

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, FEBRUARY 21, 2006 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

Councillors G. Majeran, R. Peeples, D. Richards & L. Thorogood

Town Manager R. Stoutenberg
Director of Finance & Administration G. Switenky

Press (2)

Absent: Councillors A. Campbell & S. Hurley

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

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

Motion 06:02:17 Moved by Councillor Peeples to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held February 7, 2006

Motion 06:02:18 Moved by Councillor Majeran that the Minutes of the Regular Meeting of Council held on February 7, 2006 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the February 7, 2006 Minutes

None

4. **Citizen's Forum:** (a) Rick Owen, representing Rink Pro

This item was dealt with later in the meeting.

5. **Delegations:** (a) None

6. **Administration:** (a) County of Stettler Housing Authority 2006 Requisition/Budget

Town Manager, R. Stoutenberg reviewed the County of Stettler Housing Authority 2006 Requisition/Budget.

Highlights of the budget include: a provincial Lodge Assistance Grant increase of \$1/resident/day that was effective April 2005; a moderate inflationary increase in non-wage operating expenditures of 3.9%; an increase in staffing by a complement of 3.15 positions (housekeeping and additional administrative hours); increased revenues due to lower projected vacancy rates (1% in 2006 vs 4% in 2005); an increase in room board revenue of \$20/resident/month; an increase in Paragon's room rents of 5.3% - 10.75% due to the larger room square footage; a transfer of the 2005 surplus of +\$100,000 to the reserve fund; and a decrease in capital spending by \$38,630 to \$137,600.

The 2006 requisition to the Town will increase by \$1,190 (1.09%) to \$110,460. It was noted that there will be little or no impact on taxpayers as the increase should be entirely generated from new construction assessment growth.

Discussion ensued regarding the improved financial affairs of the Authority.

Mayor Hunter, on behalf of Council will send a letter to the Board, Management and Staff of the Authority expressing Council's appreciation for the overall performance of the Authority over the past year.

Motion 06:02:19

Moved by Councillor Thorogood that the Town of Stettler Council accept the County of Stettler Housing Authority 2006 Budget and approve payment of the 2006 requisition in the amount of \$110,460.

MOTION CARRIED
Unanimous

(b) Appointment of Carol Dand, John Grant & Councillor G. Majeran to the Citizen Recognition Committee

Town Manager, R. Stoutenberg advised that nominations respecting the Town of Stettler Lifetime Achievement Award and Stettler Community Recognition Award Policy X-1 (o) are anticipated to be received in 2006.

Both new forms of recognition require that nominations/applications are to be adjudicated by an awards committee assigned by Town Council. The committee is to be comprised of 3 to 5 members, one of which must be a Member of Council. Assigned/appointed committee members will evaluate and justifiably verify the points applied for in the categories of community involvement, sporting and cultural. The awards committee assigned by Council will be named the Citizen Recognition Committee.

Motion 06:02:20

Moved by Councillor Peebles that the Town of Stettler Council approve the appointment of Carol Dand, John Grant & Councillor G. Majeran to the Citizen Recognition Committee.

MOTION CARRIED
Unanimous

(c) Memo re: Shop Pressure Washer

Town Manager, R. Stoutenberg noted that the Town has received four quotes for a commercial pressure washer. Three of the quotes are from local suppliers and one is from a supplier in Red Deer. Quoted prices ranged from \$3,995 to \$6,200. The 2006 Capital budget includes \$6,500 to replace the existing worn-out shop pressure washer.

The administrative memo stated that the Hotsy Shop Pressure Washer (Red Deer) is the industry standard and has been in production for thirty-five years. It has the best warranty, however is the most expensive. The Town's mechanic has spoken to people in the oil patch as well as a steaming business who stated that the "Hotsy" is the commercial washer of choice.

Of the four bids, the Hotsy has both parts and service in Red Deer while the Fire Storm & Storm are serviced in Kelowna, BC, and the Challenger is serviced in Edmonton. There is no authorized local dealer for the Hotsy.

The Town's *Purchasing of Goods and Services Policy* states that the major considerations in purchasing are: Quality, Price and Service.

Mayor Hunter referenced a hand written report prepared by the Town's mechanic recommending to management that the higher price for the Hotsy is warranted based on Quality and Service.

Administration is requesting permission to purchase a "Hotsy" pressure washer from a dealer/supplier in Red Deer given it is not available from a supplier in Stettler.

Discussion ensued regarding, local availability, price differential, a lack of a standard specification and the manufacturer's variation in product specifications. Town Manager R. Stoutenberg explained that given the nature of this product each supplier was asked to quote for a commercial pressure washer.

Motion 06:02:21

Moved by Councillor Thorogood that the Town of Stettler Council approve the purchase of a Hotsy Shop Pressure Washer from a dealer/supplier in Red Deer in the amount of \$6,200.

MOTION CARRIED (3 – 2)
Opposed: Councillors Richards & Majeran

(d) Memo re: 2006 Vehicle Purchase

Town Manager, R. Stoutenberg explained that the 2006 Capital Budget approves \$29,000 towards the purchase of a mid-size 2 door extended cab truck for use in public works subject to a cost comparison with full-size models.

Administration is requesting authorization to purchase a mid-size 2 door truck with an extended cab rather than a full-size model. However the only mid-size model available from a local dealership is the Dodge Dakota. Other local dealerships including Ford and GM sell a smaller model which is classified as a compact.

Director of Operational Services, J. Keith considers the compact model to be too small for the intended purposes however the slightly larger mid-size model would be adequate. It was noted that a mid-size model would use less fuel than a full-size model resulting in significant operational savings over 100,000 miles.

Secondarily, Administration is requesting authorization to sole source a 2006 Dodge Dakota mid-size extended cab truck from a local dealership.

The Town's *Purchasing of Goods and Services Policy* states that a competitive bid process, either open or invitational is required for items in excess of \$6,000.

Discussion ensued regarding operational savings to be realized, the intended purpose/use of the truck and whether obtaining a quote from a single local dealership for the purchase of a light duty work truck is fair and justifiable.

Motion 06:02:22

Moved by Councillor Peeples that the Town of Stettler Council direct Administration to solicit quotes from each of the three local automotive dealerships (Ford, GM & Dodge) to supply a relatively comparable full-size ½ ton truck in place of the mid-size extended cab model authorized in the 2006 Capital Budget.

MOTION CARRIED
Unanimous

(e) Memo re: Assessment Services Contract Renewal

Town Manager, R. Stoutenberg noted that the Town's property assessment contract with Municipal Property Consultants Ltd. (Don Sheridan) expired at the end of 2005 (includes assessments to be used in the 2006 taxation year). The 2005 rate was \$13.50 per parcel assessed. Administration has been satisfied with property assessment services provided by D. Sheridan as well as his knowledge of the Stettler market. He has been the Town's assessor since September 1994 and Administration believes continuity in assessment services is an important factor in achieving overall fairness and equity in property taxation.

Motion 06:02:23

Moved by Councillor Thorogood that the Town of Stettler Council approves a three-year Professional Services Agreement with Municipal Property Consultants Ltd, owner D. Sheridan, A.M.A.A. for the provision of general property assessment services as follows:

- 2006 assessments for 2007 tax year - \$15.00 per parcel
- 2007 assessments for 2008 tax year - \$15.50 per parcel
- 2008 assessments for 2009 tax year - \$16.00 per parcel

And an additional flat fee of \$350 per account for Government Board Hearings with mileage paid at \$0.45/km if venue is someplace other than Red Deer.

MOTION CARRIED
Unanimous

(f) Memo re: Hide-A-Bag Units

Town Manager, R. Stoutenberg reviewed the Parks & Leisure Services recommendation to purchase Hide-A-Bag units for parks, sports fields and the trail system. The 2006 Capital Budget approves \$10,000 towards the purchase of garbage receptacles subject to a comparison of Hide-A-Bag units verses Pre-cast designs.

It was stated that Hide-A-Bag units are durable, functional and are consistent with the existing garbage receptacles that were purchased in previous years for Parks and Leisure Services.

Discussion ensued regarding the utilization of pre-cast garbage receptacle designs in the downtown core.

Motion 06:02:24

Moved by Councillor Majeran that the Town of Stettler Council authorize Administration to proceed with the purchase of Hide-A-Bag units for parks, sports fields and the trail system as included in the 2006 Capital Budget.

MOTION CARRIED
Unanimous

(g) Award re: UMA Proposal for Streetscape & Entrance Sign Projects

Town Manager, R. Stoutenberg reviewed the UMA Engineering Ltd. proposal for Downtown Streetscape Design and Engineering.

The proposed work plan includes the following tasks to be performed by the consultant:

- Project Management
- Data Collection and Review
- Defining and confirming the Development Program
- Conceptualization – Design Workshop
- Parking/Transportation Review
- Streetscape Concept Plan
- Public Open House
- Conditions Assessment
- Draft Reports and Final Reports Submission
- Detailed Design and Phase One Construction

Discussion ensued regarding the scope of the proposed conceptual work plan. The proposal from UMA is estimated to cost approximately \$198,000. The 2006 Capital Budget allocates \$50,000 for undertaking this conceptual planning process.

Town Manager R. Stoutenberg explained that the proposal from UMA includes \$57,000 for detailed design, working drawings, tender documents and phase one construction administration. This element of the proposal does not have to be considered until the conceptual design phase has been completed. Therefore this reduces the estimated costs associated with the conceptual design component to approximately \$150,000.

Town Manager, R. Stoutenberg explained that the alternative (to utilizing a professional consultant) is to continue with having the Town staff plan minor cosmetic improvements as time and budgets permit.

Funding for a Streetscape Design has been allocated from the Alberta Municipal Infrastructure Program (AMIP) in the 2006 Capital Budget. The funding parameters of AMIP make the Town eligible for just under \$2 million in 2006 (\$5 million over 10 years).

Discussion continued regarding Council's expectation for the development of a plan to improve/enhance infrastructure and features in the downtown core.

Motion 06:02:25

Moved by Councillor Majeran that the Town of Stettler Council award the Downtown Streetscape Design and Engineering Project to UMA Engineering Ltd. as per their proposal dated January 27, 2006. And further allocate corresponding funding from the Alberta Municipal Infrastructure Program.

MOTION CARRIED (5 – 1)
Opposed Councillor Peebles

- (h) March Newsletter Items
- 2006 Stettler & District Trade Show – April 7-9
 - 30th Annual Country Music Jamboree – March 25
 - H.A.T.S. Performance – April 5- 8
 - National Volunteer Week – April 23–29
 - Stettler Music Festival – April 18-28

- (i) Update re: Leisure Centre

Town Manager, R. Stoutenberg informed Council that work is progressing, however the project remains approximately one month behind schedule.

- (j) Bank Reconciliation as of January 31, 2006

Motion 06:02:26

Moved by Councillor Thorogood that the Bank Reconciliation as of January 31, 2006 be accepted as presented.

MOTION CARRIED
Unanimous

4. Citizen's Forum:

- (a) Rick Owen, Rink Pro

Rick Owen, representing Rink Pro entered the meeting at 7:25 p.m.

R. Owen informed Council that a group of local entrepreneurs along with a non-local patent holder are prepared to invest in a new ice resurfacing technology. The group would like to request that the Town consider applying for an innovative energy grant under the Green Municipal Fund (GMF) to allow Rink Pro to study this technology utilizing a prototype installed in the Stettler Recreation Centre. The GMF is administered by the Federation of Canadian Municipalities (FCM) and is only available to municipal governments or municipal energy utilities.

R. Owen further explained that this technology may eventually replace traditional ice resurfacing mobile equipment with a more energy efficient mechanical melting system. Initial expectations include: 98% savings in water consumption over the traditional ice resurfacing methods, utilization of waste heat from the refrigeration plant compressors, ice resurfacing completed in 2.5 minutes with an ability to skate in 4 minutes, creating 20% more usable ice time, expectation that this system will operate at less than 25% of existing resurfacing costs.

At this stage of the application process, the FCM requires that "Intent to Apply" forms be submitted prior to March 1st, 2006. Town Manager R. Stoutenberg informed Council that he has agreed to submit the Intent to Apply forms, as time is of the essence, however the detailed final application will be returned to Council for consideration and approval prior to the Town making any formal commitments.

Discussion ensued regarding the commitment required from the Town. R. Owen informed Council that it is the intention of the group to manufacture the product in Stettler if the technology proves to be successful.

Town Manager R. Stoutenberg explained to Council that the Enviro-Liquid Cooler currently installed at the Arena received the same study grant from FCM. Rink Pro (see Correspondence from FCM, page 88) is performing this energy study as well.

R. Owen departed the meeting at 7:30 p.m.

6. **Administration:**

(k) Accounts Payable in the amount of \$793,999.79

Motion 06:02:27

Moved by Councillor Peebles that Accounts Payable for the period ending February 16, 2006 in the amount of \$793,999.79 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

-Feb 10 - Town Office duties.

-Feb 14 - Committee of the Whole Meeting.

-Feb 16 - Water Meeting with Alix.

(b) Councillor Campbell

-No report – absent from meeting.

(c) Councillor Hurley

-No report – absent from meeting.

(d) Councillor Majeran

-Feb 10 - Municipal Planning Commission Meeting.

-Feb 13 - Parks & Leisure Services Meeting.

-Feb 14 - Committee of the Whole Meeting.

-Feb 16 - Housing Authority Meeting.

(e) Councillor Peeples

- Feb 9 - Meeting at County re: Engineering Proposals. Stantec Engineering was chosen to prepare the engineering proposal for East Central Alberta Regional Water.
- Feb 10 - Municipal Planning Commission Meeting.
- Feb 14 - Committee of the Whole Meeting re: UMA Proposal for Streetscape, etc.
- Feb 16 - Associated Engineers & Lacombe County/Alix Water.
 - East Central Alberta Regional Water Meeting in Halkirk.
- Feb 21 - Meeting with Town Manager, R. Stoutenberg re: water meetings, information, etc.

(f) Councillor Richards

- Feb 10 - Municipal Planning Commission Meeting.
- Feb 13 - Ambulance Budget Meeting.
- Feb 14 - Committee of the Whole Meeting.

(g) Councillor Thorogood

- Jan 23 - FCSS Regular Meeting.
- Jan 27 - Affordable Housing re: final application.
- Feb 2 - Beautification Committee Meeting.
- Feb 8 - Board of Trade Meeting.
- Feb 9 - PAC Advisory Meeting.
- Feb 10 - Municipal Planning Commission Meeting.
- Feb 13 - Ambulance Board Meeting.
- Feb 16 - Stettler/Alix Water Meeting.
- Feb 17 - Town Office re: Deputy Mayor duties.

8. **Minutes:**

- (a) Parks & Leisure Services Board Meeting of January 10, 2006
- (b) Parkland Regional Library Board Meeting of January 26, 2006
- (c) Trail of the Buffalo Meeting of February 8, 2006
- (d) Heartland Beautification Committee Meeting of February 2, 2006

- (e) Stettler District Ambulance Association Budget Planning Meeting of February 13, 2006

Motion 06:02:28

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

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) County of Stettler re: Recreation Cost-Sharing

Town Manager, R. Stoutenberg explained that the County has approved recreation funding to the Town for 2006 in the amount of \$101,412, an increase of \$15,712 over 2005. Correspondence from the County of Stettler acknowledged that the Town and County have agreed to evaluate how recreation costs should be shared now and in the future, however, this will not be completed before budgets are adopted by both Councils. Therefore, the County considers this contribution to be a showing of "good faith" and a broad step forward regarding future cost-sharing between the Town and the County.

Discussion ensued regarding the County's commitment to engage an appropriate consultant to determine a fair formula/mechanism for sharing recreation facility costs/deficits.

- (b) DTHR re: Utilization of Ground Ambulance Services for Hospital Patient Transfers
- (c) Central Alberta Child & Family Services Authority
- (d) Alberta Health and Wellness
- (e) Town of Okoppe, Hokkaido

The Consulate-General of Japan in Calgary, on behalf of the Town of Okoppe, is inquiring what the Town of Stettler's position is on the Twin-Town relationship. Discussion ensued regarding Council's intentions respecting the continuation of a Twin-Town relationship with Okoppe.

Mayor Hunter concluded that the cultural relationship with Okoppe is beneficial however the official Twin-Town relationship is of less importance. Given that the Town allocates \$1,000 annually towards maintaining this relationship the impact on the operating budget is minimal.

Mayor Hunter will communicate with the Consulate-General of Japan in Calgary, as well as forward the information regarding a potential student excursion program to the school division.

- (f) Federation of Canadian Municipalities

Town Manager, R. Stoutenberg informed Council that the Town is not currently a member of FCM. Discussion ensued regarding the accomplishments of FCM and the broad benefits to becoming a member of FCM.

- (g) AAMD&C Contact

Motion 06:02:29

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

MOTION CARRIED
Unanimous

12. Items Added: (a) None

13. In-Camera Session: (a) Hwy 12/21 Water Supply Agreement – Village of Alix/Lacombe County

Motion 06:02:30

Moved by Councillor Richards 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 item as presented on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 8:26 p.m.

Motion 06:02:31

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

MOTION CARRIED
Unanimous at 9:15 p.m.

Motion 06:02:32

Moved by Councillor Majeran that the Town of Stettler Council approve in principal entering into an Agreement for the sale of water to Lacombe County, including the Hamlet of Mirror, and the Village of Alix.

MOTION CARRIED
Unanimous

14. Adjournment:

Motion 06:02:33

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

MOTION CARRIED
Unanimous at 9:15 p.m.

Mayor

Director of Finance & Administration