

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, FEBRUARY 3, 2015 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Deputy Mayor A. Campbell  
  
Councillors W. Brown, M. Fischer & S. Nolls  
  
CAO G. Switenky  
Assistant CAO S. Gerlitz  
  
Press (3)

**Absent:** Mayor D. Richards, Councillors D. Bachman & K. Sernecky

**Call to Order:** Deputy Mayor A. Campbell called the meeting to order at 6:30 p.m.

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

**Motion 15:02:01** Moved by Councillor Nolls to approve the agenda as presented with the following addition:

13(a) Legal Issue

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held January 20, 2015

**Motion 15:02:02** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on January 20, 2015 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the January 20, 2015 Meeting Minutes

None

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

5. **Delegations:** (a) None

6. **Administration:** (a) Memo re: IJD Inspections Ltd. Renewal

CAO G. Switenky advised that Town of Stettler Administration has achieved an excellent working relationship with IJD Inspections in the past 6 years, over two 3 year contracts we have fostered an increased level of service to our residents regarding safety codes. IJD Inspections currently does all Building, Plumbing, Gas and Electric Inspections within the Town of Stettler in accordance with our Quality Management Plan and has proven themselves through our annual Safety Codes Audit Process with Alberta Municipal Affairs.

In 2009 the Town of Stettler sent out a Request for Proposals for Safety Code Inspections under the Town's Accreditation, 3 agencies responded and IJD Inspections Ltd. was the successful agency.

In March of 2012 the Town of Stettler and IJD Inspections amended the contract to reflect a fee schedule change as well as an extension for an additional 3 year term. The contract expires March 13, 2015.

**Motion 15:02:03**

Moved by Councillor Fischer that the Town of Stettler Council approves the renewal of IJD Inspections Ltd. contract and advised Administration to enter into another 3 year term with IJD Inspections Ltd.

MOTION CARRIED  
 Unanimous

(b) Memo re: Policy IV-1 – Building and Development Permit Fee Schedule Review

CAO G. Switenky advised that in 2014 the Town of Stettler issued 71 building permits with a construction value of \$12.9 million, the following is a breakdown of the permit fees collected based on our existing fee schedule (IJD currently received 65% of the permit fees while the Town retains 35%):

Permit Fees Collected:	\$66,285.94
IJD Revenue 65% of Permit Fee:	\$43,085.86
Town Revenue 35% of Permit Fee:	\$23,200.08

**Fee Schedule and Policy Review:**

a) In discussion with IJD Inspections, the Town of Stettler’s minimum permit fee of \$70.00 is low in comparison with other municipalities. IJD has requested the Town of Stettler review the minimum Building Permit Fee and consider increasing it to \$95.00. Below is survey done of other municipalities in Alberta.

Municipality	Minimum Building Permit Fee	Percentage Comparison	
		IJD 65%	TOS 35%
Calgary	\$102.00	\$66.30	\$35.70
Blackfalds*	\$95.00	\$61.75	\$33.25
Bonnyville*	\$150.00	\$48.75	\$26.26
Red Deer	\$72.40	\$47.06	\$25.34
Clive*	\$95.00	\$61.75	\$33.25
Crowsnest Pass	\$80.00	\$52.00	\$28.00
Stettler*	\$70.00	\$45.55	\$24.50
<b>Mean Average</b>	<b>\$95.00</b>	<b>\$61.75</b>	<b>\$33.25</b>

\* Accredited Municipalities in contract with IJD Inspections.

**Motion 15:02:04**

Moved by Councillor Brown that the Town of Stettler Council amends Policy IV-1 – Building and Development Permit Fee Schedule to increase the minimum building permit fee to \$95.00 and incorporates the revised policy as the fee schedule for the IJD Inspection Ltd. Contract Amendment.

MOTION CARRIED  
 Unanimous

- (c) Meeting Dates
- Thursday, February 5, 2015 – Dr. Recruitment Mixer – Noon at the County Office
  - Thursday, February 19, 2015 – Brownlee – Emerging Trends
  - Thursday, February 19, 2015 – Rural Health Advisory - Brooks
  - Wednesday, February 25, 2015 - Capital Budget – 3:30pm-7:00pm
  - Monday, March 2, 2015 - 2015 Strategic Plan – 4pm-7pm
  - Friday, May 8, 2015 – RDRWA Breakfast – Atco Building

(d) CAO Report

CAO G. Switenky provided departmental highlights of the monthly organizational report to Council.

**Motion 15:02:05**

Moved by Councillor Brown that the Town of Stettler accept the CAO Report for the month of January.

MOTION CARRIED  
Unanimous

(e) Taxes Receivable as of December 31, 2014

Assistant CAO S. Gerlitz reviewed the Taxes Receivable as of December 31, 2014.

**Motion 15:02:06**

Moved by Councillor Nolls that the Town of Stettler Council accept the Taxes Receivable as of December 31, 2014 as presented.

MOTION CARRIED  
Unanimous

(f) Accounts Payable in the amount of \$499,701.23

**Motion 15:02:07**

Moved by Councillor Fischer that Accounts Payable in the amounts of \$23,058.87 & \$476,642.36 for the period ending January 30, 2015 for a total amount of \$499,701.23 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- No report – absent from meeting.

(b) Councillor Bachman

- No report – absent from meeting.

(c) Councillor Brown

- No meetings to report.

(d) Councillor Campbell

- Jan 21 - Pheasant Meeting.
- Jan 26 - Joint Town/County Recreation Funding.
- Jan 28 - Rodeo Budget Meeting.
- Jan 29 - Superfluity Opening.

(e) Councillor Fischer

- Jan 26 - Joint Town/County Recreation Funding.

(f) Councillor Nolls

- Jan 9 - Stettler Regional Fire Authority.
- Jan 13 - Board of Trade.
  - Committee of the Whole.
  - Mixer with the two new doctors.
- Jan 14 - MPC Meeting.
  - Stettler Steel Wheel Stampede Committee.
- Jan 15 - County of Stettler Housing Authority.

(g) Councillor Sernecky

- No report – absent from meeting.

8. Minutes:

(a) None

9. Public Hearing:

(a) None

10. Bylaws:

(a) Bylaw 2062-15 – Borrowing Bylaw re: Fire Engine

CAO G. Switenky explained that Bylaw 2062-15 is to authorize the Town of Stettler to incur indebtedness by the issuance of debenture(s) in the amount of up to Seven Hundred and Nine Thousand Dollars (\$709,000) for the purpose of purchasing a Fire Engine.

CAO G. Switenky advised that Bylaw 2062-15 only requires 1<sup>st</sup> Reading tonight (February 3). If Bylaw 2062-15 is given 1<sup>st</sup> Reading, it will be advertised for 2 consecutive weeks on February 11<sup>th</sup> & February 18. If no petition is received Bylaw 2062-15 will return to Council on March 17<sup>th</sup> for 2<sup>nd</sup> & 3<sup>rd</sup> Readings.

Bylaw 2062-15 Information:

- Total Borrowing – \$709,000
  - unless Town of Stettler and County of Stettler Joint application under the Regional Collaboration Program for \$350,000 is successful.
  - \$350,000 successful grant application
  - \$359,000 borrowing
- Term of borrowing – 20 years
- Semi Annual or annual payments
- Interest rate not to exceed 10%
- \$45,865.20 - Estimated Payments (\$709,000 - interest rate of 2.642%, principle & interest)
- \$208,304.00 – Total Interest Paid over 20 year term (\$709,000 - interest rate of 2.642%)
- Life expectancy of Fire Engine – 20 – 25 years
- Outstanding Debt - \$6,878,185.95 (December 31, 2014)
- Advertising (if given 1<sup>st</sup> reading)
  - February 11, 2015 and February 18, 2015
  - Social Media / Website
- Petition timeline – 15 days after the last date on which the proposed borrowing bylaw is advertised
  - Thursday, March 5, 2015 - Last date to file sufficient petition
- If no sufficient petition is received – 2<sup>nd</sup> and 3<sup>rd</sup> reading can be given March 17
- Original Fire Capital Reserve - \$500,000 (reallocated to SRC Phase 1)

CAO G. Switenky advised that the Town has pre-purchased \$700,000 USD in corporate cash flow to crystallize our currency exchange conversion/ tender allowances.

CAO G. Switenky highlighted the proposed tender process:

1. Tender December 2014;
2. Order February 2015 Payment – Complete prepayment or 15% deposit;
3. Pre-construction meeting at the plant February 2015
4. Released for construction engineering etc. February 2015
5. Chassis payment option June 2015
6. Delivery October 2015 Payment – (Remainder less chassis and deposit or remainder less deposit)
7. Equipment installation and training November 2015
8. In service December 2015

**Motion 15:02:08**

Moved by Councillor Fischer that the Town of Stettler Council give first reading to Bylaw 2062-15 as presented.

MOTION CARRIED  
Unanimous

11. **Correspondence:**
- (a) Final Stettler Hospital and Care Centre Key Enhancement Priorities Report
  - (b) Central Alberta Co-op, Stettler Agro
  - (c) County of Stettler re: Norway Rat
  - (d) FCSS Fighting Losing Battle for More Government Funding

**Motion 15:02:09**

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

MOTION CARRIED  
Unanimous

12. **Items Added:** (a) None

13. **In-Camera Session:** (a) Legal Issue

**Motion 15:02:10**

Moved by Councillor Fischer that the Town of Stettler Council proceed into an In-Camera Session with the CAO and Assistant CAO present to discuss the In-Camera item.

MOTION CARRIED  
Unanimous at 7:05 p.m.

**Motion 15:02:11**

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

MOTION CARRIED  
Unanimous at 7:38 p.m.

14. Adjournment:

**Motion 15:02:12**

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

MOTION CARRIED  
Unanimous at 7:38 p.m.

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Mayor

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Assistant CAO