

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JULY 17, 2012 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

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

CAO R. Stoutenberg
Assistant CAO G. Switenky
Director of Parks & Leisure Services L. Penner
Executive Director, Stettler Board of Trade A. Brown

Press – None

Absent: Councillors S. Wildeboer & P. Simons

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

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

Motion 12:07:10 Moved by Councillor Thorogood to approve the agenda as presented with the following addition:

13(c) In-Camera re: Seniors' Center Location - Land Matter

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held July 3, 2012

Motion 12:07:11 Moved by Councillor Bachman that the Minutes of the Regular Meeting of Council held on July 3, 2012 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the July 3, 2012 Meeting Minutes

None

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

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

6. **Administration:** (a) Clearview Public Schools re: PAC Renovation Funding

CAO, R. Stoutenberg advised that approximately a year ago the Clearview Public School Division began planning for a renovation of the Performing Arts Center (PAC). The PAC has served the community well over the years however, the age of the facility and its equipment were creating issues with school programming and community groups.

When the PAC's air handling unit replacement came in under budget the Board reallocated the (substantial) excess funding to renovate the interior. Community groups also committed funding as follows: Stettler Variety Showcase \$5,000 plus received a CFEP Grant in the amount \$20,000, H.A.T.S. \$4,000 and Superfluity \$5,000. Town Council had previously committed \$15,000 towards this renovation.

The total cost to complete the project was \$218,779.69 with Clearview Public Schools picking up the majority of the expense in the amount of \$169,479.69.

Discussion ensued regarding the value of this facility in the community, and Members of Council expressed their appreciation towards the Clearview Public School Board for their leadership and commitment to the PAC facility.

Motion 12:07:12

Moved by Councillor Thorogood that the Town of Stettler Council approve a payment of \$15,000 to Clearview Public Schools as a contribution towards the recently completed renovations undertaken at the Performing Arts Center.

MOTION CARRIED
Unanimous

(b) Memo re: Utility Account Correction

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

Deputy Mayor D. Bachman assumed the Chair.

Assistant CAO, G. Switenky advised that Stettler Tire (Tirecraft) has brought to our attention that they have been inadvertently paying for monthly garbage collection and recycling fees in error. A historical review of our records identify that they have indeed been billed incorrectly for these services (they do not receive) since October 2001.

The Town of Stettler has a Utility Accounts Billing Correction Policy VI-3(f) which consistently handles these types of instances.

The Policy states that Council can authorize a refund for a period covering a maximum of 36 months. Administration supports the application of a maximum refund in this situation, with the utility customer being responsible for the remainder under the circumstances.

Administration has quantified a 36 month refund as per the following calculation:

6 months in 2009@ \$18.50 = \$111.00	(\$14.50 + \$4.00)
12 months in 2010@ \$19.50 = \$234.00	(\$15.50 + \$4.00)
12 months in 2011@ \$21.00 = \$252.00	(\$17.00 + \$4.00)
6 months in 2012@ \$22.00 = <u>\$132.00</u>	(\$17.00 + \$5.00)
	\$729.00

Discussion ensued regarding whether 36 months (maximum as per Policy) was an appropriate and fair length of time for a retroactive refund.

Provisions of the Policy were reviewed for consistency purposes. In conclusion it was mutually agreed that 36 months is reasonable under the circumstances, and that other agencies usually have refund limitations that are far less.

Motion 12:07:13

Moved by Councillor Fischer that the Town of Stettler Council approve a maximum 36 month utility account correction refund in the amount of \$729.00 for Stettler Tire (Tirecraft) in accordance with the Utility Accounts Billing Correction Policy VI-3(f).

MOTION CARRIED
Unanimous

Mayor D. Richards returned to the meeting and assumed the Chair.

(c) Bank Reconciliation as of June 30, 2012

Motion 12:07:14

Moved by Councillor Bachman that the Bank Reconciliation as of June 30, 2012 be accepted as presented.

MOTION CARRIED
Unanimous

(d) Statement of Revenue & Expenses as of June 30, 2012

Motion 12:07:15

Moved by Councillor Fischer that the Statement of Revenue & Expenses as of June 30, 2012 be accepted as presented.

MOTION CARRIED
Unanimous

(e) Accounts Payable in the amount of \$250,808.66

Motion 12:07:16

Moved by Councillor Campbell that Accounts Payable in the amounts of \$116,872.12 and \$133,936.54 for the period ending July 13, 2012 for a total amount of \$250,808.66 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

(f) Memo re: Community Infrastructure Improvement Fund

Director of Parks & Leisure Services L. Penner explained that the Community Infrastructure Improvement Fund (CIIF) is a new, two-year national program that will invest \$150 million to rehabilitate, improve and modernize existing community infrastructure across Canada (\$46 million in Western Canada).

The program is prioritized to applicants seeking less than \$250,000 in CIIF funding. Total federal funding for a project will not exceed 50% of the total eligible project costs.

It was identified that the first intake of application has a very short deadline being August 2nd, 2012.

Administration recommends that the Town submit an application for an incremental component of the overall SRC (desired) upgrades. The proposed Library expansion has sufficient supporting documents. Additional engineering documents to support the proposed repairs and expansion of the SRC Parking Lot can be completed in-house prior to the application deadline.

The Library Expansion and SRC Parking Lot Upgrades component has an estimated cost of \$500,000 and would be eligible for a maximum 50% CIIF grant.

Discussion ensued regarding whether the County of Stettler should be requested to support this application. It was mutually agreed that this renovation/funding opportunity will be discussed with County representatives tomorrow (July 18th) during the previously planned SRC walk through.

It was noted that for grant application purposes, a 50% or \$250,000 local contribution must be secured by the applicant. CAO R. Stoutenberg advised that Council has currently set aside in reserve \$195,000 for a future library expansion project.

Motion 12:07:17

Moved by Councillor Fischer that the Town of Stettler provide funding confirmation and security in the amount of \$250,000 to complete the proposed library expansion and parking lot upgrades at the SRC, subject to Community Infrastructure Improvement Fund grant approval.

MOTION CARRIED
Unanimous

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- July 6 - Town Office duties.
- July 7 - Stettler Waste Management Meeting.
- July 7 - Halkirk's 100th Anniversary.
- July 13 - Town Office duties.
- July 13 - Met with resident re: concern.
- July 17 - Angle Structured Funding.

(b) Councillor Bachman

- No report

(c) Councillor Campbell

- July 5 - Pre Water Commission Meeting.
- July 5 - Water Commission Meeting.
- July 17 - Rodeo Meeting.

(d) Councillor Fischer

- July 5 - Pre Water Meeting.
- July 5 - Water Commission Meeting.
- July 16 - FCSS Updates and signing.
- July 16 - Met with Rob & Lee re: SRC Updates.

(e) Councillor Simons

- No report – absent from meeting.

(f) Councillor Thorogood

- July 4 - Central Zone Teleconference with Foundations.

(g) Councillor Wildeboer

- No report – absent from meeting.

8. **Minutes:** (a) Heartland Beautification Committee Meeting of July 5, 2012

Motion 12:07:18

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

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) What Makes a Neighbourhood? - Edmonton
(b) Reach Out – Red Deer River Watershed Alliance
(c) Reach Out – RDRWA 2012 Annual General Meeting
(d) Municipal Affairs re: Canadian Emergency Management College (CEMC) & Joint Emergency Preparedness Program (JEPP)
(e) Legal Communiqués – What is a “Reasonable” Bylaw? Guidance from the Supreme Court of Canada

Motion 12:07:19

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

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) 7:15 P.M. – Director of Parks & Leisure, Lee Penner re: SRC Updating Presentation/Walk Thru; & Memo re: Concession Operator RFP's
(b) Regional Water Update – Councillors Fischer & Campbell Minutes of the July 5, 2012 Regional Water Services Commission Meeting
(c) Seniors' Center Location – Land Matter

Motion 12:07:20

Moved by Councillor Campbell that the Town of Stettler Council proceed into an In-Camera Session with the CAO, Assistant CAO, Director of Parks & Leisure Services & the Executive Director of the Stettler Board of Trade present to discuss the In-Camera items.

MOTION CARRIED
Unanimous at 7:14 p.m.

Executive Director of the Stettler Board of Trade A. Brown departed the meeting at approximately 7:30 p.m.

Director of Parks & Leisure Services L. Penner departed the meeting at approximately 7:50 p.m.

Motion 12:07:21

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

MOTION CARRIED
Unanimous at 7:55 p.m.

Motion 12:07:22

Moved by Councillor Thorogood that the Town of Stettler Council authorize and approve Administration to convert the SRC Concession Operator Contract (currently vacant) from a not-for-profit operator to a for-profit operator. And that Administration is authorized to determine and enter into a mutually acceptable/negotiated agreement with a new for-profit operator based on an RFP process.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 12:07:23

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

MOTION CARRIED
Unanimous at 7:56 p.m.

Mayor

Assistant CAO