

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
HELD FEBRUARY 12, 2013

Present: Deputy Mayor Councillor S. Wildeboer, Councillors D. Bachman, A. Campbell, M. Fischer & P. Simons

CAO R. Stoutenberg  
Assistant CAO G. Switenky  
Director of Parks & Leisure Services L. Penner  
Director of Operations M. Robbins  
GIS Coordinator G. Scott

Absent: Mayor D. Richards & Councillor L. Thorogood

Call to Order: Deputy Mayor Councillor S. Wildeboer called the meeting to order at approximately 4:30 p.m.

1. Agenda Additions/Deletions

7(a) Sidewalk Snow Removal – Bylaw Interpretation

2. Agenda Approval

Moved by Councillor Bachman that the agenda be approved with the following addition:

7(a) Sidewalk Snow Removal – Bylaw Interpretation

MOTION CARRIED  
Unanimous

3. Delegations:

a. 4:30 P.M. – Border Paving re: Project and Construction Timelines

George Neis and Neil Christenson, representing Bordar Paving Ltd. entered the meeting at 4:30 p.m.

Deputy Mayor Councillor S. Wildeboer welcomed delegation members to the meeting.

Director of Operations M. Robbins highlighted the Town's concerns regarding contracted project completion schedules to ensure that Town projects get completed on time, with quality materials and within budget/tender parameters. She questioned whether the Town should be isolating paving only projects from those projects needing concrete work in an attempt to get these paving only projects completed earlier? Further she questioned whether there would be any (premium) pricing impacts associated with smaller value (separate) tenders?

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CAO R. Stoutenberg noted that Border Paving Ltd. has been the Town's primary paving contractor over the last 25 years, with the exception of only a very few. In more recent years the Town has experienced that our paving projects never get completed until very late in the season. This causes affected citizens to become irritated and upset over the lengthy construction timelines impacting their neighborhoods.

G. Neis replied and discussion ensued regarding the following factors which can impact scheduling delays for all Border Paving customers:

- (Border's) Sub-contractor delays and relationships,
- Excessive weather delays cause workload backlogs,
- Border Paving capacity verses workload taken on,
- Road bans in the Stettler area (Hwy 56) cause delays until late June as asphalt product comes to Stettler from the North,
- Early tendering process result in more favorable pricing and scheduling flexibility,
- Bundling tenders to include concrete and paving provides greater flexibility,

G. Neis explained that although there are reasonable excuses, it is not the Town's fault. Border Paving needs to improve communication/scheduling with valued customers (and their consultants) to better understand and appreciate local impacts on a project by project basis.

Discussion continued regarding the historically large scope of work to be tendered by the Town in 2013, and the Town's heightened expectations to improve completion timelines by being proactive with contractors.

G. Neis explained that priority deadlines need to be incorporated into the tender documents and that in his experience premium pricing will not result provided the contractor (Border Paving) has time to incorporate these into its schedule(s). Contractors, as large as Border Paving, need to get enough work for the season and therefore will generally be very competitive in early tender process.

G. Neis informed Committee Members that the Town of Stettler is a valued customer of Border Paving and that scheduling delays being experienced by Stettler are not intentional in any way. He explained that municipal paving work is specialized and that even Border Paving is unable to sub out backlog work for fear that substandard workmanship may result.

Discussion concluded regarding the use of financial penalty provisions in contracts, and that Border Paving makes every attempt to avoid them where possible; however respects that they have to absorb these penalties if unable to provide the contracted service. He concluded that for many reasons scheduling municipal work has been a challenge for Border Paving, however they take it very seriously, especially given the limited seasonality of this type of work being +110 days per year.

Deputy Mayor Councillor S. Wildeboer thanked G. Neis and N. Christenson for their informative responses and for attending the meeting.

Delegation members departed the meeting at approximately 5:05 p.m.

- a. 5:00 P.M. – Director of Parks & Leisure Services, Lee Penner - Memo re: Campground Fee Rates X-1(f) & Community Hall Rental Rates X-1(e)(vi)

Director of Parks & Leisure Services, Lee Penner entered the meeting at 5:05 p.m.

Deputy Mayor Councillor S. Wildeboer welcomed L. Penner to the meeting.

Policy X-1(f) – Campground Fee Rates

Director of Parks & Leisure Services L. Penner explained that the camping experience has been improved at the Lions Campground with the addition of free Wi-Fi, 30 amp services throughout, and the dumping station will be rebuilt this spring. The community amenities near the campground area include: the SRC, the spray park, golf course, the walking paths, sports fields, and music in West Stettler Park on (summer) Wednesdays making this campground a great stay in Stettler.

Even with the possibility of a new private campground in Stettler, Administration believes these increases are reasonable and are not too high.

Discussion ensued regarding the various proposed rate increase. It was noted that a basic full service site including 30 amps. power, water & sewer hookup will increase from \$25 to \$28 per night, while a partial service (no sewer) will increase from \$23 to \$26 per night.

Moved by Councillor Fischer that the Committee of the Whole recommends that the Town of Stettler Council accept the amended Campground Fees Policy X-1(f) as presented.

MOTION CARRIED  
Unanimous

Policy X-1(e)(vi) – Stettler Community Hall Rental Rates

Director of Parks & Leisure Services L. Penner advised that the rate for the Stettler Community Hall has not been increased since 2004. Although annual rentals have increased the net facility deficit has also increased because rates have not kept pace with rising operating costs like utilities and hall maintenance.

While reviewing the historical combinations of multi-day rates being charged Administration has found the majority of Saturday/weekend events desire some combination of three days for set up and clean up (Friday, Saturday & Sunday). Prior to these proposed new rates renters were allowed to use before and after event days for a relatively inexpensive amount provided no one else desired to book these days at full rates.

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The new rates proposed reflect this past experience, and result in an increase in revenues representing a greater amount for the day before and the day following a typical Saturday event (like a wedding).

In addition, in the past renters of the hall only were found to have used the kitchen requiring it to need cleaning, so we have included the use of the kitchen in most of the new rates.

The damage deposit has been increased to \$500.00 for weddings and \$150 for meetings. The new caretaker check form allows the Town to collect the damage fee for extra cleaning required. The caretaker records all extraordinary damages/mess/cleanups with digital pictures, and the damage deposit (or a portion) is taken and paid to the caretaker.

Discussion ensued regarding the various changes in rental rates and the justification to enhance damage/cleanliness deposits.

Moved by Councillor Bachman that the Committee of the Whole recommends that the Town of Stettler Council accept the amended Stettler Community Hall Rental Fees Policy X-1(e)(vi) as presented.

MOTION CARRIED

Unanimous

Deputy Mayor Councillor S. Wildeboer thanked Director of Parks & Leisure Services L. Penner for his informative presentation.

4. Memo re: Kinsmen Sports Field Donation

CAO R. Stoutenberg advised that the local Kinsmen Club has been raising funds to help with the proposed washroom structure for the new Sports Park as their part of the donation to the entire recreation complex. The sales for the car raffle did not go as well as expected, however their donation has grown to \$67,451.84.

The originally planned washroom facility consists of unheated washrooms, storage area and a small covered gathering area. This isolated structure was to be constructed from solid materials to better withstand possible damage and vandalism.

The Kinsmen Club members, with good intentions, feel that this structure could make a good meeting space for their club, and as a result have put together a proposal for Council's review. They propose that they could design/build a larger heated building for approximately \$150,000 at their expense. Once completed in the fall of 2013, the building would be turned over to the Town to operate.

In an effort to financially justify the heated, larger building on a 12 month basis, the Parks and Leisure Services Department has put together an annual operating budget with the help of rentals from the other users of the Sports Park. The projection shows an annual minimum deficit of approximately \$7,000 (likely higher) to be covered through property taxation.

At this point Administration has concerns that there is an excess of affordable meeting room space in Stettler. Not for profit locations like the Curling Club, airport, golf course, Agriplex and the Legion could all benefit from a little extra rental revenue.

Discussion ensued regarding whether property taxes should support the annual operating deficit on another community meeting space rather than just operating seasonal unheated washrooms.

It was mutually agreed that Administration explain the Town's fiscal concerns to Kinsmen Club members and continue to work cooperatively with them to add value to the Stettler Sports Park.

It was suggested that the Kinsmen Club may want to consider adding an awesome playground at the Sports Park and leave the washroom facility for the Town to construct.

Deputy Mayor Councillor S. Wildeboer thanked Director of Parks & Leisure Services L. Penner for his informative presentation.

5. Review of Seniors Facility Meeting Preparations

GIS Coordinator G. Scott entered the meeting at 5:30 p.m.

Deputy Mayor Councillor S. Wildeboer welcomed G. Scott to the meeting.

CAO R. Stoutenberg highlighted that GIS Coordinator G. Scott has been working with Councillor Fischer to prepare a power point presentation to show the chronological development of the process to this point. The presentation would be made at the upcoming Seniors Forum to be held in the SRC on Tuesday, February 26<sup>th</sup>, 2013 at 2:00 p.m.

GIS Coordinator G. Scott delivered the power point presentation to Committee Members for informational purposes.

Discussion ensued regarding the comprehensive process of events and actions to date.

Deputy Mayor Councillor S. Wildeboer thanked GIS Coordinator G. Scott for his informative and impressive presentation.

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6. Correspondence

None

7. Additions

(a) Sidewalk Snow Removal – Bylaw Interpretation

Discussion ensued regarding the general enforcement process to be followed for both residential and commercial sidewalk snow and ice removal.

8. Adjournment

Moved by Councillor Campbell that the Committee of Whole Meeting be adjourned.

MOTION CARRIED  
Unanimous at 6:02 p.m.

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Mayor

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Assistant CAO