

MINUTES
TOWN OF SEXSMITH
REGULAR COUNCIL MEETING

MONDAY JUNE 15, 2020

Mayor Potter called this Regular Council meeting of Town Council to order at
6:30 p.m. via Zoom Electronic Meeting.

**COUNCIL
PRESENT**

Kate Potter
Ken Hildebrand
Isak Skjaveland
Dennis Stredulinsky
Clint Froehlick
Bruce Black
Jonathan Siggelkow

Mayor
Deputy Mayor
Councillor
Councillor
Councillor
Councillor
Councillor

**COUNCIL
ABSENT**

STAFF PRESENT

Rachel Wueschner
Trena Huson

Chief Administrative Officer
Administrative Supervisor

**ADOPTION OF
AGENDA**

RESOLUTION NO. 286-06-20

Moved by Councillor Froehlick that the agenda for this meeting be adopted as
presented.

CARRIED

**PUBLIC
SESSION**

Moment of silence for Robert W Zahara

DELEGATION

**ADOPTION OF
MINUTES**

RESOLUTION NO. 287-06-20

Moved by Councillor Hildebrand that the Regular Council Minutes dated June 1,
2020 be accepted as amended.

CARRIED

RESOLUTION NO. 288-06-20

Moved by Councillor Froehlick that the Budget Meeting Minutes dated June 4,
2020 be accepted as presented.

CARRIED

TOWN OF SEXSMITH
REGULAR COUNCIL MINUTES
MONDAY JUNE 15, 2020

**BUSINESS
ARISING**

**POLICY ON
HIRING OF
IMMEDIATE
FAMILY
MEMBERS**

RESOLUTION NO. 289-06-20

Moved by Councillor Black to accept the revision to Article 6 – Transfers, Promotions & Appointments and add to the policy manual.

CARRIED

**NUISANCE &
UNSIGHTLY**

RESOLUTION NO. 290-06-20

Moved by Councillor Black to accept the Nuisance & Unsightly Premises policy as presented.

CARRIED

**PROCEDURAL
BYLAW NO. 1008**

RESOLUTION NO. 291-06-20

Moved by Councillor Hildebrand to give second reading to Procedural Bylaw for Council Meetings No. 1008 as amended.

CARRIED

NEW BUSINESS

**TOWN &
COUNTRY
CAMPAIGN FOR
GRAD PHOTOS**

RESOLUTION NO. 292-06-20

Moved by Councillor Froehlick to sponsor the 2020 Sexsmith Secondary School grad section for a cost of \$150.00.

CARRIED

**BMX BIKE DIRT
TRACK –
COUNCILLOR
FROEHLICK**

RESOLUTION NO. 293-06-20

Moved by Councillor Froehlick to direct Administration to bring more information about moving forward regarding the Dirt Bicycle Track to another council meeting.

DEFEATED

Mayor Potter declared a five minute break at 8:12 p.m.

TOWN OF SEXSMITH
REGULAR COUNCIL MINUTES
MONDAY JUNE 15, 2020

**FCM GRANT
APPLICATION
FOR ASSET
MANAGEMENT
FUNDING**

RESOLUTION NO. 294-06-20

Moved by Councillor Siggelkow:

Be it resolved that Sexsmith Town Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Sexsmith Asset Management Program Project.

Be it therefore resolved that the Town of Sexsmith commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Facilities Condition Assessments
- Asset Management Plan Finalization
- Environment Policy and Community Strategy
- Training Activities for Staff and Council
- Implementation of Asset Management Software Program

Be it further resolved that the Town of Sexsmith commits \$9,900.00 from its budget toward the costs of this initiative.

CARRIED

**APPROVE 2020
THREE YEAR
OPERATING
BUDGET AND
2020 CAPITAL
BUDGET**

RESOLUTION NO. 295-06-20

Moved by Councillor Black to add \$800,000.00 from portfolio investments to capital reserves.

CARRIED

RESOLUTION NO. 296-06-20

Moved by Councillor Froehlick to set the Medical Clinic reserve at \$34,780.00.

CARRIED

RESOLUTION NO. 297-06-20

Moved by Councillor Stredulinsky to set the Civic Centre reserve at \$13,508.00.

CARRIED

RESOLUTION NO. 298-06-20

Moved by Councillor Black to set the backhoe reserve at \$50,000.00.

CARRIED

TOWN OF SEXSMITH
REGULAR COUNCIL MINUTES
MONDAY JUNE 15, 2020

RESOLUTION NO. 299-06-20

Moved by Councillor Hildebrand to set the Fire Department Vehicle Reserve at \$220,857.00.

CARRIED

RESOLUTION NO. 300-06-20

Moved by Councillor Froehlick to set the Fire Department Equipment Reserve at \$96,889.00.

CARRIED

RESOLUTION NO. 301-06-20

Moved by Councillor Skjaveland to set the Sports Recreation Fund Reserve at \$51,604.00.

CARRIED

RESOLUTION NO. 302-06-20

Moved by Councillor Froehlick to set the Ball Diamond Reserve at \$209.00.

CARRIED

RESOLUTION NO. 303-06-20

Moved by Councillor Froehlick to set the Landfill Reserve at \$47,000.00.

CARRIED

RESOLUTION NO. 304-06-20

Moved by Councillor Hildebrand to set the General Reserve at \$296,459.00.

CARRIED

RESOLUTION NO. 305-06-20

Moved by Councillor Stredulinsky to set the Capital Reserve at \$665,184.00.

CARRIED

RESOLUTION NO. 306-06-20

Moved by Councillor Froehlick to set the Playground Reserve at \$5,000.00.

CARRIED

TOWN OF SEXSMITH
REGULAR COUNCIL MINUTES
MONDAY JUNE 15, 2020

RESOLUTION NO. 307-06-20

Moved by Councillor Black to set the Heritage Park bathroom and shower reserves at \$45,000.00.

CARRIED

RESOLUTION NO. 308-06-20

Moved by Councillor Stredulinsky to add \$102,033.00 to the operating budget from capital reserves to cover 2020 spring flooding expenses while the Disaster Recovery Program application is considered by the Province.

CARRIED

RESOLUTION NO. 309-06-20

Moved by Councillor Froehlick to approve the three year operating budget and the 2020 capital budget as presented.

CARRIED

**2020 MILL RATE
BYLAW NO. 1009**

RESOLUTION NO. 310-06-20

Moved by Councillor Skjaveland to give first reading to Mill Rate Bylaw No. 1009 as presented.

DEFEATED

RESOLUTION NO. 311-06-20

Moved by Councillor Froehlick to direct Administration to bring back a revised budget and a revised Mill Rate Bylaw for 2020.

CARRIED

**TOWN
MANAGER
REPORT**

RESOLUTION NO. 312-06-20

Moved by Councillor Froehlick to approve the CAO vacation request days from July 21, 2020 – July 31, 2020.

CARRIED

RESOLUTION NO. 313-06-20

Moved by Councillor Froehlick to accept the Town Manager Report for information only.

CARRIED

RESOLUTION NO. 314-06-20

Moved by Councillor Hildebrand to set a budget meeting for June 18, 2020 @ 6:30 p.m.

CARRIED

TOWN OF SEXSMITH
REGULAR COUNCIL MINUTES
MONDAY JUNE 15, 2020

**QUARTERLY
FINANCIAL
REPORT**

RESOLUTION NO. 315-06-20

Moved by Councillor Froehlick to accept the Quarterly Financial Reports as presented.

CARRIED

**INFORMATION
ITEMS**

RESOLUTION NO. 316-06-20

Moved by Councillor Froehlick to accept the Information items for information only.

CARRIED

**COMMITTEE
REPORTS**

RESOLUTION NO. 317-06-20

Moved by Councillor Froehlick to accept Committee Reports for information only.

CARRIED

**POTENTIAL
ITEMS FOR
FUTURE
AGENDA**

ROUND TABLE

ADJOURNMENT

RESOLUTION NO. 318-06-20

Moved by Councillor Froehlick to adjourn the meeting at 9:57 p.m.

CARRIED



Kate Potter, Mayor



Rachel Wueschner, Town Administrator

FINAL

2020 Capital and Operating Expenditures and Funding - June 15, 2020

Pkg. #	Account #	Project	Totals	Transfer from Capital Grants	Transfer from Operating	Federal Tax FTG	MSI Capital	MSI Operating	Capital Reserve Changes	Reserve Ending Balances
		Capital Balances expected 2020	(602,291.00)	(602,291.00)		(149,869.00)	(452,422.00)			
		Capital Balance forward 2019	(365,604.00)	(365,604.00)			(365,604.00)			
1-74-840		Operating Balances expected 2020	(31,007.00)					(31,007.00)		
		Designated Reserves								
3-01-141		Medical Clinic Reserve	(34,780.00)							(34,780.00)
3-01-138		Civic Centre Reserve	(8,508.00)					Addition	(5,000.00)	(13,508.00)
		Backhoe Reserve (2017-2021) Skip 2019 contribution due to tight budget	(50,000.00)							(50,000.00)
3-01-135		Fire Dept Vehicle	(145,857.00)					Addition	(75,000.00)	(220,857.00)
3-01-134		Fire Dept Equipment	(46,889.00)					Addition	(50,000.00)	(96,889.00)
3-01-140		Sport Rec Fund	(51,604.00)							(51,604.00)
3-01-143		Ball Diamonds	(209.00)							(209.00)
3-01-144		Landfill Reserve	(47,000.00)							(47,000.00)
4-01-764		General Reserves	(296,459.00)							(296,459.00)
3-01-132		Capital Reserve	(665,184.00)	less Payout of PD debentures \$272,640.72 2020 PD debenture & interest refund, less flood act added costs \$102033.05 and \$800,000 flood				Changes	(425,353.62)	(1,090,537.62)
3-01-131		Painted Sky Reserve	(110,248.36)							(110,248.36)
		Playground Reserve - NEW in 2020						Addition	(5,000.00)	(5,000.00)
		Heritage Park Bathroom & Shower Reserve - NEW in 2020						Addition	(45,000.00)	(45,000.00)
		Total Current Reserves	(1,456,738.36)					Total Estimated Ending Reserves		(2,062,091.98)
		2020 ADDITIONS TO RESERVES funded by Operational Budget:								
		Playground Reserve - NEW in 2020	5,000.00	Funded through 2020 taxation						
		Heritage Park Bathroom & Shower Reserve - NEW in 2020	45,000.00	Funded through 2020 taxation						
		Fire Dept Vehicle	75,000.00	Funded through 2020 taxation						
		Fire Dept Equipment	50,000.00	Funded through 2020 taxation						
		Street Improvements								
		99 ave street widening/105st overlay/100street sidewalk	764,435.00	764,435.00			764,435.00			
		General Municipal General Operating	(3,192,451.22)		(3,192,451.22)					
		Transfer from Capital Reserves	(102,005.66)		(102,005.66)					
Various		Council General Operating	202,877.00		202,877.00					
Various		Administration General Operating	734,666.00		734,666.00					
2-12-762		Asset management	10,000.00		10,000.00					
2-12-762		Town and Country Newspaper	29,840.00		29,840.00					
2-12-762		Upgrade 7 computer work stations	8,500.00		8,500.00					
2-12-762		EFT for AP & AR in Diamond Software	2,150.00		2,150.00					
2-12-762		Diamond Virtual City Hall	25,700.00		25,700.00					
2-12-762		Local Intel - Business and Investment Assistant	1,900.00		1,900.00					
Various		Economic Development General Operating	59,000.00		59,000.00					
2-12-01-151		EOAC Honorariums	5,000.00		5,000.00					
2-12-01-220		Sport Council Funding	2,500.00		2,500.00					
2-11-771		Navy League of Canada \$1,000 (Council Grants to Organizations)	1,000.00	pay out of existing budget						
Various		Medical Clinic General Operating	(3,700.00)		(3,700.00)					
2-12-03-250		Furnace Maintenance	3,778.40		3,778.40					
2-12-03-515		Doctor recruitment Budget	2,500.00		2,500.00					
2-12-04-510		Chautauque General Operating	6,000.00		6,000.00					
Various		Main Street Sign General Operating	260.00		260.00					
Various		Fire Department General Operating	165,774.90		165,774.90					
2-23-762		Personal Protective Equipment	10,400.00		10,400.00					
see reserves		Reserve for Capital Equipment	50,000.00		50,000.00					
see reserves		Reserve for New Vehicles	75,000.00		75,000.00					
2-23-762		Funds for New Tires	7,000.00		7,000.00					
		Reallocate annual debenture payment to Capital Reserves	137,153.08		137,153.08					
See Reserves		Payout debentures from capital reserve re. 230-05-20	272,640.72							
Various		Bylaw & RCMP General Operating	129,839.40		129,839.40					
Various		Animal Control General Operating	7,000.00		7,000.00					
Various		Public Works General Operating	908,249.00		908,249.00					
2-32-762		1999 John Deere Tractor	35,000.00		35,000.00					
2-32-762		Bobcat Trade in program	7,254.00		7,254.00					
Various		Disaster Service General Operating	96,954.29		96,954.29					
Various		Town Clean Up General Operating	1,000.00		1,000.00					
Various		Storm General Operating	13,000.00		13,000.00					
Various		Water General Operating	27,712.52		27,712.52					
Various		Sewer General Operating	(50,400.00)		(50,400.00)					
Various		Landfill General Operating	(21,321.00)		(21,321.00)					
2-43-510		Garbage Carts	3,907.00		3,907.00					
Various		Recycling General Operating	600.00		600.00					
Various		FCSS General Operating	(5,363.83)		(5,363.83)					
Various		Seniors BBQ & Special Projects General Operating	4,100.00		4,100.00					
Various		Home Support General Operating	14,000.00		14,000.00					
Various		Wellness Coalition General Operating	50,094.00		50,094.00					
Various		Planning General Operating	13,600.00		13,600.00					
Various		Development General Operating	3,000.00		3,000.00					
Various		Parks General Operating	54,885.00		54,885.00					
see reserves		Ball Diamond Upgrades	24,000.00		24,000.00					
see reserves		Playground Equipment Reserve	5,000.00		5,000.00					
see reserves		Heritage Park Bathroom & Shower Reserve	31,603.72		31,603.72					
Various		Heritage Park General Operating	(4,500.00)		(4,500.00)					
2-72-04-250		Community Centre General Operating	8,000.00		8,000.00					
Various		Skateboard Park General Operating	1,500.00		1,500.00					
Various		Museum General Operating	23,000.00		23,000.00					
2-72-07-762		Contribution to Summer Student Cost	4,000.00		4,000.00					
2-72-07-762		Archive Membership	1,600.00		1,600.00					
Various		Spray Park General Operating	19,000.00		19,000.00					
Various		Arena General Operating	79,000.00		79,000.00					
2-72-11-762		Upstairs Bathroom	40,000.00		40,000.00					
2-72-12-520		Curling Rink General Operating	2,000.00		2,000.00					
Various		Library General Operating	134,148.40		134,148.40	Includes MSI Operating Grant		31,007.00		
Various		Civic Centre General Operating	11,000.00		11,000.00					
2-74-01-763		Civic Centre Door Repairs	4,685.00		4,685.00					
		REMAINING								
		CAPITAL GRANTS								
		OPERATING BUDGET								
		Grants Detail		(203,460.00)	(0.00)	(149,869.00)	(53,591.00)	-		
		Total estimated 2020 carry forward				- 203,460.00	Total Estimated 2020 Grant Carry Forwards			

FINAL - General Operating Budget
Town of Sexsmith

PROPOSED GENERAL OPERATING BUDGET					
	Budget	2020	2019	% Change	YTD
Revenues:					
Transfer from Capital Reserves	102,005.66	3,259,075.58	3,324,658.78	0%	3,324,658.78
General Municipal - Revenues	3,260,661.22				
Administration - Revenues	86,771.00	92,021.00	141,528.00	-6%	87,021.00
Economic Development - Revenues	123,000.00	209,500.00	209,500.00	-41%	70,000.00
Medical Clinic - Revenues	37,200.00	37,200.00	37,200.00	0%	37,200.00
Chateaufort - Revenues	0.00	20,000.00	13,287.00	-100%	12,000.00
Mainstreet Sign - Revenues	420.00	420.00	21.90	0%	420.00
Fire Department - Revenues	130,983.00	127,144.98	128,003.77	3%	134,954.00
Animal Control - Revenues	15,000.00	15,000.00	12,891.87	0%	15,000.00
Public Works - Revenues	40,000.00	40,000.00	42,361.80	0%	40,000.00
Disaster Services - Revenue (2018 Spring Flood)	59,644.71				
Water - Revenues	242,010.00	288,684.00	286,028.35	-16%	242,010.00
Sewer - Revenues	50,400.00	55,504.00	50,374.85	-9%	50,400.00
Landfill - Revenues	173,200.00	174,600.00	175,709.49	-1%	173,200.00
Recycling - Revenues	68,900.00	66,680.00	69,940.52	3%	68,900.00
FCS - Revenues	87,846.00	87,646.00	73,763.49	0%	87,646.00
Senior BBQ - Revenues	900.00	900.00	1,600.00	0%	900.00
Summer Workers - Revenues	12,500.00	12,500.00	18,090.00	-100%	12,500.00
Home Support - Revenues	3,000.00	4,000.00	6,789.00	-25%	4,500.00
Wellness Coalition - Revenues	46,460.00	17,700.00	43,502.39	162%	23,263.00
SCDC - Revenues (there is a timing difference)	19,479.96	19,479.96	18,482.00	0%	19,479.96
Planning - Revenues	1,400.00	1,400.00	2,740.06	0%	1,400.00
Development - Revenues	17,000.00	25,000.00	17,855.00	-32%	17,000.00
Parks - Revenues	1,000.00	1,000.00	3,546.56	0%	1,000.00
Heritage Park - Revenues	31,000.00	41,000.00	52,298.70	-24%	51,000.00
Library - Revenues	64,915.00	75,729.00	76,617.00	-14%	44,640.00
Total Interim Revenues	4,665,496.55	4,674,684.52	4,809,364.53	0%	4,474,620.32
Expenses:					
General Municipal - Expenses (Grande Prairie Revenue Sharing)	68,000.00				
Council - Expenses	202,877.00	192,715.00	218,978.97	5%	208,877.00
Administration - Expenses	821,437.00	858,767.50	871,323.05	-4%	859,210.96
Economic Develop - Expenses	182,000.00	252,000.00	94,799.12	-28%	35,000.00
Medical Clinic - Expenses	33,500.00	18,000.00	33,898.10	86%	33,500.00
Chateaufort - Expenses	6,000.00	25,000.00	21,829.12	-76%	23,000.00
Mainstreet Sign - Expenses	680.00	680.00	149.92	0%	680.00
Youth Council - Expenses	0.00	2,000.00	-	-100%	-
Elections - Expenses	0.00	0.00	-	-	4,500.00
Fire Department - Expenses	296,757.90	277,530.30	280,423.01	7%	318,356.70
Bylaw & RCMP - Expenses	144,839.40	91,878.60	90,378.60	58%	171,661.31
Animal Control - Expenses	9,500.00	15,404.00	7,996.33	-38%	10,000.00
Public Works - Expenses	1,028,249.00	1,078,215.90	1,040,823.30	-5%	1,035,380.78
Disaster Services - Expenses	156,609.00	15,000.00	10,510.23	-944%	15,927.77
Town Clean Up - Expenses	1,000.00	2,000.00	460.37	-50%	1,000.00
Storm - Expenses	13,000.00	16,000.00	12,386.01	-19%	13,000.00
**Water - Expenses	269,722.52	318,712.04	318,712.04	-15%	269,722.52
Landfill - Expenses	151,879.00	180,857.24	152,038.59	-16%	151,879.00
Recycling - Expenses	69,500.00	69,138.72	69,160.22	1%	69,500.00
FCS - Expenses	82,482.17	85,069.18	80,440.20	-3%	72,655.73
Senior BBQ - Expenses	5,000.00	6,000.00	4,752.86	-17%	5,000.00
Summer Workers - Expenses	0.00	25,070.00	21,151.08	-100%	26,040.00
Home Support - Expenses	17,000.00	27,000.00	30,993.45	-37%	26,180.00
Wellness Coalition - Expenses	96,554.00	68,742.00	79,797.07	40%	88,877.95
SCDC - Expenses	19,479.96	19,479.96	19,479.96	0%	19,479.96
Planning - Expenses	15,000.00	18,300.00	13,118.68	-18%	15,000.00
Development - Expenses	20,000.00	33,000.00	21,994.72	-39%	20,000.00
Parks - Expenses	55,885.00	59,045.00	46,318.33	-5%	55,885.00
Heritage Park - Expenses	26,500.00	33,250.00	26,928.00	-20%	26,500.00
Community Centre - Expenses	8,000.00	7,000.00	17,363.80	14%	8,000.00
Skateboard Park - Expenses	1,500.00	1,500.00	1,630.15	0%	1,500.00
Museum - Expenses	23,000.00	21,200.00	16,207.10	224%	23,000.00
Spray Park - Expenses	19,000.00	21,200.00	10,646.34	-10%	19,000.00
Arena - Expenses	79,000.00	80,000.00	78,030.70	-1%	79,000.00
Curling Rink - Expenses	2,000.00	2,000.00	1,678.00	0%	2,000.00
Library - Expenses	199,063.40	227,415.40	229,024.00	-12%	246,180.40
Civic Centre - Expenses	11,000.00	10,800.00	15,232.45	2%	11,000.00
General Reserve FD/2020 debentures	137,153.08	150,798.85	95,357.58	-9%	32,708.94
Total Expenses	4,273,168.43	4,374,669.69	4,102,942.54	-2%	4,163,358.24
Decision Packages Approved	392,328.12				
Total Operational Expenses and Decision Packages	4,665,496.55				

** Aquaterra debentures are included in the general operating budget to help illustrate how dividends pay for the debenture payments for water and wastewater upgrades.
* Debentures are shown separately from general revenues in all departments except water.

Total Estimated Revenues	4,665,496.55	4,674,684.52	0%
Expenses Budget Requested	4,273,168.43	4,374,669.69	-2%
Net expected without decision packages	392,328.12	300,014.83	31%