

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, MARCH 7, 2017 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards

Councillors A. Campbell, D. Bachman, M. Fischer & S. Nolls

CAO G. Switenky

Assistant CAO S. Gerlitz

Director of Operations M. Robbins

Director of Parks & Leisure Services L. Penner

Press (2)

**Absent:** Councillor W. Brown

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

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

**Motion 17:03:01** 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 February 21, 2017

**Motion 17:03:02** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on February 21, 2017 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the February 21, 2017 Meeting Minutes

a. Clearview – Shared Use Recreational Fields Committee – Representative

Mayor Richards advised that Clearview has established the Shared-Use Recreation Fields (SURF) Committee comprised of Clearview Trustees, division leadership, school leaders, teachers and a County of Stettler representative. Clearview is requesting a representative from the Town to sit on the Committee to resurface the running track at the school.

**Motion 17:03:03** Moved by Councillor Bachman that the Town of Stettler Council approve the nomination of Councillor Malcolm Fischer to sit on the Shared-Use Recreation Fields (SURF) Committee.

MOTION CARRIED  
Unanimous

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

5. **Delegations:** (a) 6:35 P.M. – Andrea Hatch re: Fan Favorite Award in the Tru Vue® Framing Competition

Mayor Richards welcomed Andrea Hatch to the meeting at 6:35 pm.

Mayor Richards congratulated A. Hatch who won the Fan Favorite Award in the Tru Vue® Framing Competition recently held in Las Vegas, Nevada.

Andrea's entry titled, "They All Remember It How They Need To", captured memories from a premiere event for the *Jersey Boys* movie, held in the hometown of one of the actors playing a major character. The movie marked the breakout performance of Michael Lomenda as Nick Massi, who hails from Stettler, where Andrea owns the custom framing shop, Cabinet of Curiosities.

The entry is a shadowbox that features photos and items from the premiere event as well as one of the movie's promotional posters. One of the features that made Andrea's piece stand out was the way she used unusual materials to create it.

Mayor Richards thanked A. Hatch for attending the meeting.

A. Hatch departed the meeting at 6:43 p.m.

6. **Administration:** (a) 2017 Capital Budget – 51<sup>st</sup> Avenue (57<sup>th</sup> – 59<sup>th</sup> Street) Water and Sewer Replacement Tender

Mayor Richards welcomed Director of Operations, Melissa Robbins to the meeting.

Director of Operations, M. Robbins advised that Town Council approved a 2017 Capital Budget project to replace the water and sanitary sewer mains and services in 51 Avenue from 57-59 Street for \$970,000 funded from 2017 MSI AND 2017 BMTG.

Director of Operations, M. Robbins highlighted the summary of the 14 tenders received on February 15, 2017.

• Wally's Backhoe Services	\$580,105.00
• Carbon Earthworks	\$613,395.00
• Urban Dirtworks	\$751,645.50 (corrected)
• Foran Equipment	\$753,934.13
• Cornerstone	\$784,196.77 (corrected)
• Graysons Excavating	\$796,028.30
• Fusion Pipe	\$836,510.49
• Slimdor Contracting	\$866,012.00
• Pearl Rose	\$916,070.00
• Northside Construction	\$918,637.15
• AIC Construction	\$934,081.00
• High Mountain Hoe	\$945,070.00
• Rusway Construction	\$1,005,817.40
• Earthwise Contracting	\$1,181,878.94

Tenders do not include GST or contingency.

Director of Operations, M. Robbins advised that fulltime engineering inspection is being recommended due to the complexity of the project, contractor capabilities, current administration workload and the significant landowner contact and communication that will be required during the construction. Contingency was not included in the contract to avoid extra billing; however carrying a 10% contingency allowance is necessary to cover any unexpected costs or changes.

Tendered Price	\$580,105.00
10% Contingency	\$ 58,010.50
Engineering	\$ 81,753.00
Additional Inspection	<u>\$ 17,174.00</u>
<b>Total</b>	<b>\$737,042.50</b>

**Motion 17:03:04**

Moved by Councillor Nolls that Town of Stettler Council award the 2017 51<sup>st</sup> Avenue Water and Sanitary Replacements tender to Wally's Backhoe Services in the amount of \$580,105, with a 10% contingency of \$58,010 for a construction cost of \$638,115, excluding GST. Administration recommends utilizing Tagish Engineering for engineering services up to \$98,927 for a total project expenditure of \$737,042, with funding to be provided from MSI and BMTG in the 2017 Capital Budget.

MOTION CARRIED  
Unanimous

Mayor Richards thanked Director of Operations, M. Robbins for attending the meeting.

M. Robbins departed the meeting at 6:50 pm.

(b) 2017 Trade Show Work Schedule

CAO G. Switenky advised that the 2017 Trade Show will take place April 7-9, 2017 at the SRC and is a great opportunity for Council, Administration and staff members to meet with the public to discuss their concerns, promote Town initiatives and gather input.

In order to achieve this management and staff are required to work a shift in the booth. Lunch will be provided on Friday, April 7 at 12:00 noon followed by a quick session to go over booth displays.

(c) 2017 General Election Procedures

Assistant CAO S. Gerlitz advised that Nomination Day will be held on Monday, September 18, 2017 with Election Day four weeks later on Monday, October 16, 2017.

Assistant CAO S. Gerlitz explained that in accordance with the *Local Authorities Election Act* Town Council has the authority to vary certain procedures relating to a general election.

Town Council respectfully reviewed the procedures and indicated the ones they desire to be implemented. It was noted that depending on Council's preferences relevant bylaws and/or resolutions will need to be prepared and adopted by Council within the noted time constraints.

**Motion 17:03:05**

Moved by Councillor Campbell that the Town of Stettler Council, in accordance with the *Local Authorities Election Act*, approves the appointment of Steven Gerlitz to be the Returning Officer for the Town of Stettler 2017 General Election, and further approves the following procedural items permitted under the *Local Authorities Election Act* for the Town of Stettler 2017 General Election process:

1. Provide for the holding of an advanced vote. The Returning Officer must determine the day(s) and hours when the advanced vote is to be held.
2. Provide for the attendance of 2 deputies at the residence of an elector, during the hours an advanced voting station is open or at other times as may be fixed by resolution, in order to take the votes of an elector who, because of physical incapacity, is unable to attend a voting station or an advanced voting station to vote.
3. Authorize the Returning Officer to designate the following locations for institutional voting stations: Willow Creek, Heart Haven, Paragon Place, Stettler Hospital & Care Centre, Points West Living and Heritage House, and any other location determined necessary by the Returning Officer.

MOTION CARRIED  
Unanimous

(d) SRC Parking Lot Light Replacement

Mayor Richards welcomed Director of Parks & Leisure Services L. Penner to the meeting.

CAO G. Switenky advised that Town Council budgeted \$20,000 in a green initiative to replace the street lights on Recreation Road and the SRC parking lot with new power saving LED fixtures. The light replacement on Recreation Road was done through the Light Purchasing Program with ATCO.

Director of Parks & Leisure Services L. Penner advised that they tendered to convert 4 high pressure sodium heads on two existing davits to new energy efficient Light Emitting Diode (LED) street and area luminaires in the SRC Parking lot.

The tenders were advertised in the paper and all local electricians were invited. Three (3) tenders were received.

Atco

Mast Mount \$3,093.16 GST included

Bagshaw Electric

Option #1 Mast Mount \$4040.40 GST included

Option #2 Led bulb only \$2427.00 GST included

Stettler Electric

Mast Mount \$4578.00 GST included

**Motion 17:03:06**

Moved by Councillor Fischer that the Town of Stettler Council accept the tender from Atco Electric for \$3,093.16 as specified in the tender to be taken from General Reserve in the 2017 Capital Budget.

MOTION CARRIED  
Unanimous

Mayor Richards thanked Director of Parks & Leisure Services L. Penner for attending the meeting.

L. Penner departed the meeting at 7:00 pm.

- (e) Meeting Dates
- Tuesday, March 14 - Committee
  - Tuesday, March 21 - Council
  - Tuesday, April 4 – Council
  - April 7, 8 & 9 – Trade Show
  - Tuesday, April 11 Committee
  - Tuesday, April 18 - Council

(f) CAO Report

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

**Motion 17:03:07**

Moved by Councillor Nolls that Town of Stettler Council accept the CAO Report for the month of February.

MOTION CARRIED  
Unanimous

**Motion 17:03:08**

Moved by Councillor Bachman that Town of Stettler Council approve Angela Stormoen as the Designated Officer for the Town of Stettler.

MOTION CARRIED  
Unanimous

(g) Accounts Payable in the amount of \$389,874.30

**Motion 17:03:09**

Moved by Councillor Fischer that Accounts Payable in the amounts of \$107,369, \$251,175.78 & \$31,329.39 for the period ending March 3, 2017 for a total amount of \$389,874.30 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Feb 24 - Town Office cheques.
  - Fire Authority.
- Feb 27 - Met with Assistant CAO S. Gerlitz & Councillor S. Nolls re: Fire Authority.
- Feb 28 - Ag. Society with Director of Operations re: presented pathway construction proposal.
- Mar 3 - Met CAO G. Switenky and a concerned citizen re: Community Standards Bylaw.
  - Town Office cheques and agenda approval.
- Mar 6 - AUPE Meeting at the Canalta re: state of long-term care.

(b) Councillor Bachman

- Feb 28 - Ag. Society re: pathway proposal along 44 Avenue.

(c) Councillor Brown

- No report – absent from meeting.

(d) Councillor Campbell

- Feb 24 - Red Deer River Watershed Alliance Spring Forum.

- (e) Councillor Fischer
- Feb 22 - Campus Alberta Personnel Committee.
  - Feb 23 - Met with Grade 11 Students to speak on life's lessons in a mentoring activity.
  - Feb 24 - Regional Fire Authority.
  - Mar 6 - AUPE re: issues around private/public seniors lodge ownership and management.

- (f) Councillor Nolls
- Feb 24 - Regional Fire Authority.
  - Feb 27 - Met with Mayor D. Richards & Assistant CAO S. Gerlitz re: Fire Authority.
    - Board of Trade re: Strategic Planning.
  - Mar 6 - AUPE re: state of long-term care in Alberta.

8. Minutes: (a) None
9. Public Hearing: (a) None
10. Bylaws: (a) None
11. Correspondence: (a) St. Patrick's Day Dinner & Dance – March 17, 2017  
(b) Leader in Me – Leadership Day – March 22, 2017  
(c) Drayton Valley Rural Innovation Forum – March 9-10, 2017  
(d) AUMA – Loss of Building Canada Funds  
(e) AUMA – Municipal Infrastructure Investment  
(f) 2017 Stettler Regional Board of Trade Directors Elected

**Motion 17:03:10**

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

MOTION CARRIED  
Unanimous

12. Items Added: (a) None
13. In-Camera Session: (a) There was no In-Camera Session at this meeting.
14. Adjournment:

**Motion 17:03:11**

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

MOTION CARRIED  
Unanimous at 7:25 p.m.

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Mayor

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Assistant CAO