

MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA

IN THE PROVINCE OF ALBERTA, HELD ON MONDAY FEBRUARY 17, 2014
IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE

PRESENT: Mayor Donald Romanko
Councillor Stephen Klassen

Loni Leslie, Chief Administrative Officer
Earla Wagar, Administration

ABSENT: Deputy Mayor Frank Barry
Kevin Smith, Public Works

GALLERY: Ian Fox, Alberta Emergency Management Agency

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

1. AGENDA:

Res. 014-14 Councillor Klassen moved the agenda be adopted as presented.

CARRIED

2. DELEGATION:

Ian Fox of Alberta Emergency Measures Agency gave a presentation to Council identifying the Roles and Responsibilities of Council "Before, During and After Emergencies". He identified the types of emergencies that the Village of Vilna could expect, ranging from dangerous goods highway incidents to ice storms or tornadoes to spring floods or fires. He stressed the need to have the public aware of the importance of having a 72 hour emergency package.

The Municipal Government Act requires that each local authority should have an emergency bylaw in place identifying whatever actions are necessary for the safety, health and welfare of the residents.

The Emergency Measures Act indicated that at all times the Local Authority shall be responsible for the direction and control of the local authorities emergency response, unless a senior government assumes direction and control.

He outlined to Council the importance of having a Director of Emergency Management and an Emergency Advisory Committee that will outline the emergency issues, plan revisions and training.

Council took a brief break at 8:15 p.m. and reconvened at 8:20 p.m.

3. MINUTES:

a. Regular Council Meeting, January 20, 2014

Res. 015-14 Moved Mayor Romanko that the minutes of the Regular Meeting of Council of January 20, 2014 be accepted as presented.

CARRIED

4. BUSINESS ARISING:

5. REPORTS:

**ADMINISTRATION REPORT and PUBLIC WORKS REPORT
Presented by Loni Leslie**

- Taxes: Total 2013 taxes for owing as of February 13 are \$43,791.20 (last month \$27,717.68) including 10 % penalty January 1, 2013 of

\$15,498.67 on all outstanding taxes and \$13,168.28 transfer of utilities to tax accounts. Prior Years owing total is \$115,593.14.

- Accounts Receivable invoices for 2013 were sent to the County for Landfill and Fire Department in the amount of \$18,891.81, the Library for \$15,427.34 and to AspenView for \$4,094.30 plus \$4,100.00 for dispatch towers for fire department licenses which were paid by Vilna but should have been paid by the County. We have received payment for the Landfill/Fire and Library.
- Response to the letter to Vilna Hardware was written and sent as directed.
- On January 31 we experienced a water break on 49th Avenue near 50th Street. Although it appeared to be coming from the service line in the ditch, it was actually the main on 49th and traveled about 30 feet to the ditch. The break was located on February 1 and repaired on February 2. All 1st Call, Environment and Health reports were completed prior to the repair and the Environment 7 day letter was completed February 7 as required. Water samples were taken and returned satisfactory.
- The auditors will be in our offices on February 19th and 20th (changed from Feb 18 and 19). I will be attending the Foundation Meeting on the 19th, so Earla will be at the office to assist the auditors until I return on that day.
- A \$1,000.00 donation was received by the Fire Dept. on the evening of the Firemen's Dine and Dance for the x-ray/blood work equipment.
- I have emailed Mr. Saskiw for an update regarding the answer he was looking for as to whether or not Alberta Health would be replacing the equipment; however I have not heard back from him regarding the answer to the question. I'm assuming that this is because he has not received the answer.
- A residence on 52nd Avenue is having continuous sewer backup problems. CamTrac was called in to camera their clean-out to the street and found a large grease deposit near their tie-in which could not be pushed past. We were hoping to get further to find where damage to the pipe was that was causing fresh clay to be returned on the snake. Enzymes and degreaser have been used to try to clear the grease blockage, but it is still unknown if there is some other damage to the pipe. The homeowner is quite sure that they will not be able to wait until we are able to replace the 52nd Avenue sewer line (priority) so they may have to dig out their service line to know for sure what the problem is.
- COPS have requested that a light be installed on the Trail Washrooms. A request for decision is included on the agenda.
- Administrators of the partner municipalities will be meeting to discuss shared services possibilities with each other to determine if the prioritized list is practical. This is a result of the February 12, 2014 RCDC meeting.
- I have spoken to the regional engineer regarding the regional water line and the license that we will need. Currently we are licensed for high quality groundwater, where we will need to be on a license and Code of Practice for a distribution system only. This will take approximately 2 months to receive approval, and in that time we hope to have completed the repair and cleaning of the reservoir and the water meter changeover. We are almost certain that we can obtain the meters from St. Paul, however not sure how long they will take to install.
- \$13,168.28 in Utility Arrears was transferred to tax accounts as of December 31.

- Kevin and I will be away from March 10th to 14th for the water seminars. Earla will be covering for me and likely Malcolm will cover for Kevin as he did last year.

MAYOR ROMANKO'S REPORT

Smoky Lake Foundation, January 22, Smoky Lake

- Had a workshop with Terri Watamanuk and Loretta Berthol from Municipal Affairs, discussion of the Supportive Living Guide and supplementary information including need for a 5 year business plan (template to be provided) with an annual update. Answered a number of questions with regard to the role of the Board.
- Discussion about the high rates charged by Smoky Lake for water supply, apparently rates set by size of meter supplying water. Concerns to be taken to Smoky Lake Council meeting.
- For the next meeting maintenance supervisor must attend and give report and answer any outstanding questions.
- Continuing problem with Pine Creek Parking, large ditch in front endangers patrons and visitors. Maintenance supervisor is to estimate cost of putting in culvert and filling in ditch for next meeting.
- BarVNook is at 41/47 with 3 expected to move in by February.
- Vilna Lodge is not full, two deaths last month. Villa is full and in lock down because of flu.
- Smoky Lake self-contained projects have 3 vacancies and Waskatenau has 4 vacancies. Vilna is full.
- Looking at changing way in which financials are reported monthly to the board, reducing amount of paper as well as making financials easier to follow as well as reducing work to staff.

Special Meeting of Smoky Lake Foundation, February 13, 2014

- The Special Project Meeting identified change orders for the project that included Audio Visual and Nurse Call Systems.
- It was reported that the building fund would be transferred from the T.D. Bank in St. Paul to a local bank in Smoky Lake.
- The construction budget was discussed, municipalities are advised to expect larger requisitions in 2014 to help offset the construction deficit.

ASLI Project Meeting, January 23 (Alberta Supportive Living Initiative)

- Updated Construction schedule supplied, now scheduled for April of 2015.
- Alberta Health requested several changes, including Bariatric upgrade and changes to dining room to reduce noise. Board did not agree since Alberta Health was given plans prior to construction start and did not request changes then, changes now would mean increased costs.
- Infrastructure Alberta is aiding project with specs on furniture, no charge so costs will be reduced.
- Project meeting scheduled for Edmonton to review Nurse Call Systems on January 30th. I did not attend.

HUB Meeting, February 4, St. Paul

- Morning dealt with several board issues including updating signing authorities, discussion of on line banking for some bill payments, executive cost recovery for executive meetings.
- Blue Quills College was accepted as a member of HUB as an educational institution. Enbridge has been invited to become an industry member of HUB.
- A draft plan of the Eastern Alberta Trade Corridor was presented and discussed; final will be dealt with at next meeting. Memorandum of Understanding was also presented and accepted. Two board members were added to the EATC management board.
- Kathryn Hotte Small Business Advisor presented her report as to actions taken since October. Presented number of activities she has and will be carrying out over the next few months, including 7 new satellite locations in February. She expressed need for media contacts, and use of social media as well as referral of new business.
- Short report on activities of Portage College in St. Paul and programs to be offered.
- Afternoon was spent with Mark Baxter of Outlook Market Research. Presented the EATC web site and the need for communities to build in community profiles that are self-updateable with an online template. These profiles should be such that they could be printable for pamphlets.
- A Regional Labour Attraction 3yr. Strategic plan was presented.

Next Meeting March 27.

Highway 28/63 Regional Water Commission Meeting, February 6, Smoky Lake

- Most of the Contract 3 has been completed, only seasonal deficiencies remain, Spedden is on the regional waterline as of January 30. Bellis start up and commissioning set for February 10. As of meeting only 50% of mechanical and EI&C complete in Bellis.
- An interim water rate for 2014 was set a \$1.70/m³ until the budget is complete. CRNWSC has increased their rate to \$1.2726 as of January 1.
- The master loan agreement with Alberta Capital Finance Authority was approved.
- The Board authorized the administration to request a new Ministerial Order for debt financing for future development.
- No word from St. Paul as to the addition of the pipeline to Ashmont.

Next meeting March 6 in Thorhild.

COUNCILLOR KLASSEN'S REPORTS

North East Muni-Corr Ltd., February 10, 2014

- The meeting began with discussion of the funding for the Beaver River Trestle. At the time of the meeting discussions had occurred in regards to the suggested amounts of financing to come from each of the municipalities. A motion was passed to fund any shortfall from the fundraising from the \$1 million GIC as previously discussed.
- Another motion was passed to continue to use ISL for the rest of the project. Previous discussion had been whether another engineering company might be less costly but it was noted that a new company would need to start from the beginning again and the added cost of doing so would outweigh any other financial benefits.
- The next topic was in regards to a civil suit versus those responsible for the damage. It was noted by many councils that these individuals received a very small sentence as compared to the damage they had done. A civil suit was suggested and Marvin Bjornstad had been looking into it with a lawyer in St. Paul but has come to the point where it will now start costing dollars to proceed. A motion was passed to proceed for now until more info can be known.
- Three new right-of-ways were presented and passed including one from Alta Gas (County of Smoky Lake), and two for ATCO (one in MD of Bonnyville and one in County of Smoky Lake). Each was for the usual \$2500 for a ten year lease.
- On a related matter, the board received a letter of complaint from a resident along the trail. She is building a new residence just west of Vilna and is being billed an extra \$5000 for twenty years for crossing fees. This was deferred to the next meeting but not before it was noted that Muni-Corr cannot control what ATCO bills its customers for.
- Next meeting March 10 @ 10 a.m.
- Note: after this meeting a decision was made by the MD of Bonnyville NOT to approve the \$125,000 requested for repairs to the Beaver River Trestle. They felt that the \$1 million should be used for this purpose.

**Regional Community Development Committee,
February 12, 2014**

- The meeting started with a previous action list. It was reported that a meeting with The Oil Sands Community Alliance (OSCA) went very well and they were aimed to give a letter of endorsement to the proposed finishing of highway 855. This letter would be extremely beneficial in talks with government.
- The terms of reference discussed at the joint municipal meeting was set for addition to the agenda for the March meeting. Some connections were made in order to try to develop a "job fair" within the Smoky Lake Region. Other discussions included meetings held with CN late in January over possible facility within the Smoky Lake region to refurbish rail cars and talks about materials & workers for upcoming trade shows.
- A delegation presented a slideshow containing information about a possible Bio Diesel plant. The COO of the company was on hand to answer questions and concerns. This company would be completely private funded. They are very excited about the possibility of being within this region as it works best considering the proximity to the desired source of crops needed to create their product. They have had discussions with farmers in the area who are also very excited over this. The developers do have some concerns but they appear to be mainly red tape issues. A motion was passed to set up a meeting between the developer, ministers and members of RCDC.
- Another major topic of discussion was shared services between the municipalities. A list was created by the board members and

then each board member decided which items were the highest priorities. These items although were deemed to be of the highest priority for now, does not mean that other agreements could not also be sought. Some of the items for immediate discussion included road maintenance, by-law enforcement, FCSS and Fire & emergency.

- The next scheduled meeting is April 9, 2014

Vilna & District Municipal Library Board Meeting February 7, 2014

- The Manager's report started with an announcement of a new reading program in which participants can read for five hours and enter to win one of ten Kobo readers. This program ran before but with only one reader to be won. Those participating can enter once for each time they read for five hours.
- The Library is currently running an "Adopt-A-Book" program in which anyone can come in and purchase a book and have their name put onto the cover as a donation. Numerous books have been loaned to the library and when this program ends, only the books not adopted will be returned.
- Year end is complete and most numbers are up. The library has an allotment of \$2048.00 for purchasing of new books for 2014. The levy for 2014 is \$4.8756 per capita.
- The treasurer's report showed an ending balance of \$13,920.38 after expenses and revenues for the month of December.
- Next meeting TBA

Vilna & District Ag Society, February 10 2014

- The meeting started with the treasurer's report showing a total for ending balances of all accounts of \$150,561.42 after expenses and revenue. It was noted that heating and electricity expenses were down considerably for the last month due to a decision to lower the temperature settings while the hall is not in use. Another note was that the bill for the paving work done has yet to come in.
- Properties report started with some bad news as it was stated that the chillers are not running and won't be before the weekend's bonspiel. There are issues which seem to be unsolvable until spring when the weather warms up. The roof leak problem was fixed temporarily and the third sheet repaired so as long as the weather holds at a decent temperature, the bonspiel will proceed without any problems.
- Things with the Arena are going good. The school has cleaned out numerous items and the ice is in good condition.
- Other items mentioned included discussion on an artificial ice surface for the curling rink, the need for parking curbs for the north side of the hall and a test of emergency systems are needed. It was also decided that on February 15 there will be free skating in the arena.
- Kitchen bookings made their report of upcoming bookings including an ATCO open house on February 20.
- Discussion continued over the fees owed from the school. The PAC has decided to pay for \$3500.00 of the fees owed for previous usage by the school leaving an amount owed of \$1900. This does not include storage fees or usage for the current year. A letter was presented from the principal requesting a reduction in fees as he felt they were too high. The board decided to adjust the fees in accordance with his request and to create a contract based upon these new fees as there was no previous contract in place. The new fees suggested are \$50 per room per month for storage and \$35 per hour booked for ice time.

- The Chair is to meet with the Principal to discuss the proposed new rates.

Next meeting scheduled for March 10 @ 7 p.m.

Evergreen Regional Waste Management, February 13, 2014

- The first item on the agenda was Bylaw No. 12 and discussion began immediately over the tables regarding weighted vote and the funding formula. It was decided that more discussion was needed and the item was tabled until the next meeting.
- The next item was on a proposal for straw. A motion was passed for the manager to draft an agreement with the individual that brought forth the proposal for a three year deal.
- The new track loader was ordered and the existing one was repaired. The cost of repairs included \$8000 for parts but no bill for labour has been received.
- The SRD appeal over the usage of the water wells went as hoped for and the usage will continue as previous.
- The treasurer's report showed the total amount of waste collected for the month of January was 1,195 tonnes for an income of \$91,756. While the amount in tonnage is down from the previous year, the income was up.
- Delegation from Associated Engineering made a presentation in regards to business plan assistance. The framework included culmination of existing data from previous studies and history surrounding Evergreen. It would use this data as well as new data for the North East region to help Evergreen see where it's at and where it can be in the future maximizing potentials for new clients throughout the area.
- On another topic, the leachate levels are above the tolerable limits of 0.5 mg/L and having to be shipped at an extra cost. The regulation has been under discrepancy for numerous years and a motion was passed to send a delegation to meet with the Minister to discuss adoption of new levels as suggested in reports done back in 2006.

Next meeting March 31 @ 10 a.m.

Res 016-14 Moved by Mayor Romanko that the reports be accepted for information.

CARRIED

6. NEW BUSINESS

a) Joint Municipalities Meeting Recommendations

At the joint Municipalities meeting held in Vilna on February 3rd, 2014 it recommended that each respective council accept the additional amendments to the draft Terms of Reference for the RCDC – Regional Community Development Committee, dated January 2014, as prepared by Consultant Shane Pospisil, as follows:

- Membership: Members appoint by each respective Council by resolution (*not at JMM*); and each respective Council shall ensure an Alternate member.
- Terms and Conditions: "Remove" – in its entirety.
- Governance and Procedures: Election held in the Month of November (not January).

- Mandate Letter: include “A Term” (*wording*): by the end of each calendar year for the following year; and expand on Resources: include wording: budgetary and staff.
- Role of Municipal Administration: *Move*: four member municipalities CAO and CEDO under “Membership” as Resource or Support Staff; and remove In-camera discussions from Terms of Reference (Governed by MGA already); and *include* Action List under role duties (d).
- Appendix A – Vision: To following after Purpose Heading, as its own heading.
- Appendix B – RCDC Members: names not to be included.
- Final Draft Terms of Reference: *To include* Managing Partner as Smoky Lake County and Funding Formula to be indicated.
- Recreational Component needs to be addressed.

Res 017-14

Moved by Councillor Klassen that the recommendations proposed by the Regional Community Development Committee as amendments to the Terms of Reference be accepted.

CARRIED

b) RCDC Budget and Cost Share Proposals

As per the Joint Municipalities Meeting February 3, 2014,

- That the Joint Municipalities recommend to each respective Council to decide on a Cost-Sharing Funding Formula for the RCDC: Regional Community Development Committee based on:
 1. Trider Formula,
 2. Equalized Assessment, or
 3. Population

and decide on the choice of an Economic Development Officer Position – as per Budget Option Scenarios:

1. Higher Level CEDO with Administration Support
2. Mid-Level CEDO with Administration Support and Additional Investment Consulting.

As per the draft budget and Options – depending on the majority consensus of the member municipalities:

- For Budget Option 1: AND Funding Method 1 - \$17,312.50, Funding Method 2 – \$2,264.73, Funding Method 3 – \$9,976.40
- For Budget Option 2: AND Funding Method 1 - \$16,062.50, Funding Method 2 – \$2,101.21, Funding Method 3 – \$9,256.09

Res 18-14

Moved by Mayor Romanko that Council choose Budget Option 1 and Funding Method Option 3, as the mid-range of the cost scenarios and the most equitable to all member communities. The Budget Options indicate no grant funding, however it is anticipated that the Regional Collaboration grant will be applied for in reference to the RCDC committee. The prior Regional Collaboration Grant allowed for in-kind cost-share, rather than cash inputs.

CARRIED

c) RCDC Budget and Cost Share Proposals

Under the Safety Codes Act, municipalities and organizations can become accredited to deliver safety services in their jurisdictions.

This means they are delegated the responsibility to issue permits and inspect all work performed in their jurisdiction in the disciplines in which they are accredited. Accreditation is available for six disciplines in which they are accredited. Accreditation is available for six disciplines – building, fire, electrical, plumbing, gas and private sewage disposal systems. Accreditation allows a municipality to be directly involved with the delivery of safety services and to address the particular safety concerns of its community quickly and efficiently.

We have been accredited together with member municipalities, and have contracted with The Inspections Group as our Safety Codes Agency since January 1, 2010, and the contract expires December 31, 2014.

Our bylaw # 503-13 (attached) names the Inspections Group as our Safety Codes Agency, and unless the Agency changes, requires no further action in regard to the bylaw. We have been satisfied with the Agency's work on our behalf.

Res 019-14

Moved by Councillor Klassen that the Village of Vilna participate in joint accreditation with Smoky Lake County, the Town of Smoky Lake and the Village of Waskatenau – the Uniform Quality Management Plan (UQMP) - under the Safety Codes Act, including all regulations applicable to the Building, Electrical, Plumbing and Gas Disciplines; and approve the Safety Codes Agency to be for a five-year term ending December 31, 2019; and that we proceed with Smoky Lake County, the Town of Smoky Lake and the Village of Waskatenau to contract with the Inspections Group for a further contract term of five-years.

CARRIED

c) Trail Washrooms

The COPS Association is currently looking after the Trail Washrooms. They have requested that an outside light be installed over the doors to help discourage the vandals and made the facilities more obvious after dark. It is estimated that the cost would be around \$600.00.

Res. 029-14

Moved by Mayor Romanko that \$600.00 be approved as an expense exceptional to the draft budget for the provision of exterior lights at the Trail Washrooms.

CARRIED

8. BYLAWS & POLICIES

9. FINANCIAL REPORT:

a) Expenditures

Res. 021-14

Moved by Councillor Klassen that payment of cheques #12053 – 12055 in the amount of \$11,779.80 and direct deposits in the amount of \$12,005.07 be accepted for information.

CARRIED

10. CORRESPONDENCE:

- a. North Saskatchewan Water Shed Alliance, re: Membership
- b. Community Futures, re: Program Evaluations
- c. Alberta Transportation, re: TRAVIS permit system
- d. Kalyna Country, re: request to speak to Council
- e. Smoky Lake County, re: Firefighter fees
- f. Alberta Human Services, re: Building Family & Communities Act

It was recommended that item 9.d, Kalyna Country be added to the March 17th, 2014 agenda.

Res. 022-14 Moved By Councillor Klassen that the Village of Vilna opt not to become a member of the North Saskatchewan Water Shed Alliance, at this time.

CARRIED

Res. 023-14 Moved by Mayor Romanko that the Correspondence be accepted for information.

CARRIED

11. "In Camera"

12. NEXT MEETING:

- a) Regular Council Meeting, March 17, 2014 at 7:00 p.m.

13. ADJOURNMENT:

Res. 024-14 Mayor Romanko adjourned the meeting at 10:25 p.m.

Donald Romanko, Mayor

Loni Leslie, CAO