

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, NOVEMBER 17, 2015 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Dick Richards

Councillors A. Campbell, D. Bachman, M. Fischer, S. Nolls,  
W. Brown (arrived at 6:48 pm) & K. Sernecky (arrived at 6:32 pm)

CAO G. Switenky  
Assistant CAO S. Gerlitz

Press (1)

**Absent:** None

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

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

**Motion 15:11:29** 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 November 3, 2015

**Motion 15:11:30** Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on November 3, 2015 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the November 3, 2015 Meeting Minutes

None

(c) Minutes of the Committee Meeting held November 10, 2015

**Motion 15:11:31** Moved by Councillor Campbell that the Minutes of the Committee Meeting held on November 10, 2015 be approved as presented.

MOTION CARRIED  
Unanimous

(d) Business Arising from the November 10, 2015 Committee Meeting Minutes

None

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

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

6. Administration:

**Motion 15:11:32**

(a) Committee of the Whole Recommendation

Moved by Councillor Fischer that the Town of Stettler Council approve the purchase of a replacement traffic counter and accessories up to \$7,500 excluding GST, funded from General Reserve, 2015 Capital Budget.

MOTION CARRIED  
Unanimous

(b) Memo re: Staff Christmas Bonus

6:35 p.m. - Councillor K. Sernecky declared a possible conflict of interest and by departing the meeting excused herself from voting and discussion on this item as she is an employee of the Board of Trade who receive the same staffing benefits as staff working for the Town of Stettler.

CAO G. Switenky presented Council with a memorandum highlighting some of the many organizational accomplishments in 2015.

He further highlighted the importance of staff appreciation and recognition for their commitment to providing excellence in their jobs. Retaining employee knowledge and experience is a priority to protect our most valuable assets.

In past years Council has rewarded its employees with a \$300 to \$325 bonus at Christmas to recognize their efforts towards achieving our organizations goals, and collectively many other successes beyond regular expectations.

Discussion ensued regarding the many accomplishments throughout the organization in 2015.

Mayor Richards expressed Council's sincere appreciation for the dedication and hard work of our staff, and requested that Senior Administration pass on their heartfelt thanks for jobs well done.

**Motion 15:11:33**

Moved by Councillor Bachman that the Town of Stettler Council recognize the efforts of its entire team of valued employees through the award of a \$325 Christmas Bonus to be paid in (local) Heart of Alberta Dollars per full time employee (prorated for part time employees) as an appreciation for their continued effort, commitment and loyalty, as well as appreciation for the overall level of organizational accomplishment and dedication in 2015.

MOTION CARRIED  
Unanimous with the abstention of  
Councillor Sernecky

6:53 p.m. - Councillor Sernecky returned to the regular meeting.

(c) Memo re: Dog & Cat License Fees for 2016

CAO G. Switenky advised that Town Administration has conducted a review of our existing Dog & Cat Licenses and Rates. The Dog Bylaw 2050-14 & Cat Bylaw 2049-14 were passed in March of 2014, these Bylaws repealed and replaced the bylaws from 2007. The Dog & Cat License Fees did not change from the previous bylaw.

Below is a chart showing the number of Dog and Cat licenses currently registered as well as the potential revenue for 2016:

Animal Type	Total Number of 2015 Licenses	Total Potential Revenue 2016*
DOG – Unaltered	41	\$19,650.00
DOG – Altered	704	
CAT – Unaltered	0	\$5,525.00
CAT – Altered	221	
<b>TOTAL</b>	<b>966</b>	<b>\$25,175.00</b>

In reviewing the Dog Bylaw 2050-14 & Cat Bylaw 2049-14 license rates, Administration compared the rates to those of other municipalities similar in population size:

	Dog Unaltered	Dog Altered	Cat Unaltered	Cat Altered	Replacement Tag	Discount Rate
Bonnyville	\$65.00	\$20.00	\$50.00	\$10.00	\$5.00	n/a
Vermilion	\$50.00	\$20.00	\$50.00	\$20.00	\$10.00	n/a
St. Paul	\$20.00	\$10.00	\$20.00	\$10.00	\$5.00	n/a
Blackfalds	\$60.00	\$45.00	\$60.00	\$45.00	\$6.00	\$30.00 / \$15.00**
<b>Stettler</b>	<b>\$50.00</b>	<b>\$25.00</b>	<b>\$50.00</b>	<b>\$25.00</b>	<b>\$10.00</b>	<b>\$10.00*</b>
Average	\$48.75	\$23.75	\$45.00	\$21.25	\$6.50	

\*Discount rate is from December 1 - January 31    \*\*Discount rate is from January 1 - January 31

**Motion 15:11:34**

Moved by Councillor Fischer that the Town of Stettler Council set the 2016 Dog & Cat License Fees at the same rate as 2015:

- \$25 for an altered dog or cat
- \$50 for an unaltered dog or cat
- \$10 for a replacement tag
- \$10 Discount between December 1 – January 31

MOTION CARRIED  
 Unanimous

(d) Memo re: Business License Fees for 2016

CAO G. Switenky explained that each year Town of Stettler Council sets the Business License Fees for the upcoming year; Administration has conducted a review of our existing Business Licenses and the Business License Bylaw 1807-99. As of October 30, 2015 we have the following number of Active Business Licenses:

Business Type	Number Of Licenses			Potential 2016 Revenue
	2013	2014	2015	
Resident (Rate \$150/year):				*Based on 2015 Licenses
Commercial	398	402	396	\$59,400
Home Occupation	71	71	75	\$11,250
Non- Resident (Rate \$350/year)	57	56	36	\$12,600
<b>TOTAL</b>	<b>526</b>	<b>529</b>	<b>507</b>	<b>\$83,250</b>

In reviewing the Business License Bylaw 1807-99 our existing rates for 'resident' businesses and 'non-resident' businesses were compared to those of other municipalities in Alberta.

The following table illustrates this comparison:

Municipality	Resident Fee	Non Resident Fee
Ponoka	\$100.00	\$250.00
Coaldale	\$60.00	\$300.00
Bonnyville	\$200.00	\$400.00
Westlock	\$100.00	\$200.00
Devon	\$150.00	\$300.00
Olds	\$100.00	\$200.00
Wainwright	\$100.00	\$200.00
Red Deer	\$172.50	\$345.00
Camrose	\$125.00	\$250.00
Peace River	\$150.00	\$300.00
<b>AVERAGE</b>	<b>\$125.75</b>	<b>\$274.50</b>
<b>Town of Stettler</b>	<b>\$150.00</b>	<b>\$350.00</b>

The last change to the Business License Bylaw 1807-99 was in November 2013, which increased the business license fees from \$325.00 to \$350.00 for 'non-resident' and from \$125.00 to \$150.00 for 'resident' businesses.

Mayor Richards summarized the discussion by adding that the Business License Fee is also membership to the Stettler Board of Trade, which is a great benefit to local business.

**Motion 15:11:35**

Moved by Councillor Brown that the Town of Stettler Council set the 2016 Business License fees as the same rate as 2015, \$150.00 for a Resident License and \$350.00 for a Non-Resident License.

MOTION CARRIED  
 Unanimous

(e) Meeting Dates

- Tuesday, November 24 – Council 2016-2019 Operational Budget Deliberations – 3:00 p.m.
- Friday, November 27 – Regional Water Meeting
- Tuesday, December 1- Council Meeting
- Tuesday, December 8 – Committee of the Whole Meeting
- Tuesday, December 15 – Council Meeting
- Tuesday, January 5 – Council Meeting
- Tuesday, January 12 – Committee of the Whole Meeting
- Wednesday, January 13 – Strategic Planning Workshop – 3:00 p.m.
- Tuesday, January 19 – Council Meeting
- Tuesday, January 26 – Council 2016-2019 Capital Budget Deliberations – 3:00 p.m.
- Tuesday, February 2 – Council Meeting

(f) Bank Reconciliation as of October 31, 2015

**Motion 15:11:36**

Moved by Councillor Sernecky that the Town of Stettler Council accept the Bank Reconciliation as of October 31, 2015 as presented.

MOTION CARRIED  
 Unanimous

(g) Accounts Payable in the amount of \$245,028.72

**Motion 15:11:37**

Moved by Councillor Nolls that Accounts Payable in the amounts of \$178,068.00, \$39,003.60 & \$27,957.12 for the period ending November 13, 2015 for a total amount of \$245,028.72 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Nov 6 - Town Office cheques and reviewed Committee Agenda.
- Nov 9 - Pre-SWMA Meeting.
- Nov 10 - SWMA Meeting at County of Stettler re: business plan and election of Chair & Vice Chair.
  - Committee of the Whole Meeting.
- Nov 11 - Remembrance Day Ceremony at the PAC and laid the wreath with daughter Kenya.
- Nov 13 - Town Office cheques and reviewed Council Agenda.
  - Meeting with Sgt. Penny & Cpl. Russell re: 2016 Moving Forward.

(b) Councillor Bachman

- Nov 4 - Pheasant Festival Final Meeting.
- Nov 5 - Parkland Regional Library Meeting.
- Nov 9 - FCSS Meeting.
- Nov 10 - Committee of the Whole Meeting.

(c) Councillor Brown

- Nov 5 - Beautification Committee Meeting.
- Nov 9 - FCSS Meeting.
- Nov 10 - Committee of the Whole Meeting.

(d) Councillor Campbell

- Nov 4 - Pheasant Festival volunteer supper.
- Nov 10 - Committee of the Whole Meeting.
  - Telus Meeting at the Board of Trade.
- Nov 13 - RDRWA Fall Forum.
- Nov 16 - Ag. Walk about for Ag. Society and Rodeo.

(e) Councillor Fischer

- Nov 9 - Met with CAO Switenky re: waste management.
- Nov 10 - Committee of the Whole Meeting.
  - Remembrance Ceremony at the High School.
- Nov 17 - Signed updated banking forms for Waste Management Authority.

(f) Councillor Nolls

- Nov 5 - Booseum Meeting Wrap-up. Total of 300 groups attended.
- Nov 10 - SWMA Meeting re: organizational meeting and update business plan.
  - Stettler Regional Board of Trade Meeting.
  - Committee Meeting.

- Nov 16 - Walked the Ag. Grounds with members from the Ag. Society and Steel Wheel Stampede re: repair areas, change traffic flow, remove the score board, etc.

(g) Councillor Sernecky

- Nov 4 - Hospital Foundation Meeting.
- Nov 10 - Committee of the Whole Meeting.
- Nov 13 - Signed Ambulance cheques.
- Resident Concern.

- 8. Minutes: (a) None
- 9. Public Hearing: (a) None
- 10. Bylaws: (a) 2073-15 re: Business Tax Rate & Memo

CAO G. Switenky explained that not all types of local businesses can be regulated under municipal business licensing provisions (such as Professionals). Therefore to be fair and equitable these forms of business are rather assessed a business tax fee (rate) authorized under Bylaw. All Stettler businesses must pay either a business license or a business tax but not both. Generally both are set at equivalent amounts.

As business license fees were dealt with earlier in the meeting the Town of Stettler Council must also consider and set the companion business tax fees (rate) for the upcoming year. Administration has conducted a review of our existing Business Taxes and the Business Tax Bylaw 2061-15. As of November 17, 2015 we have the following number of Active Business Tax rolls:

<b>Business Type</b>	<b>Number Of Licenses</b>			<b>Potential 2016</b>
(Rate \$150/year):	<b>2013</b>	<b>2014</b>	<b>2015</b>	*Based on 2015 levels
Business roll:	43	43	43	\$6,300.00
<b>TOTAL</b>	<b>43</b>	<b>43</b>	<b>42</b>	<b>\$6,300.00</b>

The last change to the Business Tax Bylaw 2061-15 was in November 2013, which increased the business tax fees from \$125.00 to \$150.00.

Administration is recommending that the Town Council set the 2016 business tax fees at the same rate as 2015, of \$150.00 per roll.

Mayor Richards explained that Bylaw 2073-15 is a bylaw whereas under the provisions of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, or repealed and replaced from time to time a Council is authorized to pass a bylaw providing for the assessment of any or all businesses carried on within its area and for the payment by any person carrying on any such business of a tax upon the assessment thereof to be known as a business tax.

AND WHEREAS the Town of Stettler having passed Bylaw No. 1783-97 to assess certain businesses within the Town of Stettler;

AND WHEREAS the Town of Stettler wishes to fix the 2016 Business Tax Mill Rate for the purposes of levying a Business Tax in 2016;

NOW THEREFORE the Municipal Council of the Town of Stettler, duly assembled, enacts as follows:

1. That the tax rate for Business Tax in the Town of Stettler shall be fifteen (15.0) mills on the business assessment for the taxation year 2016.

CAO G. Switenky explained that Bylaw 2073-15 sets the 2016 business tax rate at \$15 per \$1000 of assessed value that is then applied to the standard \$10,000 business assessment upon all rolls.

It was noted that the applicable business tax or license fee on all resident businesses operating within the Town of Stettler remains at \$150 in 2016.

**Motion 15:11:38**

Moved by Councillor Bachman that the Town of Stettler Council give first reading to Bylaw 2073-15 as presented.

MOTION CARRIED  
Unanimous

**Motion 15:11:39**

Moved by Councillor Nolls that the Town of Stettler Council give second reading to Bylaw 2073-15 as presented.

MOTION CARRIED  
Unanimous

**Motion 15:11:40**

Moved by Councillor Brown that the Town of Stettler Council give permission for third and final reading to Bylaw 2073-15 as presented.

MOTION CARRIED  
Unanimous

**Motion 15:11:41**

Moved by Councillor Campbell that the Town of Stettler Council give third and final reading to Bylaw 2073-15 as presented.

MOTION CARRIED  
Unanimous

11. **Correspondence:** (a) AUMA – Alberta Environment Response From Meeting

**Motion 15:11:42**

Moved by Councillor Fischer that correspondence item 11(a) be accepted for information.

MOTION CARRIED  
Unanimous

12. **Items Added:** (a) None

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

14. Adjournment:

**Motion 15:11:43**

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

MOTION CARRIED  
Unanimous at 7:34 p.m.

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Mayor

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Assistant CAO