

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA**

IN THE PROVINCE OF ALBERTA, HELD ON MONDAY NOVEMBER 21, 2016  
IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE

**PRESENT:** Mayor Donald Romanko  
Deputy Mayor Frank Barry  
Councillor Roy Dyck  
  
Loni Leslie, Chief Administrative Officer  
Earla Wagar, Administrative Clerk

**GALLERY:**

**ORDER:** Mayor Romanko called the meeting to order at 7:02 P.M.

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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) Organizational Meeting Minutes – October 17, 2016<br/>b) Regular Council Meeting – October 17, 2016<br/>c) Tax Sale Auction October 26, 2016</p> <p><b>4. BUSINESS ARISING FROM MINUTES</b></p> <p><b>5. REPORTS</b><br/>a) Administration: Loni Leslie<br/>b) Public Works: Kevin Smith<br/>c) Council Reports</p> <p><b>6. BUSINESS:</b><br/>a) RCDC – Mandate Letter<br/>b) Smoky Lake Region Strategic Plan update approval of Policy #601<br/>c) RCDC – CARES Grant<br/>d) Regional Community Development Committee (RCDC) – Budget<br/>e) Tax Sale Property – Unsold – Complete Municipal Acquisition</p> <p><b>7. BYLAWS AND POLICIES</b><br/>a) Approval of Policy 601 (See 6b)</p> <p><b>8. FINANCIAL REPORT</b><br/>a) Accounts paid to October 31, 2016 - \$247,938.41<br/>    a. Cheques 12888 – 12918 - \$229,182.70<br/>    b. EFT payments October 1 to October 31, 2016 - \$18,755.71</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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**Res. 104-16** Deputy Mayor Barry moved the agenda be accepted as amended to include a discussion on a Senior Watch Program.6.f., and a personnel item In Camera 11.a.

CARRIED

**3. MINUTES:**

- a. 2016 Organizational Meeting, October 17, 2016

**Res. 105-16** Moved by Councillor Dyck that the minutes from the October 17, 2016 Organizational Meeting be accepted as presented.

CARRIED

- b. Regular Meeting, October 17, 2016

**Res. 106-16** Moved by Councillor Dyck that the minutes from the October 17, 2016 Regular Council meeting be accepted as presented.

CARRIED

## c. 2016 Tax Sale Auction, October 26, 2016

**Res.107-16** Moved by Mayor Romanko that the minutes from the 2016 Tax Recovery Auction be accepted as presented. CARRIED

**4. BUSINESS ARISING:****5. REPORTS:****ADMINISTRATION REPORT & PUBLIC WORKS REPORT**TAXES OWING AS AT November 21/16

2016 Taxes Owing (down \$7,187.69)	\$60,426.92
Prior Years Taxes Owing (down \$13,067.80)	\$82,207.82
Interest Owing (down \$8,941.22)	\$44,634.98

<b><u>TOTAL TAXES OWING</u></b>	<b>\$187,269.72</b>
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Less Village owned property (Tax Recovery)	(\$31,858.33)
Less Monthly withdrawal EFT's 2016 (Pd by Dec31/16)	(\$6,881.93)
Less adjustment to account of sold Tax Sale Property	(13,634.41)

<b><u>Adjusted Total Taxes Owing</u></b>	<b>\$134,895.05</b>
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<b><u>REDUCTION FROM OCTOBER 2016</u></b>	<b>36,835.77</b>
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Total Utilities Trans to Tax 2016	\$9,041.05
Other Municipal Services unpaid transferred to Taxes in 2016 (Both incl. in above totals)	\$4,307.70

- Lift station tenders were opened on November 10<sup>th</sup>. Unfortunately all of the bids were over budget, so the bids have been cancelled. We will move forward with Associated Engineering with their advice on how to proceed from here.
- The Assessment Complaint Hearing for a commercial property in the Village on November 30<sup>th</sup> in Edmonton has been canceled. The assessor and the property owner have come to a reasonable compromise that we are satisfied with. This will also save some of the costs of having a hearing for the complaint.
- The heater in the public works shop (south side) requires immediate replacement and this work is underway. The old furnaces (forced air FlameMasters) are being removed as well. An additional heater will be installed on the north side of the shop. This is a capital expenditure and will be included in the MSI applications.
- We have been asked for additional information for the drainage project grant application.
- Minutes of the Tax Sale Auction are in your packages. We sold one property at the tax auction sale (residential). That property has already been significantly improved and the neighborhood and the Village will benefit from that. The remaining two properties will be transferred to the Village of Vilna if that is the desire of Council (recommended). A business item is on the agenda.
- The paperwork to complete Summer Temporary Employment Program grant is underway. We are entitled to a maximum of \$3,887.61.
- The interim audit was carried out October 19<sup>th</sup> and 20<sup>th</sup>. The rest of the audit is scheduled for February 8<sup>th</sup> and 9<sup>th</sup>, 2017.
- The evening of November 13<sup>th</sup>, I became aware that someone was in town "selling" furnaces and hot water tanks door-to-door. This is against our bylaw because they did not apply for a business permit. Upon some investigation, I found that the agreements being signed by people were "rental" agreements, that 120 months/10 years of payments was the term (beyond unreasonable) and that people were being told 24 months while initialing that they accept 120 months (distraction and trickery). Most importantly, the installers were not applying for the appropriate safety codes permits, and this puts lives and property at risk. The RCMP detachment and Consumer Affairs were notified. A notice was mailed to all Vilna mailboxes warning of possible fraud activity in town.
- Utility billings were mailed November 15, 2016.
- A new meter was installed at the property for Account 45, with an outside reader for public work's convenience.

**MAYOR ROMANKO'S REPORTS****Foundation Meeting October 19**

- Vilna
  - Window replacement contract awarded, Jan. 2 completion date, window covering awarded as well.
  - Nothing on sprinklers or generator.
  - Floors completed, painting and patching done.
  - 25/28, 11/13 residents.
  - Staff to be trained in Supportive Pathways—Nov. 7&8, Nov. 14&15 (dealing with dementia patients)
  - Christmas Party Nov. 26
- Maintenance
  - Smoke room converted to Heidi's Office.
  - Working on replacing Vilna's truck.
- Smoky Lake/ Waskatenau
  - BVN full.
  - Some problems with cable TV.
  - Self-contained in Smoky Lake 4 empty, Waskatenau 5/16 empty.
- CAO Report
  - Some changes are needed in new replacement BVN.
  - Finances are alright—better organized, Barb to complete mini audit on Oct. 26
  - Compliance Review to be carried out for Jennie's cottage Nov. 21-22. I attended the review summary, only problem is not up to date paper work, everything else well done.

**Highway 28/63 Water Commission Nov. 2**

- Organizational Meeting
  - Everything kept the same.
- Regular Meeting
  - Provincial Representative reported extension of line to Mallaig approved. Costs of booster station at Edwand and required improvement to be paid 100% by province. Part of funding is under Build Canada so line must be completed by March 31, 2018.
  - Moved to study need to provide water for Whitefish Lake First Nations—system upgrades to be included in upgrades for Mallaig.
  - Phase 3 complete Vilna's final bill \$229.
  - Drainage issue near Newbrook can be solved by minor carving of site, very flat area no grade to move water.
  - Win Tun from Environment and Parks stressed need for plans for Emergency Response to Drinking Water Quality and Supply.

**DEPUTY MAYOR BARRY REPORTS****Emergency Management**

- County has passed the Regional bylaw as well as the town
- Suggested people to fill various positions in EOC (emergency Operations Center)
- Set up several training type meetings in Dec.

**Evergreen Waste Management Oct.26**

- Discussed Business Plan and made some suggestions
- Met leading candidate for Manager position
- Garbage is up in Sept.
- Working on a grant with 7 Lakes
- Reported positive progress with First Nations

- The waste water transfer station proposed for Lafond site has been moved elsewhere but nearby
- Will start to work on license renewal 2017 current not expire til 2018

### **Evergreen Waste Management - Oct.31 Organizational Meeting**

- Steve Upham Chair Dareld Cholak Vice
- Code of Practice for Handling of Asbestos tabled some changes / edits suggested
- Currently looking at 27k deficit but as said tonnage up
- Break-in at Lafond site stereo and tools stolen est. loss 3500. Fail to break in to scale house
- Working on setting up a Freon course potential dates
- Reviewed budget for next 5 years
  - Could get significant increase in tonnage
  - Try to foresee effect of carbon tax on budget
  - Not include asbestos in budget hard to plan for
  - No increase in fees foreseen hope in several years to have surplus looking at rebates
  - Thinking better to pay up front rather than have surprise supplementary requisition
- Commission responsible for dust control on access road discussed alternatives
  - Increased tonnage may mean have to do more on road
- Need to clarify term deposits(reserves)
- If we can reduce the toluene we can dispose of it a different manner rather than having to have it hauled away - toluene related to garbage accepted high rains add to problem

### **RCDC October 24, 2016**

- Dog sled race planned for first weekend in Dec. Monetary support
- Shaun's report
  - Possibility of a lay-down yard east end of county also following up on another possibility
  - Discuss possible "Shop Local" campaign
  - Maintaining contact with Ukrainian Canadian Chamber of Commerce Adam reported on his tri[ to Ukraine and some possibilities
  - CARES grant application discussed to promote Tourism apply for 25K - have to match it but 20% can be in kind to be approved next meeting
  - Tabled promotional material idea til we get local quote
  - Helped town with RV project along trail
- Question of membership came up seems Town interested in appointing a member-at-large but nothing in writing to discuss and come back to next meeting
- Approved County proposal 2 councillors and 2 members-at-large
- CCI to sponsor CFCW Food Bank appeal
- Approved draft budget

### **ASIST (Alberta Saskatchewan Incident Support Team)**

- Proposed team to be called on in emergency situation to assist local authorities as locals burnout
- Cover NE Alberta and NW Saskatchewan
- Members required to have certain level of training or acquired within set time period
  - Have to apply good for 2 years
- Members required to attend meetings and training sessions
- Municipality must approve of candidate joining pay member costs to attend meetings/training
- No cost to join
- Terms of refence developed for team
- If member to be deployed municipality have to agree will be reimbursed by requesting party
- If join would council be willing to pay token amount towards mileage \$20-30

## COUNCILLOR DYCK REPORTS

### MuniCorr - November, 2016

- Burying the water line to St. Paul County along the MuniCorr property  
**School Lunch Program**
- COPS donated \$200.00 toward the program.
- Trying to get Provincial funding.

**Res 107-16** Moved by Councillor Dyck that the reports be accepted for information.

CARRIED

## 6. NEW BUSINESS

### a) Regional Community Development Committee – Mandate Letter

The Regional Community and Development Committee and Joint Municipalities Committee are jointly requesting the approval of the RCDC Mandate Letter from all partner municipalities

This Mandate Letter provides the Joint Municipalities Committee annual direction to the Regional Community Development Committee (RCDC) and is an agreement on the parties' respective roles and responsibilities. The Letter confirms the RCDC's mandate and priority actions and forms the basis for the development of the annual **Economic and Community Development Strategic Plan** to the four member Councils (Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau).

**RES: 108-16** Moved by Deputy Mayor Barry that Council approve the Regional Community Development Committee Mandate Letter between the Joint Municipalities Committee and the Regional Community Development Committee for 2017.

CARRIED

### b) Smoky Lake Regional Strategic Plan

From the September 26th Joint Municipalities Meeting came the following motion:

**JMM-39-16** That the Joint Municipalities Committee recommend each individual municipality amend their Policy on the Smoky Lake Region 2007 – 2027 Strategic Plan to align with the Smoky Lake County's Policy on the Smoky Lake Region 2007 – 2027 Strategic Plan.

**RES:109-16** Moved by Mayor Romanko that the Village of Vilna accepts the recommendation of the Joint Municipalities Committee and approve Village of Vilna Policy # 601 to align with that of Smoky Lake County's Policy on the Smoky Lake Region 2007 – 2027 Strategic Plan.

CARRIED

### c) RCDC CARES Grant

The Regional Community Development Committee (RCDC) Economic Development Officer has begun the process of applying for a grant named Community and Regional Economic Support Program (CARES). The purpose of applying is to obtain some resources to diversify the economy in our Region and assist local tourism operators to grow and excel in the tourism economy.

The budget proposal for the grant will be:

Recreational Tourism	\$20,000.00
Culinary Tourism	\$8,000.00
Indigenous & Cultural Tourism	\$8,000.00
Real Estate Tourism	\$4,000.00
Tourism Capacity Development	\$10,000.00

- RES:110-16** Moved by Councillor Dyck that the Village of Vilna participate in the Community and Regional Economic Support Program (CARES) grant, and agree that Smoky Lake County be the managing partner to prepare the draft grant application for funding the Smoky Lake Region Tourism Development Project based on municipal contributions from the anticipated 2016 surplus of \$20,000.00 and \$5,000.00 of in-kind assistance, for a total 50/50 project cost of \$50,000.00

CARRIED

**d) RCDC 2017 Budget**

The 2017 RCDC Budget includes the transfer of the 2016 surplus of revenues to cover the municipal contribution to the CARES grant (Agenda Item 6c), assumes the approval of the Grant, and includes expenditures budgeted for the grant.

- RES:111-16** Moved by Deputy Mayor Barry that the Village of Vilna approve the Regional Community Development Committee (RCDC) 2017 Budget.

CARRIED

**e) Municipal Acquisition of Tax Sale Properties Unsold**

Two of the three properties put up at the Tax Recovery Auction Sale October 26<sup>th</sup> did not sell.

- Roll 29 – 4928 – 50<sup>th</sup> Avenue
- Roll 161 – 5309 – 50<sup>th</sup> Street

In order to pursue alternative opportunities, the titles should be transferred into the name of the Village of Vilna rather than leaving them in the name of the previous owner.

- RES. 112-16** Moved by Deputy Mayor Barry that the land title of Roll 29 and Roll 161 be transferred into the name of the Village of Vilna.

CARRIED

**f) Senior Watch**

We have many senior citizens in our Village that live alone. It has been suggested that we become more aware of our neighbors activities and schedules, so if a routine looks like it has changed, someone can check on them.

- RES. 113-16** Moved by Deputy Mayor Barry that a note be included in the next Newsletter encouraging people to keep an eye on your neighbours and watch for any change in routine.

CARRIED

Mayor Romanko called for a brief recess at 8:50 returning at 9:00 p.m.

**7. BYLAWS AND POLICIES**

- a)** Policy 601 – Smoky Lake Region Strategic Plan Update if Policy #601

This Policy was approved under Business Item 6.b.

**8. FINANCIAL REPORT**

Accounts paid to October 31, 2016-	\$247,938.41
Accounts paid by Cheques #12888-12918	\$229,182.70
EFT Payments October 1 – October 31, 2016	\$ 18755.71

- RES:114-16** Moved by Deputy Mayor Barry that the Financial Report indicating expenditures of \$247,938.41 be accepted for information.

CARRIED

**9. CORRESPONDENCE**

- a) Minister of Municipal Affairs, re: Response to petition request
- b) Minister of Municipal Affairs, re: MSI Spending Plan
- c) Minister of Municipal Affairs, re: Approval of 52 Street Grant
- d) Minister of Municipal Affairs, re: Alberta Community Partnership Program
- e) JMD Group, re: Auditing Plan 2016
- f) JMD Group, re: Audit Terms of Engagement
- g) Northern Lights Library System, Re; Board Information and Long Term Budget
- h) Trans Canada Public Awareness Team, re: Pipeline Development
- i) Alberta Recreation and Parks, re: Professional Development for Staff
- j) Evergreen Waste Management Commission, re: Report
- k) Portage College, re: Day of Collaboration and Conversations.
- l) Letter to Carl Stafford, re: Water consumption
- m) Letter and Certificate to Eva Bashuk, re: 110<sup>th</sup> Birthday Certificate
- n) Notice, re: Possible Fraud Alert

**RES#115-16** Moved by Deputy Mayor Barry that the correspondence identified in the agenda be accepted for information.

CARRIED

## 10. NEXT MEETINGS

- a) Council – December 19<sup>th</sup>, 2016 Set time (1pm)
- b) Joint Municipalities - Vilna – January 30, 2017
- c) Regional Community Development Committee – December 12<sup>th</sup>, 2016, 10am
- d) Evergreen Regional Waste Management Services Comm. Dec. 7/16
- e) Muni-Corr - December 12, 2016
- f) Smoky Lake Foundation – December 7, 2016
- g) Alberta HUB – November 24<sup>th</sup>, 2016
- h) Alberta HUB – Broadband Meeting December 2<sup>nd</sup>, 2016 – Smoky Lake
- i) Vilna Ag Society - December 12<sup>th</sup>, 2016
- j) Highway 28/63 Water Commission – Nov. 24 & Dec. 15, 2016
- k) HUB – December 2, 2016

**RES. 116-16** Moved by Councillor Dyck that the meeting schedule be accepted for information.

CARRIED

## 11. "IN CAMERA"

CAO Leslie excused herself from the meeting citing conflict of interest

**RES. 117-16** Moved by Mayor Romanko that Council move 'IN CAMERA' at 9:15 p.m.

**RES. 118-16** Moved by Councillor Dyck that Council move 'OUT OF CAMERA' at 9:45 p.m.

CARRIED

**RES. 119-16** Moved by Councillor Dyck that an Employment Agreement between the Village of Vilna and CAO Loni Leslie be offered to her and ratified, confirming her appointment as CAO as of October 20, 2011 and outlining the Employment Conditions and Benefits.

CARRIED

CAO Leslie returned to the meeting.

**RES. 120-16** Moved by Deputy Mayor Barry that a Policy be prepared that will protect employees from both physical and verbal abuse and that notices be posted and cameras be placed strategically around the office.

CARRIED

**RES. 121-16** Moved by Councillor Dyck that the Village Office shall be closed through the Christmas Season between December 22 and January 4<sup>rd</sup>, 2017.

**12. ADJOURNMENT**

**RES. 122-16** Moved by Mayor Romanko that the meeting adjourned at 10:00 p.m.

CARRIED

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Donald Romanko, Mayor

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Loni Leslie, CAO