

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, APRIL 1, 2008 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor J. Hunter  
  
Councillors D. Dennis, D. Garbutt, R. Peebles, D. Richards &  
L. Thorogood  
  
Town Manager R. Stoutenberg  
Director of Finance & Administration G. Switenky  
  
Press (2)

**Absent:** Councillor A. Campbell

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

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

**Motion 08:04:01** Moved by Councillor Thorogood to approve the agenda as presented with the following additions:

- 13(a) Incamera Session re: Greenlab Land Negotiations
- 13(b) Incamera Session re: Contract Holdbacks

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held March 18, 2008

Director of Finance and Administration G. Switenky highlighted a couple of clerical corrections prior to Council's consideration of the minutes.

**Motion 08:04:02** Moved by Councillor Richards that the Minutes of the Regular Meeting of Council held on March 18, 2008 be approved as presented with clerical corrections.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the March 18, 2008 Minutes

None

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

5. **Delegations:** (a) 7:15 P.M. – Associated Engineering re: WTP Membrane Tender

This item was dealt with later in the meeting.

6. **Administration:** (a) Update re: Strategic Plan

Town Manager, R. Stoutenberg reviewed the Town's 2008 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. Meeting dates in the near future were highlighted.

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

(b) Memo re: AE Kennedy Building Lease Rate for 2008-2013

Town Manager, R. Stoutenberg explained that in the fall of 2006 the Town of Stettler began reviewing the Lease Agreement for the AE Kennedy Building (Community Health Centre) with the David Thompson Health Region. Clause 1(b) of this Agreement states that the yearly rental rates for 2008-2013 were to be renegotiated between both parties on or before January 2<sup>nd</sup>, 2007.

In order to meet this requirement the Town of Stettler inquired with local property owners and realtors on what this type of space would command for rent on a per square foot basis. Local market comparables ranged from \$8.00 - \$14.00 with some properties on the west end of Town reaching \$20.00 per sq. ft. Based on this information Town Council increased the per square foot rental rate for 2008-2013 as per the following schedule:

2008/2009 - \$9.00 per sq. ft.	\$132,678
2009/2010 - \$9.50 per sq. ft.	\$140,049
2010/2011 - \$10.00 per sq. ft.	\$147,420
2011/2012 - \$10.50 per sq. ft.	\$154,791
2012/2013 - \$11.00 per sq. ft.	\$162,162

It was noted that the rental rate for 2007 was \$6.99 per square foot.

DTHR has recently responded to what they consider to be a substantial rate increase at \$2.01 per square foot and have proposed that the current rental agreement be revised to reflect both of the following:

- Rent at \$9.00 per square foot in 2008 and remain constant until a minimum of 2010 and preferably until 2013, and
- In consideration of the DTHR's current redevelopment plans for the Stettler Health Care facility, they would like to discuss and determine the potential of acquiring the AE Kennedy Building and Land for a nominal fee at the close of the lease in 2013. Should a minimal transfer fee be negotiated with the Town, then the DTHR's lease payments or a portion therein could be considered an investment in future property for health service delivery in Stettler.

Roundtable discussion ensued regarding DTHR's request to discuss the potential of acquiring the AE Kennedy Building and land for a minimal fee at the close of the lease in 2013, in consideration of the their current redevelopment plans for the Stettler Health Care facility.

Town Manager R. Stoutenberg advised that the Town is required under legislation to dispose of assets at fair value. Generally this would involve a calculation of the present value of the lease as well as other factors.

Discussion continued regarding the current lack of available provincial funding for any expansion or upgrades at the Stettler Hospital. It was noted that there is currently no formal commitment from the DTHR; rather that upgrades to the Stettler Hospital are a relatively high priority in the DTHR's future capital plans.

It was stated that the Town will be discussing future hospital upgrades with our MLA, the Honourable Jack Hayden who is the new Minister of Infrastructure.

Roundtable discussion ensued regarding whether the lease rate should be held at \$9.00 per square foot for two consecutive years.

**Motion 08:04:03**

Moved by Councillor Peebles that the Town of Stettler Council amends the motion passed on November 7, 2006 to adopt a \$9.00 per sq. ft. lease rate for the 2008 & 2009 lease year for the A.E. Kennedy Building and agrees to renegotiate this rate with the David Thompson Health Region for the 2010 to 2013 lease period.

MOTION DEFEATED (3 – 3 tie vote)  
Opposed: Mayor Hunter,  
Councillors Thorogood & Richards  
(A tie vote deems a Motion  
defeated per MGA Section 186)

**Motion 08:04:04**

Moved by Councillor Thorogood that the Town of Stettler Council amends the annual lease rates, previously approved by Council on November 7, 2006, for inclusion in the Lease Agreement with the David Thompson Health Region for the AE Kennedy Building as follows:

\$9.00 per sq. ft. for the 2008/09 lease year, and  
\$9.25 per sq. ft. for the 2009/10 lease year,

And that the Town of Stettler agrees to renegotiate this annual lease rate with the David Thompson Health Region for the remaining three year lease period 2010 to 2013.

MOTION CARRIED (4 – 2)  
Opposed: Councillors Dennis &  
Garbutt

(c) Memo re: Trackless Purchase

Town Manager, R. Stoutenberg explained that Council at the last meeting approved increasing the 2008 Capital Budget from \$70,000 to \$115,000 to allow for the purchase of a new 2008 MTV Trackless four wheel drive articulated multi-purpose municipal tractor (110 H.P. diesel engine) with three attachments (5-way plow, 60" broom and hydraulic salt/sand spreader)

It was noted that this Budget decision was made by Council because a used Trackless in good condition could not be found; as originally considered possible.

It was stated that Joe Johnson Equipment Inc. (Winnipeg) is the only authorized dealer for Trackless in Western Canada and that the Town's Purchasing Policy requires Council to specifically approve expenditures exceeding \$15,000.

Discussion ensued regarding the standard options, the warranty period/servicing, the timing of this purchase, the purpose of this specific machine, the condition of the Town's existing machine, alternative manufacturers, and the cost/benefit of purchasing a new Trackless for primarily cleaning sidewalks, pathways and boulevards.

**Motion 08:04:05**

Moved by Councillor Thorogood that the Town of Stettler Council approve the purchase of a new 2008 MTV Trackless tractor with the three (3) attachments from Joe Johnson Equipment Inc. at a cost of \$113,346.00 plus tax.

MOTION CARRIED (5 – 1)  
Opposed: Councillor Dennis

Mayor Hunter with the mutual consent of Council varied the order of the agenda to delay consideration of items 6(d) and 6(f) until later in the meeting.

- (d) Memo re: Don Peters Industrial Subdivision

This item was dealt with later in the meeting.

- (e) Memo re: Community Advisory Committee Appointments

Mayor Hunter reviewed the correspondence from RCMP Sgt. Rowland Schmidt which explained that Andrea Hach has shown an interest in sitting on the Community Advisory Committee as a member-at-large and that Chuck Orlick has agreed to remain on the Committee.

It was noted that this Committee has been dormant for the past few years.

Discussion ensued regarding the broad role/purpose of this Committee with respect to local policing activities.

**Motion 08:04:06**

Moved by Councillor Peoples that the Town of Stettler Council approve the appointment of Chuck Orlick and Andrea Hach as members-at-large and Councillor D. Garbutt as a Town representative on the Community Advisory Committee.

MOTION CARRIED  
Unanimous

- (f) Memo re: 51 Street Sidewalk Options

This item was dealt with later in the meeting.

- (g) Town Manager's Report

**Motion 08:04:07**

Moved by Councillor Peeples that the Town Manager's Report for the month of March be accepted as presented.

MOTION CARRIED  
Unanimous

- (h) Accounts Payable in the amount of \$396,964.52

**Motion 08:04:08**

Moved by Councillor Garbutt that Accounts Payable for the period ending March 27, 2008 in the amount of \$396,964.52 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

5. **Delegations:**

- (a) 7:15 P.M. – Associated Engineering re: WTP Membrane Tender

Associated Engineering representatives Gary Drachenberg, P.Eng, Manager, Water & Wastewater Division and Edith Asselin, P.Eng Project Engineer entered the meeting at 7:15 p.m.

Mayor Hunter welcomed G. Drachenberg and E. Asselin to Council and initiated introductions of Members of Council.

G. Drachenberg briefly highlighted the engineering work performed and results achieved to date respecting the Stettler Regional Water Treatment Plant Upgrade.

He highlighted that on December 4<sup>th</sup>, 2007 the Town of Stettler Council approved the Work Plan as presented from Associated Engineering to provide the Town with the following Professional Engineering Services for upgrades to the Stettler Water Treatment Plant and other system components under the "Water for Life Initiative" with 87.95% provincial funding:

- Project Management & Advisory
- Design Basis Memorandum
- Regional System Advisory & Coordination
- System Control & Instrumentation
- Contract #1 – Membrane Equipment Preparation
- Contract #2 – Raw Water Storage Ponds
- Contract # 3 – WTP Preparation
- Construction Stage Services
- Start-up & Commissioning Services
- Post Construction Services

In December 2007, three Membrane Equipment Vendors were invited to submit equipment supply proposals for the Water Treatment Plant upgrade project in Stettler.

E. Asselin explained the Scope of the Membrane Supply RFP and the key stipulated requirements. She stated that only two suppliers submitted proposals and explained further the Key Equipment Data Comparisons and highlighted technical configuration differences between each of the two submissions.

Associated Engineering has prepared a detailed analysis of the bids in order to reach a fair comparison of the two submissions. Their analysis indicates that the overall capital estimate for Pall Corporation's system is \$647,000 lower than GE/Zenon Solution's estimate.

E. Asselin explained further that the Pall configuration would however involve slightly higher annual operating costs (energy), however over a 20 year period it is estimated that the Pall configuration would still cost Stettler less than the Zenon configuration's upfront cost.

Discussion ensued regarding the technical capabilities of both vendor configurations as proven in other Alberta plants. It was noted that both bids include a pilot testing phase to verify satisfactory performance outcomes prior to installation approval.

In addition to the equipment cost assessment an evaluation was also undertaken to assess the overall cost implication related to the different building additions required for each base concept.

Discussion continued regarding the differing building additions required for both vendor configurations, and the next steps involved upon a decision being made by Council to award this component.

In Summary, as a result of the significantly lower submission price, Associated Engineering recommends that the Membrane Equipment Supply Contract for micro-filtration equipment supply be awarded to Pall Corporation at a cost of \$1,881,526.00.

Mayor Hunter thanked G. Drachenberg and E. Asselin for providing Council with valuable/understandable information and for attending the Council Meeting.

G. Drachenberg & E. Asselin departed the meeting at 8:07 p.m.

**Motion 08:04:09**

Moved by Councillor Dennis that the Town of Stettler Council approve that the Membrane Equipment Supply Contract for micro-filtration equipment supply be awarded to Pall Corporation as recommended by Associated Engineering subject to provincial funding approvals and satisfactory pilot test results.

MOTION CARRIED  
Unanimous

Mayor Hunter returned Council's attention to Agenda item #6(d).

6. **Administration Con't:** (d) Memo re: Don Peters Industrial Subdivision

Mayor Hunter declared a possible conflict of interest and by departing the meeting excused himself from discussion and voting on the matter.

Deputy Mayor Councillor Peeples assumed the chair.

Town Manager, R. Stoutenberg reviewed the memorandum from Development Officer, Wes Holowachuk.

Don Peter's application for subdivision #2007-12 to create eight industrial lots was approved in November 2007 subject to the applicant providing Municipal Reserves or payment in lieu for such and entering into a Development Agreement with the Town of Stettler.

The Town of Stettler has met with the Mr. Peters regarding what will be required to enter into a Development Agreement and discuss the opportunity for the Town to complete needed drainage and road improvements in conjunction with his development to benefit this entire area. It was agreed at that time to have an engineer look at drainage and servicing requirements for this area and prepare recommendations for both parties. After receiving quotes from different engineering firms for this scope of work Tagish Engineering was hired.

Based on Tagish's calculations the Town of Stettler's contribution for storm drainage improvements (on previously developed land) will be approximately \$122,113.48. This work will include realigning the drainage course for development fronting and backing onto 46<sup>th</sup> Avenue, and developments along 48<sup>th</sup> Street. This proposed plan will include collecting storm water by means of PVC drainage pipe were possible and by drainage easements for some of Mr. Peter's lots.

Additionally, a number of existing Industrial developments further along 46<sup>th</sup> Avenue have expressed concerns with the current condition of this roadway. As part of Tagish's scope of work they prepared design options for this roadway at the existing Road Right-of-Way with a paved width of 7.5 – 8 meters and with a 10.5 meter paved width (10.5 meters is the minimum standard for Red Deer and most other municipalities). The wider width of road is designed to accommodate two lanes of vehicular traffic and one lane for parked vehicles. These road design options also make the storm water drainage plan for the area more efficient and address concerns with the quality of the base on 46<sup>th</sup> Avenue. It was noted that the soil conditions along 46<sup>th</sup> Avenue are challenging.

If Council feels either of the two following options for road improvements is worth pursuing, Town Administration recommends continuing with a 50/50 proposal to property owners as this precedent has been set.

The Town's 50% share of the costs for maintaining the existing width of pavement is estimated at \$206,598.20 and is \$306,951.12 for increasing the width to 10.5 meters.

Discussion ensued regarding the appropriateness of cost sharing storm drainage improvements, and whether the option of increasing the pavement width to 10.5 meters from the existing 8 metre standard industrial width is appropriate as a new standard. It was noted that D. Peters would like to get going on his infrastructure as soon as possible.

**Motion 08:04:10**

Moved by Councillor Richards that the Town of Stettler Council direct Administration to conduct a Local Improvement Open House based on both pavement width options in order to gather input/support from affected property owners along 46<sup>th</sup> Avenue and 48<sup>th</sup> Street, and subsequently to address the results at a future Council Meeting.

MOTION CARRIED

Unanimous with the abstention of Mayor Hunter

(f) Memo re: 51 Street Sidewalk Options

Mayor Hunter previously declared a possible conflict of interest as a locally affected property owner and by having already departed the meeting excused himself from discussion and voting on the matter.

Deputy Mayor Councillor Peeples continued in the chair.

Town Manager, R. Stoutenberg explained that based on comments and concerns from affected property owners in the downtown commercial district UMA Engineering and Town Administration have prepared three patterns for sidewalk design options.

It was stated and acknowledged that the majority of affected property owners on the east side of 51<sup>st</sup> Street do not support the installation of uni-stone as a cost shared local improvement.

Roundtable discussion ensued regarding optional sidewalk treatment patterns, the estimated costs associated with each type of pattern, and the level of cost sharing with property owners.

**Motion 08:04:11**

Moved by Councillor Thorogood that the Town of Stettler Council approve pattern 2 as presented for sidewalk replacements in the downtown core.

MOTION CARRIED (3 – 2)

Opposed: Councillors Dennis & Peeples

**Motion 08:04:12**

Moved by Councillor Garbutt that municipal cost-sharing for sidewalk replacements under a local improvement program be on a 50/50 basis with affected property owners.

MOTION CARRIED (4 – 1)  
Opposed: Councillor Peeples

Mayor Hunter returned to the meeting and re-assumed the chair.

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Mar 28 - Town Office duties.
- Apr 1 - Meeting with Greenlab.

(b) Councillor Campbell

- No report – absent from meeting.

(c) Councillor Dennis

- Mar 20 - Disaster Exercise – attended reception centre in arena and E.O.C. at the County Office.
  - Library Board Meeting re: Library Agreement.
- Mar 24 - FCSS Board Meeting re: reviewed disaster exercise, new contract with province and upcoming seminars.

(d) Councillor Garbutt

- Mar 28 - Regional Fire Authority Meeting.

(e) Councillor Peeples

- Mar 20 - Red Deer River Municipal Users Group Meeting in Drumheller.
- Mar 24 - Town Office duties – sign cheques and papers as Deputy Mayor.
  - FCSS Board Meeting.

(f) Councillor Richards

- Mar 20 - Mock Disaster Exercise at the County Office.
- Mar 28 - Regional Fire Authority Meeting.

(g) Councillor Thorogood

- Mar 20 - Mock Disaster Exercise at the County Office.
- UFA Grand Opening.
- Apr 1 - Meeting with Peggy Hearonoemus & Kathy Tuck re: Stettler Hospital Foundation bylaws.

8. **Minutes:**

(a) Heartland Beautification Meeting of March 6, 2008

(b) Stettler Recycling Committee Meeting of March 12, 2008

**Motion 08:04:13**

Moved by Councillor Thorogood that the Minutes, items 8(a) & 8(b) be accepted for information.

MOTION CARRIED  
Unanimous

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) None

11. **Correspondence:**

(a) Nanton News re: Council Sets Lot Prices for Westview Phase 3

(b) Leduc Representative re: Curbside Recycling Coming to Leduc

(c) The Canada Press re: Climate Change Threatens Water Supply

(d) County of Stettler re: Fire Hall Upgrade

The Council of the County of Stettler No. 6 has informed the Town that they appreciated the request to work jointly in providing more storage in the Stettler Fire Hall however they are currently committed to several other fire related priority projects and will not financially participate at this time.

(e) County of Stettler re: New Sports Park Fundraising Committee

The Council of the County of Stettler No. 6 has informed the Town that they appreciated the Town's invitation to sit on the Ad Hoc Fundraising Committee for the new Sports Park however their Council cannot commit to participate on another committee at this time.

**Motion 08:04:14**

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

MOTION CARRIED  
Unanimous

12. **Items Added:**

(a) None

Mayor Hunter temporarily recessed the meeting at 9:15 p.m.

Mayor Hunter reconvened the meeting at 9:20 p.m.

13. **In-Camera Session:** (a) Greenlab Negotiations  
(b) Contract Holdbacks

**Motion 08:04:15**

Moved by Councillor Thorogood that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager and Director of Finance & Administration present to discuss the above added In-Camera items.

MOTION CARRIED  
Unanimous at 9:20 p.m.

**Motion 08:04:16**

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

MOTION CARRIED  
Unanimous at 9:50 p.m.

14. **Adjournment:**

**Motion 08:04:17**

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

MOTION CARRIED  
Unanimous at 9:50 p.m.

---

Mayor

---

Director of Finance & Administration