

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, AUGUST 20, 2013 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards

Councillors A. Campbell, D. Bachman & M. Fischer

Assistant CAO G. Switenky

Director of Parks & Leisure L. Penner (arrived at 6:55 p.m.)

Director of Operations M. Robbins (arrived at 7:15 p.m.)

Corporate Secretary C. Smith

Press (3)

**Absent:** CAO R. Stoutenberg & Councillors P. Simons, S. Wildeboer & L. Thorogood

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

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

**Motion 13:08:15** 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 August 6, 2013

**Motion 13:08:16** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on August 6, 2013 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the August 6, 2013 Meeting Minutes

None

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

5. **Delegations:** (a) 6:45 P.M. – Stettler Sliders re: Provincial Mosquito A Tier 3 Baseball Champions

This item was dealt with later in the meeting.

(b) 7:15 P.M. – John Hull Architects re: SRC Upgrades

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: West Stettler Park Washrooms

Assistant CAO G. Switenky advised that the 2013 Capital Budget Council approved \$13,500 to install a washroom facility in West Stettler Park. Two quotes were received as follows:

Surface Flow Controls (Edmonton)	\$15,400.00
Precision Products	\$19,015.39

The overall budget cost of this project is higher than the estimated capital budget due to the unexpected Alberta Health requirements of the addition of a frost penetrating vault.

It was noted that the Town crews will install the facility and that the washroom can be moved to another location if necessary or just desired. It was noted that there will be reasonably acceptable operational workload and costs impacts once installed.

Discussion ensued regarding possible locations that best serve the bandstand area and the west end of the park.

Council Members mutually agreed that the triangle area between the paths should be saved for future Beautification project and that this washroom should be placed somewhere between the west side of the bridge and the west parking lot.

Council Members concluded that the Director of Parks & Leisure Services with input from Heartland Beautification representatives will decide the ultimate location of the washroom facility.

Council Members, if interested are encouraged to provide their input to the Director of Parks & Leisure, L. Penner.

**Motion 13:08:17**

Moved by Councillor Campbell that the Town of Stettler Council accept the quotation for the West Stettler Washroom Facility to Surface Flow Controls (Edmonton) at a cost of \$15,400 and direct the Director of Parks & Leisure Services, L. Penner to decide on the location.

MOTION CARRIED  
Unanimous

(b) Memo re: Pathway Program 2013

This item was dealt with later in the meeting.

(c) Memo re: Assessment Services Agreement

Assistant CAO G. Switenky advised that the Town's property assessment contract with Municipal Property Consultants (2009) Ltd. (Don Sheridan & Terry Willoughby) will expire at the end of 2013 (for the taxation year 2014). They have been the Town's Assessor(s) since September 1994 and Administration has been satisfied with property assessment services provided by them.

In the final year of the existing contract 2013 (for 2014 tax year) the rate is \$21.40 with 3043 parcels.

T. Willoughby, AMAA & D. Sheridan, AMAA submitted a 5 year renewal proposal for professional assessment services at the following per parcel rates:

2014 for 2015 tax year	\$22.50 plus \$1.00 for CAMALOT
2015 for 2016 tax year	\$23.25 plus \$1.00 for CAMALOT
2016 for 2017 tax year	\$24.00 plus \$1.00 for CAMALOT
2017 for 2018 tax year	\$24.75 plus \$1.00 for CAMALOT
2018 for 2019 tax year	\$25.50 plus \$1.00 for CAMALOT

Of note, the (former) flat fee of \$400 per account to represent the Town at Composite Assessment Review Board Hearings or at the Court of Queen's Bench has been eliminated, except for mileage to be paid at \$0.55/km if the venue is someplace other than Red Deer or Stettler.

The remaining conditions in the Agreement will remain substantively the same as the previous agreement except that for reasonability purposes the Assessor(s) correction limits have been increased and will now require the Town CAO's (or designate) approval for assessment valuation reductions (pre-complaint to LARB/CARB) of up to \$50,000 (formerly \$25,000), with Council approval for anything over \$50,000. For comparison purposes, in 2013 a \$50,000 valuation generated approximately \$306 of municipal tax.

Discussion ensued regarding increasing the CAO's (or designate) approval for assessment valuation reductions (pre-complaint to LARB/CARB) up to \$100,000.

Assistant CAO G. Switenky has contacted a representative from Wild Rose Assessment Services Inc. in Red Deer to discuss their current rates (The County uses Wild Rose). He was informed that there are only a few firms performing property assessment services in Central Alberta and all are extremely busy due to the amount of available work combined with qualified staff shortages. They indicated that maintaining existing (economical) relationships is wise given the market demand for Assessors. Further they would be interested in our business should we desire to make a change, however it would not be for cost savings purposes. They advised that a competitively fair parcel rate for the Town of Stettler would start in the \$23 to \$25 dollar range.

Administration is recommending that the Town of Stettler Council approves a five-year Professional Services Agreement, as substantively presented with Municipal Property Consultants (2009) Ltd, owners Don Sheridan, AMAA and Terry Willoughby, AMAA for the provision of general property assessment services.

It was noted that mileage will be paid at \$0.55/km to attend Local/Composite Assessment Review Board Hearings or the Court of Queen's Bench attendance if venue is someplace other than Red Deer or Stettler.

**Motion 13:08:18**

Moved by Councillor Fischer that the Town of Stettler Council approve a five-year Professional Services Agreement, as substantively presented with Municipal Property Consultants (2009) Ltd., owners Don Sheridan, AMAA and Terry Willoughby, AMAA for the provision of general property assessment services with an increase in the CAO's (or designate) approval limit for assessment valuation reductions (pre-complaint to LARB/CARB) of up to \$100,000.

MOTION CARRIED  
Unanimous

- (d) Memo re: Town Shop Tender Award

This item was dealt with later in the meeting.

(e) Energy Associates International Critical Path - Electricity

Assistant CAO G. Switenky advised that he had met with representatives from the Energy Associates International regarding the expiry of the Town's 5 year "Retail" contracts for the supply of electricity and natural gas.

Assistant CAO G. Switenky explained the a decision on tendered energy pricing is extremely time sensitive and will need to be made likely in the first week of September.

Town of Stettler Council mutually agreed that Administration continue to work as previously authorized with qualified representatives for Energy Associates International (EAI) to assist in the procurement and management of Electricity and Natural Gas for 2014. And further mutually agree that the Assistant CAO is authorized to make the ultimate contractual decision on energy pricing and term as there is only a 15-30 minute window to accept or reject the tendered (spot) price.

5. Delegations:

(a) 6:45 P.M. – Stettler Sliders re: Provincial Mosquito A Tier 3 Baseball Champions

Team players from the Stettler Sliders baseball team with coaches and parents entered the meeting at approximately 6:45 p.m.

Mayor Richards welcomed Stettler Mosquito A Tier 3 Baseball Provincial Champion players, coaches and parents to the meeting.

Mayor Richards congratulated the Stettler Sliders baseball team for winning the 2013 Mosquito A Tier 3 Baseball Provincial Championships held recently in Red Deer, AB.

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

Mayor Richards presented the Stettler Sliders baseball coaches and the team members with a certificate recognizing their achievement and success.

Mayor Richards temporarily recessed the meeting at 6:47 p.m. to allow Council Members to individually congratulate and speak to the players, coaches and parents in attendance. Group photos were taken.

Snacks and refreshments were provided.

Delegation members departed the meeting at 6:55 p.m.

Mayor Richards reconvened the meeting at 6:55 p.m.

Director of Parks & Leisure Services, Lee Penner entered the meeting at 6:55 p.m.

6. Administration Con't: (f) Accounts Payable in the amount of \$478,366.10

**Motion 13:08:19**

Moved by Councillor Fischer that Accounts Payable in the amounts of \$233,549.60, \$4,500.00, \$279.77 & 440,036.73 for the period ending August 16, 2013 for a total amount of \$478,366.10 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council: Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Aug 9 - Meeting with Assistant CAO G. Switenky at Town Office.
- Met with Director of Operations, M. Robbins re: Shop Tender.
- Town Office duties.
- Aug 16 - Town Office duties.
- Thanked the Black Elks Hockey School for another successful year.
- Aug 21 - Wished the East Central Hockey School success with their hockey school.

(b) Councillor Bachman

- Aug 19 - Municipal Planning Commission Meeting.

(c) Councillor Campbell

- Aug 7 - Rodeo Meeting.
- Aug 14 - Rodeo Meeting.
- Aug 19 - Municipal Planning Commission Meeting.

(d) Councillor Fischer

- July 3 - Meeting with John Hull, Architect re: SRC Upgrades.
- Met with Chinese Delegation at the County of Stettler Office.
- July 7 to Aug 6 - Vacation in France, Germany, Belgium & Italy.
- Aug 14 - Meeting with John Hull, Architect and Shunda Construction re: SRC Upgrades.
- Aug 17 - Byemoor Parade.
- Aug 19 - Municipal Planning Commission Meeting.

(e) Councillor Simons

- No report - absent from meeting.

(f) Councillor Thorogood

- No report - absent from meeting.

(g) Councillor Wildeboer

- No report - absent from meeting.

8. Minutes: (a) None

9. Public Hearing: (a) None

10. **Bylaws:** (a) None
11. **Correspondence:** (a) Municipal Affairs Video Conference Training
- (b) Member Notices
- Alberta Culture Days set for Late September
  - Music Rights – Is Your Organization Complying?
  - Municipal Affairs Hosting Regional Orientation for Candidates for Local Government
  - Municipalities Host August 28 Workshop on Mentorship Opportunities for Female Elected Officials
- (c) Legal Communiqués – Changes to Campaign Contributions
- (d) News Release re: Health Minister Addresses Health Executive Expenses
- (e) Stettler Regional Board of Trade re: Dignitary Luncheon
- (f) 2013 Stars of Alberta Volunteer Awards – Call for Nominations

**Motion 13:08:20**

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

MOTION CARRIED  
Unanimous

12. **Items Added:** (a) None
- Mayor Richards recessed the regular meeting at 7:10 p.m.
- Mayor Richards reconvened the regular meeting at 7:15 p.m.
6. **Administration Con't:** (b) Memo re: Pathway Program 2013
- Director of Operations, Melissa Robbins entered the meeting at 7:15 p.m.
- Mayor Richards welcomed M. Robbins and L. Penner to the meeting.
- Assistant CAO G. Switenky advised that \$100,000 has been allotted in the 2013 Capital Budget for the continuation and upgrade of the Town's asphalt path system through the Town.
- In 2011 and 2012, Town Council gave approvals to install a pathway linkage from the Lion's Campground around the hospital and ball diamonds to the intersection of Hwy 56 and 12. During the layout of the construction Administration realized the best possible location for the pathway would be to locate it on Alberta Health Services (AHS) property.
- In 2013 an access agreement has been secured to install the final section of pathway in an 8 metre zone inside of property line. The plans for this year's construction include a continuation of the pathway from the Health Unit, removing the deteriorating sidewalk on the hospital grounds, placing a new asphalt pathway in its location and a continuation of the pathway to the intersection of Hwy 12 and 56.

Council reviewed an attached plan showing the location. The estimated cost of this construction component is \$60,000.

Assistant CAO explained that there are two options available for the remainder of the 2013 Capital Budget.

1. Plans have been designed to install a pedestrian crossing under the railway tracks to allow pedestrians to get from the Sobey's parking lot, through the industrial subdivision to reach the gravel path at Cold Lake. This year's work only consists of the pedestrian crossing and it would stay boarded up until the pathway is built up to it. No extensions of pathways from the rail tracks to the industrial area would yet occur as the industrial subdivision has not yet been turned over to the Town. It should be noted that this section of pathway would likely only be a seasonal path as the trackless does not fit in the structure and pedestrians have to walk through a parking lot to get to it, and on the industrial gravel road to get to Cold Lake. Estimated costs for the pedestrian crossing are \$40,000.
2. The existing east half of West Stettler Park's current pathways are in need of an overlay and repair. Work would continue from the north pathway that was paved last year, up to the bridge at the spray park. This does not include the section of pathway on the south side of the fish ponds. Estimated cost is \$40,000.

Administration respectfully recommends that Council strategically consider both options and direct Administration with a preferred option.

Discussion ensued regarding the pros and cons of each option.

**Motion 13:08:21**

Moved by Councillor Fischer that the Town of Stettler Council direct Administration to pave the east half of West Stettler Park's current pathway and continue work from the north pathway that was paved last year, up to the bridge at the Spray Park at an estimated cost of \$40,000.

MOTION CARRIED  
Unanimous

(d) Memo re: Town Shop Tender Award

Assistant CAO G. Switenky advised that Council approved a 2012 Capital Budget item of \$600,000 for a new Town Shop addition.

**Summary of Tenders Received on August 15, 2013 are as follows:**

- |                             |           |
|-----------------------------|-----------|
| • Hoopfer Construction      | \$653,000 |
| • Phoenix Construction      | \$793,000 |
| • Big Horn Construction     | \$794,485 |
| • Shunda Construction       | \$796,520 |
| • Timcon Construction       | \$849,950 |
| • Kellerdenali Construction | \$960,850 |

The design that was tendered includes installing a new wall separating the existing offices from the existing shop, a complete renovation of the existing offices, meeting room and washroom facilities, plus the addition of the new mechanic's bay.

Administration respectfully recommends that Council award the tender to Hoopfer Construction in the amount of \$653,000 and directs Administration to work in coordination with the Contractor and the Town's Mechanic to find some cost saving alternatives.

**Motion 13:08:22**

Moved by Councillor Bachman that the Town of Stettler Council award the Shop Addition Tender to Hoopfer Construction in the amount of \$653,000 and directs Administration to work in coordination with the Contractor and the Town's Mechanic to find some cost saving alternatives.

MOTION CARRIED  
Unanimous

5. **Delegations:** (b) 7:15 P.M. – John Hull Architects re: SRC Upgrades

John Hull, Architect entered the meeting at 7:28 p.m.

Mayor Richards welcomed J. Hull to the meeting.

Assistant CAO G. Switenky explained that at the regular meeting of August 6, 2013 Council approved the tender for the SRC Upgrades to the low bidder, Shunda Consulting & Construction Ltd. in the amount of \$1,810,675 plus GST with an option to negotiate a Change Order to reconsider the library ceiling cost and design.

It was clarified that back at a Council meeting in June Council requested the Architect to get separate pricing for the library ceiling, just in case some substantial cost reductions were determined to be necessary.

J. Hull explained that following the June meeting it was determined that given the labor component for the open ceiling design, separate pricing (for this item) would most likely not achieve a substantial cost savings given the multiple sub-trades involved (who are already on site); certainly not in the \$30,000 to \$50,000 range.

Discussion ensued regarding the differences in the user group input processes that were undertaken to arrive at the final tender package including all of the revised architectural designs and the ceiling treatment in the Library.

J. Hull explained to Council that the Contractor (Shunda) at this point would still be able to provide a cost/scope reduction for the ceiling, if so requested to do so. However he cautioned that changing the Library ceiling would dramatically reduce the architectural aesthetics within the project.

Mayor Richards clarified that although the Library ceiling treatment has been referred to as being "Fluff" it most certainly is not, and continuing with an aesthetically pleasing open ceiling design in the Library is not a waste of money.



Discussion continued and concluded with Council Members mutually agreeing to have the Contractor proceed with the Library ceiling work as designed and tendered.

J. Hull will continue to explore other cost reduction opportunities with the Contractor.

Mayor Richards thanked J. Hull for his informative presentation.

J. Hull and L. Penner departed the meeting at 7:53 p.m.

13. **In-Camera Session:** (a) Memo re: Award of Geotechnical Investigation – Lagoon Aeration Site

**Motion 13:08:23**

Moved by Councillor Fischer that the Town of Stettler Council proceed into an In-Camera Session with the Assistant CAO & Director of Operations present to discuss the In-Camera item.

MOTION CARRIED  
Unanimous at 7:53 p.m.

**Motion 13:08:24**

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

MOTION CARRIED  
Unanimous at 8:03 p.m.

**Motion 13:08:25**

Moved by Councillor Campbell that the Town of Stettler Council approve and award the geotechnical investigation for the Lagoon Aeration Site to EBA and allow Morrison Hershfield to lead this work.

MOTION CARRIED  
Unanimous

14. **Adjournment:**

**Motion 13:08:26**

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

MOTION CARRIED  
Unanimous at 8:04 p.m.

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Mayor

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Assistant CAO