

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, APRIL 19, 2016 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present: Mayor Dick Richards

Councillors A. Campbell, D. Bachman, W. Brown, M. Fischer,
S. Nolls & K. Sernecky

CAO G. Switenky
Assistant CAO S. Gerlitz

Press (3)

Absent: None

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

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

Motion 16:04:09 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 April 5, 2016

Motion 16:04:10 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on April 5, 2016 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the April 5, 2016 Meeting Minutes

None

(c) Minutes of the Committee Meeting held April 12, 2016

Motion 16:04:11 Moved by Councillor Campbell that the Minutes of the Committee Meeting held on April 12, 2016 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the April 12, 2016 Committee Meeting Minutes

None

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

5. **Delegations:** (a) 7:00 P.M. – Justin Tanner, CPA, CA – Gitzel & Company & Laurie Tait, Town of Stettler Office Administrator re: Financial Statements for the year ended December 31, 2015

This item was dealt with later in the meeting.

6. Administration: (a) Committee Recommendations

Mayor Richards declared a conflict of Interest due to a business relationship with the landowner and left the meeting at 6:38 p.m. Deputy Mayor K. Sernecky assumed the Chair.

1. Utility Account Billing Correction

Motion 16:04:12

Moved by Councillor Fischer that the Town of Stettler Council authorizes an additional utility charge to Utility Account Number 092702.00 for a period covering a maximum of 24 months from October 2013 to October 2015 in the amount of \$56,651.62 to be paid over 12 months with no penalty applied at a cost of \$4720.97 per month commencing May 1, 2016 as per Town of Stettler Policy VI-3(f).

MOTION CARRIED

Unanimous with the abstention of Mayor Richards

Mayor Richards returned to the regular meeting at 6:40 p.m and resumed the chair.

2. Alberta Animal Services Contract Renewal

Motion 16:04:13

Moved by Councillor Brown that the Town of Stettler Council Town of Stettler Council to approve the 5 year contract with Alberta Animal Services, Red Deer for Bylaw Enforcement/Animal Control Services within the Town of Stettler for a 2016 cost of \$12,042.95 per month commencing May 1, 2016 to December 31, 2016 and a yearly Cost of Living increase of 2.5% per year commencing January 1, 2017.

- o January 1, 2017 – December 31, 2017 - \$12,344.02 monthly cost
- o January 1, 2018 – December 31, 2018 - \$12,652.62 monthly cost
- o January 1, 2019 – December 31, 2019 - \$12,968.94 monthly cost
- o January 1, 2020 – December 31, 2020 - \$13,293.16 monthly cost
- o January 1, 2021 – December 31, 2021 - \$13,625.49 monthly cost

MOTION CARRIED

Unanimous

(b) Memo re: Alberta Capital Finance Authority Letter, AGM Minutes & Nomination Notification

The Town has received the agenda for the Annual General Meeting of the Alberta Capital Finance Authority to be held on Wednesday, May 4th, 2016 in Edmonton.

The Alberta Capital Finance Authority requires a resolution of Council appointing a person to represent and vote the Town's shares, if necessary.

It is customary practice to authorize CAO, Greg Switenky to attend the Annual General Meeting of the Alberta Capital Finance Authority.

It was stated that the meeting usually includes a very topical, relevant and knowledgeable guest speaker. The luncheon also provides a worthwhile administrative networking opportunity.

Motion 16:04:14

Moved by Councillor Nolls that the Town of Stettler Council approve that CAO Greg Switenky, or designee, be appointed to represent and vote the shares of the Town of Stettler at the Annual General Meeting of the Alberta Capital Finance Authority to be held on Wednesday, May 4th, 2016 in Edmonton.

MOTION CARRIED
Unanimous

(c) Offer to Purchase 5009-48 Street (RN54A, Block 22, Lot 22)

CAO G. Switenky advised Council that the Town of Stettler has received an offer to purchase 5009-48th Street (RN54A, Block 22, Lot 22).

The property was advertised for sale as per Section 70(1) by Council on July 29 and August 5, 2015 respectively. No offers were received.

Administration has received numerous inquiries into the purchase of the building.

The County of Stettler approved the sale of the property at their Council Meeting held on April 13, 2016.

Plans & Bylaws

Municipal Government Act

Disposal of land

70(1) If a municipality proposes to transfer or grant an estate or interest in

- (a) land for less than its market value, or
- (b) a public park or recreation or exhibition grounds, the proposal must be advertised.

Motion 16:04:15

Moved by Councillor Fischer that the Town of Stettler Council agree to accept the offer and proceed with the sale of 5009-48 Street (RN54A, Block 22, Lot 22) which is jointly owned by the Town of Stettler and the County of Stettler to Jason Hegberg and Len Hoac for the amount of \$19,250 (plus GST) on a "As is Where is" basis with a possession date of May 2, 2016.

MOTION CARRIED
Unanimous

(d) 2016 Provincial Budget

CAO G. Switenky advised the 2016 Provincial Budget was announced on April 14, 2016 and highlighted the following aspects of the Provincial Budget with significance to the Town of Stettler:

- various grant funding programs – it was noted that the Town of Stettler allotment under the Municipal Sustainability Initiative (MSI) has decrease approximately \$78,000 from the 2014/2015 allotments

- The MSI Operating, the Basic Municipal Transportation Grant (BMTG) and the Federal Gas Tax (FGT) allotments have relatively stayed the same
- The Provincial Education Tax collected by the Town of Stettler has had a minimal increase

(e) Meetings

- Saturday, April 23 – Take It or Leave It – 10:30am
- Tuesday, May 3 – Council Meeting
- Tuesday, May 10 – 2016 Tax Budget Deliberations – 4:00 pm
- Tuesday, May 10 – Committee of the Whole Meeting
- Tuesday, May 17 – Council Meeting
- Wednesday, May 18 – Leader in Me Leadership Day - 9:30am-11:30am at the Stettler Elementary School
- Tuesday, June 7 – Council Meeting
- Tuesday, June 14 – Committee of the Whole Meeting
- Tuesday, June 21 – Council Meeting

(f) Bank Reconciliation as of March 31, 2016

Motion 16:04:16

Moved by Councillor Nolls that the Town of Stettler Council accept the Bank Reconciliation as of March 31, 2016 as presented.

MOTION CARRIED
Unanimous

(g) Accounts Payable in the amount of \$993,441.74

Motion 16:04:17

Moved by Councillor Sernecky that Accounts Payable in the amounts of \$148,461.44, \$331,518.23 & \$513,462.07 for the period ending April 15, 2016 for a total amount of \$993,441.74 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Apr 8 - Town Office cheques and Committee Agenda.
- Volunteer Week Proclamation.
- SRC Trade Show walk-through and shift.
- Apr 9 - Luncheon with Brian Jean.
- Wildrose Central Alberta Mayors Meeting.
- Walk-through with Brian Jean at Trade Show.
- Apr 11 - Animal Services tour in Red Deer.
- Apr 12 - Committee Meeting.
- Apr 13 - Solar Power Presentation at the County.
- Apr 14 - Mock Disaster Table Top Exercise.
- Provincial Budget discussion with CAO & Assistant CAO.
- Apr 15 - Caregivers Proclamation.
- Town Office cheques and Council Agenda.
- Contractor Meeting re: In-Camera discussion.

(b) Councillor Bachman

- Apr 6 - Pheasant Festival.
- Apr 8 - Trade Show Booth walk-through and lunch.
- Apr 9 - Brian Jean luncheon.

- Apr 10 - Trade Show booth shift.
- Trade Show Library booth shift.
- Apr 12 - Committee Meeting.
- Apr 18 - FCSS – Presentation from Central Alberta Aids Network Society.

(c) Councillor Brown

- Apr 7 - Beautification Meeting.
- Apr 8 - Trade Show Booth walk-through and lunch.
- Apr 9 - Brian Jean luncheon.
- Apr 10 - Trade Show booth shifts – Town/Beautification.
- Apr 12 - Committee Meeting.
- Apr 18 - FCSS Meeting followed by presentation on Harm Prevention (Turning Point).

(d) Councillor Campbell

- Apr 7 - Assisted Board of Trade with setup of Trade Show.
- Apr 8 - Trade Show Booth walk-through and lunch.
- Apr 9 - Brian Jean luncheon.
- Trade Show booth shift.
- Apr 10 - Assisted Board of Trade with take-down of Trade Show.
- Apr 12 - Committee Meeting.
- Apr 13 - Rodeo Meeting.
- Apr 14 - Mock Disaster Table Top Exercise.

(e) Councillor Fischer

- Apr 6 - Regional Waste Management Meeting.
- Apr 8 - Trade Show luncheon and orientation.
- Worked Campus Alberta booth.
- Worked Town booth.
- Apr 9 - Worked Town booth.
- Brian Jean/Wildrose luncheon.
- Apr 12 - Committee Meeting.
- Apr 13 - Solar Energy presentation at the County.
- Apr 14 - Mock Disaster Exercise at the County.
- Apr 18 - FCSS function followed by presentation on Harm Prevention.

(f) Councillor Nolls

- Apr 6 - SWMA Meeting.
- Apr 8 - Trade Show Booth walk-through and lunch.
- Apr 9 - Luncheon with Brian Jean & Rick Strankman.
- Worked at Town booth.
- Apr 12 - Board of Trade Meeting.
- Committee Meeting.
- Apr 13 - Steel Wheel Stampede Meeting.
- Apr 14 - Mock Disaster Exercise at the County.
- Met with Stampede Organizers re: template for parking, midway, etc.
- Apr 18 - Museum Meeting

(g) Councillor Sernecky

- Apr 7 - Beautification Meeting.
- Apr 8 - Trade Show Booth walk-through and lunch.
- Apr 14 - Mock Disaster Exercise at the County.

5. Delegations: (a) 7:00 P.M. – Justin Tanner, CPA, CA – Gitzel & Company re: Financial Statements for the year ended December 31, 2015

Justin Tanner, CAP, CA – Gitzel & Company & Laurie Tait, Town of Stettler Office Administrator entered the meeting at 7:16 pm.

Mayor Richards welcomed Justin Tanner & Laurie Tait to the meeting.

J. Tanner presented and reviewed the financial results included in the Town's 2015 Consolidated Financial Statements and the companion 2015 Municipal Financial Information Return, both prepared by Management.

He noted that both the Financial Statements and the Financial Information Return have been audited by Gitzel & Company, Chartered Accountants and in their opinion, the financial statements present fairly, in all material respects, the financial position of the Town of Stettler as at December 31, 2015, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

In addition, the following documents were presented for Council's review: the Independent Auditors' Reports (2), a statement communicating the Independence of the Auditors', a Management Letter to Council, and a Statement of audit aspects believed to be of interest to Council.

J. Tanner reviewed the Management Letter, and specifically interpreted the Consolidated Statement of Financial Position as well as Schedule 1 – Changes in Accumulated Surpluses.

Mayor Richards acknowledged L. Tait, and all the accounting staff for their excellent work and expertise in completing the year end.

Mayor Richard thanked J. Tanner & L. Tait for their informative presentation.

Delegation members departed the meeting at 7:35 p.m.

Motion 16:04:18

Moved by Councillor Bachman that the the Town of Stettler Council accept the 2015 Consolidated Financial Statements and the Municipal Financial Information Return for the Year Ended December 31, 2015 as presented, including correspondence from the Auditor as follows:

1. A Management Letter dated April 19, 2016.
2. An Auditor Opinion Letter dated April 19, 2016.
3. The Auditors' Report on the 2015 Consolidated Financial Statements, dated April 19, 2016.
4. The Auditors' Report on the 2015 Municipal Financial Information Return dated April 19, 2016.

MOTION CARRIED
Unanimous

8. **Minutes:** (a) Stettler District Ambulance Association Meeting of March 21, 2016
(b) Regional Water Meeting of April 4, 2016
(c) SWMA Meeting of April 6, 2016

Motion 16:04:19

Moved by Councillor Sernecky that the Town of Stettler Council accept the minutes, items 8(a) to 8(c) as presented.

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) Stettler Waste Management Authority Financial Statements
(b) 2016 Minister's Awards for Municipal Excellence
(c) Rural Transportation Information Day
(d) High River – Disaster Recovery Program
(e) Kinette Club of Stettler – 2015 Municipal Demonstration Grant Project – Alberta Recycling - \$17,380.00
(f) Alberta Agencies, Boards and Commissions Review
(g) Take it or Leave it Centre Grand Opening – Saturday, April 23rd at 10:30 am

Motion 16:04:20

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

MOTION CARRIED
Unanimous

12. **Items Added:** (a) None
13. **In-Camera Session:** (a) Legal

Motion 16:04:21

Moved by Councillor Bachman that the Town of Stettler Council proceed into an In-Camera Session with the CAO and Assistant CAO present to discuss the In-Camera item.

MOTION CARRIED
Unanimous at 7:46 p.m.

Motion 16:04:22

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

MOTION CARRIED
Unanimous at 8:35 p.m.

14. Adjournment:

Motion 16:04:23

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

MOTION CARRIED
Unanimous at 8:35 p.m.

Mayor

Assistant CAO