

MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA
 IN THE PROVINCE OF ALBERTA, HELD ON MONDAY FEBRUARY 21, 2017
 IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE AT 7:00 P.M.

PRESENT: Mayor Donald Romanko
 Deputy Mayor Frank Barry
 Councillor Roy Dyck

Loni Leslie, Chief Administrative Officer
 Earla Wagar, Administrative Clerk

ABSENT:
GALLERY:

ORDER: Mayor Romanko called the meeting to order at 7:00 P.M.

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| <p>1. AGENDA
 Additions/Changes</p> <p>2. DELEGATION</p> <p>3. MINUTES
 a) Regular Council Meeting – January 23, 2017</p> <p>4. BUSINESS ARISING FROM MINUTES</p> <p>5. REPORTS
 a) Administration: Loni Leslie
 b) Public Works: Kevin Smith
 c) Council Reports</p> <p>6. BUSINESS:
 a) MGA regulations
 a. Corporate Planning Draft
 b. AUMA Submission on Financial Planning Regulation
 c. Public Participation Policy Draft
 d. AUMA Submission on Public Participation Regulations
 e. Input on MGA Draft Regulations
 b) Disposal of Records
 c) Safety Codes Agency RFP Bids
 d) MSI Capital Application
 e) Smoky Lake County Subdivision Proposal</p> <p>7. BYLAWS AND POLICIES
 a) Policy re: Security Camera</p> <p>8. FINANCIAL REPORT
 a) Accounts paid to February 15, 2017 \$84,296.11
 a. Cheques 12970 – 12987 \$59,907.61
 b. EFT payments January 1 – February 15, 2017 \$12,855.91
 c. EFT Payroll – to January 31, 2017 \$11,532.59</p> <p>9. CORRESPONDENCE</p> <p>10. NEXT MEETING</p> <p>11. "IN CAMERA"</p> <p>12. ADJOURNMENT</p> |
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Res. 017-17 Deputy Mayor Barry moved the agenda be accepted with the Addition of an In Camera item being added to address a personnel matter.

CARRIED

3. MINUTES January 23, 2017

Res. 018-17 Moved by Deputy Mayor Barry that the minutes of the January 23, 2017 meeting be accepted as presented with the addition of a clause in the Deputy Mayors Report on Emergency Services indicating that it has been reported that there have been 17 suicides of Emergency Responders in 2017.

CARRIED

4. BUSINESS ARISING:

Deputy Mayor Barry has recommended that a copy of Motion 008-17, Council agrees to act as Managing Partner for the Evergreen Regional Waste Management System Alberta Community Partnership Grant.

5. REPORTS:**ADMINISTRATION REPORT**TAXES OWING AS AT February 21, 2017

Taxes Owing (includes \$12,232.93 January 1/17 interest)	\$156,728.50
<u>TOTAL TAXES OWING</u>	\$156,728.50
Less Village property (Tax Recovery)	(\$56,752.32)
<u>Adjusted Total Taxes Owing</u>	\$99,976.18
<u>REDUCTION FROM DECEMBER 2016</u>	6,623.44
Total Utilities Trans to Tax 2017	\$5,547.85
Other Municipal Services unpaid transferred to Taxes in 2017 (Both incl. in above totals)	\$0.00

- The cameras have been installed in the Village office and are operating well.
- The Highway 28/63 Water Commission has billed the annual administration amount and there was an 18% increase for 2016 (\$3,000. Approximately) from the 2015 billing. This was unexpected and difficult to cover through our regular operating budget and/or water rates without an increase to taxes or utility rates. Hopefully this is not a trend that will continue.
- The Capital applications for MSI funding have been submitted - for an increase for the Lift Station budget, 3 mowers (1 larger), and a SkidSteer. These applications have moved past the submission stage and are now in the review/approval stage. These will be dealt with in business 6d.
- There is no further work done on the lodge tie-in to the water main for the hydrant and sprinklers, however the lodge has submitted a 2nd Call and located their CC valve which had been buried over years of mowing. The valve was located for the ongoing work on the sprinkler systems at the Lodge. I received a call from Strathcona Excavating on February 16, 2017 indicating that the Village should be paying for locating the water line to which they continue to attempt, but have failed, to tap.
- The accountants are scheduled to complete the financial audit March 1 and 2, 2017 (re-scheduled from Feb 8/9). They will require time at the April 2017 Council Meeting to present the financial statements.
- We have received linear assessment contact information for Axia (fibreoptic). This *may* indicate incoming linear revenue.
- One of the public works staff is on vacation until February 27, 2017. The other will cover during that time.
- We are nearing getting started on the lift station upgrade. In conjunction with the engineers, we are arriving at the final pricing of sole sourced items. We have currently paid a total of \$112,687.15 (not incl. GST) for the ATCO power change (\$13,926.00), the heating unit for the dry well (\$18,833.67) and engineering (\$79,927.48). We are expecting an advance of \$100,000.00 shortly.
- Public works has placed some gravel in the cut across 50 Street in front of the Lodge where the initial attempt to locate the water line was done.
- At the RCDC meeting of February 17, 2015 information on a federal grant was presented – The Inter-Action: Multiculturalism Funding Program. The administrators will meet to come up with some ideas about how the region could benefit from the grant within parameters. The project must be national in nature (have an impact in 3 or more

provinces) and encourage positive multicultural interaction between cultures/religion/ethnicity. If you have any ideas you would like me to carry forward ahead of time, please let me know.

- Christmas lights have been taken down.
- Administration is planning to attend Water Week as well as one from Public Works
- Pink Shirt Day – an annual day against bullying - is on February 22nd. Hope to see everyone in their PINK!!

PUBLIC WORKS REPORT

Sewage Lift Station

- Everything is running well, cleaning screens daily and timing lift station pump

General

- Equipment is running well. We have repaired the 1830 John Deere tractor. When the weather dries we will be able to get onto the back alleys to grade.
- Going to order all the filters and oil for the backhoe so we can service and get ready for spring season.
- Water plant is running well.
- Water breaks this year have been minimal; I have been exercising pressure relief valves regularly.
- I will be sending water samples next week. This is an annual test which is required in the code of practice.
- Lagoon levels look good.
- We found the water shut off valve at the Lodge thanks to help from "Second Call". These guys are a great resource for finding cc's might be something to look at instead of calling hydro vac when we can't find them a valve.
- Last fall we cleaned out the bottom of some ditches hope to continue that heading into the spring.

MAYOR ROMANKO'S REPORTS

28/63 Water Commission, Feb. 10, 2017

- Report that nothing has changed with Telus.
- Presented Service Connection Policy, adopted.
- Water rates were increased from \$1. 308 to \$1.4456 per cube by the provider, the Capital Regional Northeast Water Services Commission.
- 28/63 Water Commission Board has agreed to use reserve funds to offset this increased cost.
- Engineer reported rock pile unresolved.
- Deferred water rate study until we have more numbers that include Ashmont.
- Long Lake issue still undecided.
- Mallaig booster station to be large enough to hold pumps needed when Whitefish comes on line. Issue of inter basin transfer. Requires an act of the legislature could take up to a year to get it. Problem March 2018 deadline
- Casey raised issue of water quality at Smoky Lake lodge. Suggested that the new water is flushing old lines. Number of things to do suggested.
- Casey also mentioned have same problem in Warspite from time to time.
- St. Paul invited to send a non-voting rep. Do same with Whitefish when they join.
- Next meeting March 30, at which time the Audited statement will be available.

Foundation Meeting, February 13, 2017

Vilna lodge renewal

- Generator - ATCO will put in new transformer for no charge. This will save \$15 to 20, 000.
- Window coverings beginning installed.
- Delay in sprinklers.

General

- Licensing Inspection for Vilna and BarVNook positive, only one problem in BarVNook.
- Need a certified Fire Inspector to make a report. Need a letter from Village requesting such.
- *Note Tap water temperature must be maintained at no higher than 49 degrees Celsius.*
- BarVNook full, 3 empty in self-contained in Smoky Lake.
- 3 empty in Waskatenau.
- Vilna 38/40
- New BarVNook has problem with scale in water, roof cap needs to be replaced.
- CAO very impressed with team and information.
- Presentation on Smoky Lake Foundation website and logo.

Budget

- Insurance costs up.
- Interest on loan has caused overage in administration

DEPUTY MAYOR BARRY REPORTS

Fire Rescue Committee

Emergency Social Services

- One of best meetings on subject
- Presentations by Bonnyville, St. Paul and Lac La Biche on their experiences during Fort Mac crisis. Made a number of recommendations based on lessons learned. Talked about what worked, and what were problems
- Key points.
 1. importance of trained team
 2. document, document, document (keep personal log)
 3. use of wrist bands / identify evac centre
 4. communication
 5. importance of social media team

RCDC. Feb 15/17

- Reviewed 2016 action list. All items completed or in progress.
 - Reviewed 2017 Strategic Priorities List
 - Lydia said next meeting she would have an overview of 2016 Shaun's report
- #### *Shane's Report*
- Continuing business visits
 - Working on several business leads. And with several people to set up in area
 - Dog sled races cancelled for this weekend. May have to cancel for this year
 - Attending Edmonton Boat Show in March
 - Use reserves to keep municipal contributions the same as last year
 - Administration to get together to look at grant possibilities and projects

Evergreen Waste Management

- Motion passed appointing Vilna as Managing Partner for ACP grant Seven Lakes Waste contract extended until end of March.
- If volume expectations are not met, will renegotiate price.

- To hold meeting of planners to discuss asbestos policy in cases of demolition and renovations.
- Had a loss in 2016, we can expect a requisition for our share of the shortfall.
- Auditor will present options to deal with it.
- Auditor report March meeting
- One day transfer station site course being planned for March
- 3 hour transfer site attendant course in the works
- Renewed contract with Shamrock to haul leachate
- Signed contract with Wildrose Disposal with a minimum guaranteed tonnage
- Agree to accept chipped wood from demolition can use it as covering thereby saving on straw purchase required
- Manager to attend Alberta Cares conference

COUNCILLOR DYCK REPORTS

MuniCorr - February 13, 2017

- The subdivision and sale of the Bellis property is still being reviewed.

Agricultural Society

- The Curling Bonspiel was successful in spite of
 - a leak that developed in the roof. The contractor responded immediately.
 - A power failure. ATCO responded and repaired without incident.

General

- A question was raised regarding the street snow pile on the street.

Res 019-17 Moved by Councillor Dyck that the reports be accepted for information.

CARRIED

6. NEW BUSINESS

a) Municipal Government Act Regulations

- **Corporate Planning Regulation Draft**
- **AUMA Submission on Financial Planning Regulation**
- **Public Participation Policy Draft**
- **AUMA Submission on Public Participation Regulation**
- **Input on MGA Draft Regulations**

Municipal Affairs has released its draft regulations on these two topics for review and engagement. The information was sent to Council on February 1st along with the AUMA discussion documents for review. This is the first of 3 releases of draft regulations and it appears that the province intends to consult on each.

Now is the time to provide any desired input for suggestions or changes, should you wish to, and ensure that you have your say in this important legislative changes.

RES: 020-17

Moved by Deputy Mayor Barry that Council resolve to provide any input it deems necessary regarding regulations and legislation and forward said input to AUMA for consolidation and submission to Alberta Municipal Affairs.

CARRIED

b) Disposal of Records

Most financial records are, as per Bylaw #464-08, required to be kept for 7 years. In 2016, Council approved the destruction of records up to 2008.

It is time to prepare for the destruction of the 2009 financial records including:

- Payables
- Receivables
- Receipts
- Bank
- 2009 duplicate minute packages with reports
- Payroll including T4 and T4 summaries
- Trial Balance and General Ledger
- Employment Records

RES: 021-17

Moved by Councillor Dyck that Council approve the destruction of the 2009 records as per Bylaw 464-08 and Schedule A retention schedule.

CARRIED

c) Safety Codes Agency

As the managing partner for Safety Codes Services for Smoky Lake County, the Town of Smoky Lake, the Village of Vilna and the Village of Waskatenau, Smoky Lake Council is responsible for issuing a Request for Proposal for Safety Code Services on behalf of the Joint Municipalities. Before Smoky Lake County can issue the RFP the respective Municipalities of the Joint Municipalities must each pass a motion indicating their willingness to proceed with the RFP process.

The previous Safety Codes Agency Contract Expired on December 31, 2016. Currently the Joint Municipalities are continuing to receive services through The Inspections Group Inc. on a month to month basis until a new Safety Codes Agreement can be finalized.

A Request for Proposals for a Safety Codes Agency Contract is necessary as the value of the services provided under the Contract will exceed the \$75,000.00 procurement threshold.

RES:022-17

Moved by Mayor Romanko that the Village of Vilna adopt the draft Request for Proposals for a Safety Codes Services Agreement and the terms and conditions therein, and allow Smoky Lake County, as the managing partner, to advertise said Request for Proposals on the Alberta Purchasing Connection for a duration of two weeks.

CARRIED

d. MSI Capital Grant Application

The following projects have been submitted for MSI Capital:

- Change in funding for the Lift Station to incorporate the AB Transportation funding (\$85,000) and to increase the anticipated cost by \$80,000.00 – total \$161,250.00
 - Apply for the necessary funding to cover the cost of the Shop/Water Plant heaters that required replacement in December, 2016 - \$13,291.00
 - Apply for the 3 required mowers – 1 large zero-turn mower to deal with the trail (includes attachments for winter and summer, i.e. blower, plow blade) – \$40,000.00 and larger mowing areas, 2 commercial mowers to handle the other mowing requirements - \$25,000.00.
 - Apply for SkidSteer (or machine similar) for projects too small for the hoe and for efficiency. Training for use of the equipment is included, as well as some attachments – Budget \$60,000.00
- TOTAL PROJECTS APPLIED FOR \$299,541.00 (Includes \$81,250.00 previously applied to the Lift Station upgrade)

RES:023-17

Moved by Deputy Mayor Barry that Council approve the application of MSI Capital funding to the projects as submitted.

CARRIED

e) Smoky Lake County Subdivision Proposal

Smoky Lake County has received an application for Subdivision of property described as Part of NE 27-59-13-W4. Due to the proximity to the Village owned property of Bonnie Lake Campground, you have the right to comment on the proposal. If you object to it, Council has 21 days to respond and submit an appeal.

RES: 024-17 Moved by Deputy Mayor Barry that the Village of Vilna has no objection to the proposed subdivision of the property identified as NE 27-59-13-W4 in Smoky Lake County. CARRIED

7. BYLAWS AND POLICIES**a) Policy 252 Security and Surveillance Camera Policy**

In accordance with a Council Resolution #120-16 of November 21st, 2016 surveillance cameras were purchased and installed in the Village Office.

A policy directing the use and disposal of images has been drafted. The purpose of this policy is to give guidance and direction to Administration when wanting to install security and surveillance cameras in the Village buildings or on the Village property.

RES:025-17 Moved by Deputy Mayor Barry that Policy #252, Security and Surveillance Camera Policy be adopted. CARRIED

8. FINANCIAL REPORT

Accounts paid from January 1 – February 15, 2017	\$84,296.11
Accounts paid by Cheques #12971-12987	\$ 59,907.61
EFT payments from January 1 – February 15, 2017	\$ 12,855.91
EFT Payroll to January 31, 2017	\$11,532.59

RES:026-17 Moved by Mayor Romanko the Financial Report indicating expenditures of \$84,296.11 be accepted for information. CARRIED

Mayor Romanko called a brief recess at 8:30 p.m. with the meeting reconvening at 8:40 p.m.

9. CORRESPONDENCE

- a) Canadian Postmasters & Assistance Assn, re: Postal Banks
- b) Alarie Recap and Update
- c) Rural Physician Action Plan, re: Mandate Amendment
- d) Alberta Electoral Boundaries Commission
- e) Youth Central, re: Youth Engagement Initiative
- f) Community Futures Report
- g) AUMA, re: Mayors Caucus invitation

RES:027-17 Moved by Deputy Mayor Barry that the correspondence identified in the agenda be accepted for information. CARRIED

10. NEXT MEETINGS

- a) Council – March 20, 2017 7pm
- b) Intermunicipal Development Plan Public Hearing – March 20 – 7:00 p.m.
- c) Joint Municipalities – Spedden, May 1, 2017 6:00 p.m.
- d) RCDC – March 27, 2017 10am
- e) Smoky Lake Foundation – March 15, 2017
- f) Highway 28/63 Regional Water Services - March 30, 2017 10:00 a.m.
- g) Highway 36/881 -Veterans Memorial Highway Association, March 10, 2017, 11am - Vilna
- h) Muni-Corr – March 13, 2017
- i) Alberta HUB February 23, 2017 – St, Paul – 10:00

- j) Vilna Ag Society – March 13, 2017
- k) Evergreen Regional Waste Management Services - March 8 - 10:00 a.m.
- l) AUMA Mayor’s Caucus March 7 & 8, 2017 n
- m) Fire & Rescue – April 21, 2017
- n) Dr. Recruitment – March 10 – 10:00 a.m.
- o) Regional Emergency Svs. March 6 – SL Curling Rink – 7:00 p.m.
- p) NE Emergency Management – March 2

RES. 028-17 Moved by Deputy Mayor Barry that the meeting schedule be accepted for information. CARRIED

11. “IN CAMERA”

RES: 029-17 Moved by Deputy Mayor Barry that Council move “In Camera” at 9:00 p.m. to discuss a personnel matter. CARRIED

RES: 030-17 Moved by Mayor Romanko that Council move “Out of Camera” at 9:12 p.m. CARRIED

12. ADJOURNMENT

RES: 031-17 Moved by Mayor Romanko the meeting be adjourned at 9:15 p.m. CARRIED

Donald Romanko, Mayor

Loni Leslie, CAO