

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, SEPTEMBER 17, 2013 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards  
  
Councillors A. Campbell, M. Fischer, P. Simons, L. Thorogood &  
S. Wildeboer  
  
Assistant CAO G. Switenky  
Corporate Secretary C. Smith  
Executive Director, Stettler Regional Board of Trade, A. Brown  
  
Press (3)

**Absent:** Councillor D. Bachman & CAO R. Stoutenberg

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

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

**Motion 13:09:12** Moved by Councillor Wildeboer to approve the agenda as presented with the following additions:

- 12(a) MGA Review – Questionnaires for Municipal Councillors
- 12(b) SWMA re: Recycling Report

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held September 3, 2013

**Motion 13:09:13** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on September 3, 2013 be approved as presented.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the September 3, 2013 Council Meeting Minutes

None

- (c) Minutes of the Committee Meeting held September 10, 2013

**Motion 13:09:14** Moved by Councillor Campbell that the Minutes of the Committee Meeting held on September 10, 2013 be approved as presented.

MOTION CARRIED  
Unanimous

- (d) Business Arising from the September 10, 2013 Committee Meeting Minutes

None

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

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

6. **Administration:** (a) Request for Input by October 4<sup>th</sup> for Melissa Robbins, Director of Operations

Assistant CAO G. Switenky requested that input for the Director of Operations Annual Appraisal, Melissa Robbins be forwarded to CAO R. Stoutenberg by October 4<sup>th</sup>.

- (b) Memo re: Storm Main Tender

Director of Operations, Melissa Robbins entered the meeting at 6:35 p.m.

Mayor Richards welcomed M. Robbins to the meeting.

Assistant CAO G. Switenky explained the Storm Water Master Plan completed in 2012 outlined twinning the existing storm main in Blair Boulevard from Red Willow Creek to the service road south of Highway 12.

The 2013 Capital Budget includes \$600,000 in storm improvements for Blair Boulevard and southward along 57<sup>th</sup> Street utilizing 100% MSI capital funding.

Assistant CAO G. Switenky advised that when the project was cost estimated for capital budget purposes, we anticipated being able to twin the main next to the current pipe. However, during detailed design, twinning the line did not provide enough capacity to handle the storm water, and we could not get enough cover or construction space to install a larger pipe adjacent to the existing. Also, the existing corrugated steel pipe will likely require replacement in another 10 years.

After evaluating these factors, the scope of work was modified to install a 1200 X 1800 concrete box culvert at the location of the existing storm main.

Two tenders were received on August 9<sup>th</sup>: for the work.

Urban Dirtworks - \$902,631.79 + GST.

Wally's Backhoe Services - \$977,482.50 + GST.

The total budget impact, including engineering is expected to be \$970,000 + GST.

Assistant CAO G. Switenky explained that for the 2013 fiscal year the Town has already allocated the majority of available MSI capital funding that the Town receives. If the entire storm project is to be approved in 2013 it would create an approximate \$370,000 funding challenge/shortfall.

2014 (future) MSI capital grant allocations include installing \$450,000 in storm improvements as follows: a new highway crossing and storm main to the existing school area which collects a large volume of storm runoff from the west side of downtown.

Options:

1. Reject both tenders and re-evaluate the project during the 2014 capital budget. Delay the storm main expansion to the school area until 2015. Re-tender next year.
2. Award the tender to Urban Dirtworks Inc. Issue a change order to reduce the scope of work to \$525,000 (allows the box culvert to be installed from Red Willow Creek to the north side of 47 Avenue), use the allotted 2014 capital budget to install the remainder of the box culvert up to the service road south of Highway 12 in 2014, delay the school area storm main until 2015, and either:
  - a. Enter into a two-year contract with the contractor; completing the remainder of work next year. By doing so the contractor would be allowed to review the concrete pipe pricing and if an increase occurs the Town would cover the difference.
  - b. Re-tender the remaining portion next year.
3. Award the tender as received to Urban Dirtworks Inc., using \$370,000 in reserves to fund the overage.

Director of Operations, Melissa Robbins advised that in 2014 a paving project is planned for the adjoining 45<sup>th</sup> Avenue. Administration had originally planned to coordinate the paving of the 2013 storm project at the same time to minimize the longevity of the disruption to the local area and possibly realize some pricing efficiencies.

Discussion ensued regarding the magnitude of the disruption to the local area, and various sources of funding that could be made available to complete the entire storm project in 2013.

Council Members mutually supported that minimizing the disruption (due to construction) within the community is very important, and agreed to award the Storm Main Tender to Urban Dirtworks Inc. using \$375,000 in reserves to fund the budget shortfall.

Assistant CAO G. Switenky advised that he will inquire if MSI capital funding for future years can be pre-spent on current projects.

**Motion 13:09:15**

Moved by Councillor Fischer that the Town of Stettler Council award the Storm Main Tender to Urban Dirtworks Inc. using \$375,000 in reserves to fund the budget overage.

MOTION CARRIED  
Unanimous

Mayor Richards thanked M. Robbins for her valuable input.

Director of Operations, M. Robbins departed the meeting at 6:45 p.m.

(c) Committee Recommendations

1. SRC Heating Units

**Motion 13:09:16**

Moved by Councillor Fischer that the Town of Stettler Council direct Administration to proceed to tender for the replacement of the SRC Make Up Air (MUA) System and CO2 Sensor for both rinks as separate projects with funding added to the 2013 Capital Budget from General Reserves.

MOTION CARRIED  
Unanimous

2. Office Support Staff

**Motion 13:09:17**

Moved by Councillor Thorogood that the Town of Stettler Council authorize Administration to increase the 2014 operational payroll budget by approximately \$30,000 for a half position to allow the employment and creation of a new full-time Accounting Assistant position. And further (based on this authorization) to hire this full-time Accounting Assistant, as soon as possible in 2013 utilizing the existing unspent part-time office support wage budget.

MOTION CARRIED  
Unanimous

3. Garbage and Recycling Contract 2014

**Motion 13:09:18**

Moved by Councillor Campbell that the Town of Stettler Council deem it appropriate and grant Administration the authority to sole source the negotiation of expiring residential garbage and recycling collection contracts with CAN-PAK Environmental Inc. based on existing levels of service.

MOTION CARRIED  
Unanimous

(d) Notice of Nomination Day – Monday, September 23, 2013 (10 am – 12 Noon)

Assistant CAO G. Switenky advised that Nomination Day will be held on Monday, September 23, 2013 from 10:00 am to 12:00 Noon at the Town of Stettler Office.

(e) Energy Procurement Update

Assistant CAO G. Switenky advised that he will be making the final decision on tendered energy pricing (for power only) this Thursday, September 19, 2013 at 10:45 a.m.

As background information the Town's retail contracts for the supply of electricity and natural gas both expire at the end of 2013. New contracts are expected to be in the 4-5 year term for electricity and a little shorter term for natural gas.

Mayor Richards expressed an interest in being in present with the Assistant CAO G. Switenky to accept or reject the tendered (spot) price on electricity.

(f) Bank Reconciliation as of August 31, 2013

**Motion 13:09:19**

Moved by Councillor Campbell that the Town of Stettler Council accept the Bank Reconciliation as of August 31, 2013 as presented.

MOTION CARRIED  
Unanimous

(g) Accounts Payable in the amount of \$589,510.36

**Motion 13:09:20**

Moved by Councillor Thorogood that Accounts Payable in the amounts of \$57,001.58 & \$532,508.78 for the period ending September 13, 2013 for a total amount of \$589,510.36 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Sept 6 - Town Office duties.
- Sept 10 - Committee of the Whole Meeting.
- Sept 11 - Central Alberta Mayors & Reeves Meeting.
- Sept 13 - Town Office duties.
- Sept 14 - Stettler Minor Hockey Association Rebels Fundraiser. Unveiling of a commemorative framed jersey and picture of Jaden.

(b) Councillor Bachman

- No report – absent from meeting.

(c) Councillor Campbell

- Sept 4 - Canadian Badlands Meeting.
- Sept 6 - MPC Meeting.
- Sept 7 - Alliance Church BBQ.
- Sept 12 - Canadian Badlands Product Development Committee.

(d) Councillor Fischer

- Sept 5 - Met with citizen re: gazebo, benches, commemorative trees and plaques at the cemetery.
- Met with B. Jackson, Drop-In Centre President re: moving items to the SRC.
- Sept 6 - MPC Meeting.
- FCSS Update and cheque signing.
- Regional Fire Authority Meeting.
- Attend the arrival, tour and explanation of the new STARS Helicopter at the Airport.
- Sept 10 - Committee of the Whole Meeting.
- Sept 11 - Met with B. Jackson and L. Penner re: planning move to the SRC.
- Architect/Contractor bi-weekly meeting at the SRC.
- Met with representative, Rosemarie Repp re: details of Senior Centre dishwasher needs.

- Sept 13 - Chaired the Regional Waste Management Meeting.
- Visited Camrose Senior Centre to see floor curling cart arrangements and design.

(e) Councillor Simons

- Sept 5 - Beautification Committee Meeting.
- Sept 6 - Airport Board Meeting.
  - Opening of 2<sup>nd</sup> Community Gardens.
- Sept 9 - Ambulance Association Meeting.
- Sept 10 - Committee of the Whole Meeting.
  - Board of Trade Meeting.

(f) Councillor Thorogood

- Sept 9 - Ambulance Association Meeting.
- Sept 11 - SHSF Meeting re: improvements and progress on projects.
- Sept 14 - Rummage Sale. Great community event.  
to Sept 22

(g) Councillor Wildeboer

- Sept 6 - MPC Meeting.
  - Regional Fire Authority Meeting.
- Sept 7 - Stettler Alliance Church Community BBQ and Open House.
- Sept 10 - Committee of the Whole Meeting.
- Sept 16 - Museum Meeting.

8. Minutes: (a) None
9. Public Hearing: (a) None
10. Bylaws: (a) None
11. Correspondence: (a) Alberta TrailNet – Provincial Trail Map Project  
(b) 2<sup>nd</sup> Annual Stettler Dog Days of Summer  
(c) Ministers Awards of Excellence and Innovation in Public Library Service  
(d) Canadian Diabetes Association Door to Door Campaign

**Motion 13:09:21**

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

MOTION CARRIED  
Unanimous

12. Items Added: (a) MGA Review – Questionnaires for Municipal Councillors

Assistant CAO G. Switenky advised that the questionnaires are to be gathered for individual feedback from current Municipal Councillors, not a combined response from Town Council.

Discussion ensued regarding the opportunity to provide feedback on matters like: linear tax distribution, inter-municipal cost sharing, equitable policing, and Brownfield/contaminated site legislation.

It was noted that the responses can be completed and submitted electronically online or can be printed off and returned by mail. The due date to submit the questionnaires is Tuesday, October 15, 2013.

(b) SWMA re: Recycling Report

Assistant CAO G. Switenky advised that the Stettler Eco Centre Grand Opening will be held on Thursday, September 26<sup>th</sup> at 11:00 a.m. He also noted that there will no longer be a Toxic Roundup.

Assistant CAO G. Switenky also noted that a "*Where do I take...? A - Z Guide*" has been organized by the Heartland Beautification Committee regarding where to locally recycle and/or dispose of over 500 items. He further noted that this list is living document that will continuously be revised for new items. This guide will be posted on the Stettler Home Page.

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

14. Adjournment:

**Motion 13:09:22**

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

MOTION CARRIED  
Unanimous at 7:21 p.m.

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Mayor

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Assistant CAO