

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, MAY 2, 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 06:05:01

Moved by Councillor Richards to approve the agenda as presented with the following addition:

13(c) In-Camera re: Ambulance Board

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held on April 18, 2006

Motion 06:05:02

Moved by Councillor Peeples that the Minutes of the Regular Meeting of Council held on April 18, 2006 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the April 18, 2006 Minutes

(i) None

4. **Citizen's Forum:**

(a) None

5. **Delegations:**

(a) None

6. **Administration:**

(a) Memo re: Staffing Proposal Planning & Engineering Departments

Town Manager, R. Stoutenberg reported that it is time to add additional staff for the Planning/Development and Engineering Departments due to a significant increase in workload. All indications are that development and capital programs will continue at record levels.

Recruitment to date has resulted in entry-level staff applying for the Development Officer's position. An experienced local consultant is available on a contract basis for three days a week. The consultant could handle the larger projects and would be able to mentor a junior person who could eventually undertake a larger role.

Discussion ensued regarding the use of a consultant to compliment the Planning & Development Department on an as needed/part time basis to assist with training and other planning and development responsibilities.

Motion 06:05:03

Moved by Councillor Richards that the Town of Stettler Council approve: Increasing the full time staff compliment by one position to allow for a Planning and Engineering Technician to be hired with a salary range of \$38,000 – 48,000 year; and enter into a service contract with an experienced planning consultant for a one-year basis; and leave the summer student position vacant. And further approve that an additional \$16,000 be allocated from the General Reserve to finance these Planning and Development expenditures for the remainder of 2006.

MOTION CARRIED
Unanimous

(b) Memo re: Stettler Agricultural Society Land Request

Town Manager, R. Stoutenberg noted that the Ag Society is requesting the Town to donate (sale for a nominal fee) lands encompassing the northern portion of the Rotary Park Campground (specifically the camp kitchen area) to the Society.

Town Manager R. Stoutenberg explained that the Town of Stettler under an agreement executed in 1959 provided a half-acre site for establishment of a wayside campground. In 1981 the site was transferred back to the Town under an agreement. The agreement restricts the transfer or use of the site for anything other than a campground. It may be possible to have the agreement terminated in the Town's favor. Reasons for this include that the Town originally owned the site and provided it at no cost, it is no longer financially viable and that another campground is available. Upon Alberta Infrastructure and Transportation agreeing, the Town would have the option of disposing of the site.

Section 70 of the *Municipal Government Act* requires a municipality to advertise any proposal to dispose of Parkland. However, a proposal to dispose of parkland does not have to be advertised if the land is transferred to a non-profit organization for their continuing use.

The Town has engaged a professional consulting firm to prepare a Parks and Public Spaces Master Plan that will quantify and assess community parkland needs in order to help guide future Council decisions. The final report may provide some additional observations on this property.

Discussion ensued regarding the need for campsites in Stettler, the Parks Master Planning document currently in progress, Public Use Area zoning issues and the Ag Society's intentions to sell the combined campground site as the first action in pursuing the concept of moving their operations into the County.

It was mutually decided to delay further consideration of this request until the Parks and Public Spaces Master Plan has been completed (expected to be in June 2006).

(c) Memo re: Meadowlands Deep Utility Tender

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

Deputy Mayor Councillor Peeples assumed the chair.

Town Council reviewed the memorandum from John Keith, Director of Operational Services regarding the Meadowlands Subdivision Tender. The tender closed on April 20, 2006 with six bids received as follows:

Wally's Backhoe Services Ltd.	\$436,646.67
Brooks Asphalt & Aggregate Ltd.	\$541,943.23
Boulder Contracting Ltd.	\$550,127.17
Prairie Ghost Contracting Ltd.	\$599,855.01
Maxim Excavating Ltd.	\$636,657.38
Pro Tech Construction	\$863,587.37

All tenders include 7% GST and a 10% contingency allowance. Engineering fees and geotechnical testing will be extra to the overall project. 32 lots are currently planned for this stage

Town Manager, R. Stoutenberg explained that a telephone survey of Town Councillors conducted last week authorized the award of the tender for the underground utilities in the Meadowlands Subdivision to the low bidder Wally's Backhoe Services Ltd. The decision to award prior to the May 2, 2006 Council Meeting was necessary to allow the contractor to order materials so that the project could proceed ASAP.

Motion 06:05:04

Moved by Councillor Campbell that the Town of Stettler Council confirms the award of the Meadowlands Deep Utility Tender to Wally's Backhoe Services Ltd in the amount of \$436,646.67 tax in.

MOTION CARRIED
Unanimous with the abstention of
Mayor Hunter

Mayor Hunter resumed the chair.

(d) Memo re: Emerson Estates – Deep Utility and Site Prep Negotiated Contract

Town Manager R. Stoutenberg explained that the tender for this project was rejected by Council on April 18th, 2006 as being too costly for the municipality. Administration was directed to investigate alternative pricing methods.

Two qualified local contractors were consulted and one was prepared to undertake the underground utilities and site prep work on a daily rate basis plus materials with an upset value.

Town Council proceeded to review the memorandum from John Keith, Director of Operational Services regarding the preparation of an agreement with Wooden Construction; as negotiated by the Town's Engineer - Tagish Engineering Ltd.

Provided Council is in agreement, Tagish Engineering Ltd. will commit the agreed details into a contract including standard insurance requirements and bonding for performance, labour and materials. 41 lots are currently planned for this stage.

Motion 06:05:05

Moved by Councillor Peebles that the Town of Stettler Council approves the Town entering into a daily rate plus materials contract with Wooden Construction for site prep and underground services to develop Emmerson Stage 4 with upset pricing as follows:

- \$550,000 for deep utilities/servicing
- \$150,000 for site prep/grading

MOTION CARRIED
Unanimous

(e) Town Manager's Report

Motion 06:05:06

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

MOTION CARRIED
Unanimous

(f) Update re: Leisure Centre

Town Manager R. Stoutenberg informed Council that tiling is progressing well, leak testing is ongoing and the construction site is being cleaned up.

(g) Accounts Payable in the amount of \$681,684.12

Motion 06:05:07

Moved by Councillor Hurley that Accounts Payable for the period ending April 27, 2006 in the amount of \$681,684.12 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Hunter

- Apr 20 - Brought greetings at the Health Symposium.
- Apr 21 - Doctor Recruitment Committee.
 - Pictures for Volunteer Week.
 - Brought greetings at the Rotary Oilfield Appreciation Night.
- Apr 22 - Brought greetings at the Royal Purple District Meeting.
- Apr 27 - Canada Census Presentation at the Middle School.
 - Royal Bank 100th Anniversary.
- Apr 28 - Nurses Week Proclamation.
 - Meeting with Gendre Construction re: Meadowlands.

-May 2 - Meeting with Protocol Officer for the upcoming Lieutenant Governor's visit.

(b) Councillor Campbell

-Apr 22 - Boston Pizza Opening.

-Apr 25 - Emergency Preparedness Meeting.

-Apr 27-30 - Alberta Library Convention.

(c) Councillor Hurley

-Apr 19 - Ag. Society Meeting.

-Apr 20 - DTHR Health Symposium.

-Apr 21 - Physician Recruitment.

-Apr 27 - East Central Water Negotiations Meeting.

(d) Councillor Majeran

-Apr 25 - Disaster Training at County Office.

-Apr 27 - Water Treatment Plant Negotiations.

(e) Councillor Peebles

-Apr 24 - Museum Annual Meeting.

-Apr 25 - Disaster Services Training at County Office.

-Apr 27 - East Central Regional Water Negotiations Meeting.

(f) Councillor Richards

-Apr 25 - Disaster Services Training at County Office.

(g) Councillor Thorogood

-No report – absent from meeting.

It was stated that the Honourable Norman L. Kwong, CM, AOE Lieutenant Governor of Alberta will be in Stettler on Tuesday May 9th, 2006. Part of his itinerary will be to officially open the new meeting rooms on the second floor of the Recreation Centre. There is an invitational dinner to follow hosted by the Stettler Agricultural Society. He will also attend the D.A.R.E. program graduation at the high school.

The regularly scheduled Committee of the Whole meeting will be in conflict with these events. In addition, Town Manager R. Stoutenberg will be away that day.

Motion 06:05:08

Moved by Councillor Majeran that the Town of Stettler Council cancel the regularly scheduled Committee of the Whole Meeting on Tuesday May 9th, 2006.

MOTION CARRIED
Unanimous

8. **Minutes:**
- (a) Heartland Beautification Committee Meeting of April 4, 2006
 - (b) Municipal Planning Commission Meeting of April 20, 2006
 - (c) Parkland Regional Library Board Meeting of March 30, 2006
 - (d) Trail of the Buffalo Tourism Association Meeting of April 13, 2006
 - (e) Buffalo Lake Intermunicipal Development Plan Meeting of April 21, 2006

Motion: 06:05:09

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

MOTION CARRIED
Unanimous

9. **Public Hearings:** (a) None
10. **Bylaws:** Debenture (Borrowing) Bylaws

Town Manager, R. Stoutenberg informed Council that all four borrowing bylaws to be considered for final readings by Council are within the debt limits authorized by Alberta Municipal Affairs. All the borrowing bylaws have been advertised and have followed the requirements of the *Municipal Government Act*, including the advertising of the electorate's right to petition for a vote of electors on any of the borrowing bylaw.

Chief Administrative Officer, R. Stoutenberg noted that no petition for a vote of electors has been received on any of the proposed borrowing bylaws.

- (a) 1926-06 - Debenture Bylaw re: Office Building

Motion 06:05:10

Moved by Councillor Peeples that the Town of Stettler Council give second reading to Bylaw 1926-06.

MOTION CARRIED
Unanimous

Motion 06:05:11

Moved by Councillor Hurley that the Town of Stettler Council give third and final reading to Bylaw 1926-06.

MOTION CARRIED
Unanimous

- (b) 1927-06 – Debenture Bylaw re: Leisure Centre

Motion 06:05:12

Moved by Councillor Majeran that the Town of Stettler Council give second reading to Bylaw 1927-06.

MOTION CARRIED
Unanimous

Motion 06:05:13

Moved by Councillor Campbell that the Town of Stettler Council give third and final reading to Bylaw 1927-06.

MOTION CARRIED
Unanimous

- (c) 1929-06 – Debenture Bylaw re: Subdivision Basic Servicing

Motion 06:05:14

Moved by Councillor Richards that the Town of Stettler Council give second reading to Bylaw 1929-06.

MOTION CARRIED
Unanimous

Motion 06:05:15

Moved by Councillor Peeples that the Town of Stettler Council give third and final reading to Bylaw 1929-06.

MOTION CARRIED
Unanimous

- (d) 1930-06 – Debenture Bylaw re: Water Treatment Plant

Motion 06:05:16

Moved by Councillor Hurley that the Town of Stettler Council give second reading to Bylaw 1930-06.

MOTION CARRIED
Unanimous

Motion 06:05:17

Moved by Councillor Majeran that the Town of Stettler Council give third and final reading to Bylaw 1930-06.

MOTION CARRIED
Unanimous

11. **Correspondence:**

- (a) Canada West Foundation
- (b) Stettler Public Library
- (c) Letter re: Easement of 59 Street Close
- (d) Dickson Dam – Operations & Emergency Preparedness Session
- (e) Meet Lyle Oberg, MD – MLA Strathmore Brooks
- (f) Town of Bashaw re: Rodeo
- (g) Alberta Municipal Affairs
- (h) Alberta Infrastructure & Transportation
- (i) Alberta Infrastructure & Transportation

Motion: 06:05:18

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

MOTION CARRIED
Unanimous

Mayor Hunter recessed the meeting at 7:55 p.m.

Mayor Hunter reconvened the meeting at 8:00 p.m.

12. **Additions:**

- (a) No public session additions

13. **In-Camera Session:** (a) WTP Valuation/Possible Sale
(b) Town Manager's Appraisal
(c) Addition: Ambulance Board

Motion 06:05:19

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 8:00 p.m.

Town Manager R. Stoutenberg and Director of Finance & Administration G. Switenky departed the meeting at 9:35 p.m. to allow Council to discuss the final In-Camera item: Town Manager's Appraisal.

Mayor Hunter agreed to record the remaining Council minutes in the absence of staff.

Motion 06:05:20

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

MOTION CARRIED
Unanimous at 9:56 p.m.

14. **Adjournment:**

Motion 06:05:21

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

MOTION CARRIED
Unanimous at 9:56 p.m.

Mayor

Director of Finance & Administration