

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, MARCH 18, 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 R. Stoutenberg
Executive Director, Stettler Regional Board of Trade, A. Brown

Press (3)

Absent: Assistant CAO Greg Switenky

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

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

Motion 14:03:18 Moved by Councillor Bachman to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held March 4, 2014

Motion 14:03:19 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on March 4, 2014 be approved as amended as follows:

Page 4 – Change the word “verses” to “versus”.

MOTION CARRIED
Unanimous

(b) Business Arising from the March 4, 2014 Meeting Minutes

None

(c) Minutes of the Committee Meeting held March 11, 2014

Motion 14:03:20 Moved by Councillor Brown that the Minutes of the Committee Meeting held on March 11, 2014 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the March 11, 2014 Committee Meeting Minutes

None

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

5. **Delegations:** (a) 7:00 P.M. – Delegation - 4:30 P.M. – John Bishop & Phil Holton – Disaster Services – Review of Bylaw 1988-09 re: Municipal Emergency Management Agency

John Bishop & Phil Holton entered the meeting at 7:00 p.m.

Mayor Richards welcomed J. Bishop & P. Holton to the meeting.

J. Bishop updated Council on dangerous goods transportation by rail. He advised that the local Municipal Officials Disaster Course held in January was well attended.

J. Bishop explained that FCSS requested and received reception center training for their staff. He advised that the Alberta Emergency Alert System information and update session will be held in Red Deer on Friday, March 21, 2014. The system is easy to use and is a good communication tool. He noted that he will be attending the April 2nd Olds workshop which will focus on disaster social services and social media. He will also be attending the Disaster Forum Conference in May.

J. Bishop questioned if the SRC has an Evacuation Plan. Councillor Fischer advised that one is in place. It was suggested that with the increased number of seniors using the SRC the evacuation procedure should be revised.

J. Bishop concluded that the EMA questionnaire for the area has been filled out, he has responded to the training survey on behalf of the region and that there are no changes required to the Emergency Bylaw and that the manual is in the process of being reviewed.

P. Holton explained that the flooding has sparked a lot of action by the province. They are now looking at communities in other flood zones to see what is important in those areas such as the Red Deer River. He noted that on February 28 he attended a discussion group on recent floods and concerns regarding forecasting and communications.

CAO R. Stoutenberg offered to share information on the previous Red Deer River and Red Willow Creek floods with the Disaster Services staff. He also offered to coordinate a tour of the WTP.

Mayor Richards thanked J. Bishop & P. Holton for their informative presentation.

Delegation Members departed the meeting at 7:19 p.m.

6. **Administration:** (a) Memo re: Apollo Lodge #27 – Tax Refund Request

Councillor Campbell declared a possible conflict of interest and by departing the Council Chambers excused himself from voting and discussion on this item.

CAO R. Stoutenberg noted that in previous years the practice of Town Council has been to refund/rebate the municipal portion of the property taxes for the Apollo Lodge. The reason for this refund is that part of the Apollo Lodge is used and/or accessible by the general community in a similar manner to other tax exempt halls.

In accordance with the *Municipal Government Act*, Council must consider it "Equitable" to rebate or refund municipal taxes.

Discussion ensued regarding the relative fairness of this municipal tax rebate in relation to other halls being tax exempt in their entirety. It was noted that the Apollo Lodge is still required to pay taxes for schools and housing purposes.

Motion 14:03:21

Moved by Councillor Fischer that the Town of Stettler Council approves a refund of 2013 municipal property taxes for the Apollo Lodge #27, Tax Roll #119900009 in the amount of \$1031.72 as allowed per Section 347 of the *Municipal Government Act*.

MOTION CARRIED

Unanimous with the abstention of Councillor Campbell

Councillor Campbell returned to the regular meeting.

(b) Memo re: Gravel Supply Tender

CAO R. Stoutenberg advised that tenders were sent out for gravel, street sand, bedding sand and screened rock supply for use by Public Works.

This is an approved 2014 Operating Budget item of \$64,000.

The following tenders were received on March 12, 2014. All prices exclude GST.

James Marshall Trucking Ltd.	\$46 888.50
Northstar Trucking Ltd.	\$42,462.00
Wally's Backhoe Services	\$49,967.50

Administration respectfully recommends awarding the gravel supply tender to Northstar Trucking Ltd.

Motion 14:03:22

Moved by Councillor Bachman that the Town of Stettler Council award the 2013 Gravel Supply Tender to Northstar Trucking Ltd. at a cost of \$42,462.00 excluding GST.

MOTION CARRIED

Unanimous

(c) Memo re: 5-Ton Crane Purchase

CAO R. Stoutenberg advised that in the 2014 Capital Budget, Council approved \$45,000 to purchase a new 5 ton manual free standing crane for the new shop addition. The crane includes top runways and runway support structures.

The 5 ton crane is built specifically to meet Class C requirements and designed for the shop needs, complete with shop drawings.

During the design of the shop, requests were sent out to hoist companies for budget purposes. Hoisting Ltd. responded with the lowest budget of estimate of \$45,000, the next closest was Masco out of Wetaskiwin at \$50,000. Hoistings Ltd installs and inspects many cranes in Stettler and was chosen because of their price and ability to inspect the crane.

Concrete foundations needed for the crane were constructed according to shop drawings provided by Hoistings Ltd. when the shop floor was completed.

The updated cost of the crane is \$46,650, which includes installation, start up, certification and a one year warranty. Annual inspection will be required starting in 2015, at a maximum cost of \$800/year.

Administration respectfully recommends that Council proceeds with the purchase and installation of the 5 ton crane from Hoistings Ltd. for \$46,650, excluding GST. The additional \$1,650 can be funded from the shop's operating budget.

Motion 14:03:23

Moved by Councillor Sernecky that the Town of Stettler Council proceed with the purchase and installation of the 5 ton crane from Hoistings Ltd. at a cost of \$46,650 excluding GST and that an additional \$1,650 be funded from the shop's operating budget.

MOTION CARRIED
Unanimous

(d) Bank Reconciliation as of February 28, 2014

Motion 14:03:24

Moved by Councillor Nolls that the Town of Stettler Council accept the Bank Reconciliation as of February 28, 2014 as presented.

MOTION CARRIED
Unanimous

(e) Accounts Payable in the amount of \$650,206.15

Motion 14:03:25

Moved by Councillor Campbell that Accounts Payable in the amounts of \$114,139.92 & \$536,066.23 for the period ending March 14, 2014 for a total amount of \$650,206.15 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Mar 5/6 - Mayor's Caucus in Edmonton with CAO.
- Mar 7 - Town Office cheques and agenda approval.
 - Call to Inspector Glenn DeGoeij.
 - Meeting with Sgt. D. Babchuk.
- Mar 10 - Conference call with CAO, Assistant CAO, Sgt. D. Babchuk & Inspector G. DeGoeij.
 - Meeting with Reeve W. Nixon.
- Mar 11 - Committee of the Whole Meeting.
- Mar 12 - Central Alberta Mayor/Reeve Meeting in Red Deer.
 - Met with Director of Operations and concerned citizen re: Cold Lake.
- Mar 16 - Physician Recruitment & Retention Meeting.
- Mar 19 - Town Office cheques and agenda approval.

(b) Councillor Bachman

- Mar 11 - Committee of the Whole Meeting.
- Mar 13 - Library Board Meeting.
 - Ag. Society Meeting re: Planning Strategy.

(c) Councillor Brown

- Mar 6 - Heartland Beautification Meeting.
- Mar 10 - Meeting with CAO R. Stoutenberg.
 - Physician Recruitment & Retention Meeting.
- Mar 11 - Committee of the Whole Meeting.
- Mar 14 - Stettler Waste Management Meeting.
- Mar 15 - KidSport Gala.

(d) Councillor Campbell

- Mar 11 - Committee of the Whole Meeting.
- Mar 17 - Golf Meeting.

(e) Councillor Fischer

- Mar 10 - SRC Grand Opening Planning Meeting.
- Mar 11 - Walkthrough and progress update on SRC and Town Shop.
 - Committee of the Whole Meeting.
- Mar 12 - SRC Architect Meeting.
- Mar 17 - Met with G. Scott & Terry Crisp, Dance Club President re: Seniors Centre Sign Design.

(f) Councillor Nolls

- Feb 11 - Board of Trade Meeting.
 - Committee of the Whole Meeting.
- Feb 15 - RCMP Regimental Ball
- Feb 17 - Town & Country Museum Meeting.
- Mar 12 - Board of Trade Meeting.
 - Committee of the Whole Meeting.
- Mar 14 - Stettler Waste Management Authority Meeting.

(g) Councillor Sernecky

- Mar 5 - Stettler Hospital Foundation Meeting.
- Mar 6 - Heartland Beautification Meeting.
- Mar 7 - Airport Board Meeting.
- Mar 10 - Physician Recruitment & Retention Meeting.
- Mar 11 - Committee of the Whole Meeting.
- Mar 15 - Attended KidSport Gala.

8. Minutes:

Motion 14:03:26

(a) Stettler Airport Board Meeting of March 7, 2014

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) Alberta News re: Putting Alberta's Growing Savings to Work for Our Future
(b) Heartland Youth Center's Annual General Meeting & Volunteer Recognition Night
(c) Hwy 56 Cost Share

Motion 14:03:27 Moved by Councillor Nolls that correspondence items 11(a) to 11(c) inclusive be accepted for information.

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) Personnel Matter

Motion 14:03:28 Moved by Councillor Sernecky that the Town of Stettler Council proceed into an In-Camera Session with the CAO present to discuss the In-Camera item.

MOTION CARRIED
Unanimous at 7:20 p.m.

Motion 14:03:29 Moved by Councillor Sernecky that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED
Unanimous at 7:32 p.m.

Motion 14:03:30 Moved by Councillor Fischer that the Development Officer be placed on the Director of Planning salary grid when she completes the NACLAA Program and further that the Planning Clerk range be changed as proposed once the clerk has completed the ALUP Program from the U of A.

MOTION CARRIED
Unanimous

14. **Adjournment:**

Motion 14:03:31 Moved by Councillor Campbell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 7:33 p.m.

Mayor

Assistant CAO