

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, NOVEMBER 4, 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
Director of Planning and Development L. Graham

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 14:11:01 Moved by Councillor Brown to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held October 21, 2014

Motion 14:11:02 Moved by Councillor Nolls that the Minutes of the Regular Meeting of Council held on October 21, 2014 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the October 21, 2014 Meeting Minutes

None

(c) Minutes of the Organizational Meeting of Council held October 21, 2014

Motion 14:11:03 Moved by Councillor Bachman that the Minutes of the Organizational Meeting of Council held on October 21, 2014 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the October 21, 2014 Organizational Meeting Minutes

None

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

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

6. Administration: (a) Cancellation – Committee of the Whole Meeting of November 11, 2014

CAO G. Switenky explained that due to Remembrance Day on Tuesday, November 11 should Council cancel the Committee of the Whole Meeting.

Motion 14:11:04

Moved by Councillor Campbell that the Town of Stettler Council approve cancelling the Committee of the Whole Meeting of November 11, 2014.

MOTION CARRIED
 Unanimous

- (b) Memo re: Business License Fees for 2015

Director of Planning and Development L. Graham explained that each year Town of Stettler Council sets the Business License Fees for the upcoming year; Administration has conducted a review of our existing Business Licenses and the Business License Bylaw 1807-99. As of October 30, 2014 we have the following number of Active Business Licenses:

Business Type	Number Of Licenses			Potential 2015 Revenue
Resident (Rate \$150/year):	2012	2013	2014	*Based on 2014 Licenses
Commercial	399	398	402	\$60,300
Home Occupation	73	71	71	\$10,650
Non- Resident (Rate \$350/year)	56	57	56	\$19,600
TOTAL	528	526	529	\$90,550

In reviewing the Business License Bylaw 1807-99 our existing rates for 'resident' businesses and 'non-resident' businesses were compared to those of other municipalities in Alberta. The following table illustrates this comparison:

Municipality	Resident Fee	Non Resident Fee
Ponoka	\$100.00	\$250.00
Coaldale	\$60.00	\$300.00
Bonnyville	\$200.00	\$400.00
Westlock	\$100.00	\$200.00
Devon	\$150.00	\$300.00
Olds	\$100.00	\$200.00
Wainwright	\$100.00	\$200.00
Red Deer	\$172.50	\$345.00
Camrose	\$125.00	\$250.00
Peace River	\$150.00	\$300.00
AVERAGE	\$125.75	\$274.50
Town of Stettler	\$150.00	\$350.00

In November 2013 the Business License Bylaw 1807-99 was amended for the 2014 rates, which increased the business license fees from \$325.00 to \$350.00 for 'non-resident' and from \$125.00 to \$150.00 for 'resident' businesses.

Discussion ensued regarding having multiple rates for "non-residents" Mayor Richards summarized the discussion by indicating that after an open discussion, and receiving advice from Town solicitors, the current Business License Fee Bylaw which includes a residential and a non-residential Business License Fee was agreed to by Council.

Motion 14:11:05

Moved by Councillor Fischer that the Town of Stettler Council set the 2015 Business License fees as the same rate as 2014, \$150.00 for a Resident License and \$350.00 for a Non-Resident License.

MOTION CARRIED
Unanimous

(c) Memo re: Lift Purchase Ratification

CAO G. Switenky advised that Council had approved \$60,000.00 in the 2014 Capital Budget to purchase a self-propelled lift.

Town of Stettler staff purchased a lift on October 15. The equipment is a 2007 JLG 65-70' telescopic boom lift. It is equipped with cover, 2 fall arrests, includes a generator in the basket. A 6 month warranty was also purchased for \$3,500.

Motion 14:11:06

Moved by Councillor Sernecky that the Town of Stettler Council ratify and approve the purchase of the 2007 JLG telescopic lift with fall arrests and warranty for a total of \$55,250.00 excluding GST.

MOTION CARRIED
Unanimous

(d) Memo re: 2014 Financial Audit

CAO G. Switenky explained that Administration together with Gitzel Krejci Dand Peterson would like to renew their engagement as auditors for the year 2014. Their service includes performing an interim audit, year-end audit on the Financial Information Return and Financial Statement that are prepared by Town staff, payroll audit including Local Authorities Pension Plan requirements and preparation of the Federal Corporate Tax Return.

Discussion ensued regarding tendering the Audit Services for the Town of Stettler. CAO G. Switenky reported that the Town's Audit Services have been tendered out three times in the past 10 years. CAO G. Switenky advised that Gitzel Krejci Dand Peterson has satisfactorily performed the audit from 1995 to 2013 providing financial reporting continuity. Their staff is familiar with the Town's systems and projects and they provide assistance on other financial reporting matters. Town Council and staff share a professional working relationship with them.

Financial Implications:

2011 Actual - \$19,500
2012 Actual - \$16,750
2013 Actual - \$16,500
2014 Budget - \$20,000

Motion 14:11:07

Moved by Councillor Brown that the Town of Stettler Council accept and ratify the proposal from Gitzel Krejci Dand Peterson for the Town of Stettler audit contract for the year ending December 31, 2014 at the maximum cost of \$17,500 plus GST.

MOTION CARRIED
Unanimous

(e) Memo re: Local Improvement Petition

Assistant CAO S. Gerlitz advised that the Town has received a local improvement petition on October 29, 2014 under Section 393(1) of the Municipal Government Act for watermain and sanitary main construction located at NE5-39-19-4, in which the installation of the services was a condition of a development permit.

A local improvement plan has been drafted with the estimated costs. A notice of intent has been sent to the property owners on October 31, 2014. Under the Municipal Government Act they will then have 30 days to petition against the local improvement. After the 30 days and project completion a local improvement tax bylaw and borrowing bylaw will then be prepared and brought to Council for approval.

(f) Memo re: Self-Contained Breathing Apparatus

CAO G. Switenky advised that in the 2014 Capital Budget, Council approved \$167,500 to purchase 22 Scott Air-Pak X3 Self Contained Breathing Apparatus units (SCBA). The Air-Pak X3 meets NFPA 1981, 2013 edition which is the Standard on Open Circuit Self-Contained Breathing Apparatus for Emergency Services. The SCBA is equipped with high pressure light weight composite carbon fiber cylinders with 45 minute air supply, buddy breathing connection, heads up display, integrated man down alarm and integrated personnel accountability system.

Tenders were received by three vendors on October 27, 2014:

WFR Whole Sale Fire & Rescue	\$194,924.68
Guillevin International Co.	\$212,494.69
Acklands Grainger	\$216,797.53

The tender from Whole Sale Fire & Rescue was the lowest bid and meets the specifications in the tender. The Town have purchased SCBA from Whole Sale Fire & Rescue in the past and we are confident they can provide the service and training required. CAO G. Switenky also advised that the Town has two written offers to purchase existing Town owned SCBA from Bruller Corp. (Fire Rescue Safety Industrial Supply) and Dalmation Fire Equipment Inc.

Budget Implication:

Capital Budget	\$167,500
Used equipment Value	<u>13,600</u> (26 low pressure SCBA – 1979-2009)
	\$181,100

CAO G. Switenky reported that the tender is \$13,824.68 over budget and that Council consider the following options:

1. Reduce the quantity of SCBA units by two – total \$14,400 or;
2. Use additional funds from Miscellaneous Equipment budget to make up the over budget amount. This budget Y.T.D. actual is at \$27,000.

Discussion ensued regarding the merits of each option.

Motion 14:11:08

Moved by Councillor Fischer that the Town of Stettler Council award the tender and purchase 22 Scott Air-Pak X3 Self Contained Breathing Apparatus units (SCBA) for a total purchase price of \$194,924.68 excluding GST from Whole Sale Fire & Rescue with funding from: \$167,500.00 from the 2014 Capital Budget, \$13,824.68 from the Miscellaneous Equipment Budget and upon delivery and deployment of the new SCBA units, provide permission to Administration to sell Town owned used SCBA for the estimated value of \$13,600.00.

MOTION CARRIED
Unanimous

(g) Subdivision Report 2014-06

Director of Planning and Development L. Graham advised that the applicant is proposing to subdivide three (3) Highway Commercial parcels consisting of approximately 2 acres each located at Lot 3, Block 2, Plan 1423578.

Director of Planning and Development L. Graham explained that the proposed subdivision of three (3) Highway Commercial parcels is located south of 48 Avenue within the West Gate Business Development. The applicant is proposing the 3 parcel subdivision to accommodate commercial development that does not require highway frontage; the district is still identified as highway commercial.

Director of Planning and Development L. Graham advised that Administration has assessed this proposal against the Town of Stettler Land Use Bylaw 2018-11, the Town & County of Stettler Intermunicipal Development Plan and the Town of Stettler Municipal Development Plan.

Motion 14:11:09

Moved by Councillor Nolls that the Town of Stettler Council approve Subdivision Application 2014-06 located at Lot 3, Block 2, Plan 1423578 as presented.

That the application for a three (3) Highway Commercial parcel subdivision as shown on the Tentative Plan has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivision and Development Regulations and having considered adjacent landowner(s) submissions, it is recommended that the application be approved as per Tentative Plan for the following reasons:

1. That the application is consistent with Section 7 of the Subdivision and Development Regulations.
2. The application is consistent with the policies of the Municipal Development Plan, and
3. The application is consistent with the Land Use Bylaw 2018-11.

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application is approved subject to the following conditions:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.

2. All outstanding Property Taxes to be paid to the Town of Stettler as per Section 654 (1) (d) of the Municipal Government Act.
3. The owner/applicant will be required to enter into a Development Agreement for:
 - a. The payment of offsite levies in the amount of \$5000/gross acre (6 total acres for 3 parcels) totaling \$30,000
 - b. Required easements or right of ways for roads, servicing and drainage shall be dedicated to the Town of Stettler upon subdivision.
 - c. The owner/applicant must service the 3 newly created parcels with water and sanitary from 48 Avenue;
 - d. The owner/applicant will provide any easements required for servicing the newly subdivided property.
4. The owner/applicant must ensure that any development complies with the terms of the Highway Commercial and Industrial Design Guidelines

MOTION CARRIED
Unanimous

(h) CAO Report

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

Motion 14:11:10

Moved by Councillor Sernecky that the Town of Stettler accept the CAO Report for the month of October.

MOTION CARRIED
Unanimous

(i) Accounts Payable in the amount of \$351,080.57

Motion 14:11:11

Moved by Councillor Campbell that Accounts Payable in the amounts of \$146,008.53, \$164,120.36 & \$40,951.68 for the period ending October 31, 2014 for a total amount of \$351,080.57 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Oct 22 - Helipad Meeting at Town office – Very well prepared with information.
- Oct 27 - Half Day Recreation Fund meeting with Council.
- Oct 28 - Full Day meeting with Council & County.
- Oct 31 - Town Office - cheques/agenda

(b) Councillor Bachman

- Oct 22 - FCSS Information
- Oct 22 - Library Wine & Cheese Night – Thank you to our sponsor for donations.
- Oct 23 - Town Annual Awards Gala
- Oct 27 - Recreation Mediation Meeting
- Oct 28 - Recreation Mediation Meeting
- Oct 28 - Rodeo Meeting

- Nov 1 - Library Board Basics Workshop

(c) Councillor Brown

- Oct 23 - Board of Trade Business & Citizenship Awards

(d) Councillor Campbell

- Oct 27 - Town & CUPE #6 Pre-Negotiate Meeting
- Oct 27 - Recreation Mediation Meeting
- Oct 28 - Recreation Mediation Meeting
- Oct 30 - Cindy Amos Memorial - Drumheller
- Nov 3 - Rodeo Meeting

(e) Councillor Fischer

- Oct 22 - Stettler Public Library Wine & Cheese Appreciation Night
- Oct 23 - Board of Trade Awards evening
- Oct 25 - Stettler Health Services Foundation "Affair of the Heart" Fundraiser
- Oct 27/28 - Attended 1.5 days Recreation Mediation with County.
- Nov 4 - Volunteer Appreciation Supper organized by the Seniors Lodges.

(f) Councillor Nolls

- Oct 23 - Business & Citizenship Awards Gala
- Oct 25 - An Affair of the Heart Benefit
- Oct 27 - Pre-Mediation Meeting
- Oct 28 - Mediation with the County

(g) Councillor Sernecky

- Oct 22 - Helipad Upgrade Meeting
- Oct 22 - Wine & Cheese Appreciation Night at the Stettler Library
- Oct 23 - Annual Awards Gala – presented greetings from the Mayor and Members of Council. Also, presented an award.
- Oct 25 - Affair of the Heart Event – Very successful event!! \$441,000 raised according to the amount calculated on the projector and an estimated \$60,000 raised that evening for a total of \$501,000.
- Oct 29 - Meeting with Roddy Bryce & Councilor Jackson – to discuss the recruiting process and how we can improve.
- Nov 4 - Met with resident about concern regarding Camrose advertisement paper in Town. She stated that shopping local is her goal so her advertisements are only Stettler businesses and that having a newsletter to promote another community is strange.

8. Minutes:

(a) Hub Overseers Meeting of October 8, 2014

(b) Stettler Wellness Network Meeting of October 21, 2014

Motion 14:11:12

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 Environment and Sustainable Resource Development re: 2014 AUMA Convention

(b) Legal Communiques re: E-Voting in Municipal Elections

Motion 14:11:13

Moved by Councillor Fischer that correspondence items 11(a) & 11(b) be accepted for information.

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None

13. **In-Camera Session:** (a) Discussion re: CUPE Negotiations

(b) Update re: Legal Matter

(c) Update re: Physician Recruitment & Retention

Motion 14:11:14

Moved by Councillor Brown that the Town of Stettler Council proceed into an In-Camera Session with the CAO, Assistant CAO and Director of Planning & Development present to discuss the In-Camera items.

MOTION CARRIED
Unanimous at 7:23 p.m.

Director of Planning and Development L. Graham left the meeting at 7:32 p.m.

Motion 14:11:15

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

MOTION CARRIED
Unanimous at 8:13 p.m.

14. **Adjournment:**

Motion 14:11:16

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

MOTION CARRIED
Unanimous at 8:13 p.m.

Mayor

Assistant CAO