

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, SEPTEMBER 3, 2013 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

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

Assistant CAO G. Switenky
Planning & Development Officer L. Graham
Executive Director, Stettler Regional Board of Trade, A. Brown

Press (2)

Absent: 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 13:09:01 Moved by Councillor Bachman to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held August 20, 2013

Motion 13:09:02 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on August 20, 2013 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the August 20, 2013 Meeting 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: A.E. Kennedy HVAC RFP Award

Assistant G. Switenky advised that Town Council approved a 2013 Capital Budget of \$60,000 to replace 8 roof top HVAC units at the A.E. Kennedy Building.

Summary of Proposals Received on August 23, 2013:

- Keith's Refrigeration Ltd. \$57,100 + GST
- Action Plumbing & Heating \$64,800 + GST
- Nordic Mechanical Services Ltd. \$80,460 + GST

Administration respectfully recommends that Council award the A.E. Kennedy HVAC Replacement RFP to Keith's Refrigeration Ltd.

Motion 13:09:03

Moved by Councillor Thorogood that the Town of Stettler Council award the A.E. Kennedy HVAC Replacement RFP to Keith's Refrigeration Ltd. in the amount of \$57,100 plus GST.

MOTION CARRIED
Unanimous

(b) Memo re: Sweeping and Grading Procedures of Private Parking Lots Policy XV-1(h)

Assistant G. Switenky advised that the current policy has been in effect since 1994 and allows all businesses, institutions and churches to receive one free sweeping of paved parking lots, or one free grading of gravelled parking lots dependent on public use. Additional sweeping/grading to be completed at the hourly rates as in Policy III-I(a).

A local business has purchased equipment to sweep parking lots and has requested that the Town review this policy to remove the free parking lot sweep.

Currently the Town sweeps 15-20 private parking lots per year. Council requested the Town compile a list of non-profit organizations that currently use this policy. In the past three years, we have provided the service at the following locations:

- o William E. Hay Parking Lot
- o Heart Haven
- o Paragon Place
- o Willow Creek Lodge
- o All the paved parking areas around the Hospital Complex

Assistant CAO G. Switenky highlighted that the policy as presented also ceases the Town providing free lot grading to business parking lots.

Administration respectfully recommends that Council amend the current policy to remove the one free parking lot sweep or grading for businesses and privately owned institutions, but to maintain upon request one free sweep or grading for churches, schools and non-profit organizations on a discretionary basis only as time permits.

Motion 13:09:04

Moved by Councillor Campbell that the Town of Stettler Council approve Policy XV-1(h), being the Sweeping and Grading Procedures of Private Parking Lots Policy as presented.

MOTION CARRIED
Unanimous

(c) Memo re: Joint Election in Stettler with Clearview Public Schools

Assistant CAO G. Switenky advised that he had received notice from Peter Neale, Associate Superintendent, Business and Finance of Clearview Public Schools requesting approval of an Agreement authorizing the Returning Officer of the Town to be responsible for the conduct of a joint 2013 General Election, within the Town of Stettler (common area).

Section 3 of the *Local Authorities Election Act* states that, "An elected authority may by resolution enter into an agreement for the conduct of an election with one or more elected authorities of local jurisdictions that do not have contiguous boundaries but do have areas in common."

The Town has conducted joint elections with the Clearview in the past for the area within the Town's boundaries, specifically Clearview Ward No. 3. There are organizational and logistical efficiencies, as well as clarity for the voting public when elections are jointly conducted.

The attached standardized Election Services Agreement has been prepared by Provincial School Trustee Legal Council for use by school divisions in the province. Primary cost saving will be realized, especially in the joint issuance of ballots and in the amount of people/time needed to count the votes.

Motion 13:09:05

Moved by Councillor Bachman that the Town of Stettler Council approve an agreement, as authorized under the *Local Authorities Election Act*, with the Clearview Public Schools, School Division No. 71 for the conduct of a joint 2013 General Election in the Town of Stettler. And that the Town's Returning Officer is responsible for the conduct of the election with costs being shared on a fair, equitable and reasonable basis.

MOTION CARRIED
Unanimous

(d) Discussion re: Heating Unit(s) Replacement at the SRC

Assistant G. Switenky advised that the air handling unit above the Red arena at the SRC has failed and requires replacement before winter.

Discussion ensued regarding the condition of the Blue arena air handling unit and possibly coordinating work with the current renovations being done (Shunda).

Council directed Administration to provide the engineering report regarding the SRC air handling units to the regular Committee of the Whole meeting on September 10, 2013.

(e) CAO Report

Motion 13:09:06

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

MOTION CARRIED
Unanimous

(f) Accounts Payable in the amount of \$594,761.66

Motion 13:09:07

Moved by Councillor Simons that Accounts Payable in the amounts of \$165,943.16 & \$428,818.50 for the period ending August 30, 2013 for a total amount of \$594,761.66 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Aug 23 - Town Office
- Aug 24 - Kevin Sorenson Family BBQ
- Aug 29 - Meeting regarding AG Society parking lot
- Aug 29 - Town Office
- Aug 30 - Meeting with Premier and other elected officials
 - Parade Dignitaries Lunch
 - Parade
- Aug 31 - Rodeo

(b) Councillor Bachman

- Aug 22 - Library Meeting
- - FCSS Meeting

(c) Councillor Campbell

- Aug 21 - Rodeo Meeting
- Aug 26 - Rodeo Meeting
- Aug 28 - Rodeo Meeting
- Aug 30 - Meeting with Premier and other elected officials
 - Parade Dignitaries Lunch
 - Parade
 - Big Valley with Minister and Canadian Badland reps
- Aug 31 - Rodeo
- Sept 1 - Rodeo and Pancake Breakfast
- Sept 2 - Rodeo

(d) Councillor Fischer

- Aug 22 - FCSS Meeting
- Aug 28 - RBC signing for new society format for FCSS
- Aug 29 - Met with Business Owner on behalf of Regional Waste Management
- Aug 30 - Meeting with Premier and other elected officials
 - Parade Dignitaries Lunch
 - Parade
- Sept 1 - Rodeo Pancake Breakfast
- Sept 2 - Fly in Breakfast
 - Doctor Recruitment Lunch

(e) Councillor Simons

No report.

(f) Councillor Thorogood

- Aug 30 - Meeting with Premier and other elected officials
- Sept 1 - Rodeo Pancake Breakfast
- Sept 2 - Doctor Recruitment Lunch

(g) Councillor Wildeboer

- Aug 19 - MPC Meeting
- Sept 1 - Rodeo Pancake Breakfast

8. Minutes: (a) None

9. Public Hearing: (a) 7:30 P.M. – Bylaw 2041-13 re: Municipal Development Plan
This item was dealt with later in the meeting.

10. Bylaws: (a) 2041-13 re: Municipal Development Plan
This item was dealt with later in the meeting.

11. Correspondence: (a) UFA to Award \$250,000 to Five Deserving Communities
(b) County of Stettler re: Stettler Airport Snow Plowing
(c) Second Community Gardens Official Opening – September 6, 2013
(d) Village of Big Valley Centennial Celebration 2014
(e) Member Notices – The Town of Sylvan Lake Goes Green

Motion 13:09:08

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

MOTION CARRIED
Unanimous

12. Items Added: (a) None

Mayor Richards temporarily recessed the meeting at 7:18 p.m.

Assistant CAO G. Switenky departed the meeting.

Mayor Richards reconvened the meeting at 7:30 p.m.

9. Public Hearing: (a) 7:30 P.M. – Bylaw 2041-13 re: Municipal Development Plan

Mayor Richards declared the Public Hearing for Bylaw 2041-13 open at 7:30 p.m.

Present:

Mayor D. Richards
Councillors A. Campbell, D. Bachman, M. Fischer
L. Thorogood, P. Simons & S. Wildeboer
Planning & Development Officer L. Graham
Press (2)

Mayor Richards explained the purpose of the Public Hearing and noted that there were no members of the public present.

Mayor Richards advised that Bylaw 2041-13 is to enact the Town of Stettler Municipal Development Plan.

Mayor Richards advised that the bylaw was advertised on August 14 & 21 2013 for the Public Hearing to be held tonight (September 3rd).

Administration informed Council that no written or verbal submissions have been received for or against Bylaw 2041-13.

There were no other representations heard or made.

Mayor Richards declared the Public Hearing for Bylaw 2041-13 closed at 7:33 p.m.

Mayor Richards reconvened the regular Council Meeting at 7:33 p.m.

10. **Bylaws:** (a) 2041-13 re: Municipal Development Plan

Motion 13:09:09

Moved by Councillor Bachman that the Town of Stettler Council give second reading to Bylaw 2041-13.

MOTION CARRIED
Unanimous

Motion 13:09:10

Moved by Councillor Fischer that the Town of Stettler Council give third and final reading to Bylaw 2041-13.

MOTION CARRIED
Unanimous

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

14. **Adjournment:**

Motion 13:09:11

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

MOTION CARRIED
Unanimous at 7:35 p.m.

Mayor

Assistant CAO