

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA  
IN THE PROVINCE OF ALBERTA, HELD ON MONDAY NOVEMBER 20, 2017  
IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE AT 7:00 PM**

**PRESENT:** Mayor Leo Chapdelaine  
Deputy Mayor Roy Dyck  
Councillor Donald Romanko  
Loni Leslie, Chief Administrative Officer  
Earla Wagar, Administration Clerk

**ABSENT:**

**GALLERY:** Mike Nay  
Linda Yurdiga  
Hank Keller

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

### 1. AGENDA

**RES: 142-17** Councillor Romanko moved the acceptance of the Agenda.

CARRIED

<p><b>1. AGENDA</b> Additions/Changes</p> <p><b>2. PUBLIC HEARINGS</b></p> <p style="padding-left: 20px;"><b>a. LAND USE BYLAW PUBLIC HEARING</b></p> <p style="padding-left: 40px;">i. Call to Order</p> <p style="padding-left: 40px;">ii. Introduce Re-Zoning Bylaw 530-17</p> <p style="padding-left: 40px;">iii. Presentation by Applicant</p> <p style="padding-left: 40px;">iv. Presentation by Public</p> <p style="padding-left: 40px;">v. Questions</p> <p style="padding-left: 40px;">vi. Adjourn Public Hearing</p> <p><b>3. DELEGATION</b></p> <p style="padding-left: 20px;">a) Mike Nay re: Garbage Pick-up and Culverts</p> <p><b>4. MINUTES</b></p> <p style="padding-left: 20px;">a) Organizational Meeting – October 23, 2017</p> <p style="padding-left: 20px;">b) Regular Council Meeting – October 23, 2017</p> <p><b>5. BUSINESS ARISING FROM MINUTES</b></p> <p><b>6. REPORTS</b></p> <p style="padding-left: 20px;">a) Administration: Loni Leslie</p> <p style="padding-left: 20px;">b) Council Reports</p> <p><b>7. BUSINESS:</b></p> <p style="padding-left: 20px;">a) Letter of Support, Bottle Depot</p> <p style="padding-left: 20px;">b) Library Board Appointments</p> <p style="padding-left: 20px;">c) Christmas Office Schedule</p> <p style="padding-left: 20px;">d) Sewage Lift Station</p> <p style="padding-left: 20px;">e) Bank Signing Authority</p> <p style="padding-left: 20px;">f) Set Tax Sale Minimum Prices</p> <p style="padding-left: 20px;">g) FCM Grant for Asset Management</p> <p><b>8. BYLAWS AND POLICIES</b></p> <p style="padding-left: 20px;">a) Land Use Bylaw Amendment #530-17 2<sup>nd</sup> &amp; 3<sup>rd</sup> readings</p> <p><b>9. FINANCIAL REPORT</b></p> <p style="padding-left: 20px;">a) <b>Accounts October 12 – November 16, 2017</b>      <b>\$65,481.72</b></p> <p style="padding-left: 40px;">a. Cheques 13132 - 13153      \$27,125.98</p> <p style="padding-left: 40px;">b. EFT Oct 12 – Nov 16, 2017 (201776-201792)      \$23,084.86</p> <p style="padding-left: 40px;">c. EFT Payroll – October, 2017      \$15,270.88</p> <p style="padding-left: 20px;">b) <b>Budget to Actual costs to October 31, 2017</b></p> <p><b>10. CORRESPONDENCE</b></p> <p><b>11. NEXT MEETING</b></p> <p><b>12. "IN CAMERA"</b></p> <p><b>13. ADJOURNMENT</b></p>
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### 2. PUBLIC HEARING (Amend Land Use Bylaw)

- i. Mayor Chapdelaine called the Public Hearing to Order at 7:00 p.m.
- ii. Introduced Re-zoning of Block 10, Plan 565KS (4.49 acres), excepting thereout 3 acres, more or less, subdivided under Plan 3353TR. Landowners of the property have requested amending the Land Use Bylaw from R-1 to R-2 to allow them to put a Manufactured Home on the property if they wished. R-1 Zoning will allow for a Modular home but not a Manufactured home. R-2 zoning will allow for a Manufactured home to be placed on the property. The owner of the property indicated that he wanted to develop a single family unit.
- iii. Presentation by Land Owner – Not present
- iv. Presentation by Public - None

v. Questions

Linda Yurdiga of 4812 – 52 Avenue inquired as to how many homes the owner would be putting on the property. She was assured that the bylaw only allows one residential structure per lot. If there was intent to put multiple residential structures on the land the property would have to be subdivided. The Land Use Bylaw allows for the owner to construct a multi-unit building, but it would still only be one residential structure allowed per lot.

vi. Mayor Chapdelaine adjourned the Public Hearing at 7:05 p.m.

**3. DELEGATION**

a. Mike Nay addressed Council with a concern over the height of his neighbor’s driveways. The driveways do not have culverts and Mr. Nay is concerned that water will pool in the ditches requiring the spring water to be pumped out before it might infiltrate his basement.

The west driveway had been dug up twice in the previous years to repair water breaks. When the Village crews filled in the excavation they added more gravel than had been there previously and water would not run “over” the driveways now.

Administration assured Council that public works would scrape any surplus gravel off the driveway to take it down to the a level satisfactory to the property owner and monitor the ditch in the spring and pump off pooling water, if necessary.

**4. MINUTES**

**a. Organizational Meeting, October 23, 2017**

**RES: 143-17** Moved by Deputy Mayor Dyck that the minutes of the Organizational Meeting of October 23, 2017 be accepted as presented.

CARRIED

**b. Regular Council Meeting, October 23, 2017**

**RES: 144-17** Moved by Councillor Romanko that the minutes of the Regular Council Meeting of October 23, 2017 be accepted as presented.

CARRIED

**5. BUSINESS ARISING FROM MINUTES:**

**6. REPORTS:**

**ADMINISTRATION REPORT**

TAXES OWING AS AT November 20, 2017

Taxes Owing (includes June 30, 2017 penalty)	
<b>CURRENT (2017-reduced by \$7,984.36)</b>	\$54,590.87
<b>ARREARS (reduced by \$824.23)</b>	78,835.68
<b>Interest on all Outstanding Taxes (reduced by \$702.13)</b>	<u>43,617.39</u>
<b><u>TOTAL TAXES OWING (reduced by \$9,510.72)</u></b>	<u>\$186,554.66</u>
Less Village property (Tax Recovery)	(\$56,752.32)
Less Taxes Paid Monthly to December 31, 2017 (EFT’s)	(\$7,459.44)
<b><u>Adjusted Total Taxes Owing</u></b>	<u>\$112,832.18</u>
<b><u>REDUCTION FROM September, 2017</u></b>	<b><u>(3,286.97)</u></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

**The Administration report was presented to Council including:**

- Utility Notices for the Sept/Oct - There are 15 accounts scheduled for shut-off of water services if not paid or payment arrangements made by November 30, 2017.

The high number is due mostly to the change in policy and all account holders have been notified.

- The Tax Auction Sale date has been postponed to January 17<sup>th</sup>, 2017.
- Council Training Sessions through the Elected Officials Education Program.
- 2016 Statement of Funding and Expenditures - certified by Alberta Municipal Affairs.
- A property owner in the Village has requested repairs to a driveway. Administration responded to the property owner and a reply has been received, however there are a number of misunderstandings evident in the reply from the property owner. Administration will attempt to meet with the owners face to face to attempt to come to an understanding.
- One hydrant has been replaced.
- A Public Hearing is scheduled for Bylaw 530-17 – Re-Zoning
- The furnace motor for the Village office repairs - cost of \$1,385.66.
- Bank signature changes are required – completed once Organizational Minutes are passed and signed, the ATB Financial banking resolution signed and signatures at the bank completed.
- A commercial meter repaired under warranty is now working.
- The regional administrators met on November 9<sup>th</sup>, 2017. Regional Alberta Community Partnerships grant and Federation of Canadian Municipalities grant discussed. Next meeting December 11, 2017.

#### **MAYOR CHAPDELAINE'S REPORTS**

##### ***Capital Region Municipal Assessment Commission - November 1, 2017***

- The Board of Directors consists of:  
Chair – Doug Thomas  
Deputy Chair – Art Erickson  
Director – Stacey May  
Director – Leo Chapdelaine
- Staff – Manager Archie Grover and Finance Manager Richard Barham.

##### ***Evergreen Regional Waste Management Commission***

- New Board of Directors  
Chair – Steve Upham  
Vice Chair – Nathan Taylor  
Financial – Ashley Cozzins
- Auditors and Legal remain unchanged.
- Looking at option of taking waste from Goodfish Reserve
- 2017 Financial Report was approved
- 2018 Budget was approved.

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

##### ***MUNI-CORR***

- Negotiations are ongoing with the water commission bringing water from Cold Lake west along the trail.

##### ***Agricultural Society – November 14, 2017***

- The Christmas Craft Fair was held on November 18<sup>th</sup>. It was well attended.

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

##### ***Smoky Lake Senior Foundation, November 10, 2017***

- Vilna Lodge Renewal  
The pad is poured for the generator installation  
Sprinklers have been installed  
An in-service for the CARE partners to instruct them on the use of the fire panel will be conducted.
- Bar-V-Nook

Facility is full

99% of the residents have had their flu shots

- Waskatenau has 3 vacant self-contained units.
- Vilna

34 of the 40 units are occupied.

They are planning to re-name each wing, having residents provide names.

The Christmas Party is scheduled for December 2, 2017.

- Maintenance

There are sufficient funds in the 2017 budget to replace all the furnaces in the self-contained units with high efficiency units. Expect to see significant savings in gas consumption.

- Assistant CAO

Safety courses are ongoing

Meetings are scheduled with each of the residents in the self-contained units.

- The Board passed a motion to borrow up to \$3,250,000.00 - Foundation's matching share of grant funding, to complete construction of Bar-V-Nook 2.
- The Foundation has received charitable status. A professional fund raiser will be at the next meeting.
- The 2018 Budget has been approved.

There will be no increase to the Municipal Requisitions for 2018.

Vilna presented a list of projects for the next year, these were approved.

**RES: 145-17** Moved by Councillor Romanko that the reports be accepted for information.

CARRIED

## 7. BUSINESS:

### a) Letter of Support – Bottle Depot

**RES: 146-17** Moved by Deputy Mayor Dyck that Council approve the letter written to the Vilna Bottle Depot indicating Council's support of their Appeal of Application #BC17-184 from the Saddle Lake Bottle Depot.

CARRIED

### Library Board Appointments

**RES: 147-17** Moved by Councillor Romanko that Council approve the recommendations from the Vilna Municipal Library Board to appoint Ronald Farmer and Loni Leslie to the Board.

CARRIED

### b) Christmas Hours

**RES. 148-17** Moved by Deputy Mayor Dyck that the Village Office will be closed from December 22<sup>nd</sup>, 2017 until January 2<sup>nd</sup>, 2018; and further, that if any tax or utility payments are received on January 2<sup>nd</sup>, 2018 they will be posted as received on or before December 31, 2017 and not subject to applicable penalties.

CARRIED

### c) Sewage Lift Station Upgrade

**RES: 149-17** Moved by Councillor Romanko that Council approve the increase in budget for the Lift Station Upgrade not to exceed \$537,000.00.

CARRIED

### d) Banking Resolution for Municipality/Public Body

**RES: 150-17** Moved by Deputy Mayor Dyck that administration be directed to complete and submit the ATB Financial "Account Resolution (Municipal/Public Body)" and any other documentation as required by ATB Financial for all of the Village of Vilna bank accounts held by ATB Financial which require signatures.

CARRIED

### e) Tax Sale Reserve Bids

Minimum bids must be set for the 3 properties for the January 17, 2017 Tax Sale.

**RES: 151-17** Moved by Councillor Romanko that reserve bids be set as follows:

<b>LINC Number</b>	<b>Lot</b>	<b>Block Plan</b>	<b>Recommended Reserve Bid</b>
LINC 0015792956	1	7	1999HW Assessment \$ 7,600.00
<i>Sold together</i>			
LINC 0016241838	2	2	6356HW Assessment \$82,100.00
LINC 0016241820	1	2	6356HW Assessment <u>\$ 7,600.00</u>
			\$89,700.00
LINC 0013701768	12	7	6808MC Assessment \$10,000.00

CARRIED

**f) FCM Grant Application for Asset Management**

FCM is offering a \$50,000.00 (at a time) 80/20 grant, available to each municipality to assist in the asset management and long term planning for infrastructure.

**RES: 152-17** Moved by Mayor Chapdelaine that Administration be directed to apply for the Federation of Canadian Municipalities Municipal Asset Management Program Grant for Sanitary Sewer Infrastructure Assessment and 10 Year Capital Plan and the Village of Vilna commits \$12,500.00 from the 2018 budget toward this initiative.

CARRIED

**8. BYLAWS AND POLICIES**

**a) Bylaw 530-17 Land Use Bylaw Amendment**

Based on the information supplied at the Public Hearing, Council shall now address the final readings of Bylaw 530-17.

**RES: 153-17** Moved by Councillor Romanko that 2<sup>nd</sup> reading be given to Bylaw 530-17 Amendment to Land Use Bylaw 398-98.

CARRIED

**RES: 154-17** Moved by Deputy Mayor Dyck that 3<sup>rd</sup> and final reading be given to Bylaw 530-17 Amendment to Land Use Bylaw 398-98.

CARRIED

**9. FINANCIAL REPORT**

**a) Accounts Paid**

Accounts paid to November 16, 2017	<b>\$65,481.72</b>
Accounts paid by Cheques #13132-13153	\$27,125.98
EFT payments from October 12, 2017 – Nov. 16, 2017	\$23,084.86
EFT Payroll October, 2017	\$15,270.88

**RES:155-17** Moved by Deputy Mayor Dyck the Financial Report indicating expenditures of \$65,481.72 be accepted for information.

CARRIED

**b) Financial Year to Date Report**

**RES:156-17** Moved by Deputy Mayor Dyck the Year to Date financial report be accepted for information.

CARRIED

**10. CORRESPONDENCE**

- a) Alberta Municipal Affairs, re: Municipal Government Act Amendments
- b) Alberta Municipal Affairs, re: MSI Grants
- c) Alberta Municipal Affairs, re: MSI Capital Grant Summary
- d) Alberta Community Services & Support - Family Violence Prevention
- e) JDM Group LLP, re: Audit Plan
- f) Vilna Fire Department, re: Invitation to Grey Cup Party

- g) Municipal Affairs, re: Builder Licensing
- h) Edmonton Journal, re: NDP launches Tax Relief Program
- i) Town of High River, re: Resolution pertaining Integrated Emergency Social Services & Management
- j) Alberta Economic Development & Trade, re: Weekly Economic Briefing
- k) Alberta Transportation re: Subdivision Regulations

**RES.157-17** Moved by Deputy Mayor Dyck that the correspondence identified in the agenda be accepted for information. CARRIED

#### 11. NEXT MEETINGS

- a) **Council – November 20, 2017 – 7:00 p.m.**
- b) **Council Meeting – December 18, 2017 – 7:00 p.m.**
- c) **Joint Municipalities – Vilna, January 29, 2018 – 6:00 p.m.**
- d) **Councillor Training, Plamondon – December 14 & 15, 2017**
- e) **Tax Recovery Sale – postponed until January 17, 2018**
- f) **Evergreen Regional Waste Management – St. Paul County CC**  
December 21, 2017 - 10:00 a.m.
- g) **RCDC - December 18<sup>th</sup>, 2017 – 9:30 a.m.**
- h) **Municipal Elected Officials Training – Emergency Mgmt –**  
8:30am-Noon Nov. 30, 2017 Two Hills Cnty Office
- i) **Smoky Lake Foundation – December 20, 2017**
- j) **Highway 28/63 Regional Water Services Commission –**  
December 1, 2017 – 10:00 a.m.
- k) **Muni-Corr -- Monday, December 11, 2017 – 10:00 a.m. St. Paul**  
County Board Room
- l) **Alberta HUB – December 14, 2017 10:00 a.m., St. Paul**
- m) **Regional Administrators Mtg, December 11, 2017-10:00 am**
- n) **NLLS – Saturday, December 9, 2017 – 9:30 Elk Point**
- o) **Vilna Ag Society – December 11, 2017**
- p) **CRASC – December 8, 2017**
- q) **Regional Fire & Rescue – December 8, 2017 1:00 p.m.**

**RES. 158-17** Moved by Deputy Mayor Dyck that the meeting schedule be accepted for information. CARRIED

**RES. 159-17** Moved by Councillor Romanko that Administration cancel all but one of the Elected Officials Training registrations in Plamondon. CARRIED

#### 12. IN-CAMERA - No In-Camera Items

#### 13. ADJOURNMENT

**RES. 160-17** Moved by Mayor Chapdelaine that the meeting adjourned at 8:15 p.m. CARRIED

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Leo Chapdelaine, Mayor

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Loni Leslie, CAO