

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, DECEMBER 16, 2008 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor J. Hunter

Councillors A. Campbell, D. Dennis, D. Garbutt, R. Peebles, D. Richards & L. Thorogood

Town Manager R. Stoutenberg
Assistant COA G. Switenky

Press (2)

Absent: None

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

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

Motion 08:12:22 Moved by Councillor Richards to approve the agenda as presented with the following addition:

13(a) In-Camera – Personnel Matter

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held December 2, 2008

Motion 08:12:23 Moved by Councillor Garbutt that the Minutes of the Regular Meeting of Council held on December 2, 2008 be approved with the following correction on Page 2:

Memo re: Alberta Permit Pro – Full Accreditation
Change the words "approve a" with "amend the present" (Uniform Quality Management Plan).

MOTION CARRIED
Unanimous

(b) Business Arising from the December 2, 2008 Minutes

None

(c) Minutes of the Committee of the Whole Meeting held December 9, 2008

Motion 08:12:24 Moved by Councillor Campbell that the Minutes of the Committee of the Whole Meeting held on December 9, 2008 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the December 9, 2008 Committee Minutes

None

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

5. **Delegations:**

- (a) 7:15 P.M. – Stettler Elks re: Lease Agreement

This item was dealt with later in the meeting.

- (b) 7:30 P.M. – Stettler Public Library re: 2009 Budget Presentation

This item was dealt with later in the meeting.

- (c) 7:45 P.M. – Associated Engineering re: WTP

This item was dealt with later in the meeting.

6. **Administration:**

- (a) Committee Recommendation re: 2009 Recycling, Garbage Collection & Disposal Contract

Town Manager, R. Stoutenberg explained that Town Council reviewed and compared the comprehensive proposals/quotes from Can-Pak Environment Inc. and Waste Management at the Committee of the Whole Meeting on December 9, 2008.

Committee of the Whole recommended that Town Council award both the garbage/compost and the recycling contracts to Can-Pak Environmental.

It was noted that the implementation of a curbside recycling program will likely not commence until spring 2009 given the necessary time required for a proper program start-up (acquisition/delivery of containers, advertising & scheduling).

Motion 08:12:25

Moved by Councillor Garbutt that the Town of Stettler Council approves the Committee of the Whole recommendation to award the 2009-2011 Garbage Collection & Disposal Contract to Can-Pak Environmental Inc. as quoted/proposed, subject to Administration satisfactorily negotiating the final terms of a contract.

MOTION CARRIED
Unanimous

Motion 08:12:26

Moved by Councillor Richards that the Town of Stettler Council approves the Committee of the Whole recommendation to award the 2009-2011 Recycling Collection Contract to Can-Pak Environmental Inc. as quoted/proposed, subject to Administration satisfactorily negotiating the final terms of a contract.

MOTION CARRIED
Unanimous

- (b) Demolition Tax Refund

Assistant CAO, 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)*.

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

Deputy Mayor Councillor Garbutt assumed the chair.

Motion 08:12:27

Moved by Councillor Dennis that the Town of Stettler Council approve a pro-rated property tax refund for Tax Roll #401028004 in the amount of \$116.91 as per Section 347 of the *Municipal Government Act*.

MOTION CARRIED
Unanimous with the abstention of
Mayor Hunter

Mayor Hunter returned and re-assumed the chair.

(c) Memo re: 2008 Bad Debt Write-Offs Greater Than \$300

Assistant CAO, G. Switenky noted that Policy VII-5(b), Collection of and Write-off of Bad Debt Accounts requires the Assistant CAO to present a Statement of the Bad Debt write-offs to Town Council prior to December 31st each year. Town Council is required to authorize the write-off of accounts in excess of \$300.

The Assistant CAO is also required to disclose the total dollar value of Bad Debts under \$300 that will be written off. It was noted that collection activity procedures will continue after an account has been written off.

Motion 08:12:28

Moved by Councillor Thorogood that the Town of Stettler Council approve the 2008 Bad Debt Write-Offs of fifty-two (52) accounts totaling \$7,953.26.

MOTION CARRIED
Unanimous

(d) Discussion re: Staff Christmas Recognition

Town Manager, R. Stoutenberg explained that in the past few years Council has considered an annual Christmas/recognition bonus to all Town staff. In 2007 the bonus per full-time employee was \$250.00 in local Board of Trade "Heart of Alberta Dollars".

Discussion ensued regarding a mutually acceptable amount to be given as a bonus to each employee.

It was mutually agreed that the bonuses should continue to be paid in local Board of Trade "Heart of Alberta Dollars" that can only be used to purchase items in Stettler.

Motion 08:12:29

Moved by Councillor Thorogood that the Town of Stettler Council award \$200.00 in "Heart of Alberta Dollars" to all full-time employees and a pro-rated amount to less than full-time employees as a recognition bonus for 2008.

MOTION CARRIED (5 – 2)
Opposed: Councillors Peebles &
Dennis

- (e) January Newsletter
 - Water & Garbage Rate Increase
 - Mayor's New Year's Message
 - Staff Recognition
 - 2009 Dog & Cat Tags Due
 - The Power of Professionalism for Women – March 7/09

- (f) Accounts Payable in the amount of \$1,282,936.99

Motion 08:12:30

Moved by Councillor Peeples that Accounts Payable (\$45,478.45, \$220,607.11 & \$1,016,851.43 for the period ending December 12, 2008 in the amount of \$1,282,936.99 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

- (a) Mayor Hunter

- Dec 5 - Bargain Shop Grand Opening.
 - Town Office duties.
- Dec 9 - Committee of the Whole Meeting.
- Dec 12 - Town Office duties.

- (b) Councillor Campbell

- Dec 12 - Waste Management Meeting.
- Dec 16 - Meeting with Greenlab.

- (c) Councillor Dennis

- Dec 9 - Committee of the Whole Meeting.
- Dec 11 - FCSS Christmas party.
- Dec 12 - Waste Management Meeting.
- Dec 15 - FCSS Board Meeting.

- (d) Councillor Garbutt

- Dec 9 - Committee of the Whole Meeting.
 - Tri-Lodge Christmas party.
- Dec 11 - FCSS Christmas party.
- Dec 15 - FCSS Board Meeting.

- (e) Councillor Peeples

- Dec 9 - Committee of the Whole Meeting.
- Dec 11 - Museum Meeting.

- (f) Councillor Richards
 - Dec 3 - Handi-Bus media photo at hospital.
 - Dec 9 - Committee of the Whole Meeting.

- (g) Councillor Thorogood
 - Dec 16 - Meeting with Greenlab.

- 8. **Minutes:**
 - (a) Stettler Town & County Airport Board Meeting of December 5, 2008
 - (b) Trail of the Buffalo Tourism Association General Meeting of November 13, 2008

Motion 08:12:31 Moved by Councillor Campbell that the Minutes, items 8(a) & 8(b) be accepted for information.

MOTION CARRIED
Unanimous

- 9. **Public Hearing:** (a) None

- 10. **Bylaws:** (a) 1981-08 re: Amend Bylaw 1706-04 – Garbage Rates

Town Manager, R. Stoutenberg explained that Bylaw 1981-08 is to amend Schedule "A" of Bylaw 1706-94 to increase the Residential Garbage Fee from \$14.00 per month to \$14.50 per month effective January 1st, 2009.

The modest monthly increase is necessary to cover the costs associated with the newly awarded garbage collection contract for 2009.

Motion 08:12:32 Moved by Councillor Campbell that the Town of Stettler Council give first reading to Bylaw 1981-08.

MOTION CARRIED (6 – 1)
Opposed: Councillor Richards

Motion 08:12:33 Moved by Councillor Thorogood that the Town of Stettler Council give second reading to Bylaw 1981-08.

MOTION CARRIED (6 – 1)
Opposed: Councillor Richards

Motion 08:12:34 Moved by Councillor Peebles that the Town of Stettler Council give permission for third and final reading to Bylaw 1981-08.

MOTION CARRIED
Unanimous

Motion 08:12:35 Moved by Councillor Garbutt that the Town of Stettler Council give third and final reading to Bylaw 1981-08.

MOTION CARRIED (6 – 1)
Opposed: Councillor Richards

11. **Correspondence:**
- (a) CAEP re: Community Investment Readiness (CIR) Project – Phase 2
 - (b) Alberta Environment
 - (c) Parkland Regional Library
 - (d) The Grove Examiner & The Stony Plain Reporter

Motion 08:12:36

Moved by Councillor Peeples that correspondence items 11(a) & 11(d) be accepted for information.

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) Personnel Matter

Motion 08:12:37

Moved by Councillor Richards that the Town of Stettler Council proceed into an In-Camera Session with the Town Manager and Assistant CAO present to discuss the item as presented on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 7:05 p.m.

Motion 08:12:38

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

MOTION CARRIED
Unanimous at 7:12 p.m.

Mayor Hunter temporarily recessed the meeting at 7:12 p.m.

Mayor Hunter reconvened the meeting at 7:15 p.m.

5. **Delegations:** (a) 7:15 P.M. – Stettler Elks re: Lease Agreement

Stettler Elks Lodge #92 members Bill Sieben, Treasurer and Phil Holton, Leading Knight entered the meeting at 7:15 p.m.

Mayor Hunter welcomed delegation members to the meeting and initiated roundtable introductions.

B. Sieben provided a brief history of the lease agreement between the Town and the Elks, and further advised that since January 1, 2005 a total of \$46,064.52 has been spent by the Club on building maintenance.

B. Sieben further explained that the Stettler Elks Lodge #92 (Lessee) is suffering from declining memberships and a diminishing fundraising ability. This creates an increasing burden respecting the lease obligations to properly maintain the building for the Town of Stettler (Lessor) and Stettler Golf & Country Club (Lessee's tenant).

B. Sieben referenced Section 1(i) & (j) of the lease agreement that states:

(i) The Lessee is to be responsible for the maintenance of the leased premises and be responsible for any costs incurred during the Tenant's use of the leased premises as a result of requirements to comply with the environmental and reclamation regulations of any municipal, provincial or federal government authority or agency thereof.

(j) The Lessee at all times during continuance of this lease, keep and at the expiration or sooner determination thereof yield up the lease premises in good and tenantable repair.

P. Holton explained that the Elks would like to request that the Town financially assist them with meeting the obligations under Section 1(i) to maintain the facility for community use and benefit.

It was stated that the major tenant in the building is the Stettler Golf & Country Club who is no longer under the control of the Elks Lodge.

Discussion ensued regarding clarification of who is and who should be responsible for the building given the organizational separation of the Golf Club and the Elks.

Mayor Hunter concluded that in order to find a suitable solution for all parties involved in the building, the Town will review the fairness of the original lease. At the same time the Town should also identify any short and long maintenance obligations necessary to keep the structure in good and presentable repair.

Mayor Hunter thanked delegation members for their presentation.

Delegation members departed the meeting at 7:39 p.m.

(b) 7:30 P.M. – Stettler Public Library re: 2009 Budget Presentation

County of Stettler Councillor Joe Gendre entered the meeting as a member of the public.

Deborah Cryderman, Head Librarian Stettler Public Library & Norma Leslie, Library Board Vice Chairperson, entered the meeting at 7:39 p.m.

D. Cryderman highlighted some of the services available at the Public Library, presented some statistical information for previous years, and stressed the importance of having a vibrant public library in a community, especially in tougher economic times.

D. Cryderman provided a brief overview of the 2009 Budget challenges for the Stettler Public Library and informed Council that most of the funding increase is necessary due to modest salary increase for the staff.

Town Council reviewed various line items included in the Library's 2009 Budget and the anticipated 65%/35% cost sharing with the County of Stettler. It was noted that the County has not considered/committed to the Library Budget at this time (County Council Meeting - January 14, 2009).

Mayor Hunter highlighted that the Library is requesting \$117,214.38 from the Town in 2009 this represents a much needed increase of \$14,481.88 over 2008.

Mayor Hunter thanked D. Cryderman and N. Leslie for presenting the Library Board's 2009 Budget and for the valuable services the library provides to the community.

Mayor Hunter thanked delegation members for their presentation.

D. Cryderman, N. Leslie and J. Gendre departed the meeting at 7:58 p.m.

Discussion ensued regarding the overall level of municipal financial contribution required to operate the Library for 2009, and that the increase was well justified and needed.

Motion 08:12:39

Moved by Councillor Thorogood that the Town of Stettler Council accept the Stettler Public Library 2009 Budget as presented, and further approve a \$117,214.38 grant in the Town's 2009 Operating Budget to financially assist their operations.

MOTION CARRIED
Unanimous

(c) 7:45 P.M. – Associated Engineering re: WTP

Associated Engineering members Garry Drachenberg, P. Eng, Project Manager, Edith Asselin, P. Eng, Project Engineer & Gates Bilodeau, CET, Construction Manager entered the meeting at 8:00 p.m.

E. Asselin, P. Eng provided Council with an update concerning the recent closing of tenders for the WTP overall project costs:

Contract 2 – Low Bid - Northside Construction
\$2,432,680 (9 bids received in total)

Contract 3 – Low Bid – Nason Contracting Group
\$14,386,905.79 (4 bids received in total)

Resulting from re-design/re-tender efforts and from favorable current construction market conditions the overall budget (largely based on tendered pricing) has been reduced to \$21 million from \$26 million anticipated in September 2008.

Subject to approval of the overall project costs by Alberta Transportation and Utilities, it would be in order for the Town of Stettler to award Contracts 2 & 3 to the successful bidders prior to the end of the irrevocable bid period of 90 days (February 18, 2009 & March 1, 2009).

Discussion ensued regarding the timing of construction.

Motion 08:12:40

Moved by Councillor Peeples that the Town of Stettler Council award the Water Treatment Plant Upgrade Contract 2 to Northside Construction as presented subject to approval of the overall project costs by Alberta Transportation and Utilities.

MOTION CARRIED
Unanimous

Motion 08:12:41

Moved by Councillor Thorogood that the Town of Stettler Council award the Water Treatment Plant Upgrade Contract 3 to Nason Contracting Group as presented subject to approval of the overall project costs by Alberta Transportation and Utilities.

MOTION CARRIED
Unanimous

Initiated by Mayor Hunter discussion continued regarding an Engineering perspective as to whether the Town should continue to maintain the existing wells as an emergency back-up water source. Well upgrades to comply with new provincial standards would be relatively costly.

G. Drachenberg, P. Eng stated that the new raw water reservoir storage will eliminate the typical and practical need for emergency back-up wells. He does not support keeping or using the wells for potable purposes.

Also, the economics of keeping the wells for non-potable/agricultural purposes is marginal as well. Alberta Environment would have to approve whether the Town could even keep the wells for raw water (not potable) purposes.

Discussion ensued regarding typical emergency situations and the practical inability of the wells to provide a suitable back-up in most situations.

Mayor Hunter thanked delegation members for their valuable presentation.

Delegation members departed the meeting at 8:40 p.m.

14. Adjournment:

Motion 08:12:42

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

MOTION CARRIED
Unanimous at 8:40 p.m.

Mayor

Assistant CAO