

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, JULY 15, 2014 IN THE MUNICIPAL OFFICE  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards

Councillors A. Campbell, D. Bachman, W. Brown, M. Fischer,  
S. Nolls & K. Sernecky

CAO G. Switenky  
Assistant CAO S. Gerlitz  
GIS Coordinator/Technician – G. Scott (Heartland Beautification  
Committee/Stettler Wellness Network Committee)

Press (2)

**Absent:** None

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

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

**Motion 14:07:12** Moved by Councillor Bachman to approve the agenda as presented with the following addition:

12(a) Emergency Planning and SCADA Proposal from Stantec

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held July 2, 2014

**Motion 14:07:13** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on July 2, 2014 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the July 2, 2014 Meeting Minutes

None

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

5. **Delegations:** (a) 6:45 P.M. – Stettler SWATT U14 Girls Provincial Champions

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: Town of Stettler Safety Day

CAO G. Switenky commended Council for their ongoing commitment to Health and Safety and explained that due to the entire organization's safety commitment, the Town is able to participate in the Partners in Reduction (PIR) Program with the Workers Compensation Board (WCB). The PIR Program is a voluntary program that can help reduce premiums paid to WCB by up to 20 per cent while creating a safer workplace environment. The WCB rebates are awarded if the Municipality has successfully completed and retains their Certificate of Recognition (COR) by passing yearly internal and external audits on the organization's Health And Safety Program and is also dependent on the Industry "prevention" record.

A (COR) is awarded to employers who develop health and safety programs that meet established standards and is issued by the Alberta Government in conjunction with an accredited certified partners such as Alberta Jobs, Skills Training and Labour.

CAO G. Switenky explained that each year the WCB rebate is not included in the overall Town of Stettler Operating Budget because it is difficult to determine the value of the rebate. In the past, Council has put the WCB rebate into a Reserve Account to be used for employee recognition. Currently the WCB Rebate Reserve Account has approximately \$32,000.00. At the Joint Health & Safety Meeting on June 5<sup>th</sup>, 2014, the Employer/Employee Committee was in agreement to hold a Safety Day on August 7<sup>th</sup>, 2014 with Council's approval. The day will be held at the Stettler Golf Course with a catered meal and a guest speaker will be brought in by OH&S to do a safety related presentation to the Town staff, followed by an afternoon of golfing. Costs for the Safety Day are to be approximately \$10,000.00 including employee safety awards.

Mayor Richards agreed that these type of employee initiatives are important to the organization. Council's commitment to Health and Safety ensure that all employees work in a safe environment for our family and return safely to their families. Overall staff recognition is important to the attraction and retention of employees.

**Motion 14:07:14**

Moved by Councillor Campbell that the Town of Stettler Council approve a 2014 Town Staff Safety Day, including; safety awards, catered meal, a speaker, and an afternoon of golfing, with funding to come from the WCB Rebate Reserve Account in the 2014 Budget.

MOTION CARRIED  
Unanimous

(b) Memo re: Communities in Bloom Judges Visit

CAO G. Switenky advised that the Communities in Bloom Judges arrive on July 24<sup>th</sup> this year and the Beautification Committee would like to present the opportunity for Town Councillors to host them on that night if they would like to. The committee would also like to invite Councillors to attend any of the day's agenda on July 25<sup>th</sup>.

The agenda for the judges will be as follows:

Thursday, July 24, 2014 (evening)

- Judges arrival BBQ hosted by Councillor Nolls

Friday, July 25, 2014

Judging Day Agenda:

9:00 AM - Judges arrive for Mayor's welcome in Council Chambers. Councillor's comments are welcome. Departments present their progress in making Stettler a better community. Judges question opportunity.

9:30 AM - Judges begin their tour with Lee Penner, Rob Spencer, Grace Fix and Marilyn Crow Shuman.

12:00 Noon - Lunch at the Parish and Heimbecker

1:00PM - Second half of tour.

6:00 PM - Dinner in the Hub of the SRC. Judge's comments and community awards.

Communities in Bloom Judges:

- Lucie Gagné - Plant Health Survey Biologist, Québec Area - Boucherville, Québec
- Piet Boersma - Horticulturist - Emmeloord, The Netherlands

(c) Discussion re: AHS Helicopter Pad Stettler Hospital/STARS

CAO G. Switenky advised that the Town of Stettler has learned that some critically injured patients are having to be ground transported to the Stettler Airport for pickup/transfer because the STARS new helicopter is unable to land at the Stettler Hospital Complex. The Town of Stettler identified the following concerns:

- The amount of extra time to transport the patient to the Stettler Airport when time is of an essence.
- The cost and availability of using an ambulance and crew for transport to the Stettler Airport.
- The effectiveness of the current helipad at the Stettler Hospital Complex.

The following information was received from Gordon Bates, Interim Executive Director, Provincial Air Ambulance Operations and Inter Facility Transfer Strategy – Alberta Health Services with regards to Mayor Richards information request:

- Reason why some patients will be transported by air from Stettler Airport - There are a number of reasons this could happen, although it should not be frequent. 2013/14 fixed wing air ambulance transferred 2 patients from Stettler. A couple of typical situations that may influence this decision are:
  - Weather prevents STARS from taking off or landing at required locations IE: Takeoff from Edmonton/Calgary, landing at Stettler, landing at the receiving hospital.
  - EMS ambulance resources not available for critical care transport and STARS on another mission.
- Process and timeline to restore helicopter pad usage at the Stettler Hospital - STARS continues to use the BK117, which can land at the Stettler hospital helipad. The new larger AW139 can land at the airport if required. There is currently no new funding available for upgrades to helipads. However, this does not prevent opportunities for remediating the helipad. AHS Air Ambulance Landing Sites Committee would be pleased to meet with the community to explore these opportunities.

CAO G. Switenky reported that the Town of Stettler is aware of current Provincial funding in the amount of \$22 million over the next two (2) years to conduct federally mandated upgrades to helicopter landing pads at hospitals across Alberta. Stettler is however not on the list for upgrade under this funding. Local Service Clubs have also inquired about what is required to bring the helipad at the Stettler Hospital Complex to the new current standard.

CAO G. Switenky informed Council Members that it has been suggested that a Community Health Enhancement Committee be established in conjunction with the current Physician Recruitment and Retention Committee. This newly formed committee would consist of local municipal officials, members at large as well as health care professionals. The purpose of the Committee would be to champion issues, concerns, and initiatives outside the Physician Recruitment and Retention mandate.

Mayor Richards concluded that Members of Council who are currently appointed to health related portfolios (Sernecky & Brown) keep Council advised of the status of this newly evolving adhoc external working committee.

(d) Policy X-7(b) re: Neighborhood Block Party Guide & Application

CAO G. Switenky introduced Town of Stettler GIS Coordinator/Technician G. Scott to the meeting. G. Scott is also a volunteer member of the Heartland Beautification Committee and the Stettler Wellness Network Committee.

G. Scott highlighted the following Guiding Principles and current projects of the Stettler Wellness Network:

- The Stettler Wellness Network was initiated through a grant opportunity funded by the Thrive on Wellness project. The network is a gathering and collaboration of likeminded citizens, service providers, not-for-profit organizations and volunteers working towards a common vision.
- To coordinate and initiate diverse wellness and collaborate with current efforts in the Stettler area.
- To build a wellness framework of intentional strategies and actions based on the community's wisdom, designed to support a healthy thriving community.
- Current projects include:
  - Let's Walk n' Roll
  - Neighbourhood Block Party Program

G. Scott explained that a neighborhood block party is an opportunity for neighbors to get together, meet each other, have fun and maybe work together on a common activity. Getting together with neighbors for an evening of fun and food is not only enjoyable, but it also enables a renewed attachment among people in your area. As friendships grow, so do safe and caring neighborhoods, and overall they become a more pleasant place to live. This guide was put together to assist those in planning these events so that we can hopefully have more of them!

CAO G. Switenky explained that Policy X-7(b) is to establish guidelines for residents regarding the planning of controlled neighbourhood block parties. By assisting and establishing such guidelines, it is the hope of the Town (and the Wellness Network that contributed to this program) that such events foster friendships, safety, understanding and belonging within our residential neighborhoods.

CAO G. Switenky highlighted the following guiding principles of the Neighbourhood Block Party Guide and Application:

1. Any resident of the Town of Stettler wishing to organize a neighbourhood block party must apply using the applicable form to the Town. The form must be received by the Town a minimum of 14 days prior to the event.
2. The Town of Stettler will, upon receiving the application form, notify Emergency Services (Police, Fire, Ambulance) regarding any applicable temporary road closures for the event.
3. An application to barricade a road may at any time be cancelled if deemed necessary by the Town. (ie. in the event of an emergency)
4. If roads are being barricaded, participants must live adjacent to the area being barricaded. Also, those neighbours still needing access must be accommodated.
5. Road barricades will be made available on a first come/first served basis, and it is the responsibility of residents to pick them up and return them from the Stettler Recreation Centre (SRC).
6. The application is good until 10:00pm at which time any items (including barricades) are to be taken down and removed from the street by the applicants.
7. All attendees of neighbourhood block parties are required to adhere to all established laws and bylaws.

Discussion ensued about the potential liability to the Town of Stettler by sanctioning such applications, as well as traffic flow issues once residential roadways are blocked off.

CAO G. Switenky explained that in all likelihood should an incident arise during one of these events, the Town may be brought into a legal proceeding by an injured party regardless of any negligence. However by requiring an application (per Policy) from a resident person, the Town is able to perform its due diligence by involving the appropriate protective agencies such as fire, police and ambulance. In the case of traffic restriction/flow, should an emergency vehicle or resident require immediate access/egress to or from an abutting property, the barricades would have to be cooperatively moved and the participants controlled to make room for the safe passage of such vehicle.

He also noted that many other jurisdictions currently allow the temporary use of adjacent public property for residential block parties.

**Motion 14:07:15**

Moved by Councillor Fischer that the Town of Stettler Council approve Policy X-7(b) – Neighborhood Block Parties.

MOTION CARRIED  
Unanimous

Mayor Richards thanked G. Scott for his excellent presentation and thanked the Stettler Wellness Network Committee for the great work they are doing.

G. Scott left the meeting at 6:45 p.m.

Delegations:

(a) 6:45 P.M. – Stettler SWATT U14 Girls Provincial Champions

Team players from the Stettler SWATT U14 Girls Softball team with coaches and parents entered the meeting at approximately 6:45 p.m.

Mayor Richards welcomed Stettler U14 Girls Provincial Champion players, coaches and parents to the meeting.

Mayor Richards congratulated the Stettler SWATT U14 Girls Softball team for winning the 2014 Provincial Championships in Calahoo, AB.

Mayor Richards thanked the players, coaches and parents for representing Stettler with class, and for their effort in bringing home the championship.

Mayor Richards presented the Stettler SWATT coaches and the team members with a certificate recognizing their achievement and success.

Mayor Richards temporarily recessed the meeting at 6:48 p.m. to allow Council members to individually congratulate the players and coaches.

Cookies and refreshments were served.

Delegation members departed the meeting at 6:53 p.m.

Mayor Richards reconvened the meeting at 6:53 p.m.

(e) Memo re: Tax Public Auction Date

CAO G. Switenky advised that the following shows the timeline that has to be followed in order for the Town of Stettler to hold the Tax Public Auction for the remaining properties in the tax recovery process:

Date	Action
March 26/13	Prepared Tax Arrears List and sent notification to owners
July 15/14	Council to set Reserve Bid and sale conditions
Aug 13/14	Send ad to Alberta Gazette (send in 10 working days before ad)
Aug 30/14	Advertise Public Auction in the Alberta Gazette
Sept 10/14	Send copy of ad to registered property owners and all parties having an interest in the property
Oct 1/14	Advertise Public Auction in the Stettler Independent
Oct. 14/14	Public Auction at the Town Office at 1:00 p.m.

- Section 418 of the MGA states that the Public Auction must be held between April 1, 2014 and March 31, 2015.
- Under Section 419 of the MGA Council must set a reserve bid that is as close as reasonably possible to the market value of the parcel and any conditions that apply to the sale.

- The tax recovery process can be stopped by payment of all tax arrears prior to the sale.
- The Town may apply for ownership of the property if it is not sold at the public auction.
- After the Town takes title to the property the property owner can regain title to the property if all taxes are paid before the Town sells the property.
- The following property will go to the Public Auction on October 14, 2014 unless taxes are paid prior to the sale:

Lot/Block/Plan	Civic Address	Land	Improv.	Total
22-12-9524848	4302-65A Street	89,670	240,150	329,820
Pt.32-7-6217AH	5013-50 Avenue	47,520	77,410	124,930
4-2-943MC	4008-58 Street	61,440	128,730	190,170

**Motion 14:07:16**

Moved by Councillor Brown that the Town of Stettler Council set the 2014 Tax Public Auction date as October 14, 2014 and approve using the 2014 assessment values as the reserve bids for all 2014 tax sale properties and that the terms for the sale be cash or certified cheque.

MOTION CARRIED  
 Unanimous

(f) Memo re: Tax Public Auction Date for Manufactured Homes

CAO G. Switenky advised that the following shows the timeline that has to be followed in order for the Town of Stettler to hold the Tax Public Auction for the manufactured homes in the tax recovery process:

Date	Action
March 25/13	Prepared Tax Arrears List
July 15/14	Council to set Reserve Bid and sale conditions
Sept. 10/14	Send copy of ad to registered property owners, owner of M/H Park and all parties having an interest in the property
Oct. 1/14	Advertise Public Auction in the Stettler Independent
Oct. 14/14	Public Auction at the Town Office at 1:00 p.m.

- Section 436.09 of the MGA states that the Public Auction must be held between April 1, 2014 and March 31, 2015.
- Under Section 436.1 of the MGA Council must set a reserve bid that is as close as reasonably possible to the market value of the designated manufactured home and any conditions that apply to the sale.
- The tax recovery process can be stopped by payment of all tax arrears prior to the sale.

- The Town may apply for ownership of the designated manufactured home if it is not sold at the public auction.
- After the Town takes title to the designated manufactured home the property owner can regain title to the designated manufactured home if all taxes are paid before the Town sells the property.
- The following designated manufactured homes will go to the Public Auction on October 14, 2014 unless the taxes are paid prior to the sale:

Civic Address	Land	Improvements	Total
#58 – 6017 – 52 Avenue	0	29,280	29,280
#11 – 4822 – 58 Street	0	18,090	18,090

**Motion 14:07:17**

Moved by Councillor Bachman that the Town of Stettler Council set the 2014 Tax Public Auction date as October 14, 2014 and approve using the 2014 assessment values as the reserve bids for all designated manufactured homes Tax Public Auction properties and that the terms for the sale be cash or certified cheque.

MOTION CARRIED  
 Unanimous

- (g) Bank Reconciliation as of June 30, 2014

**Motion 14:07:18**

Moved by Councillor Fischer that the Town of Stettler Council accept the Bank Reconciliation as of June 30, 2014 as presented.

MOTION CARRIED  
 Unanimous

- (h) Taxes Receivable as of June 30, 2014

**Motion 14:07:19**

Moved by Councillor Nolls that the Town of Stettler Council accept the Taxes Receivable as of June 30, 2014 as presented.

MOTION CARRIED  
 Unanimous

- (i) Statement of Revenue & Expenses as of June 30, 2014

**Motion 14:07:20**

Moved by Councillor Bachman that the Town of Stettler Council accept the Statement of Revenue & Expenses as of June 30, 2014 as presented.

MOTION CARRIED  
 Unanimous

- (j) Accounts Payable in the amount of \$444,303.37

**Motion 14:07:21**

Moved by Councillor Sernecky that Accounts Payable in the amounts of \$364,949.30, \$20,522.84, \$44,033.37 & \$14,797.86 for the period ending July 11, 2014 for a total amount of \$444,303.37 having been paid, be accepted as presented.

MOTION CARRIED  
 Unanimous

7. **Council:** Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- July 4 - Skateboard Park ground breaking.
- Signed cheques at Town Office.
- July 11 - Town Office cheques.
- Jersey Boys plaque presentation.
- Red Carpet Party/Reception/Movie.

(b) Councillor Bachman

- July 8 - Pheasant Festival – Media Release July 25<sup>th</sup>.
- July 14 - MPC Meeting.
- July 15 - Regional Collaboration Program Update.

(c) Councillor Brown

- July 3 - Beautification Meeting.
- July 6-9 - Ag. Service Board Meeting with County in Brooks.
- July 14 - MPC Meeting.

(d) Councillor Campbell

- July 3 - Canadian Badlands Strategy Workshop.
- July 14 - MPC Meeting.
- July 15 - Regional Collaboration Meeting.

(e) Councillor Fischer

- July 11 - Premiere of Jersey Boys with guest star Michael Lomenda.
- July 14 - MPC Meeting.

(f) Councillor Nolls

- July 14 - MPC Meeting.

(g) Councillor Sernecky

- July 2 - Stettler Hospital Foundation Meeting.
- July 3 - Beautification Meeting.
- July 10 - Tagish Engineering Tournament.

8. **Minutes:**

(a) Stettler District Ambulance Meeting of June 20, 2014

(b) Stettler Waste Management Authority Meeting of June 20, 2014

**Motion 14:07:22**

Moved by Councillor Nolls that the Town of Stettler Council accept the minutes, items 8(a) & 8(b) as presented.

MOTION CARRIED  
Unanimous

9. **Public Hearing:**

(a) None

10. **Bylaws:**

(a) None

11. **Correspondence:**

(a) Alberta Community Resilience Program

(b) Alberta Municipal Affairs 2013-14 Annual Report

(c) Update from Premier Dave Hancock – New Building Canada Fund

(d) Member Notices – Property Tax Deferral Available to Senior Homeowners & Municipalities Can Adjust Playground Zone Time Periods Based on Local Needs

- (e) AESO – Need for New Transmission in Central East Alberta
- (f) Tim Horton’s Camp Day Thank You Letter

CAO G. Switenky also commented on the "Let's Walk N Roll" initiative to encourage Stettler residents to walk or cycle to their destination (school, work, errands, etc.) in order to incorporate exercise into their daily routine, to get residents outdoors and to save fuel emissions.

The Stettler Wellness Network Committee is looking to put up signage to indicate the time and distance to walk/cycle to important Stettler locations.

Mayor Richards indicated that the Town of Stettler will be declaring August 2014 as "Let's Walk N Roll" Month.

**Motion 14:07:23**

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

MOTION CARRIED  
 Unanimous

12. Items Added:

- (a) Emergency Planning and SCADA Proposal from Stantec

CAO G. Switenky reviewed with Council a summary of the Shirley McClellan Regional Water Services Commission (SMRWSC) agreement to fund the proposal for Emergency Planning and Supervisory Control and Data Acquisition (SCADA) Communication Software upgrade by Stantec. SCADA is a system operating with coded signals over communication channels so as to provide control of remote equipment (using typically one communication channel per remote station). The supervisory system may be combined with a data acquisition system by adding the use of coded signals over communication channels to acquire information about the status of the remote equipment. SMRWSC will act as the managing partner for the proposal and invoice Hwy 12/21 Regional Water Services Commission and the Town of Stettler for their share of the costs of this proposal.

Project Summary Costs:

	SMRWSC	HWY12/21	TOWN
Emergency Plan	\$12,500		
SCADA		\$9,500	
WebGIS System	\$13,167	\$13,167	\$13,167
New Dashboard	\$21,000	\$21,000	
Stettler County GIS	\$10,500		
Lacombe County GIS		\$10,500	
SCADA Master Plan	<u>\$3,333</u>	<u>\$3,333</u>	<u>\$3,333</u>
Total	\$60,500	\$57,500	\$16,500

CAO G. Switenky explained that the proposed upgrades to the SCADA programming would be a benefit to the Town to replace some outdated equipment and increase communication with our regional partners.

CAO. G. Switenky reported that it was also suggested by T. Fox, CAO County of Stettler/SMRWSC Manager that it may be possible to allocate some grant funding that was received towards the Town of Stettler share or have the Town funding shared through all the regional partners through the water rates established through the Town Water Model.

**Motion 14:07:24**

Moved by Councillor Fischer that the Town of Stettler Council agree to participate in the Emergency Planning and SCADA Communion Upgrade Project as proposed by Stantec Engineering LTD. for a total regional cost of \$134,500 including the Town of Stettler share of \$16,500 with funding to come from the Water Surplus Account in the 2014 Budget.

MOTION CARRIED  
Unanimous

13. **In-Camera Session:** (a) There was no In-Camera Session at this meeting.

14. **Adjournment:**

**Motion 14:07:25**

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

MOTION CARRIED  
Unanimous at 7:22 p.m.

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Mayor

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Assistant CAO