

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, SEPTEMBER 7, 2010 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

Councillors D. Bachman, D. Dennis, D. Garbutt, R. Peebles &
L. Thorogood

CAO R. Stoutenberg
Corporate Secretary C. Smith

Press (2)

Absent: Councillor A. Campbell & Assistant CAO G. Switenky

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

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

Motion 10:09:01 Moved by Councillor Thorogood to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held August 17 2010

Motion 10:09:02 Moved by Councillor Bachman that the Minutes of the Regular Meeting of Council held on August 17, 2010 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the August 17, 2010 Meeting Minutes

None

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

5. **Delegations:** (a) 7:15 P.M. – Introduction of Melissa Robbins, Director of Operations

This item was dealt with later in the meeting.

(b) 7:30 P.M. re: Peggy Hearonemus, Site Manager, Stettler Hospital & Care Centre

This item was dealt with later in the meeting.

6. **Administration:** (a) Policy II-3(b) re: Council Remuneration

CAO, R. Stoutenberg explained that Policy II-3(b) has been amended, effective January 1, 2011 to increase the Mayor's annual salary to \$20,000 with the Councillors salaries to be set at 2/3 of the Mayor's salary being \$13,333.

In addition, the policy was amended to include an optional SRC family pool/fitness pass for elected officials, also to expand the application of AD&D to 24 hour coverage with a policy limit of \$100,000, as well as the addition of clause #6 to address per diems associated with extra-ordinary external Board related duties required to be performed by a Member of Council during a normal working day.

Discussion ensued on the policy being effective the first pay period after the election in October 2010 as opposed to January 1, 2011.

Motion 10:09:03

Moved by Councillor Thorogood that the Town of Stettler Council approve Policy II-3(b), being the Council Remuneration Policy as amended to change the effective date to the first pay period after the October 18, 2010 Municipal Election, being October 20, 2010.

MOTION CARRIED
Unanimous

- (b) Reminder of Come and Go Session – September 8 & 9 at 7:00 p.m. at the SRC

CAO, R. Stoutenberg explained that Elected Officials will be hosting a "Come & Go Session" on September 8 & 9, 2010 at the SRC at 7:00 p.m. Town Council will assist in answering any questions upcoming candidates may have prior to Nomination Day on September 20, 2010. Councillors confirmed their schedules.

- (c) Reminder of Interview at Q-14 September 13 & 14

CAO, R. Stoutenberg explained that elected officials will be interviewed by Q-14 on September 13 (10 am – 11:30 am) & September 14 (10 am – 1:00 pm). These interviews will be a maximum of 5 minutes and will be aired on Q-14 various times during the week (before Nomination Day on September 20, 2010).

Town Council confirmed their dates and times.

- (d) Request for Subdivision re: 2010-01

CAO, R. Stoutenberg advised that the applicant (Canalta Real Estate Services & SMH Management Inc.) is proposing to create three commercial lots on Lot 10, Block C, Plan 062 1675 located at 6711 – 50 Avenue.

The applicant is proposing to subdivide the above mentioned lot to create three commercial lots. The existing use of this property is retail commercial (Boston Pizza & Bond-O Communications) and will accommodate a future retail commercial lot. The lots are accessed from 67 Street & 49 Avenue. The lots are currently serviced with water, sanitary and storm sewer.

All relevant planning issues have been addressed through the prior subdivision related to this parcel that is subject to this application.

Sufficient parking has been developed to accommodate an additional retail/service business on the newly created vacant parcel.

CAO R. Stoutenberg advised that there have been no objections or concerns from adjacent property owners.

Motion 10:09:04

Moved by Councillor Peeples that the Town of Stettler Council approve Subdivision Application 2010-01 as presented with the following conditions:

1. That the application is consistent with Section 7 of the Subdivision and Development Regulations.
2. That the application is consistent with the policies of the Municipal Development Plan.
3. No municipal reserves are owed. (Reserves were dedicated in the original subdivision of the property).

Further, in accordance with Section 654 and 655 of the Municipal Government Act, the application is approved subject to the following conditions:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.
2. That any outstanding property taxes on the land being subdivided are paid or satisfactory arrangements made thereto the Town of Stettler.

MOTION CARRIED
Unanimous

(e) Memo re: Stettler District Ambulance Amending Agreement

CAO, R. Stoutenberg advised that the Stettler District Ambulance Amending Agreement is for execution by the County of Stettler, Town of Stettler, Villages of Big Valley, Botha, Donald & Gadsby and the Summer Villages of White Sands & Rochon Sands.

CAO, R. Stoutenberg explained that a few minor amendments were made to the original agreement as follows:

1. Appointed representatives' fees have increased from \$50/half day & \$75/full day to \$200.00 plus applicable mileage for each representative.
2. Minor definition changes from Executive Director & Secretary-Treasurer to read Administrator and CAO.

Motion 10:09:05

Moved by Councillor Thorogood that the Town of Stettler Council execute the Stettler District Ambulance Amending Agreement as presented.

MOTION CARRIED
Unanimous

Discussion continued on amending Clause 5.4 – Financing to add CMA – Certified Management Accountant, CGA – Certified General Accountant and CA – Certified Accountant.

CAO R. Stoutenberg will forward Council's concerns to the County of Stettler before execution of the Agreement.

Motion 10:09:06

Moved by Councillor Peeples that the Town of Stettler Council rescind Motion 10:09:05 and that the Town execute the Stettler District Ambulance Amending Agreement as amended.

MOTION CARRIED
Unanimous

(f) Memo re: Alberta Municipal Water/Wastewater Partnership Grant Application

CAO, R. Stoutenberg advised that Administration has been advised that the Town of Stettler may be eligible for grant funding under the Alberta Water/Wastewater Partnership (AMWWP) to assist with the extra costs associated with the construction of a new storage cell at the sewage lagoons. The application for funding under the AMWWP with a motion.

To be eligible for funding under the AMWWP this project will need to be considered separate from the ongoing larger (Stimulus) Sewage Treatment Facility Project (tendered separately). The budget estimate for this new cell development is as follows:

Land Acquisition	\$159,630
Land Agent Fee	7,630
Survey & Subdivision	8,000
Construction Tender	627,200
Engineering & Geotech 15%	<u>94,080</u>
Total Cost Estimate	\$896,540

Under the cost-share formula parameters of the AMWWP the Town should be eligible for 42.11% provincial funding of \$377,533. The remaining net municipal share of \$519,007 can be funded from a combination of available reserves and/or the long-term debenture borrowing bylaw (that was given first reading at the August 3rd, 2010 Regular Council Meeting in the amount of \$575,151). This funding will not be available until the 2011 provincial budget year and therefore will need to be interim financed internally.

Of particular note is the eligibility of the land acquisition costs under the AMWWP Program which are not considered eligible under the Stimulus Grant Program.

Motion 10:09:07

Moved by Councillor Bachman that the Town of Stettler Council authorizes Administration to apply for maximum available funding under the Alberta Municipal Water/Wastewater Partnership for the Sewage Treatment Facility – New Storage Cell Construction Project.

MOTION CARRIED
Unanimous

(g) Memo re: Breathing Air Compressor

CAO R. Stoutenberg reviewed the memorandum from Regional Fire Chief, Mark Dennis regarding the breathing air compressor tender.

CAO, R. Stoutenberg noted that four (4) bids were received for a new breathing air compressor complete with a fragmentation SCBA fill station and 6,000 psi cascade storage systems as part of the Stettler Regional Fire Station renovation project as follows:

The Recharge Centre	\$42,780.00
Comp Air Canada Inc.	\$43,783.00
Whole Sale Fire & Rescue	\$48,858.19
Central Air Equipment Ltd.	\$66,742.92

Staff is recommending purchasing the Scott air compressor/ fill station and cascade system from Whole Sale Fire & Rescue for \$48,858.19. The other three bids do not conform to the bid request specifications. This price is within the Fire Hall renovation budget for a breathing air compressor.

Motion 10:09:08

Moved by Councillor Thorogood that the Town of Stettler Council approves the purchase of a Scott air compressor/ fill station and cascade system from Whole Sale Fire & Rescue at a cost of \$48,858.19.

MOTION CARRIED
Unanimous

(h) Update re: Fire Services Meeting with Villages

CAO R. Stoutenberg advised that a Fire Services Meeting was held with George Roddick and the Villages on September 3, 2010 to discuss fire costs with all the Villages involved. This was a follow-up meeting from the meeting with the Town and County earlier in the year.

CAO, R. Stoutenberg explained that there was interest expressed at the meeting to support the Fire Department financially and to look at Governance structure and the implications of such. It was also noted that a committee would be required to follow-up on this. Two members from each Council would need to be appointed later this year with meetings starting in early 2011.

Council noted that the appointments could be made at the Organizational Meeting of the new Council and that the Town needs to look closely at the implications of changing the Governance Structure.

(i) CAO Report

Motion 10:09:09

Moved by Councillor Peoples that the Town of Stettler Council accept the CAO Report as presented.

MOTION CARRIED
Unanimous

(j) Bank Reconciliation as of July 31, 2010

Motion 10:09:10

Moved by Councillor Bachman that the Town of Stettler Council accept the Bank Reconciliation as of July 31, 2010 as presented.

MOTION CARRIED
Unanimous

(k) Accounts Payable in the amount of \$1,155,778.29

Motion 10:09:11

Moved by Councillor Dennis that Accounts Payable in the amounts of \$817,573.83, \$5,650.00 (VOID), \$156,256.55, \$60,000.00 & \$121,947.91 for the period ending September 3, 2010 for a total amount of \$1,148,287.74 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 20 - Town Office duties.
- Meeting with John Volgelzang, AHS.
- Aug 26 - Town Office duties, initial contact with Minister Jablonski, MLA Hayden and Solicitor General's Office.
- Multiple Sclerosis event at A&W.
- Aug 27 - In-Camera call to AHS.
- Aug 30 - Meeting with Sgt R. Schmidt, Reeve Marshall, Rob Stoutenberg & Tim Fox.
- Aug 31 - Meeting in Lacombe with consultant.
- Sept 1 - Board of Trade In-Camera Session.
- Sept 3 - Town Office duties.
- Conference Call re: Follow-up meeting with Reeve Marshall and Inspector de Goeij.

(b) Councillor Bachman

- Aug 24 - FCSS Special Meeting.
- Sept 2 - Heartland Beautification Meeting.

(c) Councillor Campbell

- No report – absent from meeting.

(d) Councillor Dennis

- Aug 18 - Birthday supper at the Museum for Wilda Gibbons 85th Birthday and unveiling of the steam engine.
- Sept 3 - Airport Board Meeting.

(e) Councillor Garbutt

- Aug 24 - FCSS Special Meeting.

(f) Councillor Peeples

- Sept 2 - Heartland Beautification Meeting.

(g) Councillor Thorogood

- Aug 14-30 - On holidays.

- Sept 1 - Physician Recruitment Executive Meeting.

5. **Delegations:**

(a) 7:15 P.M. – Introduction of Melissa Robbins, Director of Operations

Mayor Richards welcomed Melissa Robbins to the meeting and initiated introductions.

Melissa Robbins introduced herself as the new Director of Operations for the Town of Stettler taking over for John Keith, Director of Operational Services who will be retiring on September 10, 2010.

M. Robbins explained that she had previously worked for the Town of Stettler 14 years ago as a summer student. She has received her diploma in Civil Engineering at NAIT, has worked for Tagish Engineering in Red Deer and was working for the City of Red Deer before relocating to Stettler with her husband and two daughters.

Mayor Richards thanked Melissa Robbins for attending the meeting and wished her well in her new position with the Town of Stettler.

M. Robbins departed the meeting at 7:21 p.m.

(b) 7:30 P.M. re: Peggy Hearonemus, Site Manager, Stettler Hospital & Care Centre

Peggy Hearonemus, Site Manager, Stettler Hospital & Care Centre entered the meeting at 7:21 p.m.

Mayor Richards welcomed Peggy Hearonemus to the meeting.

P. Hearonemus was present to discuss the area south of the hospital's main parking area being unsightly and possibly a safety issue.

P. Hearonemus noted in her letter of August 31, 2010 that in June of 2009 representatives from the AHS Capital Planning, members of the Town, hospital maintenance and herself met to address the parking issue.

It was determined that there was sufficient parking space for both staff and patrons, but the issue is that there is no parking for larger vehicles to park in the parking lot and that staff have been parking in the area designated for public parking.

Discussion ensued on having a designated area for parking larger vehicles, enforcement of such, use of millings instead of gravel to make a harder service, line painting, parallel parking and additional signage.

Discussion continued on asking the hospital for some sort of compensation for upgrading the parking lot.

Administration will continue to work on this project with AHS and the hospital.

Mayor Richards thanked Peggy Hearonemus for attending the meeting and addressing the parking issue.

P. Hearonemus departed the meeting at 7:43 p.m.

8. **Minutes:** (a) Heartland Beautification Meeting of September 2, 2010

Discussion ensued on the possibility of decorating or putting some greenery on the cement meridians through highways 12 & 56.

CAO R. Stoutenberg explained that Alberta Transportation owns the highways and they have strict regulations on what can be put on the meridians and the Town would need approval of anything that is proposed.

It was noted that Gail Peterson has resigned from the Heartland Beautification Board and that a thank you letter would be sent on behalf of the Town.

Motion 10:09:12

Moved by Councillor Bachman that the Minutes, item 8(a) be accepted for information.

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) None

10. **Bylaws:** (a) 1998-10 re: Debenture Bylaw – Wastewater Treatment Facility

CAO R. Stoutenberg explained that Bylaw 1998-10 is to incur long term capital indebtedness by the issuance of debenture(s) in the amount of up to Six Hundred and Eighty Nine Thousand Eight Hundred and Forty Seven Dollars (\$689,847) for the purpose of upgrading of the Wastewater Treatment Facility.

He noted further that this project is 2/3^{ds} funded by Stimulus grant funding, and that the Town's 1/3rd share will be borrowed and repaid from future sewer utility rate revenues.

This bylaw was advertised for two weeks on July 28 & August 4, 2010 and is before Council for second and third readings.

Motion 10:09:13

Moved by Councillor Garbutt that the Town of Stettler Council give second reading to Bylaw 1998-10.

MOTION CARRIED
Unanimous

Motion 10:09:14

Moved by Councillor Thorogood that the Town of Stettler Council give third and final reading to Bylaw 1998-10.

MOTION CARRIED
Unanimous

11. **Correspondence:** (a) Petition re: Public Health Care System
(b) Canadian Badlands Newsletter
(c) Central Alberta Premier's Dinner

CAO R. Stoutenberg explained that the Premier's Dinner will be held on Thursday, October 14, 2010 at the Capri Hotel, Trade & Convention Centre. He noted that Al Campbell would be attending.

Motion 10:09:15

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

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) Personnel Matter re: Employee Recognition Policy

Motion 10:09:16

Moved by Councillor Thorogood that the Town of Stettler Council proceed into an In-Camera Session with the CAO present to discuss the item on the In-Camera Agenda.

MOTION CARRIED
Unanimous at 7:55 p.m.

Motion 10:09:17

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

MOTION CARRIED
Unanimous at 8:25 p.m.

14. **Adjournment:**

Motion 10:09:18

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

MOTION CARRIED
Unanimous at 8:26 p.m.

Mayor

Assistant CAO