

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, APRIL 6, 2010 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards  
  
Councillors A. Campbell, D. Bachman, D. Dennis, D. Garbutt,  
R. Peebles & L. Thorogood  
  
CAO R. Stoutenberg  
Assistant CAO G. Switenky

Press (2)

**Absent:** None

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

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

**Motion 10:04:01** Moved by Councillor Thorogood to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held March 16, 2010

**Motion 10:04:02** Moved by Councillor Bachman that the Minutes of the Regular Meeting of Council held on March 2, 2010 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the March 16, 2010 Meeting Minutes

None

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

5. **Delegations:** (a) 7:15 P.M. – Regional Fire Chief, Mark Dennis re: Stettler Fire Hall Addition Tender

This item was dealt with later in the meeting.

(b) 7:30 P.M. – Leann Bateman, Planning & Development Services re: Land Use Bylaw Sign Regulation Review

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: Maintenance Person for SRC and Facilities

CAO, R. Stoutenberg explained that in the past years numerous facilities have been added to the workload of the Parks & Leisure Services Department such as:

- Meadowlands Subdivision parks playground and pathways
- New Stettler Sports Park
- New Dog Park and possibly a second this year
- Internments in the cemetery addition
- Memorial Tree Park

- Main Street and parking lot plantings
- Emmerson park, storm water retention and playground
- Additional meeting rooms and fitness centre
- Lions Campground addition
- Rotary Spray Park
- Three new playgrounds
- The new bark mulch tree beds throughout Town
- Loss of Legion caretaker in Memorial Park.
- Additional roadways in new annexation areas.

Parks and Leisure Services staff have fallen behind in preventative maintenance while trying to keep up with additional garbage cans, more green initiatives and increased quality of plant material in Stettler. In addition the Hall and the Recreation Centre are both past their ten year mark and are beginning to need extra/ongoing repairs. Contractor's wages have increased dramatically and are no longer feasible.

This past fall our existing winter maintenance casual position was filled by Roger Barnes. He has brought much needed and valued carpentry, drywall, plumbing, refrigeration and electrical skills to our needy facilities.

Administration is recommending that this seasonal/casual position be upgraded to a full time position. The annual cost (at maximum salary with benefits) will be approximately \$56,000. Eliminating the winter casual position would save approximately \$20,000 therefore the net cost increase in the Town's operating budget would be approximately \$36,000 per year. This extra cost will be covered by the funds provided by the annexation MOU.

Discussion ensued regarding the value this position would add to the organization.

**Motion 10:04:03**

Moved by Councillor Garbutt that the Town of Stettler Council create a fulltime Maintenance Position for Parks & Leisure Services Department to provide preventative maintenance and to free up the rest of the fulltime staff to manage summer staff and to properly attend to new park duties.

MOTION CARRIED  
Unanimous

(b) Memo re: 2010 Voting Procedures

Assistant CAO, G. Switenky explained that in accordance with the *Local Authorities Election Act* Town Council has the authority to vary certain procedures relating to a general election.

Initially Town Council needs to appoint a Returning Officer to conduct the election.

He explained further that Town Council should review the following optional procedures and indicate the ones, if any they desire to be implemented. If necessary a bylaw(s) may need to be prepared and adopted by Council within the noted time constraints.

It was mutually agreed that prior election processes have worked well and that processes and procedures should be consistently maintained to meet the electorate's expectations.

Discussion continued regarding the potential to utilize electronic voting machines for the first time in Stettler. Assistant CAO, G. Switenky advised that he is currently reviewing the quoted costs associated with renting voting equipment from a Quebec company (Vote X) recommended by the Town of Olds.

**Motion 10:04:04**

Moved by Councillor Thorogood that the Town of Stettler Council, in accordance with the *Local Authorities Election Act*, approves the appointment of Greg Switenky to be the Returning Officer for the Town of Stettler 2010 General Election, and further approves the following procedural items permitted under the *Local Authorities Election Act* for the Town of Stettler 2010 General Election process:

1. Provide for the holding of an advanced vote. The Returning Officer must determine the day(s) and hours when the advanced vote is to be held.
2. Provide for the attendance of 2 deputies at the residence of an elector, during the hours an advanced voting station is open or at other times as may be fixed by resolution, in order to take the votes of an elector who, because of physical incapacity, is unable to attend a voting station or an advanced voting station to vote.
3. Authorize the Returning Officer to designate the following locations for institutional voting stations: Willow Creek, Heart Haven, Paragon Place, Stettler Hospital & Care Centre, Pine Ridge and Heritage House and any other location determined necessary by the Returning Officer.
4. Administration to continue to research the availability and economics of utilizing electronic voting machines for the 2010 election.

MOTION CARRIED  
Unanimous

Assistant CAO, G. Switenky reviewed the new candidate disclosure requirements under the *Local Authorities Election (Finance and Contribution Disclosure) Amendment Act, 2009*. Candidates will be required to disclose campaign contributions received and related election expenses in a prescribed format.

(c) Memo re: Reviewing Council Remuneration

CAO, R. Stoutenberg advised that the Council Remuneration Policy outlines that this policy is to be reviewed in September preceding the new Council term.

Administration feels that starting the review in September 2010 may not leave enough time to undertake a good analysis, provide such information to Council, and implement the recommendations.

Having this analysis done well in advance of nomination day would also let the potential elected officials know what the remuneration will be.

Discussion ensued regarding each of the three remuneration review options as presented including: establishing a Citizen's Committee, or hiring a Consultant, or preparing an in-house survey of other municipalities.

**Motion 10:04:05**

Moved by Councillor Peeples that the Town of Stettler Council approve reviewing the Council Remuneration Policy by directing Administration to prepare an In-house survey of other relevant municipalities for Council's review and action.

MOTION CARRIED (4-3)

Opposed: Mayor Richards and  
Councillors Campbell & Garbutt

(d) Memo re: Policy VII-4 – Purchasing of Goods & Services

CAO, R. Stoutenberg advised that one of the most important policies that a municipality has is its "Purchasing" authorization policy. Together with annual budget processes, these guidelines provide strict yet practical controls upon spending within the entire organization.

Town Council formally reviews payments (after the fact) on a bi-monthly basis therefore it is critical that Council has confidence in Administration's everyday application of the purchasing policy.

Upon Administrative review of the Town's existing purchasing policy various improvements have been incorporated to reflect clarity, administrative functionality, and authorization level increases that better reflect current market place valuations.

A summary of the main revisions to the policy are as follows:

- Alberta Purchasing Connection (APC) is the new provincial web based procurement tool replacing the MERX tendering system.
- Department Head maximum authorization level is increased from \$3,000 to \$5,000.
- CAO maximum authorization level is increased from \$15,000 to \$25,000.
- Minimum level requiring a Tender/Request for proposal (RFP) process has been increased from \$6,000 to \$10,000.
- Purchases of \$10,000 or less should still have comparison quotes however this is left up to the authorizer's discretion based on practicality.
- New general factors to help guide in the determination of an appropriate tender/RFP process.
- Administration is authorized to approve a sole source acquisition up to each approved limit based upon consideration of the general factors for purchases over \$10,000.
- Internal Tenders/RFP's shall be coordinated through the Assistant CAO for organizational consistency.

Discussion ensued regarding various internal purchasing processes.

**Motion 10:04:06**

Moved by Councillor Garbutt that the Town of Stettler Council approve the revised Policy VII-4, being the Purchasing of Goods & Services Policy as presented.

MOTION CARRIED  
Unanimous

(e) Memo re: 2010 Gravel Tender

CAO, R. Stoutenberg advised that the 2010 gravel tender closed on March 11, 2010 with two bidders as follows:

- North Star Trucking \$46,600.00
- James Marshal Trucking \$46,195.00

Administration is recommending awarding the tender to James Marshal Trucking at a cumulative cost of \$46,195.00 (tax out) based on estimated quantities.

**Motion 10:04:07**

Moved by Councillor Campbell that the Town of Stettler Council award the 2010 Gravel Tender to the low bid from James Marshal Trucking at a cost of \$46,195.00 (tax out).

MOTION CARRIED  
Unanimous

(f) Town Manager's Report

**Motion 10:04:08**

Moved by Councillor Peeples that the Town of Stettler Council accept the Town Manager's Report as presented.

MOTION CARRIED  
Unanimous

5. Delegations:

(a) 7:15 P.M. – Regional Fire Chief, Mark Dennis re: Stettler Fire Hall Addition Tender

Regional Fire Chief, Mark Dennis and Deputy Regional Fire Chief, Etienne Brugman entered the meeting at 7:15 p.m.

Mayor Richards welcomed M. Dennis & E. Brugman to the meeting.

M. Dennis explained that nine (9) qualified tenders were received for the Fire Hall renovation and 1290 sq. ft. rear addition project, with Shunda Consulting & Construction Mgt. being the low bidder at \$457,000.

Given other costs associated with the project such as: engineering, diesel exhaust ventilation system, breathing air compressor, pressure washer and specific site services, the revised budget is now \$669,154. After the Municipal Sponsorship Program (MSP) Grant of \$230,437 is applied, the amount needing to be paid by the two partners (Town & County) is \$438,717.

The County has already committed \$123,650 which leaves \$315,067 remaining. The Town has previously committed \$154,396 from Municipal Sustainability Initiative (MSI) grant funds (January 19, 2010) leaving \$160,671 unfinanced at this time.

CAO, R. Stoutenberg advised that the Town has additional MSI grant funds that could be applied toward these additional costs, if necessary.

It was noted that the scope of this project has already been reduced by approximately \$348,358 with the deletion/postponement of the following items: parking lot upgrades, the power generator, the protective clothing commercial washer, and the new roof on the existing 5800 sq. ft. structure.

Discussion continued regarding the overall fairness inherent in equally sharing capital expenditures relating to the fire station structure in Stettler.

It was mutually agreed that CAO, R. Stoutenberg will discuss additional funding with the County of Stettler's CAO in the near future.

**Motion 10:04:09**

Moved by Councillor Thorogood that the Town of Stettler Council approves the following relating to the construction of a training/maintenance addition and renovation at the Stettler Fire Station:

1. Award the Stettler Regional Fire Station Addition/Renovation Phase 2 Tender to Shunda Consulting & Construction Mgt. in the amount of \$457,000 (tax out).
2. Explore/negotiate additional regional funding from the County of Stettler.
3. Fund remaining excess from Town sources.

MOTION CARRIED  
Unanimous

Mayor Richards thanked M. Dennis for his informative presentation.

Regional Fire Chief, Mark Dennis & E. Brugman departed the meeting at 7:45 p.m.

Mayor Richards temporarily recessed the meeting at 7:45 p.m.

Mayor Richards reconvened the meeting at 7:48 p.m.

(b) 7:30 P.M. – Leann Bateman, Planning & Development Services re: Land Use Bylaw Sign Regulation Review

Leann Bateman, Planning & Development Services entered the meeting at 7:48 p.m.

Mayor Richards welcomed L. Bateman to the meeting.

CAO, R. Stoutenberg explained that the Town of Stettler has started to see an increase in portable signs both on Main Street and along our gateways. With that said, the Town has not seen an increase in permits for the use of portable signs.

Section 70 of the Town of Stettler's Land Use Bylaw states that no portable signs are permitted on Town property unless approved by the Development Officer for the use of political, non-profit, agricultural, and cultural events provided that a time limit is imposed for signs placed on Town property. It also states that each property is entitled to one portable sign with additional regulations.

L. Bateman highlighted relevant sections in the Land Use Bylaw relating to signage requirements and explained that Administration, with respect to the existing provisions in the Bylaw, is recommending the following:

1. Educate business owners of the current Land Use Bylaw Sign Provisions for the use of portable and A-Board Signs within the Town of Stettler.
2. Utilize Bylaw Enforcement to ensure that portable signs are limited to one per parcel, and are being applied for via a development permit.
3. Utilize Bylaw Enforcement to ensure that when being placed on Town Property they will be applied for and given approval from the Development Officer for the use of political, non-profit, agricultural, and cultural events provided that a time limit is imposed for signs placed on Town Property.

Discussion ensued respecting various issues, practices and factors contributing to the increased use of portable signs in Stettler.

It was mutually agreed that Administration continue to assess the issues identified relating to temporary and/or portable sign use including:

- fees for temporary/portable signs,
- time limits for temporary/portable signs,
- permitted locations on/off properties, as well as the number and nature of signs allowed per property, and
- the approval process including the requirement to obtain development permits for temporary/portable signs.

In addition, traffic safety concerns were raised respecting A-frame signs being located on Town boulevards, especially signs being located within roadways and in centre boulevards.

This item will be brought back to a future meeting for further discussion.

Mayor Richards thanked L. Bateman for her informative presentation.

Leann Bateman, Planning & Development Services departed the meeting at 8:10 p.m.

(g) Bank Reconciliation

**Motion 10:04:10**

Moved by Councillor Campbell that the Town of Stettler Council accept the Bank Reconciliation as of February 28, 2010 as presented.

MOTION CARRIED  
Unanimous

- (h) Accounts Payable in the amount of \$491,712.72

**Motion 10:04:11**

Moved by Councillor Bachman that Accounts Payable in the amounts of \$121,426.89, \$1,084.78 & \$307,096.95 & \$62,104.10 for the period ending March 31, 2010 for a total amount of \$491,712.72 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Mar 22 - Sports Park Meeting – September 11 Golf Tournament Fundraiser.
- Mar 23 - Pathway Meeting.
- Mar 29 - Red Deer County Office re: Alberta Association Canadian Institute of Planners “Eden's Lost and Found: Chicago”
- Mar 30 - Relay for Life luncheon.
  - WTP Tour.
  - MLA Meeting.
- Apr 1 - Town Office duties.

(b) Councillor Bachman

- Mar 18 - Library Board Meeting.
- Mar 22 - FCSS Meeting.
- Mar 23 - Pathway Meeting.
- Mar 30 - WTP Tour.
  - MLA Meeting.
- Apr 1 - Beautification Meeting.

(c) Councillor Campbell

- Mar 18 - Special Rodeo Meeting.
- Mar 23 - Pathway Meeting.
- Mar 25 - Canadian Badlands Meeting in Three Hills.
- Mar 26 - Stettler Waste Management Meeting.
- Apr 6 - Rodeo Meeting.

(d) Councillor Dennis

- Mar 22 - Museum Meeting.
- Mar 26 - Stettler Waste Management Meeting.
- Mar 30 - WTP Tour.
  - MLA Meeting.
- Apr 1 - Meeting with Alberta Health Services re: Strategic Plan.
- Apr 2 - Attended and brought greetings at the 25<sup>th</sup> Anniversary of the Grace Fellowship Baptist Church.

(e) Councillor Garbutt

- Mar 23 - Pathway Meeting.
- Mar 30 - MLA Meeting.

(f) Councillor Peeples

- Mar 18 - Red Deer River Municipal Users Group Meeting in Drumheller.
- Mar 30 - WTP Tour.
- Apr 1 - Beautification Meeting.

(g) Councillor Thorogood

- Mar 15 - DTHR Health Trust Conference Call.
- Mar 16 - Stettler Kin Build – 5 Applications (4 to Apr 5 approved – 1 should close end of April).
- Mar 22 - Sports Park Meeting
- Mar 30 - WTP Tour.  
- MLA Meeting.

8. **Minutes:**

- (a) Board of Trade Meeting of February 9, 2010
- (b) Parkland Regional Library Board Meeting of February 25, 2010
- (c) Trail of the Buffalo Meeting of March 16, 2010
- (d) Stettler Public Library Board Meeting of February 18, 2010

**Motion 10:04:12**

Moved by Councillor Peeples that the Minutes, items 8(a) to 8(d) inclusive be accepted for information.

MOTION CARRIED  
Unanimous

9. **Public Hearing:**

- (a) None

10. **Bylaws:**

- (a) None

11. **Correspondence:**

- (a) The Town of Stettler - 1923
- (b) 10 Years After Walkerton – Protecting Municipal Drinking Water Sources
- (c) Engaging Youth – the Key to Sustainable Municipalities
- (d) City of Red Deer Embraces Social Networking

**Motion 10:04:13**

Moved by Councillor Bachman that correspondence items 11(a) to 11(d) 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 10:04:14**

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

MOTION CARRIED  
Unanimous at 8:50 p.m.

---

Mayor

---

Assistant CAO