

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, OCTOBER 1, 2013 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:**

Mayor Dick Richards

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

CAO R. Stoutenberg

Assistant CAO G. Switenky

Executive Director, Stettler Regional Board of Trade, A. Brown  
Director of Parks & Leisure Services, L. Penner

Press (2)

Public (1)

**Absent:**

Councillor P. Simons

**Call to Order:**

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

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

**Motion 13:10:01**

Moved by Councillor Bachman to approve the agenda as presented with the following addition:

12(a) Cancellation of Committee of the Whole Meeting on Tuesday, October 8, 2013

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held September 17, 2013

**Motion 13:10:02**

Moved by Councillor Thorogood that the Minutes of the Regular Meeting of Council held on September 17, 2013 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the September 17, 2013 Meeting Minutes

Assistant CAO G. Switenky confirmed the Town's ability to pre-spending some of the 2014 MSI Funding on a 2013 (Blair Boulevard) drainage project, given the scope of the project.

4. **Citizen's Forum:**

(a) No one was present at the Citizen's Forum

5. **Delegations:**

(a) 7:00 P.M. – Director of Parks & Leisure, Lee Penner & Executive Director of Regional Board of Trade, Aubrey Brown  
Re: Strategy Planning Item #5 – Ambassador Program

This item was dealt with later in the meeting.

6. **Administration**

(a) Request for Input by October 4<sup>th</sup> – Mark Dennis, Regional Fire Chief Annual Appraisal

CAO R. Stoutenberg requested input for the Regional Fire Chief, Mark Dennis annual appraisal by October 4, 2013.

(b) Request for Input by October 4<sup>th</sup> – Lee Penner, Director of Parks & Leisure Annual Appraisal

CAO R. Stoutenberg requested input for the Director of Parks & Leisure, Lee Penner annual appraisal by October 4, 2013.

(c) Energy Associates International Quote Summary

Assistant CAO G. Switenky advised that on September 19, 2013 the Town accepted a quote from ENMAX Energy Corporation for the supply of its retail electricity requirements over the next 5 years.

He explained that the Town's consultant Energy Associates International (EAI) prepared and oversaw the RFP process leading up to the receipt of competitive quotes from two interested and qualified retail suppliers.

The energy product that has been contracted for the next 5 years is load following on a monthly volume basis with a plus/minus 20% threshold variance. The price over the entire 5 year term 2014 to 2018 is \$58.29 per month. The Town and its affiliated community related organization currently consume approximately 5,100 Mwh per year.

Discussion ensued regarding the various term and price options that were available (within the RFP bid summary) on September 19, 2013, and some of the reasons that the Mayor and Assistant CAO determined it more appropriated to contract electricity (crystallize pricing) for a 5 year term.

It was noted that this new rate will save the Town approximately \$158,000 each year over 2013 pricing.

**Motion 13:10:03**

Moved by Councillor Fischer that the Town of Stettler Council ratify and accept the 5 year contract 2014 to 2018 with ENMAX Energy Corporation at a base price of \$58.29 per Mwh.

MOTION CARRIED  
Unanimous

(d) Parkland Regional Library 2014 Budget

Assistant CAO, G. Switenky reviewed the impacts of the proposed Parkland Regional Library 2014 Budget.

Assistant CAO, G. Switenky explained that the Parkland Regional Library Board requests that the Town of Stettler Council approves or disapproves their budget before November 1, 2013 so that any problems or concerns could be addressed at the Parkland Regional Library Board Meeting on November 7, 2013.

The per capita annual fee is increasing from \$7.28 in 2013 to \$7.50 in 2014. This per capita rate increase of \$0.22 represents an expenditure increase of \$1,264.56 in the Town's 2014 Operating Budget.

The Parkland Regional Library Board is required to have their current year budget approved by participating members each year.

The three year 2014-16 Parkland Regional Library Budget was briefly reviewed.

Discussion ensued regarding various line items included in the proposed budget and the benefits realized at the Stettler Public Library for the Town's membership.

It was noted that Wolf Creek School Division has pulled out of the membership with minimal effect upon the annual fees to other members.

Discussion continued regarding Council's understanding of the value of belonging to the Parkland Regional Library versus the possible economic advantages, if any of withdrawing our regional membership/support.

It was mutually agreed to continue our membership for 2014 and have the Librarian with Board representation attend a future Council Meeting to discuss and understand the real cost/benefits from their perspective.

**Motion 13:10:04**

Moved by Councillor Bachman that the Town of Stettler Council approve the Parkland Regional Library 2014 Budget as presented.

MOTION CARRIED  
Unanimous

(e) Update re: No Public Tax Auction in 2013

Assistant CAO G. Switenky advised that there is no need to conduct a Public Tax Auction in 2013.

He explained that all properties that were otherwise subject to tax sale in 2013 have been satisfactorily dealt with either through receipt of payment or by tax agreement.

This item was presented for information purposes.

(f) Notice of Advance Vote – Wednesday, October 9, 2013 10am-7pm at the Town Office

Assistant CAO G. Switenky advised that the Advance Vote will be held on Wednesday, October 9, 2013 from 10am to 7pm at the Stettler Town Office.

Councillor S. Wildeboer entered the meeting at 7:52 pm.

Discussion ensued regarding the new identification requirements for voting under the *Local Authorities Election Act*.

Assistant CAO G. Switenky clarified that all persons (voters) will still be required to make a statement in the presence of an officer at the voting station, in the prescribed form, that the person is eligible to vote as an elector. What's new in 2013 is that all persons (voters) are now required to also produce for inspection one piece of authorized identification that proves both the person's identity and current residence/address. This will limit the types of personal identification that can be acceptable.

The Town's Notice of Election, published in the Stettler Independent for two consecutive weeks prior to the election, will contain a listing of the most common types of identification that will be acceptable at the voting station.

Identification requirement signage will also be posted at the entrance to the voting station.

He noted that in accordance with Municipal Affairs Interpretation Bulletin Issue 01/13 that a mailing address can be accepted as verification of current address if it is in reasonable proximity to the voting jurisdiction.

This item was presented for information purposes.

(g) Update re: \$75,000 CFEP for Stettler Skate Park Association

Assistant CAO G. Switenky advised that the Stettler Skate Park Association was informed that it has been approved to receive a \$75,000 provincial grant under the Community Facility Enhancement Program (CFEP) for the construction of the new park.

He advised Members of Council that the estimated cost to construct the entire heart shaped park (Phases I & II) is \$350,000. Currently the Association has accumulated approximately \$75,000 from fundraising initiatives and the Town has set aside \$75,000 in reserves for the project.

The Association is continuing with its fundraising efforts and this project funding shortfall will come before Council during the 2014 Capital Budget process.

This item was presented for information purposes.

(h) Policy VII-2(d)(ii) – Tax Recovery Administrative Fees

Assistant CAO G. Switenky advised that the existing policy is in need of a housekeeping amendment to allow the Town to properly recapture from the affected properties their share of the actual cost of advertising in accordance with legislation.

**Motion 13:10:05**

Moved by Councillor Thorogood that the Town of Stettler approve Policy VII-2(d)(ii), being the Tax Recovery Administrative Fees Policy as amended.

MOTION CARRIED  
Unanimous

(i) CAO Report

Assistant CAO G. Switenky highlighted the CAO's monthly organizational report to Council.

**Motion 13:10:06**

Moved by Councillor Wildeboer that the Town of Stettler accept the CAO Report for the month of September as presented.

MOTION CARRIED  
Unanimous

- (j) Accounts Payable in the amount of \$763,698.74

**Motion 13:10:07**

Moved by Councillor Thorogood that Accounts Payable in the amounts of \$166,059.83 & \$597,638.91 for the period ending September 27, 2013 for a total amount of \$763,698.74 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

5. Delegations:

- (a) 7:00 P.M. – Director of Parks & Leisure, Lee Penner & Executive Director of Regional Board of Trade, Aubrey Brown  
Re: Strategy Planning Item #5 – Ambassador Program

Mayor Richards welcomed Lee Penner & Aubrey Brown to the meeting.

CAO R. Stoutenberg advised that this initiative was the 5<sup>th</sup> Goal on the 2013 Strategy Planning List.

A. Brown explained to Council that the Stettler Visitor Host Program was developed through the Stettler Regional Board of Trade to equip Stettler employees/employers with relevant and current information to encourage visitor's (they encounter) to stay longer and enjoy what the community has to offer.

He also noted that this program is a part of the more broad "Destination Stettler" marketing & tourism initiative.

A major component of the program is the development and maintenance of the Visitor Host Book/Binder. This binder includes information to help employees/employers of local businesses to find out more about what's happening in our community. It includes answers to numerous questions that visiting/new customers to the area may have.

Prior to providing a local business with the Host binder, it is the goal to have a host trainer visit the site and speak to the staff about the program. By having and providing community information to their customers, employees help take the visitor's local experience to the next level and possibly make them consider staying longer or re-visiting our community in the future.

Discussion ensued regarding the importance of keeping information in the binder current and relevant. It was noted that this information will be maintained on the web site and outdated information can be replaced on an ongoing basis.

Discussion continued regarding the holistic tourism and economic benefits of having retail and service industry employees being knowledgeable ambassadors for our community's events, attractions and locally available services.

Mayor Richards thanked L. Penner & A. Brown for their informative presentation and the great work being done on the Ambassador Program and the Destination Stettler marketing effort.

L. Penner & A. Brown departed the meeting at 7:30 p.m.

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Sept 19 - Energy Procurement with Assistant CAO G. Switenky.
- Met with Regional Fire Chief M. Dennis and a concerned citizen.
- Sept 20 - Fenn Road Opening.
- Town Office Duties.
- Sept 23 - Nomination Day.
- Sept 25 - Skate Park Association Meeting at the SRC.
- Sept 26 - Eco Centre Grand Opening.
- Sept 27 - Town Office duties.

(b) Councillor Bachman

- Sept 6 - Municipal Planning Commission Meeting.

(c) Councillor Campbell

- Sept 19 - Red Deer River Municipal Users Group Meeting.
- Sept 20 - Fenn Road Opening.
- Sept 26 - Eco Centre Grand Opening.

(d) Councillor Fischer

- Sept 20 - Stettler Wellness Network Meeting and Workshop.
- Sept 23 - Nomination Day.
- Sept 25 - SRC Renovation Architect/Contractor Meeting.
- Skate Park Association Open House.
- Sept 26 - Eco Centre Grand Opening.
- Campus Alberta Meeting.
- Northeast Area Structure Plan Open House.
- Sept 27&30 -Toured several seniors' groups representatives through the SRC renovations.

(e) Councillor Simons

- No report – absent from meeting.

(f) Councillor Thorogood

- Sept 17 - Webinar – Big Data Base re: helping foundations seek funding/grants.
- Sept 24 - PAC Meeting.
- Sept 30 - Meet with new Administrator for the Stettler Health Services Foundation.
- Oct 1 - Lunch with Town Candidate re: learning of Town issues.
- Meeting with SHSF Administrator.

(g) Councillor Wildeboer

- Sept 24 - Meeting with Beautification Chair and the Director of Parks & Leisure Services.
- Sept 26 - Northeast Area Structure Plan Open House.

8. **Minutes:** (a) Stettler Airport Board Meeting of September 6, 2013  
(b) Parkland Regional Library Board Meeting of September 5, 2013  
(c) Regional Fire Authority Meeting of September 6, 2013

**Motion 13:10:08**

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

MOTION CARRIED  
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) Updated Provincial Flood Statistics  
(b) Alberta's Population Reaches Four Million  
(c) Alberta Heritage Savings Trust Fund

**Motion 13:10:09**

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

MOTION CARRIED  
Unanimous

12. **Items Added:** (a) Cancellation of the Committee of the Whole Meeting on Tuesday, October 8, 2013

**Motion 13:10:10**

Moved by Councillor Fischer that the Town of Stettler Council cancel the Committee of the Whole Meeting on Tuesday, October 8, 2013.

MOTION CARRIED  
Unanimous

Assistant CAO G. Switenky departed the meeting at 7:50 p.m.

13. **In-Camera Session:** (a) Personnel Matter

**Motion 13:10:11**

Moved by Councillor Campbell 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 7:50 p.m.

**Motion 13:10:12**

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

MOTION CARRIED  
Unanimous at 8:30 p.m.

**Motion 13:10:13**

Moved by Councillor Campbell that the Assistant CAO's Salary Range be adjusted to reflect a maximum annual salary of \$130,000 year effective August 7, 2013.

MOTION CARRIED  
Unanimous

14. Adjournment:

**Motion 13:10:14**

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

MOTION CARRIED  
Unanimous at 8:32 p.m.

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Mayor

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Assistant CAO