

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, SEPTEMBER 15, 2009 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Deputy Mayor Councillor R. Peeples

Councillors D. Dennis, D. Garbutt, A. Campbell &
L. Thorogood

Assistant CAO G. Switenky

Press (1)

Absent: Town Manager R. Stoutenberg

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

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

Motion 09:09:09 Moved by Councillor Garbutt to approve the agenda as presented with the following additions:

- 12(a) Stettler Reservoir Upgrades Tender
- 12(b) Thank You Card – Carol Stewart & Family
- 12(c) Time Capsule

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held September 1, 2009

Motion 09:09:10 Moved by Councillor Campbell that the Minutes of the Regular Meeting of Council held on September 1, 2009 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the September 1, 2009 Minutes

None

- (c) Minutes of the Committee of the Whole Meeting held September 8, 2009

Motion 09:09:11 Moved by Councillor Thorogood that the Minutes of the Committee Meeting held on September 8, 2009 be approved as presented.

MOTION CARRIED
Unanimous

- (d) Business Arising from the September 8, 2009 Minutes

None

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

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

6. **Administration:**

(a) Memo re: Stettler Public Library Lease Expiration

Assistant CAO G. Switenky explained that the lease with the Stettler and District Library Board for space in the Recreation Centre expired on August 31st, 2009. A condition of the 1999 Lease Agreement stated (Section 7) that the lease may be renewed (on the same terms and conditions) for an additional five years, beyond the original term of the lease. In 2004 the Library exercised its right and renewed the lease for a further 5 years.

Over the past 10 years the annual lease paid by the Board remained constant at \$30,250 per annum, and included utilities, building insurance and structural building maintenance.

It appears that the Library's contractual right to renew was only permitted one time and therefore a new lease is now required. A copy of the original lease is attached for reference purposes.

This lease expiration provides an opportunity for both parties to negotiate desirable changes, if any to provisions in the lease. Administration recommends that the Town set the (renewal) process in motion by making an offer to the Library Board.

It was noted that operating costs have certainly increased over the past 10 years, and it was suggested that the Town could request an increase due to inflation.

Discussion ensued regarding whether it would be appropriate to request a rental increase at this time from the Library Board.

The lease will include a provision to allow the Town to adjust the annual rent at any time during the term of the lease should there be significant changes in the cost of utility services used by the Library.

Motion 09:09:12

Moved by Councillor Thorogood that the Town of Stettler Council approves entering into a Lease Agreement with the Stettler & District Library Board for the Library's current area within the Stettler Recreation Centre, subject to the said Lease containing substantively the same conditions and rental rates as the prior (expired) lease.

MOTION CARRIED
Unanimous

(b) Committee of the Whole Recommendation

1. Downtown Streetscape/ Road Grade at North End

Discussion ensued regarding the overall responsibility of the Town's consulting engineer for the project and the time it took to identify that there was an issue with the road crown/grade.

Motion 09:09:13

Moved by Councillor Garbutt that the Town of Stettler Council accept the recommendation from Tagish Engineering to proceed with the Downtown Streetscape projected at the north end of Main Street based on reconstructing a 2% crowned roadway with a 3% parking lane grade estimated to cost an additional \$123,590.

MOTION CARRIED (4-1)
Opposed Councillor Campbell

(c) Reminder of Meetings:

Firstly, Assistant CAO G. Switenky reminded Members of Council that there is a Joint Meeting with the Clearview School Board on Thursday September 17th, 2009 at 9:00 a.m. in the new joint office building to discuss the design of the joint Council/Board Room table.

Discussion ensued regarding Council's mutual consensus for a main (fixed) table with drawers and with connecting (moveable) sections to be able to expand the seating capacity at the table.

Secondly, Assistant CAO G. Switenky reminded Members of Council that there is a Joint Meeting with the County of Stettler Council on Monday September 28th, 2009 at 3:00 p.m. in the County Office. George Berry with Berry Architecture and Associates Ltd. will be presenting the Design Guidelines for mixed business developments at the highway gateways within the IBP area.

(d) October Newsletter Items

- Municipal By-election
- Coats for Kids
- HYC Annual Haunted House
- Stettler Variety Showcase
- Stettler Curling Club
- Stettler Seniors' Symposium
- BOT Citizen of the Year Banquet
- Festival of Lights
- COPS Program – Volunteers Needed
- Canadian Diabetes Residential Campaign

(e) Bank Reconciliation as of August 31, 2009

Motion 09:09:14

Moved by Councillor Dennis that the Bank Reconciliation as of August 31, 2009 be accepted as presented.

MOTION CARRIED
Unanimous

(f) Accounts Payable in the amount of \$313,445.43

Motion 09:09:15

Moved by Councillor Campbell that Accounts Payable in the amounts of (\$163,879.96 & \$149,565.47) for the period ending September 11th, 2009 for a total amount of \$313,445.43 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. **Council:** Mayor and Councillors outlined highlights of meetings they attended.
- (a) Councillor Campbell
- Sept 8 - Committee of the Whole Meeting.
 - Sept 8 - Municipal Planning Commission Meeting.
 - Sept 14 - Q-14 Election Promotion.
 - Sept 15 - Stettler Independent Election Interview.
- (b) Councillor Dennis
- Sept 3 - Parkland Regional Library Meeting.
 - Sept 14 - Ambulance Board Meeting.
 - Sept 15 - Q-14 Election Promotion.
- (c) Councillor Garbutt
- Sept 8 - Committee of the Whole Meeting.
 - Sept 11 - Fire Authority Meeting.
 - Sept 11 - Community Advisory Committee Meeting.
 - Sept 15 - Q-14 Election Promotion.
- (d) Deputy Mayor Councillor Peeples
- Sept 3 - Town Office duties re: cheque signing.
 - Sept 3 - Beautification Meeting.
 - Sept 8 - Municipal Planning Commission.
 - Sept 8 - Committee of the Whole Meeting.
 - Sept 9 - County Office Meeting re: Heritage Society.
 - Sept 9 - Toured new Town Office.
 - Sept 11 - Town Office duties re: cheque signing.
 - Sept 12 - Presentation of Life Time Service Aware re: Bob Stewart.
- (f) Councillor Thorogood
- Sept 4 - Sports Park Meeting.
 - Sept 4 - Golf Tournament Planning Meeting.
 - Sept 8 - Municipal Planning Commission Meeting.
 - Sept 8 - Committee of the Whole Meeting.
 - Sept 10 - Health Advisory Council.
 - Sept 11 - Q-14 Election Promotion.
 - Sept 14 - Stettler District Ambulance Association Executive & Board Meetings.
 - Sept 15 - Board of Trade Meeting
 - Sept 15 - Q-14 Election Promotion.
8. **Minutes:** (a) None
9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) Grace Fellowship Baptist Church
- It was mutually agreed that the Church has the option of providing their own bin on site, or they must participate in the Town's universal garbage collection system.
- (b) Parkville Approves AquaStar Water Awareness Program and New Water Rate Structure

- (c) Boomtown Trail Conference
- (d) Canadian Diabetes Association Annual Residential Campaign
- (e) Miller Thomson Seminar

Motion 09:09:16

Moved by Councillor Thorogood that correspondence items 11(a) & 11(e) inclusive be accepted for information.

MOTION CARRIED
Unanimous

12. **Items Added:**

- (a) Stettler Reservoir Upgrades Tender

Assistant CAO G. Switenky advised that tenders for upgrades to the in-Town water reservoir closed on September 3rd, 2009 with two bids being received. It was noted that eight Central Alberta contractors were given tender documents, however six declined to bid.

Stantec Consulting Ltd. prepared the project tender/contract which calls for the application of a Xypex coating to the interior floor and walls of the reservoir. In order to apply this protective coating the interior of the reservoir must be pressure washed to remove all existing surface build up. If this pressure washing process is insufficient to properly clean the surface, additional cleaning methods will be required before the coating can be applied. The cost of this additional cleaning will have to come out of the 15% contingency included in the bid pricing.

It was noted that based on the age of the reservoir, it is likely that the full contingency amount will be required to complete the project.

The Town's 2009 Capital Budget includes \$175,000 for this project, which is \$51,825 short of the low bid amount of \$226,825 received from Knibb Developments. Administration will need to finance any additional costs from unallocated conditional grants and/or from General/Water reserves.

Stantec Consulting Ltd. recommends that the contract for reservoir upgrades be awarded to the low bidder Knibb Developments.

Discussion ensued regarding the risks associated with placing the project on hold, re-tendering at a later date, and the optional cost for painting the exterior and roof.

Assistant CAO G. Switenky informed Council that the project is expected to take between 30 and 60 days to complete. During this time the Town will need to utilize the Regional Water Transfer Station to temporarily replace the Town's reservoir. System testing will occur prior to construction to ensure there are no operational issues.

Motion 09:09:17

Moved by Councillor Campbell that the Town of Stettler Council award the Stettler Reservoir Upgrade Contract to Knibb Developments for \$226,825 (tax out).

MOTION CARRIED
Unanimous

(b) Thank you Card Carol Stewart & Family

Assistant CAO Greg Switenky read into the minutes the contents of a Thank You Card received from Carol Stewart & Family.

"To the Town of Stettler, the current Town Council, Acting Mayor Red Peeples, Rob Stoutenberg and Lee Penner: Just a note to express our most sincere appreciation for the recognition of Bob's many and varied efforts, over his 48 years here, to better our community and help make it a great place to live. He LOVED this town!! It is truly an honor to have him be the first recipient of the Town of Stettler Lifetime Achievement Award. The plaque in the Recreation Center is extremely well done and one that we are very proud of. The gathering on Saturday was intimate and heartfelt and we thank you so much for the coffee and goodies following the unveiling making time for us to socialize. We will visit the display often and will be proud to bring family and friends by to see it when they are in town. Yes, it did take time to have everything finalized but what a fabulous result and we hope to see others honored alongside him in future years. Again, thank you so much for the recognition. Sincerely Carol Stewart & Family"

(c) Time Capsule

It was brought to Council's attention that there is a Time Capsule located within the present Town Office. Local resident Bob Raynard (Saracen Construction Ltd. - contractor that built the present Town Office in 1966) will assist the Town in locating the Time Capsule.

Discussion continued regarding the possibility of creating a Time Capsule for installation somewhere in the new Town Office. It was concluded that this idea/opportunity will be discussed further at a later date.

13. **In-Camera Session:** (a) There was no In-Camera Session at this meeting.

14. **Adjournment:**

Motion 09:09:18

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

MOTION CARRIED
Unanimous at 8:10 p.m.

Mayor

Assistant CAO