

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, JANUARY 5, 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 (2)

Absent: None

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

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

Motion 16:01:01 Moved by Councillor Bachman to approve the agenda as presented with the following additions:

13(a) Personnel
13(b) Legal

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held December 15, 2015

Motion 16:02:02 Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on December 15, 2015 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the December 15, 2015 Meeting Minutes

None

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

5. **Delegations:** (a) 6:45 P.M. – Shelly Walker, Executive Director & Arlene Uhrich, Financial Assistant re: FCSS 2016 Budget

This item was dealt with later in the meeting.

(b) 7:00 P.M. – Stacey Benjamin, Executive Director re: Stettler Regional Board of Trade 2016 Budget

This item was dealt with later in the meeting.

6. **Administration:** (a) Memo re: 2016/2017 Chemical Bid Award

CAO G. Switenky advised that every year a Chemical Bid submission is sent to suppliers for process chemicals. Council members reviewed the water treatment summary of bids and selected suppliers.

Motion 16:01:03

Moved by Councillor Brown that the Town of Stettler Council award the 2016/2017 Chemical Supply Bids to ClearTech, CHEMTRADE, Univar and Klearwater as outlined in the summary of bids table.

MOTION CARRIED
 Unanimous

(b) Meetings

- Tuesday, January 12 – Committee of the Whole Meeting
- Wednesday, January 13 – Strategic Planning Workshop – 3pm
- Tuesday, January 19 – Council Meeting
- Tuesday, January 26 – Council 2016-2019 Capital Budget Deliberations – 3pm
- Tuesday, February 2 – Council Meeting
- Tuesday, February 9 – Committee of the Whole Meeting
- Tuesday, February 16 – Council Meeting

(c) CAO Report

CAO G. Switenky provided departmental highlights of the monthly organizational report to Council.

Motion 16:01:04

Moved by Councillor Nolls that the Town of Stettler accept the CAO Report for the month of December.

MOTION CARRIED
 Unanimous

(d) Accounts Payable in the amount of \$174,539.55

Motion 16:01:05

Moved by Councillor Sernecky that Accounts Payable in the amount of \$174,539.55, for the period ending December 31, 2015 having been paid, be accepted as presented.

MOTION CARRIED
 Unanimous

5. Delegations:

(a) 6:45 P.M. – Shelly Walker, Executive Director & Arlene Uhrich, Financial Assistant re: FCSS 2016 Budget

Shelly Walker, Executive Director & Arlene Uhrich, Financial Assistant entered the meeting at 6:45 p.m.

Mayor Richards welcomed S. Walker & A. Unrich to the meeting.

CAO G. Switenky highlighted the Provincial Grant funding for FCSS for 2016. It was noted that the municipal portion of funding is estimated pending the funding agreement from the province which will outline the total municipal contribution based on the provincial funding increase of 10% received in 2015 and an additional 10% provincial funding received in 2016.

<u>Government Grants</u>	<u>80% Provincial Grant</u>	<u>20% Municipal Grant</u>	<u>Total</u>
FCSS Grant Town	\$157,147	\$36,013	\$193,160
FCSS Grant County	<u>\$166,190</u>	<u>\$38,086</u>	<u>\$204,276</u>
	\$323,337	\$74,099	\$397,436

S. Walker highlighted the 2016 FCSS Budget. It was noted that the FCSS Budget and the Stettler Community Support Services Budget have been consolidated into one (1) budget.

- Stettler & District FCSS
 - FCSS Grant - Email – December 3, 2015 – Ken Dropko, Executive Director FCSS Branch Alberta Human Services - The 20% municipal contribution has been waived on the new funding received and/or applied to the period April 1, 2015 to December 31, 2015 (your share of the \$10 million) as well as the retroactive funding you will receive on the \$15 million for the period January 1 to March 31, 2016. You will however be required to provide your 20% contribution for funding applied to the period January 1, 2016 to December 31, 2016 as follows: 20% of your share of the \$10 million applied to the first quarter of 2016 (based on the 2015 amended agreement) and 20% of your share of the full \$25 million for the remainder of the year (April 1 to December 31, 2016). You will be receiving a separate email providing you with the breakdown of your overall FCSS funding, including the provincial portion for 2016, retroactive funding for 2015, and your required municipal contribution for 2016.
 - Program Expenses – Administration – Increase \$9897 (5.55%)
 - This increase is due to increasing the front end position to a full time position.
 - Program Expense – Community Development – decrease of \$5,000
 - Decrease due to a surplus amount at the end of 2015.
 - Program Expense – Volunteer Centre – increase of \$3,250 for a new program
 - This was grant money given to The Stettler Volunteer Centre
 - Administration – Board Expenses – increase - \$1,150
 - This is for Board expenses to attend conferences and workshops on behalf of FCSS
 - Administration – Maintenance and repairs – increase - \$4,000
 - The increase in this category is to increase our Janitorial services to two days per week

Motion 16:01:06

Moved by Councillor Brown that the Town of Stettler Council approve the balanced 2016 Operating Budget for the FCSS in the amount of \$401,800 as presented.

And further approves the inclusion of \$193,160 in the Town's 2016 Operating Budget for the FCSS representing \$36,013 in Town Funding (20%) and \$157,147 in Provincial funding (80%).

MOTION CARRIED
Unanimous

Mayor Richards thanked S. Walker & A. Unrich for attending the meeting and presenting the 2016 Operating Budget for the FCSS.

Delegation members departed the meeting at 6:52 p.m.

(b) 7:00 P.M. – Stacey Benjamin, Executive Director re: Stettler Regional Board of Trade 2016 Budget

Councillor Sernecky declared a conflict of interest because she is an employee of the Board of Trade and left the room at 6:52 p.m.

Stacey Benjamin, Executive Director and Matt Dorsett, President of the Stettler Regional Board of Trade entered the meeting at 6:52 p.m.

Mayor Richards welcomed S. Benjamin & M. Dorsett to the meeting.

S. Benjamin & M. Dorsett provided a broad overview of some highlights undertaken in 2015 and planned for 2016.

2015 Review

S. Benjamin explained that 2015 was a successful year as they continued to execute successful annual events, and promote economic development through relationships with business owners, managers and presenting helpful packages to investors. The foot traffic into their facility increased significantly as they saw more people interested in the Board of Trade and how they can help them, along with more visitors in the area. In 2015, they also saw completion of the new Town of Stettler float.

Members

- Increase in number of members
- Business Mixers continued
- Strengthened Communications

Projects

- Destination Stetter Marketing Plan Completed
- Shop Stetter – a great success

Visitor Information Centre

- Use of the Visitor Information Centre up 40%

Physician Recruitment & Retention

- Recruitment of 4 doctors

Executive

- Completion of Town of Stettler float
- Change of Staff
- Completed Marketing Plan
- Consolidation of Downtown Business Association with Board of Trade

CAO G. Switenky highlighted the 2016 Board of Trade Budget. It was noted that the budget includes net funding from the Town in the amount of \$246,172 (from business - \$6,600 taxes, business licenses - \$83,250 and general taxes - \$156,322). It was also noted that also included in the \$156,322 was \$44,000 for Community Development which is meant for purpose(s) requiring further approval from the Town.

Motion 16:01:07

Moved by Councillor Nolls that the Town of Stettler Council accept the Stettler Regional Board of Trade 2016 Budget as presented and that a net contribution of \$246,172 from the Town be included in the Town's 2016 Operating Budget.

MOTION CARRIED

Unanimous with the abstention of
Councillor Sernecky

Mayor Richards thanked S. Benjamin & M. Dorsett for their informative information.

Delegation members departed the meeting at 7:06 p.m.

Councillor Sernecky returned to the regular meeting at 7:06 p.m.

7. **Council:**

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Dec 2 - AUMA Webinar on Police Governance.
- Dec 4 - Town Office cheques/agenda.
 - Kinettes/SMHA Montreal Canadiens Alumni Game and welcomed players.
- Dec 8 - Committee Meeting.
 - Held Council & Administration Social.
- Dec 11 - Town Office cheques/agenda.
 - Tagish Luncheon.
- Dec 15 - Congratulated 93.3 Radio Station on their 40th Anniversary.
- Dec 18 - Met with RCMP Sgt. Penny for photo op for K Division re: Against Drinking & Driving.
 - Town Office cheques.
- Dec 21 - Town Shop breakfast with Staff.
- Dec 23 - 2015 year in review interview with Sunny 94 Radio.
- Dec 24 - Employee Recognition luncheon at SRC.
- Jan 4 - Met with CAO and a group of business owners who expressed concerns about increased break-ins and trespassing.

(b) Councillor Bachman

- Dec 21 - FCSS Meeting.

(c) Councillor Brown

- Dec 19 - Town Christmas Party.

(d) Councillor Campbell

- No meetings to report.

(e) Councillor Fischer

- Dec 19 - Town Christmas Party.

(f) Councillor Nolls

- Dec 17 - County of Stettler Housing Authority.
- Dec 30 - Met with Stettler Housing Authority CAO, Vice Chair and Board Member re: Staffing Issue.
- Jan 4 - Met with Town CAO & Town Assistant CAO re: Staffing Issue.

(g) Councillor Sernecky

- Dec 2 - Physician Recruitment Meeting re: finalize details for doctor's arrival.
- Dec 3 - Beautification Meeting.
- Dec 4 - Airport Board Meeting.
 - Attended Montreal Canadiens Alumni Game.

- Dec 5 - Met with Dr. Anneline Slabbert & husband Abraham to assist them with their placement in Stettler.
- Dec 8 - Committee Meeting.
- Dec 19 - Town Christmas Party.

8. **Minutes:**
- (a) Stettler District Ambulance Association Meeting of November 30, 2015
 - (b) Stettler Waste Management Authority Meeting of December 8, 2015

Motion 16:01:08

Moved by Councillor Fischer that the Town of Stettler Council accept the minutes, items 8(a) & 8(b) as presented.

MOTION CARRIED
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) Stettler Minor Football Association
(b) The Alberta Order of Excellence

Motion 16:01:09

Moved by Councillor Bachman that correspondence items 11(a) & 11(b) be accepted for information.

MOTION CARRIED
Unanimous

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

Motion 16:01:10

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

MOTION CARRIED
Unanimous at 7:26 p.m.

Motion 16:01:11

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

MOTION CARRIED
Unanimous at 8:37 p.m.

14. Adjournment:

Motion 16:01:12

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

MOTION CARRIED
Unanimous at 8:37 p.m.

Mayor

Assistant CAO