

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA  
IN THE PROVINCE OF ALBERTA, HELD ON MONDAY SEPTEMBER 18, 2017  
IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE AT 1:00 P.M.**

**PRESENT:** Mayor Donald Romanko  
Deputy Mayor Frank Barry  
Councillor Roy Dyck, arrived at 8:30 p.m.  
Loni Leslie, Chief Administrative Officer

**ABSENT:** Earla Wagar, Administration Clerk

**GALLERY:**

**ORDER:** Mayor Romanko called the meeting to order at 1:05 P.M.

- |  |
|--|
| <p><b>1. AGENDA</b><br/>Additions/Changes</p> <p><b>2. DELEGATION</b><br/>a) Marlaine Pidluzny</p> <p><b>3. MINUTES</b><br/>a) Regular Council Meeting – July 31, 2017</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</p> <p><b>6. Council Reports</b><br/><b>BUSINESS:</b><br/>a) Northern Lights Library System Budget<br/>b) Advance Poll<br/>c) Smoky Lake Forest Nursery –Letter of Support</p> <p><b>7. BYLAWS AND POLICIES</b><br/>a) Code of Conduct Bylaw<br/>b) Utility Arrears Policy</p> <p><b>8. FINANCIAL REPORT</b><br/>a) <b>Accounts paid to, September 14, 2017</b>      <b>\$43,070.69</b><br/>Cheques 13085 – 13109      \$17,164.38<br/>EFT July 19 – Sept.7, 2017 (201747-201757)      \$13,453.48<br/>EFT Payroll – July 30, 2017      \$12,452.83</p> <p><b>9. CORRESPONDENCE</b></p> <p><b>10. NEXT MEETING</b></p> <p><b>11. "IN CAMERA"</b><br/>a) Personnel</p> <p><b>12. ADJOURNMENT</b></p> |
|--|

**1. AGENDA**

**RES: 091-17** Deputy Mayor Barry moved the agenda be accepted as presented.

CARRIED

**3. MINUTES**

a. July 31, 2017, 2017 . Regular Meeting

**RES: 092-17** Moved by Councillor Dyck that the minutes of the Regular Council Meeting of July 31, 2017 be accepted as presented.

CARRIED

**4. BUSINESS ARISING FROM MINUTES:**

CAO Loni Leslie reported that ATCO Electric has indicated that if Council agrees to the latest proposal for their Investment in the Village's decorative lights, the Village would have to pay a double fee for each of the poles because there are 2 lamps on each pole. This is being reviewed with ATCO.

**5. REPORTS:**

**ADMINISTRATION REPORT**

**TAXES OWING AS AT September 18, 2017**

Taxes Owing (includes July 1, 2017 penalty)

**CURRENT (2017)** \$66,968.10

**ARREARS (reduced by \$1,917.43)** 79,975.25

**Interest on all Outstanding Taxes** 44,628.34

**TOTAL TAXES OWING** \$191,571.69

Less Village property (Tax Recovery) (\$56,752.32)

Less Taxes Paid Monthly to December 31, 2017 (EFT's)	(\$12,501.62)
<b><i>Adjusted Total Taxes Owing</i></b>	<b>\$122,317.75</b>
<b><i>REDUCTION FROM June, 2017</i></b>	<b><i>(1,965.63)</i></b>
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

- Utility Notices were mailed on September 13<sup>th</sup>, 2017.
- Two of the property owners on the Tax Auction Sale list have signed an agreement for payments. There are 4 properties remaining on the Tax Auction Sale List. The date has been set at November 15<sup>th</sup>, 2017.
- 4 spots are booked for the Elected Officials Education Program Councillor Training for after next election on December 14 & 15 in Plamondon.
- We received \$143,750.00 from Alberta Transportation which is the balance of the grant for the Lift Station, not including the increase requested.
- The library has hired the Library Manager. We are still not sure if they will continue with FCSS programming, but the library board wishes to continue – unsure of the staffing component.
- The Inspections Group has issued a letter to a homeowner dumping raw sewage into our storm drainage ditch. The homeowner complied with that letter and has removed the components that the inspector requested be removed. There may be some conditions to ensure that the homeowner continues to comply.
- The alley north of 52<sup>nd</sup> Avenue and the alley running north/south from 52<sup>nd</sup> Avenue to 53<sup>rd</sup> Avenue are slated for repair.
- The alleys have been leveled and graded, potholes are repaired and the intersection of 51<sup>st</sup> Avenue and 51<sup>st</sup> Street has been repaired.
- We have received a request for a re-zoning for a property from R1 to R2. This application will be processed according to the Land Use Bylaw and the Municipal Government Act over the coming months.
- A complaint was received by the Health Inspector regarding spraying of weeds at a municipal lot. The Health Inspector cleared the Village of any issues with the complaint.
- We were disappointed after speaking with the RCMP about some issues in the Village.

#### **MAYOR ROMANKO'S REPORTS**

##### ***Highway 28/63 Water Commission, August 25, 2017***

##### Commission Managers Report

- Engineering Agreement with Whitefish Lake agreed to.
- Joint Retainer with Brownlee with commission and Whitefish Lake.
- Working with St. Paul and Whitefish Lake on Inter basin water transfer agreement with Province.
- Agreed to Joint Retainer agreement with St. Paul County.
- Signed funding agreement with St. Paul County for upgrades needed for Mallaig extension.

##### Operations Report

- Several crossing agreement signed.
- Problem with alarms on East end, fixed with reprogramming.
- Working on Emergency Response Plan.

##### Financial Report

- Under budget so far.
- Engineering costs so far for extensions about \$20 000.

##### Engineer's Report

- On schedule for W.F.L. extension.

- Lot of time spent on Inter Basin transfer, should be finished by Aug. 31.
- Pre design in motion.
- Pressure bumped at Edward.
- Possible to build water reservoir on Smoky Lake County land, on top of hill near W.F.L., so they could use gravity to feed, not a commission problem.

#### Provincial Report

- No construction until legislation is approved for inter-basin transfer.

### ***Fire Rescue Committee, September 8, 2017***

#### Fire Chief's Report

- Mental Health Conference, open date, firefighters and staff only, 10-4:00
- Critical Incidents Conference on Nov. 14 in Viking
- Fentanyl Awareness training open date
- Looking for Washer and dryer machines for washing uniforms.
- Fire Recruitment document should include County paying for driver's abstracts.
- Need feedback on Performance Evaluation –interview, probationary periods.
- Smoky Lake department expressed need for Social Media Policy.
- Wants for departments needed.

### **COUNCILLOR DYCK REPORTS**

#### ***Smoky Lake Seniors Foundation – August 30, 2017***

- A Wi-Fi booster was installed to improve communication  
Complete with a fan to reduce moisture,
- Each centre did an evacuation exercise with the following results:
  - Bar-V-Nook – 10 minutes
  - Vilna Lodge – 6.5 minutes
- Water run-off is still a problem.

#### ***R.C.D.C. – September 7<sup>th</sup>, 2017 (Special Meeting)***

- All in Camera.

#### ***Vilna Citizens-On-Patrol (COP)***

- The Provincial Conference was held in High River on September 16 & 17, 2017
- A Train the Trainer program has been initiated for new members
  - 5 members from the Bellis/Vilna organization will take the training.

**RES: 093-17** Moved by Deputy Mayor Barry that the reports be accepted for information.

CARRIED

### **6. BUSINESS:**

#### **a) Northern Lights Library System 2018 Budget**

Northern Lights Library System has submitted its 2018 Budget for review by the participating municipalities. The Budget reflects a 0% increase per capita in the requisition to the Municipalities. Vilna's requisition will stay at \$5.07 per capita equal to \$1,470.30.

**RES: 094-17** Moved by Mayor Romanko that the Northern Lights Library System 2018 Budget and Policy amendments be accepted as presented.

CARRIED

**RES: 095-17** Moved by Deputy Mayor Barry that the 2018 Northern Lights Library System requisition amount of \$5.07 per capital at a population rate of 290, be approved.

CARRIED

#### **b) Election Polls**

In preparation for an election on October 16, 2017, Council considered the options of Advance Poll, an Incapacitated Electors Poll and an Institutional Poll.

**RES: 096-17** Moved by Deputy Mayor Barry that an Institutional Poll be held for 2 hours on Election Day, October 16, 2017 at the Vilna Lodge, and that the scheduled time be agreed upon by the Lodge administration and applicable notifications shall be posted.

CARRIED

**c) Smoky Lake Forest Nursery – Letter of Support**

Discussions pertaining to the status of the Smoky Lake Forest Nursery have been held. It has been recommended by RCDC that each municipality submit a letter of support for future development and re-investment into the facility by the Province.

**RES: 097-17** Moved by Councillor Dyck that the Council of the Village of Vilna join the Regional Economic Development Committee in submitting a letter of support to the Minister of Agriculture and Forestry for the future development and re-investment into the Albert Tree Improvement and Seed Centre located in Smoky Lake County, and provide copies to the local MLA's and to RCDC.

CARRIED

**7. BYLAWS AND POLICIES**

a) Bylaw 529-17 A Code of Conduct Policy for Council

The Modernized Municipal Government Act which was passed in July, 2017 and is expected to receive Royal Assent in October, 2017 requires that each Municipality pass a Bylaw which will provide a Code of Conduct as a guide for Municipal Councils to follow.

Policy #110 provides the necessary schedule for a Code of Conduct Bylaw #529-17 for the Municipal Council for the Village of Vilna.

**RES:098-17** Moved by Councillor Dyck that 1<sup>st</sup> reading be given to Bylaw 529-17 A Code of Conduct Policy for Council. CARRIED

**RES:099-17** Moved by Deputy Mayor Barry that 2<sup>nd</sup> reading be given to Bylaw 529-17 A Code of Conduct Policy for Council. CARRIED

**RES:100-17** Moved by Deputy Mayor Barry that unanimous consent be given to have third reading of Bylaw 529-17 at this meeting. CARRIED UNANIMOUSLY

**RES:101-17** Moved by Mayor Romanko that 3<sup>rd</sup> and final reading be given to Bylaw 529-17 A Code of Conduct Policy for Council. CARRIED

b) Policy 507, to enforce the payment of Utility Accounts

Administration has presented an amendment to Policy 507 to more clearly identify the process for enforcing the payment of unpaid utility Accounts.

**RES:102-17** Moved by Deputy Mayor Barry that the amended Policy #507 be approved and effective immediately upon passing. CARRIED

**8. FINANCIAL REPORT**

Accounts paid to – September 14, 2017	<b>\$43,070.69</b>
Accounts paid by Cheques #13085-13109	\$17,164.38
EFT payments from July 19 – September 7, 2017	\$13,453.48
EFT Payroll July, 2017	\$ 12,452.83

**RES:103-17** Moved by Mayor Romanko the Financial Report indicating expenditures of \$43,070.69 be accepted for information. CARRIED

**9. CORRESPONDENCE**

- a) Minister of Municipal Affairs, re: Approval of MSI Cap. Project
- b) Alberta Transportation, re: Municipal Water/Waste Water Grant

- c) RCDC re: Letter of Support for Smoky Lake Tree Nursery
- d) Alberta Municipal Government Board, re: County Subdivision Decision
- e) TransCanada Pipeline, re: Damage Prevention Regulations
- f) Federal Minister of Public Safety & Emergency Preparedness, re: Firefighters Memorial Day
- g) Lashburn Golf Club, re: Golf Tournament
- h) Alberta HUB, re: Meeting Schedule
- i) Canada Revenue Agency, re: Municipal Officers Expense Allowance

**RES.104-17** Moved by Deputy Mayor Barry that the correspondence identified in the agenda be accepted for information. CARRIED

**11. NEXT MEETINGS**

- j) **Council - September 18, 2017 - 10:00 a.m.**
- k) **Council - Organizational Meeting - October 23, 2017**
- l) **Council - October 23, 2017 - 7:00 p.m. (following Organizational Meeting)**
- m) **Nomination Day -September 18, 2017 10:00 a.m. to Noon.**
- n) **Joint Municipalities - Waskatenau, September 25, 2017 6:00 p.m.**
- o) **Tax Recovery Sale - November 15, 2017 11:00 a.m.**
- p) RCDC - September 26, 2017
- q) RCDC Public Round Table - Re Schedule October 2017
- r) Smoky Lake Foundation - September 20, 2017
- s) Highway 28/63 Regional Water Services Commission September 26, 2017
- t) Muni-Corr -- October 9, 2017
- u) Alberta HUB - Wednesday, September 27, 2017
- v) Vilna Ag Society - Next at the call of the Chair
- w) Evergreen Regional Waste Management Services Commission - Oct. 4, 2017

**RES. 105-17** Moved by Deputy Mayor Barry that the meeting schedule be accepted for information. CARRIED

**12. "IN CAMERA"**

**RES. 106-17** Moved by Mayor Romanko that Council move "In Camera" to discuss the CAO Employment Evaluation for 2016/17, at 2:32 p.m. CARRIED

**13. "OUT OF CAMERA"**

**RES. 107-17** Moved by Mayor Romanko that Council come "Out of Camera" at 2:40 p.m. CARRIED

**14. ADJOURNMENT**

**RES. 108-17** Moved by Mayor Romanko that the meeting adjourned at 2:45 p.m. CARRIED

---

Leo Chapdelaine, Mayor

---

Loni Leslie, CAO