

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA**  
**IN THE PROVINCE OF ALBERTA, HELD ON MONDAY DECEMBER 18, 2017**  
**IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE AT 7:00 PM**

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**PRESENT:** Mayor Leo Chapdelaine  
 Deputy Mayor Roy Dyck  
 Councillor Donald Romanko  
 Loni Leslie, Chief Administrative Officer  
 Earla Wagar, Administration Clerk

**ABSENT:**  
**GALLERY:**

**ORDER:** Mayor Chapdelaine called the meeting to order at 7:00 p.m.

**1. AGENDA**

**RES: 161-17** Deputy Mayor Dyck moved the acceptance of the Agenda.

CARRIED

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| <p><b>1. AGENDA</b><br/>         Additions/Changes</p> <p><b>2. DELEGATION</b></p> <p><b>3. MINUTES</b><br/>         a) Regular Council Meeting – November 20, 2017</p> <p><b>4. BUSINESS ARISING FROM MINUTES</b></p> <p><b>5. REPORTS</b><br/>         a) Administration: Loni Leslie<br/>         b) Council Reports</p> <p><b>6. BUSINESS:</b><br/>         a) Regional ACP Grant – Infrastructure / Capital Plan<br/>         b) For information Draft Firefighter Recruitment Policy<br/>         c) 2018 Budget – Interim<br/>         d) RCDC 2018 Budget</p> <p><b>7. BYLAWS AND POLICIES</b></p> <p><b>8. FINANCIAL REPORT</b><br/>         a) <b>Accounts paid to, October 11, 2017</b> <span style="float: right;"><b>\$76,187.34</b></span><br/>             a. Nov 28- Dec 14/17 Cheques 13154– 13167 <span style="float: right;">\$60,120.24</span><br/>             b. EFT Dec. 11 (201793-2017107) <span style="float: right;">\$ 3,677.01</span><br/>             c. EFT Payroll – November 30, 2017 <span style="float: right;">\$12,390.09</span></p> <p><b>9. CORRESPONDENCE</b></p> <p><b>10. NEXT MEETING</b></p> <p><b>11. “IN CAMERA”</b></p> <p><b>12. ADJOURNMENT</b></p> |
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**3. MINUTES**

**a) Regular Council Meeting, November 20, 2017**

**RES: 162-17** Moved by Councillor Romanko that the minutes of the Regular Council Meeting of November 20, 2017 be accepted as presented. CARRIED

**4. BUSINESS ARISING FROM MINUTES:****5. REPORTS:****ADMINISTRATION REPORT****TAXES OWING AS AT December 15, 2017**

Taxes Owing (includes June 30, 2017 penalty)

<b>CURRENT (2017-reduced by \$6,259.09)</b>	\$48,331.78
<b>ARREARS (reduced by \$2,627.06)</b>	76,208.62
<b>Interest on all Outstanding Taxes (reduced by \$548.62)</b>	<u>43,068.77</u>
<b><u>TOTAL TAXES OWING (reduced by \$9,434.77)</u></b>	<u>\$167,609.17</u>
Less Village property (Tax Recovery)	(\$56,752.32)
Less Taxes Paid Monthly to December 31, 2017 (EFT's)	(\$7,459.44)

<b><u>Adjusted Total Taxes Owing</u></b>	<u>\$109,314.29</u>
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<b><u>REDUCTION FROM September, 2017</u></b>	<u>(3,286.97)</u>
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Total Utilities Trans to Tax 2017	\$5,547.85
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Other Municipal Services unpaid transferred to Taxes in 2017	\$0.00
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(Both incl. in above totals)

**The Administration report was presented to Council including:**

- Of the 15 utility accounts pending shut-off, all have paid or made payment arrangements.
- We continue to strongly encourage property owners to call in their water meter readings.
- Letters to the owners of Tax Sale properties have been mailed.
- Due to an unexpected issue with the tower that houses the radio emergency dispatch equipment, alternatives are being researched by the Smoky Lake County Fire Chief.
- A water service line break at a property occurred December 11<sup>th</sup>, 2017. Unfortunately, as the owner did not arrange for the water to be shut off at the property, water invaded the house (unoccupied) and the break only became evident when water appeared at the street.
- Finalization of the change in banking signatories is imminent. All bank paperwork has been completed.
- One member of the public works team has resigned and did so with no notice. Advertising is complete, resumes received and interviews are being conducted. Water/wastewater certification requirements are being covered by Smoky Lake County in the interim of training and certifying another operator for the Village.

- A new public works cell phone owned by the Village is expected any day which will serve as the contact to public works and be carried by the on-call member for emergencies.
- The regional administrator's met on December 11<sup>th</sup>, 2017. We discussed Inter-municipal Collaboration Frameworks, the second stage of the Municipal Asset Management Grant applications and the Alberta Community Partnerships grant for the second stage of the GIS/infrastructure assessment application (Town of Smoky Lake Managing Partner).

The next administrator's meeting is January 24, 2018 and we plan to meet with Metis Crossing and discuss their hope to hold a multi-culturalism event next year.

- Year-end procedures are being prepared for. There are many tasks to be completed over the next week and early into the new year.
- The lift station project is very near to getting started. The grinder and pumps drawings have been approved and equipment ordered/received/in route.
- The Joint Municipalities Meeting to be held here at the Village of Vilna January 29<sup>th</sup>, 2018 at 6pm. The meal plans have been made, however location is as yet unknown.
- The attendant taking care of the washrooms has tendered resignation notice, so we will not have someone to care for the trail comfort stations come January. Most likely, we will have to close them for the winter season. The comfort stations have experienced a great amount of abuse by some users although we hear often about how appreciative users of the trail are.

### **MAYOR CHAPDELAINÉ'S REPORTS**

#### ***Capital Region Municipal Assessment Commission - November 1, 2017***

- Capital Region Assessment Services Commission Updates:
- Administration and Financial Service agreement between Capital Region Assessment Services Commission and Purbeck Services Ltd. Expires Dec. 31<sup>st</sup> 2017. Agreement to be ratified at next board meeting April 29, 2017.
- Annual Board meetings have been set for the year 2018. Confirmation of dates to follow.
- There was no new business arising from the minutes.
- A special Christmas lunch was served.

#### ***Evergreen Regional Waste Management Commission***

- next meeting scheduled for Dec 21, 2017

#### ***Vilna & District Ag. Society***

- Vilna Curling Club – new email address
- Ice has been flooded awaiting repairs to chillers probable start date for curling first part of January 2018
- Arena ice was started but due to the weather conditions have been put on hold until it cools off outside.
- Smoky Lake County MS I Grant of \$17,500 has been received.
- Thank you letters were received

- Properties are in good hands and are getting back to normal.
- March 14 & 15, 2018 Casino in Fort McMurray Volunteers needed.

### **DEPUTY MAYOR DYCK'S REPORTS**

#### ***MUNI-CORR***

- Negotiations are ongoing with the water commission bringing water from Cold Lake west along the trail toward Bonnyville;
- There will be an open excavation along the quad track for the installation of the new water line.
- Next meeting, December 28, 2017 will be an orientation for new Councillors
- Mayor Chapdelaine will attend.

#### ***Agricultural Society - December 12, 2017***

- The Curling Rink chiller has been repaired;
- Coolers are repaired in the Arena Kitchen.

#### ***RCDC Orientation, December 18, 2017***

- Smoky Lake has begun the process to make a request to Alberta Health Services to conduct a Needs Assessment for the provision dialysis in Smoky Lake.
- Letters of Support have been submitted for a Primary Care Network centre in Smoky Lake.

#### ***Elected Officials Education Program - Lac La Biche - December 14 -15, 2017***

- Highlighted need for good relations between Council and CAO.
- Urged teamwork.
- Indicated that Public Consultations should be encouraged.

### **COUNCILLOR ROMANKO'S REPORTS**

#### ***Highway 28/63 Water Commission, Dec.1, 2017***

- Manager reported that they have started on the supply agreement with Whitefish, meeting with lawyers to finalize contract.
- Need meeting with St. Paul County to get funding agreement with the Commission.
- EPCOR is working on communications protocol.
- There have been call backs for TELUS settlement.
- Budget was presented; EPCOR increased the price of water to \$1.518 per cubic meter. Commission will charge 2.238 (13 cent increase) and operations fee will stay the same.
- Engineer reported 2 bids for Mallaig extension.
- Inter-basin transfer almost complete.
- Open house for Whitefish extension for land owners in area is planned.
- Mallaig extension contract has been awarded to NOVA Mechanical Systems for \$1,361,261.
- Next meeting January 19, 2018.

#### ***Fire Rescue Committee, Dec. 9***

- Fire Chief reported that light bars on Rescue Trucks will be replaced.
- Working on Peer Support for PTSD (Post Traumatic Stress Disorder).
- Radio tower will have to be replaced - to study different possibilities.
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***HUB, Dec 14, 2017***

- MPE Engineering is a new member of HUB, interest shown by County of Athabasca, Wood Buffalo, companies involved in region are moving to possible entry.
- Report from RABC and CARES leader on successes.
- Rural Alberta Business Center guaranteed to 2019.
- Strategic Goals for HUB outlined for new members as well as the projects for the new year.
- Draft budget was presented.
- Smoky Lake County doesn't send a representative to the HUB meetings because the Hub meeting conflicts with County Council meeting.

***Smoky Lake Foundation, Dec. 15, 2017***

- Vilna upgrade will be completed by January 15, generator will be installed, sidewalk was completed.
- MOA with Alberta Seniors Housing was reviewed and passed—they will take over all debts and our ownership percentage will be calculated on the value of land as well as the loan value we will take out to complete Phase 2.
- Final contract with Krawford Construction reviewed and passed.
- CAO reported that Alberta Health will present RFP for local pharmacies, dash board with AHS is being worked on for the final take over.
- YARDI will be going forward in new year and payroll will be local in March.
- Scheduled to take over the new building by end of March.
- Told that AHS can not assess patients for move until 90 days before move.
- Reviewed 5 Policies dealing with Conflict Resolution.
- Basically under budget.
- Will be having special meeting December 20 to discuss fund raising as well, will be touring new facility as well as having project meeting.

**RES: 163-17** Moved by Councillor Romanko that the reports be accepted for information. CARRIED

**RES: 164-17** Moved by Deputy Mayor Dyck that until a new caretaker can be hired, that the trail washrooms shall be closed. CARRIED

**BUSINESS:****a) Regional ACP Grant – Infrastructure/Capital Plan**

In 2017 the region began a project to study and create a regional system that shows the condition of Capital Assets in each municipality and will input the findings into a common system. The project will evaluate the creation of Inter-municipal Collaboration Framework items for regional; projects.

An application is proposed that will connect the FCM grant application for the Municipal Asset Management Plan funds approved by Council in November.

**RES: 165-17** Moved by Mayor Chapdelaine that the Village of Vilna, in partnership with the Town of Smoky Lake, Smoky Lake County and the Village of Waskatenau, participate in the application for the regional 2017/2018 Alberta Community Partnership Grant for

the project titled Regional GIS Stage 2 - Condition and Data Assessment under the Inter-municipal Collaboration component for the grant amount of \$200,000.00 and further agrees to abide by the terms of a conditional grant agreement governing the purpose and use of the grant funds. CARRIED

**b) Draft Firefighter Recruitment Policy – for Information**

**RES: 166-17** Moved by Councillor Romanko that Council accept the Draft Firefighter Recruitment Policy for information. CARRIED

**c) 2017 Interim Budget**

In accordance with the MGA, we require an approval of a budget for 2018. Administration presented Council with a summary of 2017 accounting to mid-December.

Historically, the Village approves the previous year budget for operating purposes until an accurate budget can be provided in April after receiving the audited financial report.

**RES:167-17** Moved by Mayor Chapdelaine that Council approve the Operating Amounts from the 2017 Budget as an interim 2018 Budget. CARRIED

**d) RCDC 2018 Budget**

**RES: 168-17** Moved by Councillor Romanko that 2018 Budget as presented by the Regional Community Development Committee for Economic Development be accepted. CARRIED

**8. BYLAWS AND POLICIES**

a) None

**9. FINANCIAL REPORT**

a) Accounts Paid

Accounts paid to December 18, 2017	<b>\$76,187.34</b>
Accounts paid by Cheques #13154-13167	\$60,120.24
EFT payments from 201796 – 2017107 (Dec. 11, 2017)	\$ 3,677.01
EFT Payroll November, 2017	\$12,390.09

**RES:169-17** Moved by Councillor Romanko the Financial Report indicating expenditures of \$76,187.34 be accepted for information. CARRIED

**10. CORRESPONDENCE**

- a) Aspen View Public School Board Highlights
- b) AH&S Changes Highlights
- c) ASCHA – Association information
- d) AEMA Course information
- e) Alberta Government – Changes to Employment Standards Code
- f) Highway 28/63 Budget 2018
- g) PFA – Carbon Levy increase January 1, 2018
- h) Fire News Bulletin

- i) Vilna Hardware – Store closure information
- j) Munisoft (financial software) Christmas Greetings
- k) Municipal Planning Services – Christmas Office Closure and Greetings

**RES.170-17** Moved by Deputy Mayor Dyck that the correspondence identified in the agenda be accepted for information. CARRIED

### 11. NEXT MEETINGS

- a) Council – December 18, 2017
- b) Council – January 15/ 17 – 7:00 p.m.
- c) Joint Municipalities – Vilna, January 29, 2018 – 6:00 p.m.
- d) Regional Fire/Rescue – March 9<sup>th</sup>, 2018 1pm
- e) Tax Recovery Sale – January 17, 2018 11:00 a.m.
- f) Evergreen Regional Waste Management – December 21, 2017 – St. Paul County CC 10:00 a.m.
- g) RCDC - December 18<sup>th</sup>, 2017 – 9:30 a.m.
- h) Smoky Lake Foundation – December 20, 2017 & January 24, 2018
- i) Highway 28/63 Regional Water Services Commission – January 19, 2018 10:00 a.m.
- j) Muni-Corr -- January 8, 2018 – 10:00 a.m. St. Paul County Board Room
- k) Alberta HUB – at call of chair
- l) Vilna Ag Society – January 8, 2018 7:30pm
- m) NLLS – March 3, 2018 – 10am
- n) Effective Emergency Management – Thorhild - February 20, 2018

**RES. 171-17** Moved by Deputy Mayor Dyck that the meeting schedule be accepted for information. CARRIED

### 12. ADJOURNMENT

**RES. 172-17** Moved by Mayor Chapdelaine that the meeting adjourned at 9:45 p.m. CARRIED

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Leo Chapdelaine, Mayor

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Loni Leslie, CAO