

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JANUARY 22, 2013 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

Councillors A. Campbell, D. Bachman, M. Fischer, P. Simons &
L. Thorogood

CAO R. Stoutenberg
Assistant CAO G. Switenky
Executive Director, Stettler Regional Board of Trade, A. Brown

Press (2)

Absent: Councillor S. Wildeboer

Call to Order: Mayor D. Richards called the meeting to order at 6:30 p.m.

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

Motion 13:01:16 Moved by Councillor Bachman to approve the agenda as presented with the following addition:

13(a) In-Camera – Awards Nominations

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held January 8, 2013

Motion 13:01:17 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on January 8, 2013 be approved as presented with the correction of a spelling error of the word Status on page 2.

MOTION CARRIED
Unanimous

(b) Business Arising from the January 8, 2013 Meeting Minutes

None

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

5. **Delegations:** (a) 7:15 P.M. – HYC Board Members Dave Wood, Pauline Christian & Steve Davies re: 2013 HYC Budget

This item was dealt with later in the meeting.

(b) 7:30 P.M. – Skate Park Association Members and Director of Parks & Leisure Services, Lee Penner

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: Chemical Tender Award

CAO R. Stoutenberg advised that bids are completed annually for the supply and delivery of chemicals for the Water Treatment Plant process. Due to a very successful bid process in 2013, there were six submissions received.

Council reviewed the summary of bids and selected suppliers.

All selected prices are NSF/ANSI Standard 60 certified and F.O.B. to the Stettler Water Treatment Plant. ClearTech is selected for sodium hydroxide due to a price guarantee of 12 months. Univar and Brenntag prices are guaranteed for 30 days.

Administration respectfully recommends award of the 2013 Chemical Supply Bids to the following companies: ClearTech, Canada Colors, CHEMTRADE and Klearwater.

Councillor P. Simons entered the meeting at approximately 6:35 p.m.

It was suggested that in the future Administration look into the opportunity and/or benefit of requesting pricing for terms longer than 1 year.

Motion 13:01:18

Moved by Councillor Campbell that the Town of Stettler Council award the 2013 Chemical Supply Tender to the following companies: ClearTech, Canada Colors, CHEMTRADE and Klearwater as presented.

MOTION CARRIED
Unanimous

(b) Memo re: Apple Fitness Contract Renewal

CAO R. Stoutenberg explained that in 2006 the Town of Stettler prepared a request for proposals to provide fitness equipment for the SRC gym. Apple Fitness was the selected provider based on their references integrity in their service program quality of their commercial equipment and knowledge about trends and equipment.

The Fitness staff has been very happy with the performance of these machines over the last 7 years. Maintenance has been limited to worn vinyl pads, some new cables and one circuit board for a treadmill. Service from Apple has been good and the public is always happy with the Life Fitness machines.

It is also important that all machines in the gym have a uniform look and similar operating characteristics. Having one supplier allows maintenance to be performed on all equipment in a single visit. Suppliers will not do maintenance on other brands which will increase our costs for separate repair visits.

The previous contract with Apple expired in 2011 and with the decision to purchase additional equipment approved in the 2013 Capital Budget, Apple is offering to renew their exclusivity contract with incentives.

The Town of Stettler Gym Members will continue to enjoy the use of top quality Life Fitness equipment, while the Town will get exclusive confidential wholesale equipment pricing and service.

Discussion ensued regarding the value of renewing the contract including incentives versus not renewing the contract and just purchasing the equipment.

It was noted that since the contract expired in 2011 Apple has honored their pricing for maintenance services.

The primary incentives that Apple has offered, other than brand consistency and service continuity, is the supply of a (desired) hammer strength chin/dip/leg raise valued at \$1,705 for no cost, (appreciated) assistance with fitness centre layout according to new trends, and exclusive wholesale pricing for all future equipment.

The contract is for a five year term with the option to renew in 2018 for a second five year term.

Discussion continued regarding the value of maintaining brand consistence and service continuity.

Motion 13:01:19

Moved by Councillor Thorogood that the Town of Stettler Council approve the renewal of the Apple Fitness Contract for a five year term with the option to renew in 2018.

MOTION CARRIED
Unanimous

(c) Strategic Planning Items 2013

CAO R. Stoutenberg presented the 2013 Strategic Planning items that were compiled at the Strategic Planning Session held on January 15, 2013. The overall list included 23 items; individual action plans and responsibility have been developed for the top eight (8) goals identified.

Council reviewed the action plans and responsibility on an item by item basis as follows:

1. Health Care Improvements
2. Field House
3. SRC Updates – Seniors, Library/Parking Lot & Updating and Improving the remainder of the SRC
4. Improve Outdoor Rinks
5. Ambassador Program
6. Water Meter Replacement
7. West Stettler Park
8. Green Policy

CAO R. Stoutenberg stated that updates will come back to Council on a regular basis including highlights of the accomplishments/steps completed to date.

It was noted the current ranking system has interpretive limitations and requires further explanation to enhance the public's understanding of the overall process.

CAO R. Stoutenberg advised that although action plans have been developed for only the top eight items, any of the items may get further attention should circumstances warrant throughout the year.

Discussion ensued regarding the actions plans and expectations/achievements to date.

Motion 13:01:20

Moved by Councillor Thorogood that the Town of Stettler Council approve the 2013 Strategic Plan as presented.

MOTION CARRIED
Unanimous

(d) County of Stettler Housing Authority 2013 Requisition & Budget

CAO R. Stoutenberg highlighted that the County of Stettler Housing Authority has only three revenue sources being Rent (65%), Grants (16%) and Requisitions (14%) with wages being the primary expense at (68%).

Discussion ensued respecting vacancy rates being historically high at approximately 7% over the past 12 months which has revenue implications. The Board is cautiously awaiting the impacts and/or opportunities once the Points West Development is opened.

It was noted that there are anticipated debt retirements in the coming years which will reduce expenditures.

Motion 13:01:21

Moved by Councillor Simons that the Town of Stettler Council accept the County of Stettler Housing Authority 2013 Requisition and Budget as presented.

MOTION CARRIED
Unanimous

(e) Bank Reconciliation as of December 31, 2012

Motion 13:01:22

Moved by Councillor Bachman that the Town of Stettler Council approve the Bank Reconciliation as of December 31, 2012.

MOTION CARRIED
Unanimous

(f) Accounts Payable in the amount of \$577,793.97

Motion 13:01:23

Moved by Councillor Thorogood that Accounts Payable in the amounts of \$505,279.32 & \$72,514.65 for the period ending January 18, 2013 for a total amount of \$577,793.97 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Jan 10 - Joint Town/County Meeting.
- Jan 11 - Town Office.
- Jan 15 - Strategic Planning Meeting.
- Jan 16 - MLA and Cabinet Ministers Meeting.
- Jan 18 - Town Office.
- Jan 21 - Conference call with MP, Kevin Sorenson re: Community Infrastructure Improvement Fund (CIIF).

(b) Councillor Bachman

- Jan 10 - Joint Town County Meeting.
- Jan 21 - FCSS Meeting.

(c) Councillor Campbell

- Jan 10 - Joint Town County Meeting.
- Jan 11 - Stettler Waste Management Authority Meeting.
- Jan 15 - Meeting with John Baxter re: SALT – anaerobic landfill/waster process.
 - Strategic Planning Meeting.
- Jan 16 - MLA and Cabinet Ministers Meeting.
 - Rodeo Meeting.
- Jan 17 - Red Deer River Municipal Users Group Meeting.

(d) Councillor Fischer

- Dec 21 - FCSS cheque signing and update.
- Jan 4 - Met with CAO R. Stoutenberg to review chronology of Seniors Centre activities/meetings.
- Jan 10 - Joint Town/County Meeting.
- Jan 11 - Stettler Waste Management Authority Meeting.
- Jan 15 - Meeting with John Baxter re: SALT – anaerobic landfill/waster process.
 - Strategic Planning Meeting.
- Jan 16 - MLA and Cabinet Ministers Meeting.
- Jan 21 - Meeting with CAO R. Stoutenberg and GIS Tech G. Scott re: preparation for the February 26, 2013 Seniors Facility Meeting.
 - FCSS Meeting.

(e) Councillor Simons

- Jan 10 - Joint Town/County Meeting.
- Jan 15 - Strategic Planning Meeting.
- Jan 16 - MLA and Cabinet Ministers Meeting.

(f) Councillor Thorogood

- Jan 10 - Joint Town/County Meeting.
 - Physician Recruitment Meeting.
- Jan 11/14- Calls and e-mails to Site Leader and Stettler Medical Clinic.
- Jan 15 - Strategic Planning Meeting.
- Jan 16 - MLA and Cabinet Ministers Meeting.
- Jan 17 - DTHR Board Engagement Meeting.
- Jan 18 - Conference Call with Dr. Lundall and Aubrey Brown re: Physician Recruitment.

(g) Councillor Wildeboer

- No report – absent from meeting.

8. Minutes:

- (a) Stettler Waste Management Authority Meeting of January 11, 2013

Motion 13:01:24

Moved by Councillor Campbell that the Town of Stettler Council accept the minutes, item 8(a) as presented.

MOTION CARRIED
Unanimous

9. Public Hearing:

- (a) None

10. Bylaws:

- (a) None

11. **Correspondence:**
- (a) Edmonton Mentoring Program Aims for More Women in Politics
 - (b) Canadian Politics – City Politicians Focus on Utopian Visitors While Citizens Just Want Simple Things, Like Passable Roads
 - (c) Member Notices – Wind Energy Increases by Nearly 20% in 2012

Motion 13:01:25

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

MOTION CARRIED
Unanimous

12. **Items Added:**
- (a) None
5. **Delegations:**
- (a) 7:15 P.M. – HYC Board Members Dave Wood, Pauline Christian & Steve Davies re: 2013 HYC Budget

Heartland Youth Centre (HYC) Board Members, Dave Wood, Pauline Christian & Steve Davies entered the meeting at approximately 7:13 p.m.

Mayor Richards welcomed delegation members to the meeting.

S. Davies provided Council with a brief overview of the HYC 2013 Budget. He identified that 2012 was a financially successful year given some unexpected but welcome donations/bequests.

It was noted that having some reserve funds available is fiscally responsible for the HYC. It was noted that this reasonable level of reserves should have no impact on the amount of sustainable funding being necessary at this time.

S. Davies also informed Council that they have approached the County of Stettler and have yet to hear back.

It was noted that in 2012 there were 225 of 298 registered members resided in the Town representing approximately 75%.

Mayor Richards expressed Council's appreciation for the efforts of the Board and Staff, and for the valued services the Heartland Youth Centre provides in Stettler.

Mayor Richards thanked delegation members for attending the meeting and presenting their 2013 HYC Budget.

Motion 13:01:26

Moved by Councillor Thorogood that the Town of Stettler Council approve the Heartland Youth Centre 2013 Operating Budget as presented. And further approves that a contribution to the HYC in the amount of \$40,000 be included in the Town's 2013 Operating Budget.

MOTION CARRIED
Unanimous

Delegation members departed the meeting at 7:21 p.m.

(b) 7:30 P.M. – Stettler Skatepark Association Members and Director of Parks & Leisure Services, Lee Penner

Stettler Skatepark Association Members Shawn Lee, President, Karen Hataley, Director, Nathan Hataley, Skateboarder, Sandy Clark, Director, Cathy Dadensky, Director, Danny Missikewitz, Director and the Town's Director of Parks & Leisure Services, Lee Penner entered the meeting at approximately 7:21 p.m.

Mayor Richards welcomed delegation members to the meeting.

Director of Parks & Leisure Services L. Penner highlighted that the Stettler Skatepark Association's fundraising initiatives to date have successfully raised approximately \$60,000. Combined with the Town's commitment of \$75,000 this represents a significant portion of the anticipated \$300,000 proposed budget. A grant application under the Community Facility Enhancement Program (CFEP) will be submitted later in 2013, and it is hoped that \$125,000 will get approved with the support of the Town.

With this level of funding secured the Association would like to proceed into the design phase, including a decision confirming the new park's location, with the guidance and support from the Town and a qualified skate park consultant.

Director of Parks & Leisure Services L. Penner advised that the Parks & Leisure Services Department and the Stettler Skatepark Association have cooperatively prepared a request for proposals to solicit a consultant who will work with the Town of Stettler to find the right location out of the suggested municipally owned sites, design the park, help with the grant requirements and prepare props for additional fund raising.

The chosen design consultant will be expected to work with the community and its citizens, both young and old. The consultant should demonstrate experience working with citizens and local companies to produce a collaborative effort. The committee would like to see not only a concept drawing of the skate park but also a drawing that considers opportunities for future development within the footprint and how it fits into the surrounding area.

Director of Parks & Leisure Services L. Penner advised that the Town will be looking to the consultant to provide fundraising ideas as well as methods and experience regarding how to best engage youth and community in the project to establish long-term pride/ownership in the park.

Discussion ensued regarding potential locations identified and the role of the Association once the park is completed.

S. Lee advised that the Association hopes to provide some developmental camps, competitions, promotional events and some programming, as well as some basic annual maintenance, when able.

Discussion continued regarding the risks and liability associated with owning a skate park. CAO R. Stoutenberg explained that the Town's insurance carrier will be solicited for advice, however he anticipates no substantive concerns or road blocks. Many other Alberta municipalities own and insure their skate parks (both asset & liability) with the same carrier as the Town uses.

Association Board Members highlighted that they will continue to aggressively undertake fundraising activities to address the existing funding shortfall within the proposed budget.

S. Lee also explained that he has contacted a few other communities regarding planning tips, as well as to inquire what some of the typical complaints and concerns are. The key to success appears to be location with easy pathway access.

Board Members clarified that they now support the park be constructed from concrete rather than movable ramps as previously considered.

Mayor Richards commended the Association Members for their focused effort to date, and for their commitment towards ensuring this project becomes a reality.

Motion 13:01:27

Moved by Councillor Campbell that the Town of Stettler Council authorize Administration to proceed with a Request for Proposal (RFP) process to ultimately find and select a qualified consultant/company to help the Town, in cooperation with the Stettler Skatepark Association, undertake the whole process of designing and completing a Skate Park in Stettler.

And further that the skate park will be located on lands owned and controlled by the Town of Stettler, and that the Town of Stettler will own, operate and insure the skate park upon completion.

MOTION CARRIED
Unanimous

Mayor Richards thanked delegation members for attending the meeting and for the timely update and valuable presentation.

Delegation members departed the meeting at 7:45 p.m.

13. **In-Camera Session:** (a) Awards Nominations

Motion 13:01:28

Moved by Councillor Thorogood 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 7:45 p.m.

Motion 13:01:29

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

MOTION CARRIED
Unanimous at 7:48 p.m.

14. Adjournment:

Motion 13:01:30

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

MOTION CARRIED
Unanimous at 7:48 p.m.

Mayor

Assistant CAO