

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, FEBRUARY 7, 2006 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

Councillors A. Campbell, S. Hurley, G. Majeran, R. Peeples,
& D. Richards

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

Press (2)

Absent: Councillor L. Thorogood

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

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

Motion 06:02:01 Moved by Councillor Campbell to approve the agenda as presented with the following additions:

- 12(a) DARE Program Graduation – May 9th, 2006
- 12(b) Safety Netting in Blue Rink
- 13(b) In-Camera - Water Meetings/Discussions
- 13(c) In-Camera – Personnel Matter

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held on January 17, 2006

Motion 06:02:02 Moved by Councillor Peeples that the Minutes of the Regular Meeting of Council held on January 17, 2006 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the January 17, 2006 Minutes
 - (i) None

4. **Citizen's Forum:** (a) None

5. **Delegations:** (a) 7:55 P.M. – Alan Willis re: Rochon Sands Parks & Leisure Project

This item was dealt with later in the meeting.

- (b) 8:00 P.M. – UMA Engineering Ltd.

This item was dealt with later in the meeting.

6. **Administration:** (a) Revised Mission Statement

Councillors Richards & Majeran entered the meeting at 6:35 p.m.

Town Manager, R. Stoutenberg reviewed the revised Town of Stettler Mission Statement that was tabled (to allow further deliberation) at the January 17, 2006 Council Meeting.

Round table discussion ensued regarding opinions and possible changes.

Mayor Hunter concluded that the Town of Stettler Mission Statement be amended to the following:

"We will provide a high quality of life for our residents and visitors through leadership and delivering effective, efficient and affordable services".

Motion 06:02:03

Moved by Councillor Majeran that the Town of Stettler Council approve amending the Town of Stettler Mission Statement to read as follows:

We will provide a high quality of life for our residents and visitors through leadership and delivering effective, efficient and affordable services.

MOTION CARRIED
Unanimous

(b) 2006 Strategic Planning Items

Town Manager, R. Stoutenberg reviewed the 2006 Strategic Planning items compiled at the Strategic Planning Session held on January 10th, 2006. The overall list includes 58 items. Individual action lists were developed for the top ten goals identified. The report will come back to Council approximately every three months to provide updates on the steps completed to date.

The 2006 Strategic Planning Items were presented for information purposes.

(c) Memo re: Tender Award – 2006 Street Improvements Asphalt

Town Manager, R. Stoutenberg informed Council that the 2006 street improvement tender closed on January 31, 2006 with three bidders. The summary of bids was reviewed. The low bid is \$595,765.25 (tax out) from Brooks Asphalt & Aggregate Ltd. and Administration estimates that another \$105,000 will be required for concrete work. The 2006 Capital Budget includes only \$613,000 for street improvements. Given this bid, additional funding will need to be committed by Council or alternatively the scope of the work will have to be reduced to meet the original budget expectation. Town Manager, R. Stoutenberg explained that additional funding for roads can be allocated from the Town's uncommitted Alberta Municipal Infrastructure Program (AMIP). The entire 2006 Capital Budget currently commits \$1,468,200 from AMIP funding. Under the funding parameters of AMIP the Town is eligible for just under \$2 million in 2006 (\$5 million over 10 years).

Discussion ensued regarding the variation in bids received.

Motion 06:02:04

Moved by Councillor Richards that the Town of Stettler Council award the 2006 Street Improvements Asphalt Tender to Brooks Asphalt & Aggregates Ltd. in the amount of \$595,765.25 (tax out).

MOTION CARRIED
Unanimous

Motion 06:02:05

Moved by Councillor Campbell that the Town of Stettler Council approve the 2006 Concrete Tender estimate for 2006 Street Improvements in the amount of \$105,000 with corresponding funding being allocated under the Alberta Municipal Infrastructure Program (AMIP).

MOTION CARRIED
Unanimous

(d) Memo re: Tender Award – 57th Street Sanitary & Storm Sewer Replacement

Town Manager, R. Stoutenberg informed Council that the 57th Street Sanitary Storm Replacement tender closed on January 31, 2006 with four bidders. The summary of bids was reviewed. The low bid is \$317,662.03 (tax out) from Wooden Construction Ltd. and Administration estimates that another \$39,200 will be required for Engineering & Project Management fees. The 2006 Capital Budget includes only \$300,000 for phase 1 of this multi-year replacement. Given this bid, additional funding will need to be committed. Town Manager, R. Stoutenberg explained that additional funding for sanitary & storm systems can be allocated from the Town's uncommitted Alberta Municipal Infrastructure Program (AMIP). The entire 2006 Capital Budget currently commits \$1,468,200 from AMIP funding. Under the funding parameters of AMIP the Town is eligible for just under \$2 million in 2006 (\$5 million over 10 years).

Discussion ensued regarding the variation in bids received.

Motion 06:02:06

Moved by Councillor Peebles that the Town of Stettler Council award the 57th Street Sanitary & Storm Sewer Replacement Tender to Wooden Construction Ltd. in the amount of \$317,662.03 (tax out) with additional funding being allocated under the Alberta Municipal Infrastructure Program (AMIP) to cover the tendered budget shortfall as well as Engineering & Project Management fees estimated to cost \$39,200.

MOTION CARRIED
Unanimous

(e) Memo re: Stettler District Ambulance Association Operating Budget 2006

Town Manager, R. Stoutenberg reviewed the Stettler District Ambulance Association Operating Budget 2006.

Town Manager, R. Stoutenberg reviewed the budgeted deficits based on two options. Both options include \$98,285.21 being allocated for capital purposes. A deficit of \$238,067.35 is projected if peak car staffing is implemented. If not, the budget deficit is reduced to \$201,744.37. Based upon the lower deficit projection, the financial implication on the Town's 2006 Operating Budget is \$17.55 per capita or approximately \$92,000. This entire requisition was not anticipated during the Town's 2006 Operating Budget process and was therefore not included.

Discussion ensued regarding provincial funding, improved service levels, annual lost/delayed emergency calls, peak call demand standby costs, and the high cost of transfers.

It was also noted that the proposed Capital Budget includes an accelerated replacement cycle for major equipment/vehicles.

These budgets will be reviewed at the February 13th, 2006 Ambulance Board Meeting. Councillors Richards and Thorogood are the Town of Stettler representatives on this association.

(f) Policy XIII-2 re: Assignment of Responsibility and Accountability for Safety

Town Manager, R. Stoutenberg reviewed Policy XIII-2 – Assignment of Responsibility and Accountability for Safety. In 2005 the Town entered into an agreement with the County of Stettler to provide employee safety services.

The policy is recommended by the County Safety Coordinator and is based upon the County's corresponding policy.

The policy includes guidelines for the Town Manager, Department Heads, Foremen/Other Supervisors and Employees.

Discussion ensued regarding specific roles and responsibilities, as well as, the responsibility for the contracted Safety Coordinator to assisting Town employees in planning, coordinating and monitoring proper training programs that are relevant for various departments.

Town Manager, R. Stoutenberg will discuss concerns with the contracted Safety Coordinator, make necessary changes, if any and will bring back the policy to a subsequent Council meeting for further review.

(g) Demolition Tax Refund

Mayor Hunter and Councillor Richards declared a possible conflict of interest and by departing the Council Chambers excused themselves from voting and discussion on this item.

Acting Deputy Mayor Councillor Peeples assumed the chair.

Director of Finance & Administration, G. Switenky circulated a confidential memo informing Council of the property owner's name. This information is considered personal and should not be released under the *Freedom of Information and Protection of Privacy Act (FOIP)*.

Town Manager, R. Stoutenberg informed Council that this is a standard demolition tax refund in excess of \$100.00 requiring Council approval per Town policy.

Motion 06:02:07

Moved by Councilor Majeran that the Town of Stettler Council approve a pro-rated property tax refund for Tax Roll #101820004 in the amount of \$141.22 as per Section 347 of the *Municipal Government Act*.

MOTION CARRIED

Unanimous with the abstention of Mayor Hunter and Councillor Richards

Mayor Hunter and Councillor Richards returned to the meeting. Mayor Hunter resumed the chair.

(h) Town Manager's Report

Motion 06:02:08

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

Discussion ensued regarding the installation of safety netting in the Blue Rink.

MOTION CARRIED

Unanimous

(i) Update re: Leisure Centre

Town Manager R. Stoutenberg informed Council that a copy of the most recent detailed progress claim with Pentagon Structures Ltd. was provided to each Member of Council for information purposes.

(j) Taxes Receivable as of December 31, 2005

Motion 06:02:09

Moved by Councillor Hurley that the Taxes Receivable as of December 31, 2005 be accepted as presented.

MOTION CARRIED

Unanimous

(k) Statement of Revenue & Expenses as of January 31, 2006

Motion 06:02:10

Moved by Councillor Majeran that the Statement of Revenue & Expenses as of January 31, 2006 be accepted as presented.

MOTION CARRIED
Unanimous

(l) Accounts Payable in the amount of \$710,345.77

Motion 06:02:11

Moved by Councillor Hurley that Accounts Payable for the period ending February 2, 2006 in the amount of \$710,345.77 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Jan 18 - Water Executive Meeting in Castor.
- Jan 20 - Town Office duties.
- Jan 23 - Meeting with Canalta re: Intersection.
- Jan 26 - Librarian Retirement.
- Jan 27 - Town Office duties.
- Jan 31 - Meeting at Town Office with Tagish Engineering.
- Feb 3 - Town Office duties.

(b) Councillor Campbell

- Jan 26 - Parkland Regional Library Meeting.
- Eileen Scheerschmidt retirement.
- Jan 27 - Bull Congress.

(c) Councillor Hurley

- Jan 23 - FCSS Meeting.
- Jan 24 - Waste Management Meeting.
- Jan 26 - Retirement for Eileen Scheerschmidt.
- Feb 6 - Water Negotiating Committee.

(d) Councillor Majeran

- Jan 18 - Stettler & District Ag. Society Meeting.
- Jan 23 - Heartland Youth Centre Retreat.
- Feb 6 - Water Negotiations Committee.

(e) Councillor Peoples

- Jan 19 - Red Deer River Users Group Meeting in Drumheller.
- Luncheon Meeting – Bill Shaw on Red Deer River Watershed.
- Executive Meeting.
- Meeting of All Members.

- Feb 6 - Meeting with Town Manager regarding engineering proposals on waterlines.
- Tele-Conference on engineering proposals.
- Water Negotiations Committee.

(f) Councillor Richards

- Jan 24 - Waste Management Meeting.
- Jan 27 - Low Cost Housing Management Meeting.

(g) Councillor Thorogood

-No report – absent from meeting.

8. **Minutes:**

- (a) Municipal Planning Commission Meeting of January 16, 2006
- (b) Heartland Beautification Committee Meeting of January 5, 2006
- (c) FCSS Meetings of November 21 & December 19, 2005
- (d) Regional Board of Trade & Community Development Meeting of January 11, 2006
- (e) Stettler Waste Management Authority Meeting of January 24, 2006
- (f) East Central Alberta Regional Water Commission Meetings of January 12, 2006
- (g) East Central Alberta Regional Water Commission Meeting of January 18, 2006

Motion: 06:02:12

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

MOTION CARRIED
Unanimous

9. **Public Hearings:**

- (a) None

10. **Bylaws:**

- (a) None

11. **Correspondence:**

- (a) Royal Canadian Mounted Police re: Staffing Position
- (b) Health & Safety Report – Kevin MacDonald
- (c) AUMA – Important Changes 2006 Convention
- (d) Town of Drumheller – 2010 Alberta Winter Games Bid

Mayor Hunter with the mutual consent of Council concluded that a letter be sent to the Town of Drumheller indicating that the Town of Stettler is willing to support their bid for the 2010 Alberta Winter Games.

- (e) Alberta Municipal Affairs Workshop for Municipal Leaders & Administrators
- (f) City of Leduc – Municipal Drug Strategies Workshop

(g) Red Deer River Watershed Alliance

Motion 06:02:13

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

MOTION CARRIED
Unanimous

5. Delegations:

(a) 7:55 P.M. – Alan Willis re: Rochon Sands Parks & Leisure Project

Alan Willis entered the meeting at 7:55 p.m.

A. Willis, CAO Summer Village of Rochon Sands provided Council with a power point presentation outlining the Rochon Sands Parks & Leisure Project estimated to cost \$400,000.

The Summer Village of Rochon Sands is requesting a letter of support from surrounding municipalities for their Parks & Leisure Project. The letter of support would be used for grant application purposes.

Mayor Hunter informed A. Willis that Council will consider this request at a later date and thanked him for the informative presentation.

A. Willis departed the meeting at 8:00 p.m.

(b) 8:00 P.M. – UMA Engineering Ltd.

Planning & Development Officer, Tim Schmidt together with Carol Craig, Senior Landscape Architect and John Collier representing UMA Engineering Ltd. entered the meeting at 8:00 p.m.

T. Schmidt informed Council that UMA has submitted a services and fees proposal for the design and engineering of the Town of Stettler Downtown Streetscape.

C. Craig provided a power point presentation identifying the project approach and methodology.

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 work plan estimated to cost \$194,869 versus the original budget expectation of \$50,000.

Mayor Hunter thanked the representatives from UMA for their presentation and attendance at Council. This item requires further deliberation and will be discussed at a subsequent meeting.

T. Schmidt, C. Craig and J. Collier departed the meeting at 8:35 p.m.

Mayor Hunter recessed the meeting at 8:35 p.m.

Mayor Hunter reconvened the meeting at 8:40 p.m.

12. **Additions:** (a) DARE Program Graduation – May 9th, 2006

It was stated that the Hon. Norman L. Kwong Lieutenant Governor will be in Stettler on May 9th, 2006 to attend the DARE Program Graduation. Discussion ensued regarding other possible opportunities for his attendance.

(b) Safety Netting in Blue Rink

This item was dealt with under the Town Manager's Report.

13. **In-Camera Session:** (a) Land Matter
(b) Water Meetings/Discussions
(c) Personnel Matter

Motion 06:02:14

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 items as presented on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 8:45 p.m.

Items (b) and (c) were discussed prior to Item (a).

Land Matter

Councillor Majeran declared a possible conflict of interest and by departing the Council Chambers excused himself from discussion on this item.

Motion 06:02:15

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

MOTION CARRIED
Unanimous at 9:25 p.m.

14. **Adjournment:**

Motion 06:02:16

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

MOTION CARRIED
Unanimous at 9:26 p.m.

Mayor

Director of Finance & Administration