

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, OCTOBER 20, 2015 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 6:35 p.m.

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

Motion 15:10:14 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 October 7, 2015

Motion 15:10:15 Moved by Councillor Bachman that the Minutes of the Regular Meeting of Council held on October 7, 2015 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the October 7, 2015 Meeting Minutes

None

(c) Minutes of the Committee Meeting held October 13, 2015

Motion 15:10:16 Moved by Councillor Fischer that the Minutes of the Committee Meeting held on October 13, 2015 be approved as presented.

MOTION CARRIED
Unanimous

(d) Business Arising from the October 13, 2015 Committee Meeting Minutes

None

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

5. **Delegations:** (a) 7:15 P.M. – Rob Spencer, HBC Chairman re: 2015 Communities in Bloom Winners, Summary and Press Release

This item was dealt with later in the meeting

6. Administration: (a) Committee of the Whole Recommendations

1. Red Deer College

Motion 15:10:17

Moved by Councillor Bachman that the Town of Stettler submit a Letter of Support to endorse and advocate with Red Deer College request to the Government of Alberta for an immediate change in status to a Polytechnic University thus enabling Red Deer College to maintain current programming in certificates and diplomas, trades, technology, academic upgrading, university transfer, continuing education with the added benefit of granting degrees.

MOTION CARRIED
Unanimous

(b) Memo re: Apollo Lodge Tax Refund Request

Councillor Campbell declared a possible conflict of interest because he is a member of the Apollo Lodge and by departing the meeting excused himself from voting and discussion on this item at 6:37 p.m.

CAO G. Switenky advised that the Town of Stettler has received a letter dated October 5, 2015 from Donald Anderson, Secretary Apollo Lodge No. 27 requesting their customary refund of the Municipal portion of their property taxes.

In previous years the practice of Town Council has been to refund/rebate the municipal portion of the property taxes for the Apollo Lodge. The reason for this refund is that part of the Apollo Lodge is used and/or accessible by the general community in a similar manner to other tax exempt halls (Town owned property, churches, legion). In accordance with Section 347 – 1(b) of the Municipal Government Act, Council must consider it “equitable” to rebate or refund municipal taxes

Under the Municipal Government Act Sections 362 and 363, municipal owned community use buildings, churches and legions are mostly exempt from paying municipal and school portion of property taxes, however the Apollo Lodge does not qualify for these exemptions under the Municipal Government Act. Therefore the Apollo Lodge would still be required to pay the Alberta School Foundation Fund, (ASFF – Section 174 of the School Act and the Housing Authority Requisition (Section 7 of the Alberta Housing Act).

The Town of Stettler has been refunding a portion of property taxes to the Apollo Lodge since 1982. From 1982 to 1996 the tax refunds were based on the improvement portion of the Municipal Tax notice. However in 1997, the Town of Stettler did a review of all Municipal Taxes paid by Non-profit Organizations in Stettler which was based on the following guidelines:

- Does part of the building generate revenue and is it in competition with any other business
- Consistency with other non-profit organizations (Town owned property, Legion, Golf Course)

As a result of the review, Town Council has refunded the Municipal portion of the property taxes to the Apollo Lodge from 1997 to present.

Motion 15:10:18

Moved by Councillor Fischer that the Town of Stettler Council approves a refund of 2015 Municipal Property taxes for the Apollo Lodge #27, Tax Roll 119900009 in the amount of \$1,081.00 as allowed as per Section 347 of the Municipal Government Act.

MOTION CARRIED

Unanimous with the abstention of
Councillor Campbell

Councillor Campbell returned to the regular meeting at 6.39 p.m.

- (c) Request for Appraisal Input by October 23, 2015 – Melissa Robbins, Director of Operations

CAO G. Switenky requested that input for the Director of Operations Annual Appraisal, Melissa Robbins be forwarded to him by October 23rd.

- (d) Policy VIII-4 – Miscellaneous Requests for Funds – Fundraising Initiatives

CAO G. Switenky reviewed the revisions to Policy VIII-4.

Mayor Richards reminded Members of Council of the 1/3 tax exempt status and the guiding principles that it is important for Town representation.

Motion 15:10:19

Moved by Councillor Campbell that the Town of Stettler Council accept Policy VIII-4 – Miscellaneous Requests for Funds – Fundraising Initiatives as presented.

MOTION CARRIED

Unanimous

- (e) Meeting Dates

- Tuesday, November 3 – Council Meeting
- Tuesday, November 10 – Committee of the Whole Meeting
- Tuesday, November 17 – Council Meeting
- Monday, November 23 – Regional Water Meeting
- **Tuesday, November 24 – Council 2016-2019 Operational Budget Deliberations – 3:00pm??**
- 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 – 3:00pm??**
- Tuesday, January 19 – Council Meeting
- **Tuesday, January 26 – Council 2016-2019 Capital Budget Deliberations**
- Tuesday, February 2 – Council Meeting

(f) Bank Reconciliation as of September 30, 2015

Motion 15:10:20

Moved by Councillor Bachman that the Town of Stettler Council accept the Bank Reconciliation as of September 30, 2015 as presented.

MOTION CARRIED
Unanimous

(g) Accounts Payable in the amount of \$300,166.56

Motion 15:10:21

Moved by Councillor Brown that Accounts Payable in the amounts of \$188,425.29 & \$111,741.27 for the period ending October 16, 2015 for a total amount of \$300,166.56 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

7. Council:

Mayor and Councillors outlined highlights of meetings they attended.

(a) Mayor Richards

- Oct 9 - Met with CAO, signed cheques and review of Committee Agenda.
- Oct 13 - Committee of the Whole.
- Oct 16 - Met with CAO, signed cheques and review of Council Agenda.
- Oct 19 - Waste Authority Contractor Meeting.

(b) Councillor Bachman

- Oct 12 - Pheasant Festival setup.
- Oct 13 - Committee of the Whole.
- Oct 14 - FCSS Budget Presentations.
- Oct 15 - Pheasant Festival
- Oct 19 - FCSS Meeting.

Councillor Bachman, as the Town's representative on the FCSS Board questioned if SRC passes could be offered to FCSS employees at a subsidized cost or at no cost?

Mayor Richards advised that with the exception of employees working for emergency service organizations, the Town has not offered any subsidized rates on SRC admissions to any organization's employees beyond Town employees and County employees (agreed through a Recreation Partnership Agreement/IDP).

CAO G. Switenky noted that employees working for local emergency service organizations (RCMP, Fire & Ambulance) receive some subsidization to promote and support the value of personal fitness given the critical nature of their work. Employees from these three organizations are deemed to be municipal service related employees for SRC admission purposes.

He further noted that controlling revenue erosion is important to the Town, and therefore the Parks & Leisure Services Budget is allocated full revenue for each subsidized use by all employees. This requires other internal and external agency budgets to record and be responsible for these costs on behalf of their employees/departments.

Mayor Richards reminded Council that the Library Board previously inquired as to a similar request and was denied.

Roundtable discussion ensued and it was the consensus of a majority of Council that the Town deny providing any subsidized SRC rate benefit to FCSS employees. External agencies and boards have the ability to provide this type of benefit to their employees utilizing their own budgets.

(c) Councillor Brown

- Sept 23/25 - AUMA Convention.
 - AB Transportation Meeting at AUMA.
- Oct 13 - Committee of the Whole.
- Oct 15 - MPC Meeting.

(d) Councillor Campbell

- Oct 12 - Pheasant Festival setup.
- Oct 15 - MPC Meeting.
- Oct 16 - Pheasant Festival Banquet.

(e) Councillor Fischer

- Sept 16 - Public Open House re: Regional Master Drainage Study.
- Sept 17 - MPC Meeting.
- Sept 22-25 - AUMA Convention in Calgary.
- Sept 24 - RCMP Meeting at AUMA.
 - AB Environment Meeting at AUMA.
- Sept 26 - Met with Bylaw Officer & Contractor re: demolition site.
- Oct 13 - Met with CAO re: Updates.
 - Committee of the Whole.
- Oct 15 - MPC Meeting.
- Oct 16 - Volunteered at the Pheasant Festival Banquet.
- Oct 18 - Finalized arrangements for visit to and tour of Spring Structures on Oct 27.
- Oct 19 - Met with CAO re: Waste Concerns.
- Oct 20 - Met with resident re: new playschool location and Town Float.

(f) Councillor Nolls

- Oct 13 - Board of Trade Meeting.
 - Committee of the Whole Meeting.
- Oct 15 - County of Stettler Housing Authority.
- Oct 16 - Attended Pheasant Festival Banquet and auction.
- Oct 17 - Released pheasants for the Pheasant Hunt.
- Oct 19 - Met with CAO, Assistant CAO, Mayor, Councillor Fischer and Can Pak.
 - Town & County Museum Meeting.

(g) Councillor Sernecky

- Oct 8 - HBC Meeting re: budget and evaluation.
- Oct 13 - Gymnastics Club.
- Oct 14 - Gymnastics Club.

Delegations:

- (a) 7:15 P.M. – Rob Spencer, HBC Chairman re: 2015 Communities in Bloom Winners, Summary and Press Release

HBC Chair Rob Spencer, Director of Parks & Leisure Services Lee Penner and GIS Coordinator/Tech Graham Scott entered the meeting at 7:15 p.m.

Mayor Richards welcomed Rob Spencer, Lee Penner & Graham Scott to the meeting.

R. Spencer advised that the Town of Stettler received a 5 Bloom – Bronze rating with a score of 84.03%. and a special mention for Pride, Partnerships & Promotion during the 2015 National Symposium and Awards Ceremonies in Kamloops, BC. The community also received an Outstanding Achievement Award for the Communities in Bloom Foundation Youth Involvement Award. The Town of Stettler participated in the International Challenge (Medium) category along with Ahoghill, Northern Ireland UK, Estes Park CO USA, Jasper AB, and Trail BC

R. Spencer highlighted the evaluation criteria which is divided into 6 categories and how the bloom rating is determined:

Tidiness	130.75 / 150.00
Environmental Action	129.00 / 150.00
Heritage Conservation	124.00 / 150.00
Urban Forestry	141.25 / 175.00
Landscape	168.00 / 200.00
Floral Displays	<u>147.25 / 175.00</u>
Total	840.25 / 1000.00

Bloom rating: Up to 55%: 1 bloom. 56% to 63%: 2 blooms. 64% to 72%: 3 blooms 73% to 81%: 4 blooms. >82%: 5 blooms. New in 2015: There will be four (4) levels of 5 Blooms exclusive to the National and International Edition, for evaluated communities only. 82 to 83.9%: 5 Blooms. 84 to 86.9%: 5 Blooms (Bronze). 87 to 89.9%: 5 Blooms (Silver). 90% and over: 5 Blooms (Gold).

L. Penner, advised that a community does not have to be entered in a competitive category, but will need to be evaluated. General discussion took place regarding Stettler continuing to be judged in a competitive category. Mayor Richards summarized the discussion by indicating that the Town of Stettler is very lucky to have the quality people on the Heartland Beautification Committee. As long as the Committee members find benefit, pride, community and youth involvement in the judging criteria it remains a great benefit to all residents in the Town of Stettler.

R. Spencer explained that networking is a great benefit. The National Symposium and Awards Ceremonies held in Kamloops, BC provided an excellent opportunity to talk to other communities and to get fresh new ideas that may be incorporated into our current program.

Discussion also took place on requirements to be a judge in the National and International Communities in Bloom Programs. It was noted that Judges are volunteers who must apply to the Program. Training is also provided to successful applicants.

Mayor Richards congratulated Rob for his passion and leadership in showcasing a community of pride.

R. Spencer, L. Penner & G. Scott departed the meeting at 7:46 p.m.

8. **Minutes:** (a) Heartland Beautification Committee Meeting of October 8, 2015
(b) Stettler Waste Management Authority Meeting of October 6, 2015

Motion 15:10:22

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) AUMA re: AMSC Special Rebate Program
(b) Update re: AUMA Meeting with AB Transportation

Motion 15:10:23

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

MOTION CARRIED
Unanimous

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

Motion 15:10:24

Moved by Councillor Bachman that the Town of Stettler Council proceed into an In-Camera Session.

The CAO and Assistant CAO left the meeting at 7:55 p.m.

MOTION CARRIED
Unanimous at 7:55 p.m.

Motion 15:10:25

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

MOTION CARRIED
Unanimous at 9:06 p.m.

Motion 15:10:26

Moved by Councillor Bachman that the Town of Stettler Council approve salary grid and step adjustments for the CAO as presented.

MOTION CARRIED
Unanimous

14. Adjournment:

Motion 15:10:27

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

MOTION CARRIED
Unanimous at 9:08 p.m.

Mayor

Assistant CAO