

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA
IN THE PROVINCE OF ALBERTA, HELD ON MONDAY, MARCH 19, 2018
IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE AT 7:00 PM**

PRESENT: Mayor Leo Chapdelaine
Deputy Mayor Roy Dyck

Loni Leslie, Chief Administrative Officer
Earla Wagar, Administration Clerk

ABSENT: Councillor Donald Romanko
GALLERY: Richard Jean, JMD Group LLP, Chartered Accountants

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

1. AGENDA

- RES: 030-18** Mayor Chapdelaine adopted the Agenda as amended to include
- *Main Street Flowers (6.c)*
 - *2017 Financial Returns Approval (6.d)*
 - *Tax Sale Offer (In Camera)*
 - *HUB Banner (6.e)*
 - *Write Off Arrears Accounts Receivable (6.f)*

CARRIED

<p>1. AGENDA Additions/Changes</p> <p>2. DELEGATION</p> <p>a. Richard Jean & Stephanie Whitford, JMD Group, LLP Presentation of 2017 Financial Return</p> <p>3. MINUTES</p> <p>a. Regular Council Meeting , February 19, 2018</p> <p>4. BUSINESS ARISING FROM MINUTES</p> <p>5. REPORTS</p> <p>a. Administration: Loni Leslie b. Council Reports</p> <p>6. BUSINESS:</p> <p>a. Award of Excellence for GIS System b. For Information – Electric Vehicle Charging Station</p> <p>7. BYLAWS AND POLICIES</p> <p>a. DRAFT Traffic Bylaw #533-18 (For Review and Consideration) b. Policy 404, Frozen Water Lines c. DRAFT – Utility Service Bylaw</p> <p>8. FINANCIAL REPORT</p> <p>a. Accounts paid to March 15, 2018 \$72,245.59</p> <p>a. February 15: March 15 Cheques 13219-13228 \$50,912.68</p> <p>b. EFT February 15 -March 15 (2018019-2018025) \$11,214.40</p> <p>c. EFT Payroll February 28, 2018 \$10,118.51</p> <p>9. CORRESPONDENCE</p> <p>10. NEXT MEETING</p>
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3. MINUTES

a) **Regular Council Meeting, February 20, 2018**

RES: 031-18 Moved by Deputy Mayor Dyck that the minutes of the Regular Council Meeting of February 20, 2018 be accepted as presented. CARRIED

4. BUSINESS ARISING FROM MINUTES:

5. REPORTS:

ADMINISTRATION REPORT

CURRENT (2018)	\$0.00
Anticipated Interest Jan 1, 2018	\$9,883.27
ARREARS (reduced by \$505.00)	\$113,606.87
EFT (monthly payments) CREDIT	-\$99,341.26
Interest owed on all Outstanding Taxes(reduced by \$41.52)	\$50,819.49
<u>TOTAL TAXES OWING (reduced by \$5,273.43)</u>	<u>\$155,085.10</u>
Less Village property (Tax Recovery)	(\$78,651.93)

<i>Adjusted Total Taxes Owing(increased by \$27,173.04)</i>	<i>\$76,433.17</i>
Total Utilities Trans to Tax (Anticipated Dec 31 /17 included above)	\$2,109.15
Other Municipal Services unpaid transferred to Taxes in 2018 (Incl. in above totals)	\$0.00

The Administration report was presented to Council including:

- February 28, 2018 Utility Billings were mailed March 8th, 2018. Nine customers are scheduled for shut-off by the due date.
- Public works has returned from vacation and has been kept quite busy.
- We have received a bid on one of the Tax Sale properties that did not sell at auction. You are being asked to accept an agreement of payment, with down payment.
- Our grant for Phase 2 of the GIS work has been approved. I am working on the final details of the grant requirements and agreement.
- The auditors have completed their examination and you will have had the presentation this meeting.
- We have not yet received the Library payment from the year-end billings.
- Lift Station – All of the parts have been received to begin the upgrade and we should be beginning about the end of March.
- We have not yet heard about the status of our application for an Alberta Community Partnerships - Local Land Use Planning grant offered by the Alberta Government.
- Smoky Lake County wishes to amend some items on the Joint Fire Services Agreement with Smoky Lake County. A meeting will be scheduled to discuss those items with you when they are ready.
- The water conference was very informative especially as it relates to sewer, lagoons, releases and federal requirements. I am not entirely sure how this will affect us at this time. I will be away April 10-13 for Critical Incident Crisis Intervention Training at Lakeland College Vermillion. The office will be covered on the necessary days.
- We have had a water main break on 51st Avenue overnight on the weekend of the 17th and 18th March. This has been repaired. All legislative requirements were followed and samples will be sent to ProvLab in the morning as required. Residents were notified where possible prior to turning off the valves and a notice given or posted at each address to advise how to flush their services. NOTE: during the repair, it was noted that the frost level on 51st Avenue was at 11-12 feet, directly above the main.
- A few water service lines have frozen this year due to the deep frost. If our hot water pulse machine was operational we may have been able to implement our policy and assisted (with cost). However, the element requires replacement and the part has been shipped to us – will likely be received this week. A contractor was located and those with frozen lines were advised.
- The Alberta Hub banner project is well underway. We have received the mock-up for approval.

MAYOR CHAPDELAINE'S REPORTS

Doctor Recruitment and Retention: March 16, 2018

- Gene Sobolewski, Mayor of Bonnyville was invited to meeting to discuss how the district of Bonnyville recruits new doctors. It was decided that we would use the same format.
- We are presently in the process of recruiting a new female Doctor to work with, and from Dr. Johnson Fatokum office.
- Town of Smoky Lake is now trying to find a temporary building for the Primary Care Network to work out of until a building can be secured.
- Committee is working with Alberta Health to obtain a Dialysis machine for Smoky Lake region.
- Next meeting Date To Be determined.

Aspen View School Board: March 1, 2018

- Vilna School by Numbers as of September 29, 2018
 - 207 total students enrolled
 - 104 from Saddle Lake Cree Nation
 - 43 from Whitefish Lake First National

- 33 non Treat
 - 2 others
- 93 were new Registrations
88% of students identify as First Nations, Metis or Inuit
- Vilna Outreach 26 students
 - 16 Saddle Lake
 - 4 Whitefish Lake
 - 6 non treaty

Evergreen Waste Management: March 5, 2018

- Month of February
 - TOTAL Waste Collected 853.54 Tonne
 - 254 Loads
- Where Waste Went
 - Transfer Station 112.92 Tonnes
 - Burning Pits 0.02 Tonne
 - Cell 740.6 Tonne
- TD Bank loan has been secured for 7 years at 2.9%.
- Leachate hauling proposal has been secured from E-Can Oilfield Services at a bid price of \$11.24 per cubic meter, other proposal received was \$16.25 per cubic meter.
- The commission has opened an insurance claim for shop fire estimated at \$60,000.
- Next meeting Date April 16, 2018 at 10:00 AM

Local Global Forum, March 8, 2018

- Alberta Transportation, Rajit Tharmalingam reported on High Load Corridor Study. Rest areas are well on their way and should be complete in 2019.
- Broadband was very high on the agenda and the federal government announced that every Canadian has a right to have Broadband networking. How to get it to them is another story.

DEPUTY MAYOR DYCK'S REPORTS

MUNI-CORR – March 12, 2018

- The crossing agreements are being renewed with the contractors.

Vilna Agricultural Society March 12, 2018

- The arena has been well used with over 500 people taking advantage of public skating.
- The School has finished its skating program for the year and will be teaching a curling program.

COUNCILLOR ROMANKO'S REPORTS

Smoky Lake Foundation Meeting, February 21, 2018

Bar-V-Nook

- Reviewed the loan for the new Bar-V-Nook Phase II.
- Phase II is scheduled for turnover in May, with occupancy scheduled for June 1.
- Market Suites were discussed
 - Agreed that rent would include 1 meal and light housekeeping,
 - Also discount in rent for 3 months.
- Bar-V-Nook is full, they had flu outbreak from January 26 to February 13.

Vilna Lodge

- Vilna passed accommodation standards license given for 2 years.
- 34/40 occupancy
- Generator delayed till thaw

CAO

- Yardi scheduled for March.
- Payroll will be local in fall.
- Needed to re-sign MOA with Housing because of changes by Department

Next meeting March 14.

Smoky Lake Regional Fire Committee, March 6, 2018

- Presentation by Jubilee Insurance re: new addition to Volunteer Firefighter Insurance, involving counseling for PTSD for firefighters as well as family. Means increase of \$2.00 per month per firefighter if accepted.
- Discussion regarding tire replacement on fire trucks, recommend 4 to 6 year life.
- Presentation by WCB re: aid in case of injury

Next meeting June 15.

28/63 Water Commission, March 6, 2018

- Financial report by Auditor.
- Managers reported on number of crossing agreements. Mallaig tender signed. Water supply agreement with Whitefish is now in their hands, waiting for signature to continue.
- Engineer
Edward site for Mallaig extension is stripped and waiting for materials. Whitefish predesign about 30% complete, 75% of crossing agreements signed. Off-site reservoir approved. Engineering agreement signed for two years with Associated Engineering.
- Provincial Representative
St. Paul County given advance for Mallaig extension. Whitefish extension - Province may advance funds for engineering before provincial year end.

Next meeting April 25.

RES: 032-18 Moved by Mayor Chapdelaine that the reports be accepted for information.

CARRIED

6. BUSINESS:**a) Award of Excellence for GIS System**

At the Joint Municipalities meeting on January 29, 2018 Town of Smoky Lake presented the idea of nominating the Smoky Lake Region (Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau) for the Municipal Excellence Award for the formulation of a regional initiative to have a joint Geospatial Information System.

RES: 033-18 Moved by Mayor Chapdelaine that the Village of Vilna supports the application to be made by the Town of Smoky Lake for the Municipal Excellence award in recognition of the regional initiative; Geospatial Information System of the Smoky Lake Region.

CARRIED

b) Electric Vehicle Charging Station

For Information and Future Reference

RCDC may apply for federal grant funding as the Smoky Lake Region for Electric Car Charging Stations.

In a newspaper article written Feb 27, 2018 in the Redwater Review Paul Miranda, Communications Officer answered questions for the reporter regarding same. A motion may be required in the upcoming months from the RCDC Committee. Attached is a map detail of where the Village of Vilna charging station would be potentially. The primary reason for this initiative is visitor attraction and economic development.

c) Main Street Flower Pots

A discussion was held at the Agricultural Society meeting regarding the potential for hanging flower pots along main street.

It was explained that for several years the Fire Department (2 volunteers) have been maintaining the planters along main street. They have tried the hanging plants but it was determined that hanging plants require watering twice daily, creating a great deal of work, and if missed the flowers die quickly.

d) 2017 Annual Financial Return

The Auditor for the Village, Richard Jean from JMD Group, LLP, presented the 2017 Financial reports.

REVENUES	
2018 Tax Levies:	\$308,208.00
Less Requisitions	<u>(46,332.00)</u>
NET TAXES	\$261,876.00.
Revenue from User Fees	\$220,532.00
Government Transfers	77,770.00
Franchise Fees	60,714.00
Other revenues	<u>85,943.00</u>
TOTAL REVENUES	\$703,835.00
EXPENDITURES	
Legislative	18,648.00
Administrative	156,276.00
Protective Services	31,371.00
Roads, Streets, etc.	221,546.00
Water Supply & Distrib.	180,384.00
Wastewater	36,367.00
Garbage	47,112.00
Public Health & Welfare	10,640.00
Planning & Development	8713.00
Parks & Recreation	37,032.00
Culture	<u>16,393.00</u>
TOTAL EXP	\$764,482.00
Capital Grants	<u>\$198,730.00</u>
<u>EXCESS REV/EXP</u>	<u>\$138,083.00</u>

It was further explained that the Long Term Callable Debt for the Village has been reduced from \$274,166.00 in 2016 to \$219,145.00 in 2017.

RES: 034-18 Moved by Deputy Mayor Dyck that the 2017 Financial Returns, as presented by the Village Auditor, Richard Jean, be accepted as presented. CARRIED

e) HUB Banner

The Northeast Alberta Information HUB is working with the regional municipalities to assist in promotion the communities by providing Community Banners that will identify the highlights of each community. The Banner could be used at Trade Fairs or Community Functions to identify some of the attractions in the Community.

RES: 035-18 Moved by Mayor Chapdelaine that the Council approve the design of the HUB Banner so that it can be forwarded for creation. CARRIED

f) Write-Off Prior Years uncollectable Accounts Receivables

The Auditors identified some outstanding Accounts Receivables in the amount of \$20,230.15 that are more than 3 years uncollected. Each of them is a result of frozen water line repairs in 2014 that were not owner authorized. It has been recommended that these accounts be written off in order to present a more accurate accounting of the financial position.

RES: 036-18 Moved by Mayor Chapdelaine that Council authorize the write-off of 2014 Uncollectable Accounts Receivables in the amount of \$20,230.15.

CARRIED

BYLAWS AND POLICIES**a) Traffic Safety Bylaw #533-18**

The proposed Traffic Safety Bylaw was reviewed by Council with more recommendations. It will be again at the next meeting of Council for consideration.

b) Water/Wastewater Bylaw #534-18

The existing Water/Wastewater Bylaw #129 is silent on many current issues. It was recommended that the Bylaw be reviewed and make questionable issues more clear. The proposed bylaw was reviewed by Council and it was recommended that further amendments be included and brought back to the next Council meeting.

8. FINANCIAL REPORT

a) Accounts Paid to March 15, 2018	\$72,245.59
i. February 16 – March 15, 2018 Cheques 13219-13228	\$50,912.68
ii. EFT Feb. 16 – March 15, 2018 (2018019-2018025)	\$11,214.40
iii. EFT Payroll – February 28, 2018	\$10,118.51

RES:037-18

Moved by Deputy Mayor Dyck that the Financial Report indicating expenditures of \$72,245.59 be accepted for information. CARRIED

9. CORRESPONDENCE

- a. Alberta Government, RE: Regulations pertaining to Cannabis Sales
- b. Alberta Justice, RE: Off Highway Vehicle Helmet Regulations
- c. Telus, RE: GST on 911 fee
- d. Alberta Government, RE: School Foundation Tax Rate date extension
- e. Governments of Alberta, RE: Low Carbon Economy Challenge
- f. Veterans Memorial Highway Assn., RE: General Meeting
- g. Lac La Biche Regional Health Foundation, RE: CT Scanner Announcement
- h. FCM, RE: Municipal Assessment Plan Grant
- i. GFOA, RE: Federal Government Budget Summary
- j. Alberta Ministry of Labour, RE: 2017 Wage Survey
- k. Smoky Lake County, RE: March 2018 Fire News Bulletin
- l. Alberta Treasury, RE: Economic Trends
- m. Aspenview Public Schools, RE: Notes from March 1, 2018 Meeting

RES.038-18

Moved by Deputy Mayor Dyck that the correspondence identified in the agenda be accepted for information. CARRIED

11. NEXT MEETINGS

- a) Council – March 19, 2018 – 7:00 p.m
- b) Council - April 16, 2018 – 7:00 p.m.
- c) Joint Municipalities – Vilna, March 26, 2018 – 6 p.m. – *Location to be determined*
- d) Regional Fire/Rescue –
- e) Dr. Recruitment & Retention –
- f) Evergreen Regional Waste Management – – St. Paul County CC 10:00 a.m.
- g) RCDC – April 16, 2018 – 9:30 a.m.
- h) Smoky Lake Foundation – *At call of Chair*
- i) Highway 28/63 Regional Water Services Commission – _____ 10:00 a.m.
- j) Muni-Corr -- April 9, 2018 – 10:00 a.m. St. Paul County Board Room
- k) Alberta HUB – March 29 – 10:00 a.m. - Portage College Event Centre, St. Paul
- l) Vilna Ag Society – April 9, 2018 7:30pm
- m) CRASC Training – April 23, 2018

RES. 039-18

Moved by Deputy Mayor Dyck that the meeting schedule be accepted for information. CARRIED

12. "IN CAMERA"**RES. 040-18**

Moved by Deputy Mayor Dyck that Council move "In Camera" at 10:05 p.m. to discuss an Offer to Purchase Tax Recovery Property described as Lots 1 & 2, Block 2, Plan 6356HW.

CARRIED

11. "OUT OF CAMERA"

RES. 041-18 Moved by Mayor Chapdelaine that Council move "Out of Camera" at 10:15 p.m.
CARRIED

RES. 042-18 Moved by Deputy Mayor Dyck that title to tax recovery property described as Lots 1 & 2, Block 2, Plan 6356HW be transferred to the Village.
CARRIED

RES. 043-18 Moved by Mayor Chapdelaine that the offer made to purchase Tax Recovery property described as Lots 1 & 2, Block 2, Plan 6356HW be refused and the purchaser be contacted with the recommendation that the payment term be reduced to two years.
CARRIED

12. ADJOURNMENT

RES. 044-18 Moved by Mayor Chapdelaine that the meeting adjourned at 10:17 p.m.
CARRIED

Leo Chapdelaine, Mayor

Loni Leslie, CAO