

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, MAY 15, 2012 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards  
  
Councillors A. Campbell, D. Bachman, M. Fischer, P. Simons & S. Wildeboer  
  
CAO R. Stoutenberg  
Corporate Secretary C. Smith  
  
Press (2)

**Absent:** Assistant CAO G. Switenky & Councillor L. Thorogood

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

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

**Motion 12:05:19** 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 May 1, 2012

**Motion 12:05:20** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on May 1, 2012 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the May 1, 2012 Meeting Minutes

None

(c) Minutes of the Committee of the Whole Meeting held May 8, 2012

**Motion 12:05:21** Moved by Councillor Campbell that the Minutes of the Committee Meeting of Council held on May 8, 2012 be approved as presented.

MOTION CARRIED  
Unanimous

(d) Business Arising from the May 8, 2012 Meeting Minutes

Councillor Bachman questioned if the Ag. Society had contacted the Town to set up a meeting.

CAO R. Stoutenberg stated that they have contacted the Town with a list of issues they would like to discuss.

It was agreed that the list of items for discussion will be brought to the June 12, 2012 Committee of the Whole Meeting.

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

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

Mayor D. Richards, on behalf of Council, congratulated CAO R. Stoutenberg on his recently Award of Excellence from the Society of Local Government Managers. The SLGM Award of Excellence is presented to recognize the achievements, contributions and continued pursuit of knowledge of individuals involved in the administration of Local Government.

Council, Staff and the Media congratulated CAO Rob Stoutenberg on this prestigious award.

6. **Administration:**

(a) Memo re: Seniors Week June 4-10, 2012

Town Council reviewed the memorandum regarding Senior Week activities June 4-10, 2012.

It was highlighted that on May 24, 2012 at 9:30 a.m. the Mayor and Reeve will sign the proclamation at Willow Creek Lodge with representatives from the seniors in the community.

Members of Council coordinated their attendance throughout the week regarding representation at Heart Haven Lodge, Willow Creek Lodge & Paragon Place as follows:

Heart Haven Lodge            Jun 4 12:00 Noon  
(Dick, Malcolm & Al)

Willow Creek Lodge        Jun 5 12:00 Noon  
(Dick, Malcolm & Al)

Paragon Place                Jun 6 12:00 Noon  
(Dick, Malcolm, Al & Peter)

It was mutually decided that the Senior Drop-In Centre's activity for June 7 at 3:00 pm would be held upstairs at the SRC. Local seniors groups would be invited to this event to recognize Seniors Week. Fruit trays will be delivered on behalf of the Town and County.

(b) Memo re: Engineering Costs for Development of Future Park Area in Meadowlands

CAO R. Stoutenberg explained that planning is essential to ensure that all of the Town's existing and future development occurs in a manner that is logical, efficient and economical. There is an airport flyover area identified in the southwest corner of the quarter section developed as Meadowlands by the Park. Discussions have occurred within Administration on how to best develop the southwest corner of this land.

There are restrictions as to what type of development can occur in this piece of land. This area is best suited for park use, commercial development or a worship site.

Council reviewed the plan which identifies the outline plan for the quarter section.

CAO R. Stoutenberg explained that there are many options as to how to develop this future land. Administration feels this would make a great location for a park area. All grading work completed for the park area could work for a future commercial or church site development.

The following steps would be required:

1. Have an engineering firm review the existing grading plan for Meadowlands by the Park to ensure the plan will still work with the existing development. Topographic survey of the site. Produce a finalized balanced grading plan for the remaining quarter section. \$5,100.00.
2. Obtain a landscape professional to design the features of the park with pathway connections to existing and future residential development. (Contact Olds College for interest).
3. Complete site layout and staking in preparation of site grading. Monitor and re-establish stakes during site grading. \$4,000.00.
4. Contractor to complete the site grading for the remainder of the quarter. (Costs are unknown until a grading plan with quantities is completed.)

Administration respectfully recommends that Council directs Administration to proceed with finalizing a balanced grading plan for the remainder of the quarter section at a cost of \$5,100.

**Motion 12:05:22**

Moved by Councillor Fischer that the Town of Stettler Council directs Administration to proceed with finalizing a balanced grading plan for the remainder of the quarter section at a cost of \$5,100.

MOTION CARRIED  
Unanimous

(c) Memo re: Award of 2012 Watermain Replacement Tender

CAO R. Stoutenberg explained that roadwork and underground improvements are required on 50 Avenue between 46 Street & 50 Street and on 47, 48 & 49 Streets between 50 & 51 Avenues. Landowners on 49 Street approached Council to consider completing their road in 2012. Good construction practices include replacing the underground utilities one year prior to roadwork construction.

Capital budgeting for these projects has been split into phased construction to keep costs within reasonable budget amounts.

Capital Budget for 2012 - \$300,000 (MSI)  
Capital Budget for 2013 - \$140,000 (MSI)

The consultant had hoped tendering the entire project as a whole without phasing would result in better construction prices. However, based on the tender prices received, this did not happen.

Tenders include GST, 10% Contingency and several provisional items.

- Wally's Backhoe Services \$ 444,771.75
- Grayson Excavating \$ 739,865.44
- Chinook Pipelines \$1,092,244.00

CAO R. Stoutenberg explained that there are two options available.

1. Award the tender as above. Bring forward the planned capital budgets for the underground work from 2013 and complete the entire underground utility replacement work in 2012. This has significant impact on the 3 year capital budget. The road work for this area was phased to minimize impact on the budget as the road costs are substantial. Budgeted for 2013 is \$735,000 and 2014 is \$565,000.

This proposed amalgamation of three years project budgets into two years would certainly compromise the availability of annual capital funding. The Capital Budget currently utilizes MSI, SIP & FGTF to fund substantially all of this work (\$1.74 million).

Although Administration may be able to maneuver/advance MSI & FGTF funding between these years, there is no ability to maneuver or pre-spend annual SIP funding (at \$350,580 per year) as all three budget years utilize the maximum level of annual SIP funding to complete the entire amount of work planned.

If pricing was substantially better with this amalgamation option, then there would be some justification to defer other Non-SIP (MSI funded) future projects to realize this benefit.

2. Phase the work as originally planned. New tender value would be \$259,108 plus GST. Approve the tender with the revised total. Utilities would be replaced on 49 Street and a portion on 50 Avenue with the remainder to be replaced in 2013. Roadwork budgets and construction year remains the same.

Administration respectfully recommends that Council approve reducing the scope of the tender to keep the project within budget and award to Wally's Backhoe Services in the revised amount of \$259,108 plus GST.

**Motion 12:05:23**

Moved by Councillor Campbell that the Town of Stettler Council approve reducing the scope of the 2012 Watermain Replacement tender to keep the project within budget and award to Wally's Backhoe Services in the revised amount of \$259,108 plus GST.

MOTION CARRIED  
Unanimous

- (d) Memo re: Award of Underground Improvements for 2012 Downtown Streetscape

CAO R. Stoutenberg explained that the approved capital budget for Phase 2 of the Downtown Streetscape is \$460,000. The roadwork has been previously tendered and awarded to Border Paving. There is a small amount of storm main and two catch basins required at the intersection of 50 Street and 50 Avenue.

Town Administration felt it would be best to price out the underground work independently by a local contractor in the interest of keeping the road tender simple and obtaining lower prices.

Tenders for the roadwork (includes 10% contingency and provisional items)	\$350,000
Engineering costs expected to be	\$ 50,000
Extension of storm main and installation of two catch basins	<u>\$ 50,000</u>
<b>Estimated Total of Work</b>	<b>\$450,000</b>
<b>Capital Budget Amount</b>	<b>\$460,000</b>

Tenders include 10% Contingency and a provisional item for unsuitable material.

- Action Plumbing \$49,205.00
- Wally's Backhoe Services \$53,275.30

Administration respectfully recommends that Council award the work to Action Plumbing.

Executive Director, Regional Board of Trade & Community Development entered the meeting at 6:50 p.m.

**Motion 12:05:24**

Moved by Councillor Bachman that the Town of Stettler award the Underground Improvements for 2012 Downtown Streetscape to Action Plumbing at a cost of \$49,205.00.

MOTION CARRIED  
Unanimous

(e) Memo re: FCSS Board Appointment

CAO R. Stoutenberg explained that the Town of Stettler advertised for the vacant position on the FCSS Board.

Gelaisa Long has expressed an interest to sit as a representative on this Board. She currently works at the Stettler Middle School. Before moving to our area, Gelaisa was the Director of the Busy Beaver Day Care in Castor. She has always been interested in children and the well-being of families.

Administration is recommending appointing Gelaisa Long to the FCSS Board.

**Motion 12:05:25**

Moved by Councillor Fischer that the Town of Stettler appoint Gelaisa Long as a member-at-large to the FCSS Board.

MOTION CARRIED  
Unanimous

(f) Memo re: Regional Fire Chief Vehicle

CAO R. Stoutenberg explained that the Fire Department received tenders for a new 2013 Chevrolet Suburban 4wd 4 door 2500 to replace the existing Regional Fire Chief Squad Vehicle. This is an approved Joint Capital Project cost shared between the County of Stettler and the Town of Stettler the Approved budget is \$65,000. The Tender results are as follows:

Edmonton Motors Ltd. - \$56,251.00  
Stettler GM - \$55,200.00

Administration is recommending to purchase the new 2013 Chevrolet Suburban from Stettler GM for \$55,200. Both dealerships have proposed a maximum delivery date of approximately 16 weeks. The remaining funds will be used to outfit the unit as per project description.

**Motion 12:05:26**

Moved by Councillor Wildeboer that the Town of Stettler award the purchase of a new 2013 Chevrolet Suburban for the Regional Fire Chief from Stettler GM at a cost of \$55,200.

MOTION CARRIED  
Unanimous

Council mutually agreed that the Purchasing of Goods and Services Policy will be revisited at the June 12, 2012 Committee of the Whole Meeting.

(g) Memo re: Alberta Weed Control Act/Appeal Panel Members Process and Procedures

CAO R. Stoutenberg explained that as per the Alberta Weed Control Act, S.O.A. 2008, Chapter W-5.1, Section 19: "A local authority shall establish, at least annually, an independent appeal panel to determine appeals of inspector's notices, local authority's notices and debt recovery notices".

Members on the appeal panel should be made up of three members, usually at least one of them is an elected municipal official, and sometimes it's all three members who are on the governing body. In other situations, 1-2 members-at-large are appointed by the Council from the ratepayers of the municipality to sit on the Committee and hear appeals. The appointed weed inspector is not usually on the committee.

Council further discussed the procedure of an appeal.

**Motion 12:05:27**

Moved by Councillor Simons that the Town of Stettler appoint Councillors Simons, Bachman & Wildeboer as elected officials on the Appeal Panel and two members-at-large from the Heartland Beautification Committee.

MOTION CARRIED  
Unanimous

(h) Bank Reconciliation as of April 30, 2012

**Motion 12:05:28**

Moved by Councillor Wildeboer that Bank Reconciliation as of April 30, 2012 be accepted as presented.

MOTION CARRIED  
Unanimous

(i) Accounts Payable in the amount of \$242,478.47

**Motion 12:05:29**

Moved by Councillor Fischer that Accounts Payable in the amounts of \$83.00 (VOID), \$157,697.06 and \$84,864.41 for the period ending May 10, 2012 for a total amount of \$242,478.47 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:** Mayor and Councillors outlined highlights of meetings they attended.
- (a) Mayor Richards
- May 4 - Town Office duties.
  - May 7 - Brought Greetings at the FCSS Spring Convention.
    - Attended and brought greetings at the Seniors Bridge Tournament at the SRC.
    - Met with MLA R. Strankman and Assistant CAO G. Switenky.
  - May 8 - Committee of the Whole Meeting.
  - May 12 - Terry Best Retirement function.
    - Kinsmen Radio Days.
  - May 14 - Seniors Meeting at the SRC.
- (b) Councillor Bachman
- May 1 - Library Board Meeting.
  - May 4 - Rotary Wine & Cheese Event.
  - May 8 - Committee of the Whole Meeting.
- (c) Councillor Campbell
- May 8 - Committee of the Whole Meeting.
  - May 10 - Rodeo Meeting.
    - Met with Director of Operations, M. Robbins.
  - May 14 - Seniors Meeting at the SRC.
- (d) Councillor Fischer
- May 2 - Campus Alberta Meeting.
  - May 7 - FCSS Spring Convention.
  - May 8 - Committee of the Whole Meeting.
  - May 9 - Met with Director of Operations re: parking space size on Main Street.
  - May 14 - Seniors Meeting at the SRC.
- (e) Councillor Simons
- May 1&2 - Emergency Preparedness Course at the County of Stettler.
  - May 3 - Heartland Beautification Committee Meeting.
  - May 8 - Paragon Place Residents Council.
    - Committee of the Whole Meeting.
  - May 11 - Stettler Middle School Student Convention.
- (f) Councillor Thorogood
- May 3 - MPC Meeting
    - Pinnacle Survey.
- (g) Councillor Wildeboer
- May 3 - Heartland Beautification Committee Meeting.
  - May 4 - Rotary Wine Tasting Event.
  - May 8 - Board of Trade Meeting.
    - Committee of the Whole Meeting.
8. **Minutes:**
- (a) Physician Recruitment & Retention Meeting of April 19, 2012
- (b) Heartland Beautification Meeting of May 3, 2012

- (c) Board of Trade Meeting of April 10, 2012

**Motion 12:05:30**

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

MOTION CARRIED  
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) Letter re: Kevin Sorenson, M.P.  
(b) Parkland Regional Library  
(c) AUMA re: Municipalities Matter Campaign  
(d) AltaGas Utilities  
(e) Town of Bashaw

It was mutually decided that Councillor Bachman would attend the 11<sup>th</sup> Annual Bashaw Parade on June 9, 2012.

CAO R. Stoutenberg noted that the Alberta Sports Hall of Fame Induction Banquet will be held on Friday, May 25, 2012 in Red Deer. Stettler's Barb Clark will be inducted on this evening.

Mayor Richards explained that the Town has reserved a table for eight. Councillors are to RSVP to Charleen if they are attending this event.

- (f) Alberta Development Officers Association

**Motion 12:05:31**

Moved by Councillor Fischer 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 12:05:32**

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

MOTION CARRIED  
Unanimous at 7:28 p.m.

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Mayor

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Assistant CAO