

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA
IN THE PROVINCE OF ALBERTA, HELD ON MONDAY APRIL 24, 2017
IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE AT 7:00 P.M.**

PRESENT: Mayor Donald Romanko
Deputy Mayor Frank Barry
Councillor Roy Dyck

Loni Leslie, Chief Administrative Officer
Earla Wagar, Administration Clerk

ABSENT:

GALLERY: Kyle Miller, Municipal Planning Services
Richard Jean, JMD Group LLP

ORDER: Mayor Romanko called the meeting to order at 7:05 P.M.

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| <p>1. AGENDA
Additions/Changes</p> <p>2. PUBLIC HEARING – INTERMUNICIPAL DEVELOPMENT PLAN
A) CALL TO ORDER
B) ADJOURN PUBLIC HEARING</p> <p>3. DELEGATION
a) Richard Jean, JMD Group LLP, 2016 Audit</p> <p>4. MINUTES
a) Regular Council Meeting – March 20, 2017</p> <p>5. BUSINESS ARISING FROM MINUTES</p> <p>6. REPORTS
a) Administration: Loni Leslie
b) Public Works: Kevin Smith
c) Council Reports</p> <p>7. BUSINESS:
a) RCDC Surplus
b) Appointments to Library Board
c) ATCO Tree Removal Initiative
d) 2017 Campground Rates – Seasonal Rate</p> <p>8. BYLAWS AND POLICIES
a) Bylaw #525-16/17 – Inter-municipal Development Plan
• 2nd & 3rd Reading
b) Policy #307 amendment
• Approval</p> <p>9. FINANCIAL REPORT
a) Accounts paid to April 20, 2017 \$78,739.39</p> <p>10. CORRESPONDENCE</p> <p>11. NEXT MEETING</p> <p>12. ADJOURNMENT</p> |
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RES: 041-17 Deputy Mayor Barry moved the agenda be accepted as presented.

CARRIED

2. PUBLIC HEARING – INTER-MUNICIPAL DEVELOPMENT PLAN Bylaw 525-16/17

2.1 CALL TO ORDER

Mayor Romanko called the Public Hearing to Order at 7:07 p.m.

2.2 INTRODUCTION OF COUNCIL AND PLANNER

Mayor Romanko introduced

- the members of Council as Deputy Mayor Barry and Councillor Dyck ,
- the CAO, Loni Leslie, who acts as Secretary to the Planning Commission, and
- Kyle Miller, representing the appointed planning service, Municipal Planning Services Ltd.

2.3 OUTLINE OF PROCEDURES, presented by Mayor Romanko

2.4 SUMMARY OF THE PROPOSED PLAN presented by CAO Leslie

2.5 PRESENTATION FROM PLANNER

Kyle Miller from Municipal Planning Services Ltd. presented the County of Smoky Lake and Village of Vilna Inter-municipal Development Plan that was presented and subsequently amended after the June 3, 2015 Public Hearing.

2.6 INVITATION FOR PUBLIC PRESENTATIONS

There being no "Public-At-Large" present at the meeting requesting an opportunity to make a presentation to Council the meeting carried forward.

2.7 SUMMARY

Two clarification amendments were requested and agreed upon:

- Section 4.6.3 Committee Structure.. *It was clarified that Members At Large would be invited to sit on the Committee in-lieu of a Council Member sitting on the Board.*
- Section 2.8 Municipal Service.. *A correction to the Plan was recommended that would remove the clause referring to the regional waterline "expected to" and amend it to say "does" replace the municipal water service.*

2.8 ADJOURNMENT

There being no further business to be discussed regarding Bylaw 525-16/17 The Smoky Lake and Vilna Inter-municipal Development Plan, Mayor Romanko declared the Public Hearing Adjourned at 7:25 p.m.

3. DELEGATION:

Richard Jean of JMD Group LLP, the appointed Auditor for the Village of Vilna, presented the 2016 Financial Statement.

2016 Financial Report was presented to Council at the April 24th, 2017.

Highlights:

Consolidated Statement of Financial Position indicates that Callable Debt has been reduced by \$55,133.00, with Accumulated Surplus calculated at \$3,001,996.00.

Consolidated Statement of Operations:

Although the Statement of Operations indicates a surplus of Revenue over Expenditures of \$378,483.00, this figure does not include the cost of upgrading the Sewage Lift Station which will not be completed until early summer. It is estimated to cost \$325,000.00 which will leave a surplus of \$23,483.00.

Property Taxes Levied:

Net taxes levied for general municipal purposes were \$311,860.00, which is \$1,172.00 more than 2015.

Government Transfers:

Operating transfers were recorded at \$76,041.00, a reduction of \$3,872.00 from 2015.

Capital transfers were significantly higher than 2015, with \$295,091.00 granted in 2016 while \$7,382.00.00 was received in 2015. Capital transfers are dependent on the Capital projects taken on in the particular financial year. The projects funded in 2016 were the road repairs on 52 Street and a partial payment for the Sewage Lift Station Upgrade.

Expenditure by Type Schedule indicated that expenditures in 2016 were \$811,609.00, \$4,326.00 less than 2016.

General Summary:

Revenues:	Net Taxes:	\$295,841.00
	Government Trans.	371,132.00
	User Fees & Sales	233,027.00

Investments & Other	<u>289,425.00</u>
	\$1,190,092.00
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Expenditures: Contr. & Gen. Svs.	\$122,523.00
Salaries & Wages	239,231.00
Goods & Supplies	221,092.00
Transfers	44,421.00
Other Expenses	<u>41,993.00</u>
	\$669,260.00
Principal Loan & Debenture costs	56,714.00
Amortization Expenses	(142,349.00)
Surplus	378,483.00
Less: Investments for Cap. Projects	(288,758.00)
Net Surplus	<u>\$89,725.00</u>

RES: 042-17 Moved by Deputy Mayor Barry that the 2016 Audited Financial Statement be accepted. CARRIED

4. MINUTES March 20, 2017

RES: 043-17 Moved by Councillor Roy Dyck that the March 20, 2017 meeting minutes be accepted as presented. CARRIED

5. BUSINESS ARISING:

6. REPORTS:

ADMINISTRATION REPORT

TAXES OWING AS AT April 24, 2017

Taxes Owing (includes \$12,232.93 January 1/17 interest)

CURRENT (EFT's Pre-paid) (\$13,790.57)

ARREARS 140,060.88

TOTAL TAXES OWING \$126,270.31

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

Adjusted Total Taxes Owing \$69,517.99

REDUCTION FROM March, 2017 24,079.17

Total Utilities Trans to Tax 2017 \$5,547.85

Other Municipal Services unpaid transferred to Taxes in 2017 (Both \$0.00

incl. in above totals)

- The application for the “jointly applied for” Inter-Action Multiculturalism Grant was denied.
- The Joint Municipalities meeting has been rescheduled by the County to May 4th from May 1st, 2017 at Spedden Hall.
- RCDC is conducting a Roundtable discussion focused on local agriculture at April 26th at 7pm at Smoky Lake Complex.
- RCDC has requested that \$20,000.00 of the surplus from the 2016 RCDC budget be held in a projects reserve with the remainder to go to reducing the municipal contribution. This item will be dealt with in the business portion of the agenda.
- I have informed the engineers that something must be done immediately to get moving on the project. The HVAC was installed last week and the electrical power supply has been changed over by ATCO. These were completed by the Village in consultation with the engineers.
- The Village received another donation from our very generous benefactor for \$1,000.00. The individual wishes to remain anonymous. The donation is to go to purchasing promotional and give-away items.
- The Tax Recovery Notification listing contained 5 properties affecting 4 owners of property. This accounts for \$8,894.90 of the above arrears.

One property owner has already requested a payment plan to clear up their account.

- The recent snow dumps have created a number of issues – roads, storm drainage, and alley access. All are being addressed by Public Works. In addition, the backhoe was sent to clear snow in front of the ambulance bay to ensure that the ambulance could exit their facility.
- Public Works requested that administration send a notice to all properties that back alley pick-up is not possible until the alleys dry up. Garbage is to be put to the front at the roadway for pick-up until further notice.
- The March/April water billings will be prepared and sent by the 2nd week of May.
- At the time of each utilities billing, there are a number of accounts which are 3 billings or \$600.00 or more in arrears. On these notices, a warning is placed that the water services will be discontinued if the bill is not paid by the due date of that billing. Of the 14 such notices since January 1st, 2017, only 4 were shut off and then 2 of these returned to service once payment was made. The other 2 properties are now vacant. On April 11th and 12th we received some rather abusive emails regarding the turning off of water services to the only unpaid billing from the January/February billing. An additional 12 days was given for the resident to pay (paid after water services were cut-off). In addition to the abuse, name-calling and profanity, the email also suggested that the homeowner was going to carry out activity to connect his home directly to the water service so that we couldn't shut off the water, which is highly illegal both in terms of the Municipal Government Act and Criminal Law. We will be monitoring the property to ensure that no such illegal action occurs. Copies of the emails were sent to Alberta Municipal Affairs (redacted – first name only)
- The CAO attended the Smoky Lake County annual Safety Meeting on Friday April 7th. Among the presentations were two speakers, one regarding personal safety against physical assault and the other about fire safety and prevention. Both speakers were excellent.
- Bonnie Lake Campground will be cared for by Public Works again this year. Starting in January we were receiving bookings. About half of the power sites are already booked for the May long weekend. We have also had a request for a seasonal rate, which will be dealt with further into the agenda.
- ATCO has commissioned a tree removal plan to prevent damage to electrical infrastructure from damage and power outages. Grey Wolf Environmental Ltd. completed the assessment and contacted private property owners and consulted with me regarding tree removals. Incentives will be given to private property owners to approve tree removal. The Village has been notified of trees that cause concern on public property. This item will be dealt with in the business portion of the agenda.

MAYOR ROMANKO'S REPORTS

28/63 Water Commission, March 30, 2017

- Correspondence presented between St. Paul County and Smoky Lake County regarding Smoky Lake's charges for water for flushing lines to Ashmont.
- Audited Financial Statement presented.
 - JMD appointed for 3 years as auditors.
- Letter regarding increase of water cost from CRNWSC from \$1.388 to \$1.4559 and reasons for not informing commission before this.
- Information was received regarding early repayment of Debentures.
- Engineers reported on different plans to supply Whitefish.
- Reported that planning for Mallaig extension is under budget and ahead of schedule. Tenders to be awarded in June.

Northern Alberta Information HUB - March 29, 2017

- MLA Hanson reported positives in oil industry recovery.
 - No road construction in our area for this year.
- Report that Federal Government is considering cuts to Aero Space in Cold Lake. Information will be sent later.
- Financial Report presented indicating a \$37 000 surplus.
 - Funds have to be moved to TD bank for checking reasons.
- Budget presented
 - Government has cut Rural Alberta Business Centers by 50%.
- The Executive Director's contract extended for 2 years.
- Broadband: draft report coming to include:
 - Basic objectives,
 - Fixed Broadband priority,
 - indication that future CRTC funding may be available in 2018.
- New CARES program –(Community and Regional Economic Support) funding is available effective April 1, 2017
 - deadline for applications is May 31.
- Alberta Transportation presentation was disappointing,
 - basically they are working on a Transportation Route and Vehicle Information System.
 - Trying to identify Core and Connector routes.
 - When report is completed they will recommend Legislative Changes.

Smoky Lake Foundation Meeting, April 19, 2017

- Budget did not change for self-contained.
- Chose new logo for Foundation.
- Bar-V-Nook has had no change, full.
- Smoky Lake self contained units will be full by May.
- Waskatenau 12/16
- Vilna fire alarms systems has been installed, inspected and hooked up. Requested shutter doors for kitchen to reduce noise during activities— approved.
- Maintenance needs replacement trailer (previous one was stolen). Still working on generator for Vilna Lodge.
- CAO working on Business Plan.
- Senior's Week, June 5-11.
- Budget reviewed indicating that operations are actually under budget.
- New system of Payroll selection. The Foundation will be leaving Bellamy System for Ceridian Post—cheaper and better control.
- Hold back for Binder Construction discussed, one major deficiency the hood venting system.
- CCSA (Continuing Care Safety Association) has approve our application to provide program for reducing injures in the work place at no cost to the Foundation. Program provides education, interviews and hands on training for workers.
- Presented Draft Report on land evaluation of Foundation-owned land in Smoky Lake.
- Next meeting May 17.

DEPUTY MAYOR BARRY REPORTS

RCDC - March 27, 2017

- The Town of Smoky Lake has appointed a Member-At-Large, Marianne Prockiw-Zarusky;
- The County has not yet appointed its Members-At-Large.
- A delegation from Alberta Council made a presentation to RCDC to lobby on our behalf to have the Provincial Court brought back to Smoky Lake;
- Shaun Green, EDO Report:
 - Attended Edmonton RV and Sportsman Show
 - Working on Regional Business Directory
 - Tim Horton's in Smoky Lake is scheduled to open Spring, 2018;

- There are plans for a new liquor store in Smoky Lake with a Growler Bar (refillable beer containers);
- The County CARES grant has been approved although the amount has not yet been confirmed.
- A meeting with farmers is scheduled for April 26, 2017;
- GIS Grant has been approved. The Town of Smoky Lake will be contributing the municipal portion;
- 2016 Year End Report indicated that the committee realized a surplus;
- Starting May 15th, 2017 there will be a psychologist available in Smoky Lake on weekends.

Fire Committee Meeting – April 21, 2017

- Mayor Caron from Waskatenau has been elected as new Vice Chair;
- Fitness Evaluation Policy has been adopted;
- A new radio system is being touted by the Province;
 - Cost is estimated at \$300,000.00 - \$350,000.00;
 - We can continue to use the existing system.
- We reviewed the County's 15 year vehicle and equipment plan;
- The committee reviewed the priorities chart.

COUNCILLOR DYCK REPORTS

Evergreen Waste Management

- The primary item discussed at the meeting was a personnel issue.

Citizens On Patrol

- The committee will be holding a fund raising Garage Sale through the 2nd week of May.
- The bush area south of the Cultural Centre (on private property) appears to be used as a fort, this is a serious fire issue.

General

The staging area will require levelling when the ground dries.

RES: 044-17 Moved by Deputy Mayor Barry that the reports be accepted for information.

CARRIED

Mayor Romanko called a brief recess at 9:00 p.m. with Council reconvening at 9:10 p.m.

7. NEW BUSINESS

a) RCDC Surplus

There is a \$61,832.00 for 2016. The Committee has recommended that \$20,000.00 be put into a Reserve account for future projects with the balance of being applied to the 2017 operating budget so as to reduce the municipal contributions for the year.

RES: 045-17 Moved by Councillor Dyck that the Village of Vilna approve the transfer of 2016 Economic Development Budget surplus of \$61,832.00, excluding \$20,000.00 as project reserve and previously adopted RCDC Motion: 139-16 on October 24, 2016, in the amount of \$41,832.00, to the 2017 Economic Development "Operating Reserve" for the Regional Community Development Budget with the intention of reducing the municipal cost share for 2017.

CARRIED

b) Library Board Members Appointments

- The Village of Vilna Municipal Library Board has recruited two new Board Members.

RES: 046-17 Moved by Deputy Mayor Barry that the Council of the Village of Vilna accept the recommendations of the Chair of the Library Board and approve the appointments of Amy Drew and Myra Valcourt to serve on the Village of Vilna Municipal Library Board.

CARRIED

c) ATCO Tree Removal Program

ATCO Electric has initiated a tree removal program to reduce the risk of power failure in communities with overhead power lines. There are several trees on municipal properties that will be affected, especially along the south side of 49th Avenue.

RES: 047-17 Moved by Councillor Dyck that Council approve the removal of trees in all areas identified by ATCO Electric's contractor, Grey Wolf Environmental, in order to ensure that the risk of loss of power supply to the Village is reduced.

CARRIED

d) Bonnie Lake Seasonal Camping Rates

A request has been made for a seasonal camping rate extending from the May long week-end to the end of September.

RES: 048-17 Moved by Mayor Romanko that Council approve seasonal rate of \$18.00 per night for the 30 amp sites, \$15.00 per night for the 15 amp sites and \$12.00 per night for the non-powered sites, provided that the same site is used by the seasonal customer for at least 30 consecutive days.

CARRIED

8. BYLAWS AND POLICIES

a) Bylaw 525-16/17 Intermunicipal Development Plan for the Village of Vilna and Smoky Lake County.

One clarification and one amendment were requested and agreed upon:

- Section 4.6.3 Committee Structure.. *It was clarified that Members At Large would be invited to sit on the Committee in-lieu of a Council Member sitting on the Board. (no amendment is required)*
- Section 2.8 Municipal Services.. *Remove the sentence referring to the regional waterline "expected to" replace the municipal water service.*

RES:049-17 Moved by Mayor Romanko that Council approve the amendment of the Village of Vilna and Smoky Lake County Inter-municipal Development Plan, Section 2.8 on page 9, by removing the second sentence of the first paragraph under "Municipal Services" heading "A regional water line is expected to replace the municipal water services in the near term."

CARRIED

RES:050-17 Moved by Deputy Mayor Barry that 2nd Reading be given to Bylaw 525-16, the Village of Vilna and Smoky Lake County Inter-municipal Development Plan.

CARRIED

RES:051-17 Moved by Councillor Dyck that 3rd and final Reading be given to Bylaw #525-16/17, the Village of Vilna and Smoky Lake County Inter-municipal Development Plan.

CARRIED

b) Policy #307 Purchasing of Goods and Services (amendment)

It was recommended by the Auditors that Policy 307 be reviewed and amended to bring the purchasing values closer to the costs of the current economy.

- RES:052-17** Moved by Deputy Mayor Barry that Policy #307, Purchasing of Goods and Services, be amended to increase the purchasing limit for the CAO be amended to reflect any budgeted item, and the purchasing limit for the Village Foreman be amended to “a budgeted item not to exceed \$1,000.00, and to increase the requirement for tendering limit. CARRIED

9. FINANCIAL REPORT

Accounts paid to – April 20, 2017	\$78,739.39
Accounts paid by Cheques #13006-13029	\$53,236.06
EFT payments from March 16 to April 20, 2017	\$11,632.59
EFT Payroll from March 1 to March 31, 2017	\$ 13,870.74

- RES:053-17** Moved by Mayor Romanko the Financial Report indicating expenditures of \$78,739.39 be accepted for information. CARRIED

10. CORRESPONDENCE

- a) Government of Canada, Ministerial Inquiries Division, re: Response to Vegreville concern
- b) AUMA, re: Legalizing Marijuana
- c) Alberta Minister of Labour, re: STEP Application
- d) Alberta Minister of Seniors & Housing, re: Senior Service Awards
- e) Alberta Minister of Services, re: Supernet Broadband
- f) Aspen View Public Schools, re: Newsletter
- g) Victoria Home Guard, re: AGM
- h) WCB, re: National Day of Mourning

- RES:054-17** Moved by Deputy Mayor Barry that the correspondence identified in the agenda be accepted for information. CARRIED

11. NEXT MEETINGS

- a) Council - May 15, 2017 – 7:00 p.m.
- b) Joint Municipalities – Spedden, May 4, 2017 6:00 p.m.
- c) RCDC May 1, 2017 10am
- d) RCDC Public Round Table – April 26, 2017 @ 7:00 p.m.
- e) Smoky Lake Foundation – May 17, 2017
- f) Highway 28/63 Regional Water Services Commission - May 4, 2017
- g) Muni-Corr -- May 15, 2017
- h) Alberta HUB – St. Paul – 10:00 –June 29, 2017
- i) Vilna Ag Society –May 8, 2017
- j) Evergreen Regional Waste Commission – May 12, 2017
- k) Doctor Retention and Recruitment – June 23, 2017

- RES. 055-17** Moved by Deputy Mayor Barry that the meeting schedule be accepted for information. CARRIED

12. ADJOURNMENT

- RES. 056-17** Moved by Mayor Romanko that the meeting adjourned at 9:30 p.m. CARRIED

Donald Romanko, Mayor

Loni Leslie, CAO