept the Capital Budget Summary – September 30, 2016 as presented.

MOTION CARRIED
Unanimous

(h) Meetings

- Tuesday, November 1 – Council Meeting
- Tuesday, November 8 – Committee Meeting
- Tuesday, November 15 – Council Meeting
- 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 September 30, 2016

Motion 16:10:09

Moved by Councillor Nolls that the Town of Stettler Council accept the Bank Reconciliation as of September 30, 2016 as presented.

MOTION CARRIED
Unanimous

(j) Accounts Payable in the amount of \$1,007,844.36

Motion 16:10:10

Moved by Councillor Brown that Accounts Payable in the amounts of \$73,577.68, \$238,831.32, \$499,580.62, \$64,106.19 & \$131,748.55 for the period ending October 14, 2016 for a total amount of \$1,007,844.36 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 21 - Central Alberta Film Festival (CAFF) luncheon.
- Sept 23 - Town Office.
- Sept 24 - Repair Café.
- Sept 29 - SWMA discussion with CAO G. Switenky.
- Sept 30 - Town Office.

- Oct 5-7 - AUMA Convention in Edmonton. Met with RCMP, Health & AB Transportation.
- Oct 11 - Town Office.
- Oct 14 - Town Office.

(b) Councillor Bachman

- Sept 21 - Pheasant Festival Meeting.
- Sept 26 - MPC.
- Sept 27 - Ag Society.
- Oct 5 - Supper in Edmonton re: AUMA Convention.
- Oct 13-15 - Pheasant Festival
- Oct 17 - FCSS Budget Presentations.

(c) Councillor Brown

- Sept 26 - MPC.
- Oct 4-7 - AUMA Convention in Edmonton.
- Oct 17 - FCSS Budget Presentations.

(d) Councillor Campbell

- Sept 23 - RDRWSA Board.
- Sept 26 - MPC.
- Sept 29 - MLA/RDRMUG.
- Sept 30 - SWMA.
- Oct 3 - Steel Wheel Stampede.
- Oct 4-7 - AUMA Convention in Edmonton.
- Oct 14 - Pheasant Festival Banquet.

(e) Councillor Fischer

- Sept 22 - Info night at Campus Alberta.
- Sept 24 - Repair Café at the SRC.
- Sept 26 - MPC.
- Sept 27-30 - Alberta Recycling Conference in Jasper.
- Oct 3 - SRC Meeting with John Hull.
- Oct 4-7 - AUMA Convention in Edmonton.
- Oct 5 - RCMP Meeting and discussion at AUMA.
- Oct 11 - Attended and played music at George Pivert's funeral.
- Oct 13 - Campus Alberta mock interviews of finishing health care students.
- Oct 14 - Sold 50/50 tickets at Pheasant Festival banquet.

(f) Councillor Nolls

- Sept 21 - CAFF luncheon.
- Sept 26 - MPC.
- Sept 29 - Night at the Booseum.
- Sept 30 - SWMA.
- Oct 3 - Steel Wheel Stampede.
- Oct 5 - AUMA Dinner.
- Oct 6 - Beautification.
- Oct 11 - Board of Trade.
- Oct 14 - Sold 50/50 tickets at Pheasant Festival.
- Oct 15 - Released pheasants in morning/afternoon.
- Oct 16 - Released pheasants.

8. Minutes:

- (a) Parkland Regional Library Board Meeting of September 8, 2016
- (b) Airport Board Meeting of September 9, 2016
- (c) Stettler District Ambulance Association Meeting of September 19, 2016

(d) Heartland Beautification Committee Meeting of October 6, 2016

(e) Stettler Waste Management Authority Meeting of September 30, 2016

Motion 16:10:11

Moved by Councillor Nolls that the Town of Stettler Council accept the minutes, items 8(a) to 8(e) inclusive as presented.

MOTION CARRIED
Unanimous

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) Bylaw 2080-16 re: Local Improvement

Mayor Richards explained that Bylaw 2080-16 is to authorize construction of pavement by levying a special assessment therefore as a local improvement on Plans 1523578, 1423887 & 1623089.

Motion 16:10:12

Moved by Councillor Fischer that the Town of Stettler Council give first reading to Bylaw 2080-16 as presented.

MOTION CARRIED
Unanimous

Motion 16:10:13

Moved by Councillor Campbell that the Town of Stettler Council give second reading to Bylaw 2080-16 as presented.

MOTION CARRIED
Unanimous

Motion 16:10:14

Moved by Councillor Brown that the Town of Stettler Council give permission for third and final reading to Bylaw 2080-16 as presented.

MOTION CARRIED
Unanimous

Motion 16:10:15

Moved by Councillor Nolls that the Town of Stettler Council give third and final reading to Bylaw 2080-16 as presented.

MOTION CARRIED
Unanimous

11. **Correspondence:**

(a) AUMA Small Communities Newsletter

(b) Developer Levies Mull'd by Municipalities

(c) Helipad Error in Rocky Mountain House

(d) Old Fashioned Christmas Dinner – December 22, 2016

(e) Finalist for CIB Outstanding Achievement Award – Stettler, AB

(f) Central Alberta Regional Assessment Review Board Seeking New Members

Motion 16:10:16

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

MOTION CARRIED
Unanimous

Director of Parks and Leisure Services L. Penner left the meeting at 8:15pm

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

Motion 16:10:17

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

MOTION CARRIED
Unanimous at 8:20 p.m.

Mayor

Assistant CAO