

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, JUNE 6, 2006 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor J. Hunter  
  
Councillors A. Campbell, S. Hurley, G. Majeran, R. Peebles &  
L. Thorogood  
  
Town Manager R. Stoutenberg  
Director of Finance & Administration G. Switenky  
  
Press (2)

**Absent:** Councillor D. Richards

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

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

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

- 12(a) Summary of Water & Sewer Parts Tender
- 12(b) Tagish Engineering re: Emmerson Estates Phase 4 – Road & Lane Construction Tender
- 12(c) Fitness Equipment Proposals

MOTION CARRIED  
Unanimous

Town Manager, R. Stoutenberg introduced Wes Holowachuk to members of Council and the press. W. Holowachuk informed Council of his post secondary education in planning and provided general background information. Mayor Hunter together with Members of Council welcomed W. Holowachuck to the Town and the organization.

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held on May 16, 2006

**Motion 06:06:02** Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on May 16, 2006 be approved as presented.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the May 16, 2006 Minutes
  - (i) None

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

5. **Delegations:** (a) 7:30 P.M. Garry Drachensberg – Associated Engineering

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: Northeast Industrial & Hwy 12 Utility Crossing Tenders

Town Council reviewed the memorandum from John Keith, Director of Operational Services. The Northeast Industrial & Hwy 12 Utility Crossings Tender closed on May 31, 2006 with the following three bidders:

1. Boulder Contracting Ltd.	\$1,282,626.75
2. Pidherney's Trucking Ltd.	\$1,295,150.40
3. Brooks Asphalt & Aggregate Ltd.	\$1,593,337.00

Above bids include a \$60,000 contingency allowance and 7% GST. Engineering fees and geotechnical testing, where necessary will be extra to the overall projects.

2006 approved capital expenditure budgets for the projects are as follows:

- East Industrial	\$750,000
- Hwy 12 Crossings (2)	\$171,825

Town Manager R. Stoutenberg advised that the capital expenditure budget authorization for the Hwy 12 Crossings project should be increased to from \$171,825 to \$350,000. This project is funded entirely under the Alberta Municipal Infrastructure Program (AMIP) and Council was informed that an additional \$178,175 can be allocated from uncommitted AMIP funds.

Considering all previous 2006 Council decisions that have allocate additional AMIP funding to other capital projects, the uncommitted portion of available AMIP funding for 2005-06 would still be \$260,927 after this allocation.

Town Manager R. Stoutenberg also explained that the capital expenditure authorization in relation to servicing the East Industrial subdivision (included in this tender award) will be further dealt with as part of the following agenda item 6(b).

Administration is recommending awarding the entire contract to Boulder Contracting Ltd, subject to approximately \$200,000 in contract deletions relating to the East Industrial subdivision component of the tender.

**Motion 06:06:03**

Moved by Councillor Majeran that the Town of Stettler Council award the Northeast Industrial & Hwy 12 Utility Crossings Tender to the low bidder Boulder Contracting Ltd., subject to contract revisions as determined by the Town Manager to reduce the scope of the work tendered in the East Industrial subdivision.

MOTION CARRIED  
Unanimous

**Motion 06:06:04**

Moved by Councillor Majeran that the Town of Stettler Council approves an increase in the estimated cost for the Hwy 12 Utility Crossing to \$350,000 with corresponding incremental funding being allocated under the Alberta Municipal Infrastructure Program (AMIP) or other available grant programs.

MOTION CARRIED  
 Unanimous

(b) Memo re: 2006 Residential Land Development – Budget Comparison

Town Manager, R. Stoutenberg reported that Administration has reviewed Council's previous decisions regarding 2006 residential land development based on the tenders awarded to date and have quantified that original capital budget estimates are far too low for both Emmerson and Meadowlands 6B. Ultimately, development servicing costs will be recovered from lot sales (via pricing mechanisms), however short term financing (borrowing) will likely be required to supplement organizational cash flow. The 2006 Capital Budget approves the following financing for land development activities:

Land Development Reserve	\$1,040,000	(2005 lot sales)
2006 Lot Sales	\$500,000	(Conservatively low)
Borrowing (Interim Financing)	<u>\$1,480,000</u>	(Bylaw 1929-06 adopted May 2)
Total	\$3,020,000	
Meadowlands 6B	\$1,040,000	
Emmerson	\$1,230,000	
NE Industrial	<u>\$ 750,000</u>	
Total	\$3,020,000	

Council previously rejected (April 18, 2006) the sole tender for Emmerson deep utilities as being too costly and directed Administration to explore alternative options. The Town's Engineer, Tagish Engineering was instructed to negotiate a daily rate plus materials contract with Wooden Construction. An order of magnitude estimate, as determined by Tagish Engineering was quantified to be \$550,000. This amount was approved by Council on May 2<sup>nd</sup>, 2006 as an upset price, however, it was subsequently clarified by Administration that a standard 10% contingency was not included in this price.

Therefore, Tagish Engineering recommends to Council that a contingency equal to \$50,000 should be added to the negotiated Emmerson deep utilities contract with Wooden Construction. This will effectively increase the upset price to \$600,000.

Additionally, site grading at Emmerson was estimated to cost between \$100,000 and \$150,000. The actual (justified by Tagish) quantity of work has far exceeded this range of cost expectation. Actual site grading/soil removal costs will likely be \$20,000 to \$50,000 higher in order to finish the site-prep properly.

Discussion ensued regarding the significant increases in the cost estimates for most of the 2006 tendered projects.

**Motion 06:06:05**

Moved by Councillor Hurley that the Town of Stettler Council approves that an additional \$50,000 contingency be included in the daily unit rate plus materials contract with Wooden Construction for Deep Utilities in Emmerson, effectively increasing the upset price to \$600,000.

MOTION CARRIED  
Unanimous

**Motion 06:06:06**

Moved by Councillor Hurley that the Town of Stettler Council approves that an additional \$50,000 contingency be included in the daily unit rate plus materials contract with Wooden Construction for Site Grading in Emmerson, effectively increasing the upset price to \$200,000.

MOTION CARRIED  
Unanimous

**Motion 06:06:07**

Moved by Councillor Hurley that the Town of Stettler Council approves an increase in the estimated cost of 2006 subdivision servicing in Meadowlands, Emmerson and NE Industrial with revised financing as follows:

	<u>Revised to</u>	<u>Change</u>
Land Development Reserve	\$1,040,000	
2006 Lot Sales	\$ 750,000	(+ \$250,000)
Borrowing (Short Term)	\$1,480,000	(Bylaw 1929-06 adopted May 2 <sup>nd</sup> )
Additional borrowing	<u>\$ 800,000</u>	(+ \$800,000)
	\$4,070,000	
Meadowlands 6B	\$1,440,000	(+ \$400,000)
Emmerson	\$1,630,000	(+ \$400,000)
NE Industrial	<u>\$1,000,000</u>	(+ \$250,000)
	\$4,070,000	

MOTION CARRIED  
Unanimous

(c) Memo re: Summer Meeting Schedule

Town Manager, R. Stoutenberg explained that traditionally the July & August Committee of the Whole Meetings have been cancelled due to a lower work load over the summer.

It was stated that the June 13<sup>th</sup>, 2006 Committee of the Whole Meeting could also be cancelled as there are currently no agenda items.

Mayor Hunter stated that a special meeting could be called, if necessary to deal with any emerging issue(s).

**Motion 06:06:08**

Moved by Councillor Peoples that the Town of Stettler Council cancel the June, July & August Committee of the Whole Meetings and resume the next Committee Meeting on September 12, 2006.

MOTION CARRIED (5 – 1)  
Opposed: Councillor Thorogood

(d) County of Stettler Housing Authority Financial Statements

Town Council reviewed the County of Stettler Housing Authority Financial Statements for the year ended December 31, 2005.

Town Manager, R. Stoutenberg noted that the financial position of the Housing Authority has improved over 2004.

Discussion ensued regarding the deficit reflected in the Schedule of Revenue and Expenditures for Self-Contained Units. Town Manager R. Stoutenberg explained that these units are rent/income controlled and the Province is responsible to fund this deficit.

Mayor Hunter commended the Board and the Management of the Housing Authority for their fiscal responsibility and good work.

**Motion 06:06:09**

Moved by Councillor Majeran that the Town of Stettler Council accept, for information purposes, the County of Stettler Housing Authority Financial Statements for the year ended December 31, 2005.

MOTION CARRIED  
Unanimous

(e) Planning & Development Services Subdivision Report re: Application 2006-02 – Duane Austin

Mayor Hunter declared a possible conflict of interest and by departing the Council Chambers excused himself from discussion and voting on this matter.

Deputy Mayor Councillor Peebles assumed the chair.

Town Manager, R. Stoutenberg explained that Subdivision Application 2006-02 is to create two (2) parcels on Lots 16 & 17, Block 35, Plan 8061 ET. The property is located on the corner of 51 Avenue (Highway 56) and 56<sup>th</sup> Street. The lands are currently zoned R-2 General Residential under the Land Use Bylaw.

The real purpose of the subdivision application is to adjust the property line between Lots 16 & 17 to ensure that the existing dwelling is in compliance with setbacks under the current Land Use Bylaw. Essentially this subdivision will make the lot 16 abutting 51<sup>st</sup> Avenue slightly larger and the adjacent vacant interior lot 17 slightly smaller by the same amount. Both new lots will meet the minimum size requirements in an R-2 District.

Discussion ensued regarding the resulting lot sizes and the deck to be removed as shown on the tentative plan. It was stated that former Lots 16 & 17 will be given new legal addresses being Lots 26 & 27

There were no adjacent landowner submissions.

**Motion 06:06:10**

Moved by Councillor Campbell that Subdivision Application 2006-02 from Duane Austin to create two (2) parcels on Lots 16 & 17, Block 35, Plan 8061 ET has been evaluated in terms of Section 654 of the *Municipal Government Act (MGA)* and Section 7 of the Subdivision and Development Regulations and having considered adjacent landowner(s) submissions, the Town of Stettler Council approves Subdivision Application 2006-02 for the following reasons:

1. That the application is consistent with Section 7 of the Subdivision and Development Regulations.
2. The application is consistent with the Municipal Development Plan.
3. There are no major development constraints.
4. No Municipal Reserves are owing.

And further, in accordance with Sections 654 and 655 of the MGA, The Town of Stettler Council approves application 2006-02 subject to the following conditions:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.
2. That the developer enters into a development agreement with respect to the provisions under Section 655 of the Municipal Government Act with and to the satisfaction of the Town of Stettler.
3. That the developer supplies an individual water and sanitary service to each parcel created, in accordance with the Town of Stettler Water Works Bylaw.
4. That any outstanding property taxes on the land being subdivided are paid or satisfactory arrangements made thereto the Town of Stettler.

MOTION CARRIED  
Unanimous with the abstention of  
Mayor Hunter

Mayor Hunter resumed the chair.

(f) Town Manager's Report

**Motion 06:06:11**

Moved by Councillor Peeples that the Town of Stettler Council approve the Town Manager's Report for the month of May as presented.

MOTION CARRIED  
Unanimous

(g) Update re: Leisure Centre

Town Manager R. Stoutenberg informed Council that tiling and exterior landscaping is continuing.

Mayor Hunter temporarily recessed the meeting at 7:25 p.m.

Mayor Hunter resumed the meeting at 7:30 p.m.

5. **Delegations:** (a) 7:30 P.M. Garry Drachensberg – Associated Engineering

Garry Drachensberg, Associated Engineering entered the meeting at 7:30 p.m.

Mayor Hunter welcomed G. Drachensberg to the Council Meeting to discuss options for the planned upgrades at the Water Treatment Plant.

G. Drachensberg gave Council a presentation including: the background history of past improvements completed at the Water Treatment Plant, as well as proactive reports/studies prepared by Associated Engineering.

2006 Alberta Environment (AENV) Guidelines have increased treatment standards primarily directed at improved disinfection requirements for public systems. The Town will need to comply irregardless of whether a regional system becomes a reality.

In 2005 Associated Engineering was engaged by the Town to prepare a report on the Water Treatment Plant including recommendations and cost estimates for upgrades that would increase the annual and peak day capacities as well as recommendations and cost estimates for necessary mechanical modifications to comply with improved treatment standards/AENV regulatory guidelines.

Discussion ensued regarding:

- \* The uncertainty over the local verses regional levels of demand for treated water produced by the plant in the future.
- \* Cost estimates for alternative disinfection/treatment modifications and capacity options.
- \* The benefits of having raw water storage near the plant.
- \* The fact that core improvements are necessary in 2006 to comply with new AENV guidelines.
- \* Alberta Environment licensing requirements for 2007.

Mayor Hunter thanked G. Drachensberg for attending the meeting and providing Council with an informative overview of the 2005 Water Treatment Plant report.

**Motion 06:06:12**

Moved by Councillor Peebles that the Town of Stettler Council direct Associated Engineering to work with Alberta Environment and Town of Stettler staff to ensure 2007 licensing requirements are met and 2006 AENV Guidelines are complied with.

MOTION CARRIED  
Unanimous

G. Drachensberg departed the meeting at 8:43 p.m.

(h) Accounts Payable in the amount of \$474,728.69

**Motion 06:06:13**

Moved by Councillor Hurley that Accounts Payable for the period ending June 1, 2006 in the amount of \$474,728.69 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- May 23 - Joint/Town tour of facilities.  
- Attended the 4-H dinner.
- May 24 - Special Meeting re: Water Treatment Plant.
- May 26 - Town Office duties.  
- Lunch at Heart Haven for Seniors Week Proclamation.
- June 1 - Beautification Meeting.
- June 2 - Town Office duties.  
- Physicians Dinner at Ol' MacDonalds.
- June 5 - Lunch at Heart Haven re: Seniors Week.

(b) Councillor Campbell

- May 24 - Special Council Meeting re: Water Treatment Plant.
- May 25 - Parkland Regional Library Meeting.
- June 6 - Senior's Social Centre re: Senior Week presentation.

(c) Councillor Hurley

- May 24 - Special Council Meeting re: Water Treatment Plant.
- May 29 - Water Negotiating Meeting.
- June 2 - Physician Recruitment Social.

(d) Councillor Majeran

- May 17 - Ag. Society Meeting.
- May 18 - Housing Authority Meeting.
- May 24 - Water Negotiating Committee Meeting.  
- Committee of the Whole Water Meeting.
- May 29 - Water Treatment Plant Negotiations.  
- Parks Open House.



-June 5 - Paragon Place re: Seniors Week presentation.

(e) Councillor Peeples

-May 18 - Red Deer River Users Group Meeting in Drumheller.

-May 24 - Water Negotiating Committee Meeting.  
- Committee of the Whole Water Meeting.

-May 26 - Municipal Planning Commission Meeting.

-May 26 - Regional Fire Authority Meeting.

-May 29 - Water Negotiating Meeting.

-May 31 - Red Deer River and river inlets for water plants.

(f) Councillor Richards

-No report – absent from meeting.

(g) Councillor Thorogood

-May 24 - Regional Water Meeting.

-May 29 - Parks & Open Spaces Meeting.

8. **Minutes:**

(a) Town & Country Museum Meeting of April 24, 2006

(b) Municipal Planning Commission Meeting of May 26, 2006

(c) Regional Fire Authority Meeting of May 26, 2006

(d) Trail of the Buffalo Tourism Association Meeting of May 26, 2006

**Motion: 06:06:14**

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

MOTION CARRIED  
Unanimous

9. **Public Hearings:**

(a) None

10. **Bylaws:**

(a) None

11. **Correspondence:**

(a) Letter re: Compost Rene & Laverne Snideman

Discussion ensued regarding the policy not to pick-up grass clippings with regular garbage collection.

Separating yard waste from other waste materials is very important considering regulatory annual capacity limits at the regional landfill. Administration will provide further information in the July newsletter related to composting yard materials.

Mayor Hunter will contact Rene & Laverne Snideman to discuss compost/grass clipping options.

(b) County of Stettler re: Integrated Community Sustainability Plan

(c) Central Alberta Economic Partnership (CAEP)

(d) AAMDC Contact

**Motion: 06:06:15**

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

MOTION CARRIED  
Unanimous

12. **Additions:**

(a) Summary of Water & Sewer Parts Tender

Town Council reviewed the Water & Sewer Parts Tender Summary.

Five bids were received with Emco Waterworks being the low bidder. However in accordance with the Town's Purchasing of Goods and Services Policy #VII-4 "Local suppliers are allowed a \$1,500 pre-tax price differential on purchases between \$15,001 and \$100,000." Therefore Action Plumbing should be awarded the tender as their bid was \$1,473.42 higher than the non-local low bidder.

**Motion: 06:06:16**

Moved by Councillor Campbell that the Town of Stettler Council award the Water & Sewer Parts Tender to Action Plumbing in the amount of \$36,599.95 tax in.

MOTION CARRIED  
Unanimous

(b) Tagish Engineering re: Emmerson Estates Phase 4 – Road & Lane Construction

Town Council reviewed correspondence from Tagish Engineering and a Memorandum from John Keith, Director of Operational Services. The Emmerson Stage 4 Road & Lane Construction Tender closed on April 13, 2006 with the following two bidders:

1. Central City Asphalt Ltd	\$631,550.09
2. Brooks Asphalt & Aggregate Ltd.	\$612,233.22

Above bids include a 10% contingency allowance and 7% GST. Engineering and Geotechnical fees will be extra to the overall project.

Discussion ensued regarding the expected settlement of deep utility trenches due to soil conditions in the Stettler area. AMEC Earth and Environmental recommends delaying or staging asphalt paving construction to mitigate the effects of seasonal settlement on the final condition of the road.

**Motion: 06:06:17**

Moved by Councillor Thorogood that the Town of Stettler Council award the Emmerson Estates Phase 4 – Road and Lane Construction Tender to Brooks Asphalt & Aggregate Ltd. subject to contract revisions as determined by the Town Manager to delay or stage asphalt paving.

MOTION CARRIED  
Unanimous

**Motion: 06:06:18**

Moved by Councillor Peeples that the Town of Stettler Council authorize Administration to delay or stage asphalt paving in Emmerson Estates Phase 4 due to soil conditions as recommended by AMEC Earth & Environmental.

MOTION CARRIED  
Unanimous

(c) Fitness Equipment Proposals

Town Manager R. Stoutenberg informed Council that the 2006 Capital Budget approved \$100,000 for fitness equipment in the new Leisure Centre; \$50,000 from General Reserves plus a \$50,000 conditional grant being anticipated. Reconsidering conditional grant funding opportunities it is unrealistic to expect more than \$10,000, if any. The Hockey Alberta Hall of Fame reserve of \$15,000 and a reserve of \$13,000 for painting the old pool is also available.

Proposals were submitted from four (4) companies: Flaman Fitness, Racher Sales, Go Mango and Apple Fitness. The Request for Proposals included suggested equipment for Stettler demographics, warranties, service, layout, description of equipment (pictures) and equipment costs.

Town Manager, R. Stoutenberg explained that the need for a company that knows commercial fitness requirements and can readily service equipment is very important for our gym to succeed.

Staff is recommending awarding the proposal to Apple Fitness; utilizing the \$50,000 General Reserve allocation included in the 2006 Capital Budget, in addition use the \$28,000 from the Hockey Hall of Fame and the old pool painting reserves, and within 2007 complete the \$100,000 purchase with grants, sponsorships and other reserves.

Discussion ensued regarding the quantity and quality of the equipment necessary for our fitness facility. It was mutually agreed that the facility must have enough high quality fitness equipment to justify donor expectations.

**Motion 06:06:19**

Moved by Councillor Majeran that the Town of Stettler Council accept "Apple Fitness" as the Fitness Centre Equipment provider for the Town of Stettler, and further direct Administration to plan and purchase enough fitness equipment to justify donor expectations.

MOTION CARRIED  
Unanimous

13. **In-Camera Session:** (a) There was no In-Camera Session at this meeting.

14. **Adjournment:**

**Motion 06:06:20**

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

MOTION CARRIED  
Unanimous at 9:18 p.m.

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Mayor

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Director of Finance & Administration