MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL HELD ON TUESDAY, OCTOBER 2, 2012 IN THE MUNICIPAL OFFICE, COUNCIL CHAMBERS

Present: Deputy Mayor Councillor D. Bachman

Councillors A. Campbell, M. Fischer, P. Simons & S. Wildeboer

Assistant CAO G. Switenky

Press (1)

Absent: Mayor D. Richards, Councillor L. Thorogood & CAO R. Stoutenberg

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

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

Motion 12:10:01 Moved by Councillor Wildeboer to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes**:

(a) Minutes of the Regular Meeting of Council held September 18, 2012

Motion 12:10:02 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on September 18, 2012 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the September 18, 2012 Meeting Minutes

None

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

5. **Delegations**: (a) 6:45 P.M. – Director of Parks & Leisure Serves, Lee Penner

Director of Parks & Leisure Services, Lee Penner entered the meeting at approximately 6:45 p.m.

Deputy Mayor Councillor Bachman welcomed L. Penner to the meeting.

1. Memo & Portfolio re: SRC Upgrade Architect

Director of Parks & Leisure, Lee Penner advised that an SRC upgrade committee was appointed with the following terms of reference:

General Purpose
To collect all information that would impact the operations of the SRC for the next 30 years. For example: Seniors needs, library expansion, all participants and needs necessary in the SRC community.

Key Duties and Responsibilities

Hire an architect to involve community in the expansion and upgrade process.
With the guidance of the architect complete the following:

- Review needs of existing users and determine any new users that should be involved.
- Recommend and research relevant energy upgrades available.
- Recommend changes required to increase the longevity of the buildings.
- Complete a design based on these recommendations and prepare plans ready for tender.

History

RC Strategies and ATB Architecture were hired by this committee and after consulting the community completed three concepts. These concepts although reflecting the communities' desire required more capital than the community could afford, and also by trying to incorporate too much in one "Existing" facility the result looked very congested.

Subsequently it was determined that a separate field house and walking track would be a more viable facility by partnering with the School Division.

With those two desired items off the list for the SRC, the final concept evolved into a library expansion, seniors centre, lobby and entrance improvements, tougher wall components both inside and outside, some general modernization, as well as complete mechanical review. The mechanical review would include energy savings possibilities, alternative fuels and new technology.

Concern:

Through this initial community process it has become evident to Administration that a traditional RFP process to select a suitable Architect would be cumbersome and that a preferred method would be to interview Architect's on a referral basis.

Initially P. Bouwsema (who worked very well with the Town on the Rosedale Apartments) was contacted and after looking at the project advised that the scope was too big for him and he recommended two other qualified Architects: Group2 Architecture, and John Hull Architecture/Grace Architects.

CAO R. Stoutenberg, Councillor M. Fischer and Director of Parks and Leisure Services L. Penner have had a facility walk through with both Architect Firms to assess their approach to the Town's desire for upgrades at the SRC.

John Hull Architecture/Grace Architects, based out of Red Deer impressed the Town and are being recommended for their understanding of the scope of each individual component with a holistic view of the ultimate impacts/potential for the entire facility.

Town representatives will tour some of their recent facility renovations and talk to the owners about the relationships they had with this Architect.

Estimated costs:

Acceptable Architect fees are normally based on 10-15% of the project's construction value. Using a cost estimate of $250,000 for the library upgrades and $150,000 for the Seniors' Centre upgrades professional Architect fees based on 13% would be approximately $52,000.

Further renovations would result in additional professional fees being incurred as per future designs.

Discussion ensued regarding Council's annual capital savings for these two projects (since 2010), as well as their support and desire to move these initial two SRC renovation projects along.

Members of Council reviewed the portfolio provided by the Architects and were impressed by the magnitude of the previous projects they worked on.

Motion 12:10:03 Moved by Councillor Simons that the Town of Stettler Council approves engaging John Hull Architecture and Grace Architects to work with the Town in developing appropriate construction designs for the Library expansion and Senior Center upgrades within the SRC, with a holistic view for additional desired upgrades within the facility. And further that the Town of Stettler Council accepts the Administrative Memorandum, as presented with a correction to the Architect fee estimate, as a guide in the process/associated costs.

MOTION CARRIED
Unanimous

2. Memo re: Joint Use Agreement

Director of Parks & Leisure, Lee Penner advised that the staff of the Town and the staff of Clearview School Division have reviewed the Joint Use Agreement and have made minor changes to reflect the changes in our organizations and facilities.

The primary changes to the existing Agreement are the elimination of the annual $2,000 payment by the Town, and the recognition that some facilities owned by the School Division are operated by Board appointed committees (that may also have external user group representatives).

Discussion ensued regarding additional amendments to the agreement as follows:

- Non-substantive grammar correction re: clause 4.2 – amend the word same to some.

- Clarification re: new clause 1.3 – That the Performing Arts Centre is not a part of this agreement.

Administration explained that it is the intention of this Agreement to identify School & Town Facilities on a broad basis as opposed to individual sites.

Motion 12:10:04 Moved by Councillor Fischer that the Town of Stettler Council approves mutually accepted revisions to the Joint Use Agreement with the Clearview School Division as substantively presented, and subject to the addition of a new clause to clarify the exclusion of the Performing Arts Centre from this Agreement.

MOTION CARRIED
Unanimous

Deputy Mayor Councillor Bachman thanked L. Penner for his informative presentations.

L. Penner departed the meeting at 7:12 p.m.

6. **Administration**: (a) Parkland Regional Library re: Request for 2013 Budget

Assistant CAO, G. Switenky reviewed the impacts of the proposed Parkland Regional Library 2013 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, 2012 so that any problems or concerns could be addressed at the Parkland Regional Library Board Meeting on November 8, 2012.

The per capita annual fee is increasing from $7.07 in 2012 to $7.28 in 2013. The per capita rate increase of $0.21 represents an expenditure increase of $1,2207.03 in the Town's 2013 Operating Budget.

The three year 2013-15 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.

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

Motion 12:10:05 Moved by Councillor Wildeboer that the Town of Stettler Council approve the Parkland Regional Library 2013 Budget as presented.

MOTION CARRIED
Unanimous

(b) Memo re: 2012 Property Taxation Survey

Assistant CAO G. Switenky explained that the Town of Barrhead recently completed an informal 2012 property taxation survey comparing 13 similar sized Alberta municipalities. This information is quick snap shot of Property Assessment Valuation and Property Tax Rates used in 2012. It is more current than the annual Financial Indicator Graphs prepared by Alberta Municipal Affairs as they, upon release, will be far more comprehensive but based on previous year (2011) financial results.

The Town of Stettler compared favorably within this comparison grouping.

Key comparisons are as follows:

- 4th Highest population among the municipalities

- 5th Highest Residential Assessment
- 3rd Highest Non-Residential Assessment
- 5th Highest Total Taxable Assessment

- 4th Lowest Municipal Residential Tax Rate
- 3rd Lowest Municipal Non-Residential Tax Rate
- 4th Lowest Total Combined Tax Rate in both Classes

Stettler provides as high or higher a level of services as any municipality in the grouping.

For illustrative purposes based upon a $300,000 property, each property tax rate differential of 1.0 represents $300 annually to the taxpayer.

This survey is provided for information purposes.

(c) CAO Report

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

Motion 12:10:06 Moved by Councillor Campbell that the Town of Stettler accept the CAO Report for the month of September as presented.

MOTION CARRIED
Unanimous

(d) Accounts Payable in the amount of $618,448.23

Motion 12:10:07 Moved by Councillor Fischer that Accounts Payable in the amounts of $112,504.16 & $505,944.07 for the period ending September 27, 2012 for a total amount of $618,448.23 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council**: Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- No report – absent from meeting.

(b) Councillor Bachman

- Sept 19 - Ag. Society Meeting.
- Sept 26 - FCSS Interviews.
- Sept 27 - Mayors Dinner AUMA.

(c) Councillor Campbell

- Sept 20 - Red Deer River Municipal Users Group Meeting in Drumheller.
- Sept 21 - Stettler Waste Management Authority Meeting.
- Sept 24 to 28 - AUMA in Edmonton.

(d) Councillor Fischer

- Sept 19 - FCSS re: direction and staffing.
- Sept 20 - Met with G. Scott re: Facebook Page.
- Sept 21 - Waste Management Lease Meeting.
  - Regional Fire Authority Meeting.
  - Regional Waste Authority Meeting.
- Sept 24 - FCSS Regular Meeting
- Sept 25 to 28 - AUMA in Edmonton.
- Sept 29 - FCSS Director interviews.
- Sept 30 & Oct 1 - Telephone interviews for reference for FCSS candidate finalists.
- Oct 2 - 3 FCSS telephone reference interviews.

(e) Councillor Simons

- Sept 20 - County of Stettler Housing Authority Meeting.
- Sept 25 to 27 - AUMA in Edmonton.

(f) Councillor Thorogood

- No report – absent from meeting.

(g) Councillor Wildeboer

- Sept 21 - Regional Fire Authority Meeting.
- Sept 23 - Word of Life re: 25th Anniversary.
- Sept 27 - Attended Mayor's dinner at AUMA Convention.

8. **Minutes**: (a) Ambulance Association Meeting of September 17, 2012

Motion 12:10:08 Moved by Councillor Simons 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) Stettler & District Handibus Society re: New Bus Replacement Thank You

(b) CIB – Outstanding Achievements Awards Finalist

(c) PC Alberta re: 2012 Fall Leader's Dinner Update

Individual Councillors expressed their interest in attending the 2012 Fall Leader's Dinner.

Discussion ensued respecting the organizational importance for the Town of Stettler to have a presence at the dinner to show support for the Government, given that we have an opposition MLA.

Assistant CAO G. Switenky explained the strict limitations/prohibitions on utilizing municipal money to have Members of Council attend this fundraising event.

(d) Peter Lougheed – Measure of the Man Came After He Left Politics

(e) Red Deer River Watershed Alliance

(f) Canadian Badlands

(g) Legal Communiques – Specified Penalties in Bylaws

(h) Stettler Regional Board of Trade re: Free Festival and Event Planning Workshop

(i) Understanding Branding Workshop

Motion 12:10:09 Moved by Councillor Campbell that correspondence items 11(a) to 11(i) 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 12:10:10 Moved by Councillor Campbell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED
Unanimous at 8:04 p.m.

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Mayor

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Assistant CAO