

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, APRIL 16, 2013 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

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

Assistant CAO G. Switenky
Corporate Secretary C. Smith
Executive Director, Stettler Regional Board of Trade, A. Brown

Press (2)

Absent: CAO R. Stoutenberg

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

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

Motion 13:04:17 Moved by Councillor Bachman to approve the agenda as presented with the following additions:

- 13(a) FCSS re: Internal Operational Update
- 13(b) County of Stettler re: 2013 Recreation Capital Funding

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held April 2, 2013

Motion 13:04:18 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on April 2, 2013 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the April 2, 2013 Meeting Minutes

None

- (c) Minutes of the Committee Meeting held April 9, 2013

Motion 13:04:19 Moved by Councillor Thorogood that the Minutes of the Committee Meeting held on April 9, 2013 be approved as presented.

MOTION CARRIED
Unanimous

- (d) Business Arising from the April 9, 2013 Committee Meeting Minutes

None

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

- 5. **Delegations:** (a) 6:45 P.M. – Pee Wee DQ Blizzards re: 2013 Hockey Alberta Provincial Champions

This item was dealt with later in the meeting.

- (b) 7:00 P.M. – Clearview School Division – Trustees Peter Simons & Patty Dittrick

This item was dealt with later in the meeting.

6. **Administration:**

- (a) Financial Statements for the year ended December 31, 2012

Assistant CAO G. Switenky presented and reviewed the financial results included in the Town's 2012 Consolidated Financial Statements and 2012 Municipal Financial Information Return.

In addition, the following documents were presented for Council's review: the Independent Auditors' Reports (2), a statement communicating the Independence of the Auditors', a Management Letter to Council, and a statement of audit aspects believed to be of interest to Council.

Assistant CAO G. Switenky highlighted that both Auditors' Reports state that in the Auditors' opinion the Financial Statements present fairly, in all material respects, the financial position of the Town of Stettler at December 31, 2012, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

It was highlighted for Council's information that there were no concerns identified by the Auditors within their Management Letter.

Assistant CAO G. Switenky explained that the Town's operating and capital budgets are not prepared on a consolidated basis, rather they are prepared and approved separately from each other follow a modified cash method. A modified cash method for budget purposes, including reserve/fund transfers, is used because the underlying purpose of municipal budgeting is to ultimately calculate and impose taxes on property rather than to report "Consolidated" organizational financial results. However he noted that approved combined budget figures are required to be included on the consolidated statements for comparative purposes.

Assistant CAO G. Switenky specifically highlighted and interpreted the Consolidated Statement of Financial Position as well as Schedule 1 – Changes in Accumulated Surpluses. It was also noted that the Notes to the Financial Statements provide a lot of valuable information.

Motion 13:04:20

Moved by Councillor Wildeboer that the Town of Stettler Council accept the 2012 Consolidated Financial Statements and the Municipal Financial Information Return for the Year Ended December 31, 2012 as presented, including correspondence from the Auditor as follows:

1. A statement communicating the independence of the Auditor.
2. A statement of audit aspects believed to be of interest to Council.
3. A Management Letter dated April 16, 2013.
4. The Auditors' Report on the 2012 Consolidated Financial Statements, dated April 16, 2013.

5. The Auditors' Report on the 2012 Municipal Financial Information Return dated April 16, 2013.

MOTION CARRIED
Unanimous

5. Delegations: (a) 6:45 P.M. – Pee Wee "A" DQ Blizzards re: 2013 Hockey Alberta Provincial Champions

Team players from the Pee Wee "A" DQ Blizzards Hockey team with coaches and parents entered the meeting at approximately 6:45 p.m.

Mayor Richards welcomed Stettler 2013 Hockey Alberta Pee Wee "A" Provincial Champion players, coaches and parents to the meeting.

Mayor Richards congratulated the Stettler Pee Wee "A" DQ Blizzards Hockey team for winning the 2013 Hockey Alberta Pee Wee "A" Provincial Championships in Hinton.

Mayor Richards thanked the players, coaches and parents for representing Stettler with class, and for their effort in bringing home the championship.

Assistant CAO G. Switenky read comments received from the Hinton Provincial Committee Chairperson and the Hinton Voice expressing the Stettler Pee Wee hockey team's class, sportsmanship and enthusiasm throughout the tournament.

Mayor Richards presented the Stettler Pee Wee "A" DQ Blizzards Hockey coaches and the team members with a certificate recognizing their achievement and success.

Mayor Richards temporarily recessed the meeting at 6:55 p.m. to allow Council Members to individually congratulate and speak to the players, coaches and parents in attendance. Group photos with the Provincial Pee Wee "A" Championship Banner were taken.

Snacks and refreshments were provided.

Delegation members departed the meeting at 7:08 p.m.

Mayor Richards reconvened the meeting at 7:08 p.m.

Director of Parks & Leisure Services, L. Penner entered the meeting at 7:09 p.m.

Director of Operational Services, M. Robbins entered the meeting at 7:10 p.m.

- (b) 7:00 P.M. – Clearview School Division – Trustees Peter Simons & Patty Dittrick

Clearview School Division Trustee, Patty Dittrick entered the meeting at 7:10 p.m.

Councillor Simons excused himself from his position of Town Councillor to join the delegation as a Clearview Trustee.

Mayor Richards welcomed Clearview School Division Trustees P. Simons & P. Dittrick to the meeting.

P. Simons provided an overview of Clearview Public Schools financial picture, enrollment trends, funding decisions and preliminary budget consequences.

He explained that according to this year's budget they will have a total division deficit of \$998,000. This means that Accumulated Operating Surplus (AOS) reserves will be substantially eroded unless cost reductions are implemented. He clarified that this does not even include impacts from ATA settlement for this year where each 1% increase in average teacher cost increases the deficit (and reduces AOS) by approximately \$170,000. This decline also does not include impacts from in year funding cuts in the Provincial Budget on March 7, 2013.

Trustees highlighted the Board's basic budgetary assumptions as follows:

- * The presentation is based on preliminary budget numbers.
- * The Board must deal with the \$998,000 deficit.
- * Staffing reductions are inevitable and must be borne equitably by all schools and other operations.
- * The Board wants to minimize the impact of any staff reductions on students.
- * The Board decided not to change school grade configurations for the 2013-14 school year.
- * The Board wishes to ensure maximum flow-through of funding to schools to ensure maximum retention of front line staff, while maintaining essential central services.
- * The Board remains committed to a site-based decision making model.

Trustees advised further of the following ideas considered by the Board:

- * Closing some small schools (decision for 2013-14 – all schools remain open).
- * Cutting one or more grades at some small schools (decision for 2013-14 – all schools keep the same grades).
- * Reconfiguring schools in the Stettler Complex (no decision).
- * 4-day week at feeder schools (no decision).

Trustees reviewed and interpreted a series of graphs highlighting enrolment trends, AOS reserves, Teacher FTE trends and Alberta Education Funding being provided to each school.

It was noted that some schools operate at a deficit while others operate at a surplus relating to the amount of funding being provided for each from Alberta Education.

Trustees explained that the Board has considered two preliminary budgets and will be adopting a final draft on April 23, 2013. The final draft will be made available for public feedback on April 30, 2013. Total staffing reductions contemplated by the preliminary budget is 7.2 teachers and 2.25 support staff. The total staffing reductions contemplated for Stettler Schools is 5.85 teachers and 2.3 support staff.

Discussion ensued regarding the drastic financial challenges facing the local school Board, and the disproportionate share of staffing reductions being contemplated for Stettler schools.

Trustees concluded that there will be two Clearview Community Consultations held in Stettler on May 1 & May 13 at the Wm. E. Hay Composite High cafeteria at 7:00 p.m.

Mayor Richards thanked P. Simons & P. Dittrick for their informative presentation.

P. Dittrick departed the meeting at 7:57 p.m.

P. Simons returned to his seat as Town Councillor.

Mayor Richards temporarily recessed the regular meeting at 7:57 p.m.

Mayor Richards reconvened the regular meeting at 8:00 p.m.

9. **Public Hearing:** (a) 8:00 P.M. – Bylaw 2038-13 re: Road Closure Bylaw

Mayor Richards declared the Public Hearing for Bylaw 2038-13 open at 8:00 p.m.

Present:

Mayor D. Richards

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

Assistant CAO G. Switenky

Corporate Secretary C. Smith

Director of Parks & Leisure Services, L. Penner

Director of Operational Services, M. Robbins

Executive Director, Stettler Regional Board of Trade, A. Brown
Press (2)

Mayor Richards explained the purpose of the Public Hearing and noted that there were no members of the public present.

Mayor Richards declared the Public Hearing for Bylaw 2038-13 closed at 8:01 p.m.

Mayor Richards reconvened the regular Council Meeting at 8:01 p.m.

It was noted that this (road closure) Bylaw must now be approved by the Minister prior to any further readings

6. **Administration:** (b) Memo re: 2013 Sidewalk Replacement Tender

Director of Operational Services M. Robbins advised that Council approved a Capital Budget expenditure of \$125,000 to replace miscellaneous sections of concrete throughout the Town to ensure we are complying with policy.

The Town received two tenders on April 4, 2013 as follows:

| | |
|---|--------------|
| - J. Branco and Sons Concrete Services Ltd. | \$104,278.13 |
| - Proform Concrete Services | \$116,238.68 |

Tender prices include GST.

Motion 13:04:21

Moved by Councillor Fischer that the Town of Stettler Council award the 2013 Sidewalk Replacement Tender to J. Branco and Sons Concrete Services Ltd. and approve expenditures up to the budgeted amount of \$125,000, excluding GST.

MOTION CARRIED
 Unanimous

(c) Memo re: Use of Town Truck

Assistant CAO G. Switenky advised that the Director of Operational Services, M. Robbins was granted permission to use the Town truck to transport her children to school and pick them up at the end of the work day. Council had requested that this request be reviewed annually.

Assistant CAO G. Switenky explained that M. Robbins' situation has not changed since the original decision of Council.

Motion 13:04:22

Moved by Councillor Thorogood that the Town of Stettler Operational Services, M. Robbins be granted permission to continue to use the Town truck to transport her children to and from school; and in accordance with the original decision of Council in Motion 11:02:06.

MOTION CARRIED
 Unanimous

(d) Memo re: Award of 2013 Road Rehabilitation Tender

Director of Operational Services M. Robbins reviewed the summary of 2013 Road Rehabilitation Tenders received by Tagish Engineering on April 5, 2013 as follows:

Tenders include 5% Contingency and several provisional items.

- Brooks Asphalt and Aggregate \$2,065,225.83
- Border Paving Ltd. \$2,140,077.93
- Metro Paving and Roadbuilding \$2,254,361.94
- Central City Paving \$2,299,098.78

The following multi project breakdown of costs is based on the low tender from Brooks Asphalt and Aggregate with engineering and contingencies being added:

| Location | Budget | Tender + Engineering | Total Expected Costs |
|-------------------------------------|-----------|----------------------|----------------------|
| 50 Ave and 49 Street Reconstruction | \$735,000 | \$705,405 + 73,500 | \$778,905 |
| Cemetery Road Overlay | \$125,000 | \$105,335 + 10,000 | \$115,335 |
| SRC Parking Lot | \$322,000 | \$290,305 + 32,200 | \$322,505 |
| Curling Rink Parking Lot | \$152,000 | \$124,035 + 15,200 | \$139,235 |
| Meadowview Drive Repairs | \$125,000 | \$97,460 + 12,500 | \$109,960 |
| Patching | \$100,000 | \$156,610 (no eng) | \$156,610 |

| | | | |
|-------------------------|------------------|--------------------|--------------------|
| Pathways | \$100,000 | \$55,100 (no eng) | \$100,000 |
| Fire Hall Parking Lot | \$174,500 | \$172,289 + 17,500 | \$189,789 |
| Summary of Costs | 1,833,500 | | \$1,916,439 |

Also included in the Tender are the repairs to Hwy 56 between 57 and 53 Street:

| | | | |
|-------------------------------|-----------|--------------------|-----------|
| Hwy 56 Partial Reconstruction | \$400,000 | \$310,275 + 40,000 | \$350,275 |
|-------------------------------|-----------|--------------------|-----------|

Director of Operational Services, M. Robbins explained that to keep the construction costs within budget, the patching program will be reduced to fall within the approved budget of \$100,000, thereby reducing expenditures by \$56,610. Also, the pathway paving price is double the expected costs. Administration will explore options to bring this cost in line.

Director of Operational Services M. Robbins advised that it is worth noting that Brooks Asphalt has indicated a construction start date of June 1st with an expected completion date of July 31, 2013, weather depending.

Motion 13:04:23

Moved by Councillor Bachman that the Town of Stettler Council award the 2013 Road Rehabilitation Tender to Brooks Asphalt and Aggregate in the amount of \$2,065,225.83 plus GST, subject to scope reductions for budgetary purposes.

MOTION CARRIED
 Unanimous

(e) Memo re: Village of Botha – Water Consumption Report

Mayor Richards declared a conflict of interest and by departing the meeting abstained from discussion and voting on this item.

Deputy Mayor S. Wildeboer assumed the chair.

Director of Operational Services M. Robbins advised that the White Sands Colony is developing on an existing farm 4 miles east of Town. They want to use the existing water service connected to the Botha water transmission main. In accordance with the current Botha Water Supply agreement, the Village of Botha is limited to 200 cu.m. of water per day. However, specific approvals have been given to connections to allow additional consumption. The previous landowner was approved for 25 cu.m./day.

Director of Operational Services M. Robbins explained that the White Sands Colony is requesting approval for 50 cu.m./day. The Village of Botha has approved the supply, if the Town of Stettler is in agreement.

Council reviewed the attached draft letter supporting the supply up to 50 cu.m./day to the White Sands Colony.

Assistant CAO G. Switenky advised that given significant upgrades at the plant since the original water supply agreement with the Village of Botha, there is certainly enough capacity to handle this relatively small request.

Assistant CAO G. Switenky noted that the Village of Botha in 2012 consumed on average 145 cu.m./day and further that in 2013 the Gadsby Water Coop discontinued taking their water from the Village of Botha and has joined the SMRWSC line.

Administration respectfully recommends that Council approve the Village of Botha's request to allow the White Sands Colony to use a maximum of 50 cu.m./day.

Motion 13:04:24

Moved by Councillor Thorogood that the Town of Stettler Council approve the Village of Botha's request to allow the White Sands Colony to use a maximum of 50 cu.m./day.

MOTION CARRIED

Unanimous with the abstention of Mayor Richards

Mayor Richards resumed the chair.

Director of Operational Services M. Robbins departed the meeting at 8:12 p.m.

(f) Review of Policies

Policy X-1(e)(vi) – Community Hall Rental Rates

Assistant CAO G. Switenky highlighted that at the March 12, 2013 Committee of the Whole Meeting the effective date of new hall rates and the clarification of what qualifies as a 3 day rental were (re)reviewed.

Assistant CAO G. Switenky explained that based on negative feedback received following the Community Hall Rental Rates Policy amendment on February 19, 2013, Committee of the Whole directed Administration to clarify that the rates for bookings taken prior to the Policy amendment would be grandfathered, as well as to clarify that the 3 day rate would apply to all bookings and not just weddings held on weekends.

Assistant CAO G. Switenky advised that the following amendments have been added to the Community Hall Rental Rates Policy as noted:

Effective Date: The rental rates in this policy will come into effect for new Community Hall bookings taken after February 19, 2013. All bookings taken prior to February 19, 2013 shall be subject to the rates within the previous policy dated March 16, 2004. For interpretation and clarification purposes only the rates from the previous policy will be grandfathered to prior bookings, the damage deposit check list shall be effective to all bookings after February 19, 2013 regardless of when they were booked.

And,

Rental Fees:

1. Hall

For Weddings and other uses requiring any portion of 3 consecutive days.

Motion 13:04:25

Moved by Councillor Campbell that the Town of Stettler Council approve Policy X-1(e)(vi), being the Community Hall Rental Rates Policy as presented.

MOTION CARRIED
Unanimous

Policy X-1(d) - SRC Rental Rates

Assistant CAO G. Switenky noted the addition of "Public Factor" under the Philosophy of Facilities stating:

Public Factor: Public facilities have general availability/usage that is not related to the specific user groups. Some of this excess capacity, seasonality, as well as publicly shared common areas shall be taken into consideration when determining an appropriate and/or proportionate share of budgeted expense to be recovered in the calculation of each fee.

Assistant CAO G. Switenky noted that this policy includes a pool increase of \$0.25 for students, adults and seniors, an increase for family from \$11 to \$15 and a 1 year pass from \$770 to \$787.50.

Assistant CAO G. Switenky also advised that this policy amends the ice rental rate for Adults & Jr. B to \$125/hr plus GST and for Minor Hockey, Fun Hockey & Figure Skating to \$62.50/hr. plus GST.

Motion 13:04:26

Moved by Councillor Wildeboer that the Town of Stettler Council approve Policy X-1(d), being the SRC Rental Rates Policy as presented.

MOTION CARRIED
Unanimous

Policy X-1(e)(vii) - Ball Diamond Rates

Assistant CAO G. Switenky noted the addition of "Public Factor" under the Philosophy of Facilities to be consistent with the SRC Rental Rates Policy.

Motion 13:04:27

Moved by Councillor Fischer that the Town of Stettler Council approve Policy X-1(e)(vii), being the Ball Diamond Rates Policy as presented.

MOTION CARRIED
Unanimous

Policy X-1(g) – Soccer Field Rates

Assistant CAO G. Switenky noted the addition of "Public Factor" under the Philosophy of Facilities to be consistent with the SRC Rental Rates Policy.

Motion 13:04:28

Moved by Councillor Thorogood that the Town of Stettler Council approve Policy X-1(g), being the Soccer Field Rates Policy as presented.

MOTION CARRIED
Unanimous

Director of Parks & Leisure Services, L. Penner departed the meeting at 8:22 p.m.

Richard Froese (Stettler Independent) departed the meeting at 8:22 p.m.

(g) Statement of Revenue & Expenses as of March 31, 2013

Motion 13:04:29

Moved by Councillor Bachman that the Town of Stettler Council accept the Statement of Revenue & Expenses as of March 31, 2013 as presented.

MOTION CARRIED
Unanimous

(h) Bank Statement as of March 31, 2013

Motion 13:04:30

Moved by Councillor Campbell that the Town of Stettler Council accept the Bank Statement as of March 31, 2013 as presented.

MOTION CARRIED
Unanimous

(i) Accounts Payable in the amount of \$690,457.75

Motion 13:04:31

Moved by Councillor Thorogood that Accounts Payable in the amounts of \$347,621.05 & \$342,836.70 for the period ending April 12, 2013 for a total amount of \$690,457.75 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Apr 5 - Town Office duties.
- Apr 9 - Committee of the Whole Meeting.
- Apr 11 - Town Office duties.
- Apr 12 - Trade Show.

(b) Councillor Bachman

- Apr 5 - FCSS Strategic Planning.
- Apr 9 - Committee of the Whole Meeting.
- Apr 10 - Meeting with John Hull re: SRC upgrading.
- Apr 11 - MPC Meeting.
 - Library Board Meeting.
- Apr 13 - Trade Show.
- Apr 15 - FCSS Meeting.

(c) Councillor Campbell

- Apr 9 - Committee of the Whole Meeting.
- Apr 10 - Rodeo Meeting.
- Apr 11 - MPC Meeting.
 - Trade Show Setup for the Board of Trade.
- Apr 12 - Trade Show luncheon and overview.
 - Rodeo Booth at Trade Show.
- Apr 14 - Town Booth at Trade Show.

(d) Councillor Fischer

- Apr 5 - FCSS Strategic Planning.
- Apr 9 - Committee of the Whole Meeting.
 - Thrive on Wellness Committee Meeting.
- Apr 10 - Meeting with John Hull re: SRC upgrading.
- Apr 11 - MPC Meeting.
- Apr 13 - Worked at Trade Show Booths re: Town and Campus Alberta.
- Apr 14 - FCSS Trade Show Booth.
- Apr 15 - FCSS Meeting.

(e) Councillor Simons

- Mar 22 - SWMA Meeting.
- Mar 25 - SDAA Meeting.
- Mar 28 - CSHA Audit Review Meeting.
- Apr 4 - Beautification Committee Meeting.
- Apr 9 - Committee of the Whole Meeting.
- Apr 10/12 - ASCHA Annual General Meeting.
- Apr 13/14 - Trade Show.

(f) Councillor Thorogood

- Apr 6 - Crowfoot Conservative Meeting in Hanna - Elected to Board for Kevin Sorenson.
- Apr 8 - Blood Donor Clinic.
- Apr 10 - MPC Meeting.
- Apr 12 - Trade Show Booth.
- Apr 15 - SHS Foundation Organizational Meeting.

(g) Councillor Wildeboer

- Apr 4 - Beautification Committee Meeting.
- Apr 9 - Board of Trade Meeting.
 - Committee of the Whole Meeting.
- Apr 11 - MPC Meeting.
- Apr 13 - Trade Show Booth.
- Apr 15 - Museum Meeting.

Gord Norris (93.3 FM) departed the meeting at 8:40 p.m.

Executive Director, Stettler Regional Board of Trade, Aubrey Brown departed the meeting at 8:41 p.m.

8. Minutes:

- (a) Stettler District Ambulance Association Meeting of March 25, 2013
- (b) Stettler Waste Management Authority Meeting of March 22, 2013

Motion 13:04:32

Moved by Councillor Bachman that the Town of Stettler Council accept the minutes, items 8(a) & 8(b) as presented.

MOTION CARRIED
Unanimous

9. Public Hearing:

- (a) 8:00 P.M. – Bylaw 2038-13 re: Road Closure Bylaw

This item was dealt with earlier in the meeting.

10. Bylaws:

- (a) 2038-13 re: Road Closure Bylaw

This item was dealt with earlier under Public Hearing.

11. **Correspondence:**
- (a) 2013 Atco Community Symposium
 - (b) Alberta Health – Incentives for Physicians
 - (c) Legal Communiques – Drop Dead Rule
 - (d) News Release re: Revenue Sharing
 - (e) FCM Analysis of Budget 2013
 - (f) Minister Urges Capital Region Mayor and Reeves to Work Together

Motion 13:04:33 Moved by Councillor Simons that correspondence items 11(a) to 11(f) inclusive be accepted for information.

MOTION CARRIED
Unanimous

12. **Items Added:**
- (a) None
- Corporate Secretary C. Smith departed the meeting at 8:45 p.m.

13. **In-Camera Session:**
- (a) FCSS re: Internal Operational Update
 - (b) County of Stettler re: Recreation Capital Funding

Motion 13:04:34 Moved by Councillor Bachman that the Town of Stettler Council proceed into an In-Camera Session with the Assistant CAO present to discuss the In-Camera items.

MOTION CARRIED
Unanimous at 8:45 p.m.

Motion 13:04:35 Moved by Councillor Thorogood that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 8:55 p.m.

14. **Adjournment:**

Motion 13:04:36 Moved by Councillor Campbell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 8:55 p.m.

Mayor

Assistant CAO