

MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA  
 IN THE PROVINCE OF ALBERTA, HELD ON MONDAY, JULY 16, 2018  
 IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE AT 7:00 PM

**PRESENT:** Deputy Mayor Roy Dyck  
 Councillor Donald Romanko  
 Loni Leslie, Chief Administrative Officer

**ABSENT:** Mayor Leo Chapdelaine  
 Earla Wagar, Administration Clerk

**GALLERY:** Mike Nay  
 Susan Nay  
 Ron Farmer  
 Frank Barry  
 Linda Yurdiga  
 Hank Keller

**ORDER:** Deputy Mayor Dyck called the meeting to order at 7:00 p.m.

1. **AGENDA**  
 Additions/Changes
2. **PUBLIC HEARING**  
**BYLAW 538-18 Advertising Bylaw and Public Participation Policy #108-18**
  - A. CALL TO ORDER
  - B. INTRODUCTION OF BYLAW 538-18
  - C. QUESTIONS FROM COUNCIL
  - D. CALL FOR PRESENTATIONS FROM PUBLIC
  - E. DISCUSSION
  - F. INTRODUCTION OF PUBLIC PARTICIPATION POLICY #108-18
  - G. PUBLIC PARTICIPATION REPORTING
  - H. QUESTIONS FROM COUNCIL
  - I. CALL FOR PRESENTATIONS FROM PUBLIC
  - J. DISCUSSION
  - K. ADJOURN PUBLIC HEARING
3. **MINUTES**
  - a. June 18, 2018
4. **BUSINESS ARISING FROM MINUTES**
5. **REPORTS**
  - a. Administration: Loni Leslie
  - b. Council Reports
6. **BUSINESS:**
  - a. Joint Municipalities Action List - Emergency Services Radio System
  - b. Joint Municipalities Action List – Financial Contribution to Emergency Services Radios
7. **BYLAWS AND POLICIES**
  - a. Public Participation Policy #108-18 – Make Amendments or Approve without Amendments
  - b. Advertising Bylaw #538-18 – Make Amendments if any
    - b.1 2<sup>nd</sup> Reading
    - b.2 3<sup>rd</sup> Reading
  - c. DRAFT Traffic Bylaw #533-18 (For Review and Consideration at a future meeting)
  - d. DRAFT – Utility Service Bylaw #534-18 (For Review and Consideration at a future meeting)
8. **FINANCIAL REPORT**
  - a. Accounts paid to July 14, 2018 \$50,967.40
9. **CORRESPONDENCE**
10. **NEXT MEETING**
11. **CLOSED SESSION**  
 Privileged information as per Section 27(1) FOIP
12. **ADJOURNMENT**

**RES: 119-18** Deputy Mayor Dyck adopted the Agenda as presented.

CARRIED

- 2. PUBLIC HEARING:**
- Advertising Bylaw #538-18 and Public Participation Policy #109-18**
- A. CALL TO ORDER  
 Deputy Mayor Dyck called the Public Hearing to Order at 7:05 p.m.
- B. INTRODUCTION OF BYLAW 538-18  
 CAO Leslie introduced the proposed Bylaw 538-18.

Bylaw #538-18 was prepared and given first reading in accordance with the Municipal Government Act, Section 606:

606(1) of the, Requirements for Advertising, indicated that the requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specified otherwise.

606(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be:

- (a) Published at least once a well for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
- (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held.

C. QUESTIONS FROM COUNCIL none.

D. PRESENTATIONS FROM PUBLIC:

Linda Yurdiga suggested that an amendment be made to Bylaw #538-18, Section 2 which currently reads "Any notice required to be advertised under section 606 of the Municipal Government Act of a bylaw, resolution, meeting, public hearing or other thing may be given in accordance with the timelines prescribed in Section 606 by *"one or multiple or all of the following means"*: to delete *"one or multiple"* and change the clause to read ..... ***by all of the following means.***

E. Council acknowledged the proposed deletion and agreed to have it included in the bylaw prior to 2<sup>nd</sup> reading.

F. INTRODUCTION TO PUBLIC PARTICIPATION POLICY #109-18

CAO Leslie introduced Policy #109-18 as identified in the Alberta MGA Regulation #193/2017.

#### **Public participation policy requirements**

A municipality's public participation policy must identify

- (a) the types or categories of approaches the municipality will use to engage municipal stakeholders, and
- (b) the types or categories of circumstances in which the municipality will engage municipal stakeholders.

#### **Participation policy must be made public**

A municipality must make its public participation policy available for public inspection, and may post it on the municipality's website.

#### **Review of public participation policy**

A municipality must review its public participation policy at least once every 4 years.

G. PUBLIC PARTICIPATION REPORTING – none received.

H. QUESTIONS FROM COUNCIL – none

I. CALL FOR PRESENTATIONS FROM THE PUBLIC

The overall policy was generally acceptable; the area of concern was the notification processes. It was suggested that for Direct Decisions of Council, by using where appropriate, a Newsletter, a Newspaper, Website, Radio, Social Media, or Correspondence to adjacent property owners.

It was further recommended that where Consultative Decision is required, Council will Collect and Understand public input prior to making a decision. The recommended process used to notify the public could be done through a Survey, Polls, Open House, Public Hearing or Meeting, Council meeting Delegation, Committee of the Whole.

J. DISCUSSION

It was the consensus of the public at the meeting that a clause indicating that any of these methods, or if felt to be needed, all of these methods of communication could be used.

K. Deputy Mayor Dyck adjourned the Public Hearing at 7:50 p.m.

3. MINUTES

**RES: 120-18** Moved by Councillor Romanko that the minutes of the Regular Council Meeting of June 18, 2018 be accepted as presented. CARRIED

4. BUSINESS ARISING FROM MINUTES:

5. REPORTS:

**ADMINISTRATION REPORT**

The Administration report was presented to Council including:

<b>TAXES OWING AS AT July 15, 2018</b>	<b>CURRENT (2018)</b>	\$85,954.04
	Anticipated Interest Jan 1, 2018	\$6,427.96
	<b>ARREARS (reduced by \$5,515)</b>	\$83,263.30
	EFT (monthly payments) CREDIT	\$18,018.25
	<b>Interest owed on all Outstanding Taxes(reduced by \$3,376.81)</b>	\$49,446.55
	<b><u>TOTAL TAXES OWING</u></b>	<u>\$218,663.89</u>
Less Village property (Tax Recovery) (reduced by sale of recovery property)		(\$71,837.27)
Less Taxes to be Paid Monthly by Dec 31, 2018 (EFT)		(\$27,864.84)
	<b><u>Adjusted Total Taxes Owning</u></b>	<b><u>\$118,961.78</u></b>
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

- Utility notices were mailed July 11, 2018.
- 10 Utility accounts are scheduled for cut-off if not paid by July 31, 2018 or arrangements made.
- A billing was mailed to the person who was taking water from the sani-station to water the garden.
- It was a very busy month during tax time and many meetings to attend.
- A Disaster Recovery Program application is prepared for the costs associated with the flooding April 21-25, 2018 and is due July 20, 2018
- Lift Station – Construction is underway. A site visit with the engineer was completed and it seems that the power switch over with ATCO may be slowing the project down a bit.
- We received no public inspection critiques by the advertised deadline of July 10<sup>th</sup>, 2018 for Public Participation Policy 109-18.
- The CAO training session in Two Hills on June 28<sup>th</sup> was very informative.
- Some curb cock valves within the Village require repair. Public Works is working on this item.
- The water plant requires a few repairs to the notification system when there is an alarm. Alarms are being sent, but cannot be acknowledged by the receiver.
- Bonnie Lake Campground revenues are improving over the last month.
- The Statistical Information Report was forwarded to Alberta Municipal Affairs as required.
- The AFRRCS radio system proposal requires motions from Council – a business item on the agenda.

- There is an administrator's meeting July 18<sup>th</sup> to discuss the Intermunicipal Collaboration Framework start up and the AEMA Emergency Management Act amendment presentation in St. Paul July 19<sup>th</sup>.
- We have had no further contact with the potential purchaser of the village property on 49<sup>th</sup> Avenue.

#### **MAYOR CHAPDELAINÉ'S REPORTS**

##### ***Doctor Recruitment & Retention Committee***

- The meeting was interesting; we had a member of the Board call a Special Meeting with the Doctors Raubinheimer, but not advising the other members of the committee. This was brought up as a concern to the committee and will not be happening again.
- We, the Board, are only to help doctors in recruiting new doctors to the area, the doctors, themselves, will do their own hiring, with the approval of the Board.
- The next meeting will be at the call of the chair.

##### ***Evergreen Regional Waste Management Committee***

*No report*

I will be away for the rest of July, enjoy your summer and keep up the good work. Thank you.

#### **COUNCILLOR ROMANKO'S REPORTS**

##### ***Highway 28/63 Water Commission***

- Telus is still waiting for a court date;
- There appears to be a surveying problem between RR 140 & RR 141, indicating a potential encroachment.
- The Whitefish Line is anticipated to cost an increase of \$460,000 in engineering fees,
- A booster pump will be added at Edwand to increase the pressure to Mallaig.
- The detail plans for White Fish Lake Reserve are 60% complete.

#### **DEPUTY MAYOR DYCK'S REPORTS**

##### ***MuniCorr – July 11, 2018***

- A concern was raised regarding fencing over right-of-ways in 4 or 5 situations.
- The trail is seeing an increase in family activities.

**RES: 121-18** Moved by Councillor Romanko that the reports be accepted for information.

CARRIED

#### **6. BUSINESS:**

##### **a. Joint Municipalities Action List – Emergency Services Radio System.**

Smoky Lake Regional Municipal Emergency Services is proposing to switch the radio communication system from the current VHF analog system to the Alberta First Responders Radio Communication system.

**RES: 122-18** Moved by Deputy Mayor Dyck that the Village of Vilna will upgrade the Emergency Services Radios from the current VHF Analog system to the Alberta First Responders Radio Communication digital system using Motorola equipment and that Smoky Lake County be the managing partner administering the project.

CARRIED

##### **b. Contribution to the Smoky Lake Region Emergency Services Radios**

The Alberta First Responders Radio Communication System Radios cost \$3,200.00 each, Vehicle Radios cost \$2,200.00, Pagers costs \$701.00 each, Base station costs \$4,000.00 and incidentals and installation will cost approximately \$3,500.00.

- RES: 123-18** Moved by Councillor Romanko that the Village of Vilna consider budgeting funds in the 2019 Capital Budget to contribute to the Smoky Lake Region Emergency Services Radios. CARRIED

## 7. BYLAWS AND POLICIES

### a. Public Participation Policy #109-18 Amendments

Through the Public Hearing process for the Public Participation Policy 109-18 it was suggested that for Direct Decisions of Council, the PROCESS be amended to include ***“and correspondence to adjacent property owners where appropriate.”***

It was further recommended that where Consultative Decision is required, the PROCESS be amended to include the clause ***“Any or All of Process #1 – Direct Decision.”***

- RES:124-18** Moved by Councillor Romanko that policy #109-18, the Public Participation Policy be amended in the Communication Process for Direct Decision to include ***“and correspondence to adjacent property owners where appropriate;”*** and for the Consultation Decision Process add the clause ***“Any or All of Process #1 –Direct Decision”*** and further that Policy 109-18 be adopted as amended. CARRIED

### b. Advertising Bylaw #538-18

Through discussions at the Public Hearing for Advertising Bylaw #538-18 it was indicated that often the advertising of proposals or Bylaws do not reach the majority of the general public. An amendment to Bylaw 538-18 was proposed that would require the use of all the indicated means of communication including electronic posting on the Village Web Site, electronic posting on Social Media, and by posing the notice prominently at the Village of Vilna Municipal Office.

- RES:125-18** Moved by Councillor Romanko that 2<sup>nd</sup> reading be given to Bylaw #538-18, with Section 2. to read:

Any notice required to be advertised under section 606 of the Municipal Government Act of a bylaw, resolution, meeting, public hearing or other thing may be given in accordance with the timelines prescribed in Section 606 ***by all*** of the following means:

- (1) Electronically, by posting the notice prominently on the Village of Vilna official website;
- (2) Electronically, by posting the notice prominently on any of the Village of Vilna’s official social media sites; and
- (3) by posting the notice prominently at the Village of Vilna Municipal Office located at 5135 – 50 Street, Vilna, Alberta.

CARRIED

- RES:126-18** Moved by Deputy Mayor Dyck that 3<sup>rd</sup> reading be given to Bylaw #538-18 with the amendments. CARRIED

**c. Traffic Bylaw #533-18** *deferred to future meeting.*

**d. Utility Service Bylaw #534-18** *deferred to future meeting.*

## 8. FINANCIAL REPORT

<b>a.</b>	<b>Accounts Paid to July 11, 2018</b>	<b>\$50,967.40</b>
	i. June 16 – July 11, 2018 Cheques 13299-13322	\$23,863.82
	ii. EFT June 14 – July 11, 2018 (2018063-2018083)	\$9,711.64
	iii. EFT Payroll June 30, 2018	\$17,391.94

**RES:127-18** Moved by Deputy Mayor Dyck that the accounts paid to the end of June, 2018 in the amount of \$50,967.40 be approved. CARRIED

**9. CORRESPONDENCE**

- a. Alberta Recreation & Parks, re: Professional Development Workshop
- b. Town of Smoky Lake, re: Pumpkin Fair Parade
- c. Alberta Municipal Affairs, re: Intermunicipal Collaboration Awards
- d. Ukrainian Canadian Congress, re: Invitation
- e. AUMA, re: Rebate
- f. TransCanada’s Public Awareness Team, re: Newsletter
- g. AnyQuip, re: Used Equipment
- h. Alberta Culture & Tourism – Stars of Alberta Volunteer Awards
- i. AUMA Position Paper re: Local Authorities Election Act Amendments

**RES.128-18** Moved by Councillor Romanko that the Correspondence identified in the agenda be accepted for information. CARRIED

**10. NEXT MEETINGS**

- a. Council Meeting – July 16, 2018 – 70 p.m.
- b. Council Meeting – September 17, 2018 – 7 p.m.
- c. Joint Municipalities – Waskatenau - September 24, 2018 – 6 p.m. –
- d. Regional Fire & Rescue September 21, 2018– Smoky Lake County – 1 p.m.
- e. Dr. Recruitment & Retention – As required
- f. Evergreen Regional Waste Management – July 20, 2018 – 11am Lafond Site.
- g. RCDC –July 17, 2018 – 10:00 a.m. (full day)
- h. Smoky Lake Foundation – August 22, 2018 9am
- i. Highway 28/63 Regional Water Services Comm. – Aug. 15, 2018 - 10 am
- j. Muni-Corr -- August 13, 2018 – 10:00 a.m. St. Paul County Board Room
- k. Vilna Ag Society – August 13, 2018 7:30pm

**RES. 129-18** Moved by Councillor Romanko that the meeting schedule be accepted for information. CARRIED

**11. CLOSED SESSION**

**RES. 130-18** Moved by Councillor Romanko that Council move to closed session at 8:55 p.m. to discuss privileged information as per Section 27(1) FOIP. CARRIED

**RES. 131-18** Moved by Deputy Mayor Dyck that Council return to open meeting at 8:58 p.m. CARRIED

**9:01** – Meeting resumed with no public present.

**12. ADJOURNMENT**

**RES. 132-18** Moved by Deputy Mayor Dyck that the meeting adjourned at 9:02 p.m. CARRIED

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Roy Dyck, Deputy Mayor

**S E A L**

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Loni Leslie, CAO