

MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA IN THE PROVINCE OF ALBERTA, HELD ON MONDAY, SEPTEMBER 16, 2019, IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE AT 5135 – 50<sup>TH</sup> STREET, VILNA AT 7:00 PM

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**PRESENT:** Mayor Leo Chapdelaine  
Deputy Mayor Roy Dyck  
Councillor Donald Romanko

Loni Leslie, Chief Administrative Officer

**ABSENT:** Earla Wagar, Administration Clerk

**GALLERY:**

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

**1. AGENDA:**

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Additions/Changes

**2. DELEGATION**

a. Municipal Affairs Advisors Jeff Nixon and Kevin Miller

**3. MINUTES**

a. September 16, 2019

**4. BUSINESS ARISING FROM MINUTES**

**5. REPORTS**

a. Administration: Loni Leslie

b. Council Reports

**6. BUSINESS:**

a. Joint Municipal Quality Management Plan

b. Rural Physician Award

c. Municipal Emergency Management Grant

d. Records Disposal

e. GST Audit ruling changes

f. Environmental Impairment Liability Insurance

g. Forgiveness of Fire Response Charges

**7. BYLAWS AND POLICIES**

a. Review Planning & Development Bylaws

b. Review of 2002 Business Plan

**8. FINANCIAL REPORT**

a. **Accounts paid to September August 30, 2019 ...** **\$141,433.70**

i. June 13-Aug. 26, Cheques 13560-13594 \$50,699.24

ii. EFT June 13- Aug. 27 (2019082-2019115) \$46,679.65

iii. EFT Payroll June, July, August, 2019 \$44,054.81

b. Financial Balance Sheet and Income Statement

**9. CORRESPONDENCE**

**10. NEXT MEETING** OCTOBER 21, 2019

**11. CLOSED SESSION**

**12. ADJOURNMENT**

**RES: 082-19** Moved by Councillor Romanko that the Agenda be adopted as presented

CARRIED

**2. DELEGATION:**

Kevin Miller and Jeff Nixon, Municipal Advisors from Municipal Affairs addressed Council regarding the Municipal Inspection they had just conducted on the village. The purpose of the Review is to help municipalities with Capacity Building as well as ensuring legislative compliance with the Municipal Government Act.

**3. MINUTES**

**RES: 083-19** Moved by Councillor Romanko that the minutes from the Regular Meeting of Council on June 17, 2019 be accepted as presented.

CARRIED

**4. BUSINESS ARISING FROM MINUTES:**

- It was suggested that the Summer Break in the future should be no more than six weeks.

**5. REPORTS:**

**ADMINISTRATION REPORT**

Administration’s report was presented to Council including:

**TAXES OWING AS AT September 16, 2019**

<b>CURRENT (2019)</b>	<b>\$ 71,476.79</b>
<b>ARREARS (reduced by \$7,979.00)</b>	<b>\$71,779.00</b>
<b>Interest owed on Taxes (reduced by \$2,472.92)</b>	<b>\$37,710.67</b>
<b><u>TOTAL TAXES OWING</u></b>	<b><u>\$180,966.46</u></b>
<b>Less Village property (Tax Recovery)</b>	<b><u>(\$36,285.47)</u></b>
<b><i>EFT Monthly Payments – Taxes due by December 31, 2019</i></b>	
<b><u>Adjusted Total Taxes Owing (Incl. EFT Pay Customers)</u></b>	<b><u>\$124,244.77</u></b>
<b><u>Amounts (utilities) added to the tax roll for Dec. 31, 2018 (incl. above)</u></b>	
<b><u>January 2, 2019 Interest (incl. above)</u></b>	<b><u>\$5,378.93</u></b>

- There are 12 properties on shut-off notification as of this billing mailed September 12, 2019.
- The lagoon was released on July 16, 2019. The required sample was sent out and analyzed by our contracted lab in Edmonton with exceptional results. The desludging work has been very successful and visibly improved. We will no longer be permitting dumping into the lagoons due to the very expensive issues work required.
- Public Works is preparing for winter snow removal and discovered that the sweeper requires a clutch. They have been working pretty steadily on mowing and road patching in between rain days this summer and doing a nice job.

- The water treatment computer was brought back online and is monitoring correctly. The replaced Village office computer will be installed when there is some technical assistance.
- A consultant is able to assist with the paperwork for the Disaster Recovery application, the expense can be charged to the program. The consultant is coming to the office on October 9, 2019.
- The Inter-municipal Collaboration Framework Committee is meeting September 17 and Regional Fire September 18, 2019. I will be attending both meetings.
- I attended the Municipal Innovation Forum September 12-13 and was pleased with the amount of information given on Municipal Asset Management Plans. The remainder of the wastewater line assessment and the waterline assessments are virtually complete.
- I have been in touch with FCM regarding the release of our \$50,000.00. The funds should be deposited any day.
- No further progress has been made regarding properties placed on the March 31, 2019 tax recovery listing at Alberta Land Titles in terms of getting monthly arrangements set up with 3 remaining property owners on the list. Registrations of Tax Notifications have been completed by land titles and letters from the registrar sent out. The Village will be sending similar notifications to each owner. Currently there are 3 properties potentially on the auction sale list in April 2020.
- The campground contractor is wrapping things up at the campground and has asked Public Works to pull the dock and do some road work. We still have some people staying off and on at the campground so the power will remain on for a couple more weeks.
- Safety Codes Audit was completed.
- The ratepayer with the sewer line collapse has had their line repaired. Another discover heavy invasion of tree roots. So far, root killer is doing the job.
- We are still awaiting quotes for the 49<sup>th</sup> Avenue E. sewer/water lines project. Unfortunately the rain this year has caused everyone to be behind on road works.
- We have scheduled 3 curb cock valve replacements before the end of September.
- RBC bank was added to our list of available financial institutions that accept payment for taxes and utilities. Unfortunately, their fees are prohibitive and we will be canceling (they are the only of 5 other financial institutions who charge us a fee.)

## **MAYOR CHAPDELAIN'S REPORTS**

### ***NE Muni-Corr Ltd.***

- Highway 28/63 water line twinning has two issues
  1. The bank is sluffing just north of Smoky Lake,
  2. A spring was hit at Edwand resulting in the trail bed being dug up.Both these concerns were ratified by Associated Engineering.
- The trestle bridge fire at Cold Lake

It was agreed that Muni-Corr will continue to proceed to trial to recover losses occurred by arson to the trestle.
- Muni-Corr golf tournament took place on September 9, 2019 with 22 people attending, followed by a BBQ.

Next meeting is October 9, 2019

***Evergreen Regional Waste Management Commission-June 20, 2019***

- Class 111 Inert Waste Cell  
Estimates were called to construct the inert waste cell for the Commission. The County of St. Paul agreed to construct the cell for \$96,075 and were awarded the contract.
- New Loader  
It was agreed that Paul Poulin would look into getting quotes on a new loader and bring the quotes to the next meeting.
- Seven Lakes Oilfield has agreed to a 3-year contract.

Next meeting is September 23, 2019

***Dr. Recruitment & Retention - June 20, 2019***

- A Meet-and-Greet was held at the Smoky Lake Golf Club to introduce Dr. Marion Hattingh and her husband Dewald. It was well attended. Thank you Loni for attending on behalf of the Village. Vilna and Waskatenau shared the cost of this event.
- Dr. Hattingh wrote her Provincial Exam, but failed on her first attempt, she is re-scheduled to re-write on January 8, 2020.
- The Patient Care Network is now open in Smoky Lake. There is a foot doctor presently working from this location. A chiropractor moving into the community. It is anticipated that all seven offices should be occupied by mid-October.

Next meeting at the call of the Chair.

***Highway 28/63 Water Commission –***

***Telus, Legal Issue:***

- Telus made an offer to settle,
- The Commission counter-offered and Telus agreed to the settlement.
- A cheque is forthcoming and finally the matter is closed.

***Mallaig Extension:***

- Deemed to be substantially complete,
- A couple of deficiencies were outstanding but now have been complete.

***Whitefish Lake First Nation #128 Twinning Construction***

- Thompson from Smoky Lake to Bellis
  - Fusing - 100% complete.
  - Tree Clearing - 100%
  - Installed pipe – 100%
- Armstrong from Bellis to Whitefish Lake First Nation
  - Overall Fusing – 100% complete
  - Tree clearing – 100%
  - Installed pipe – 98% complete.

***Whitefish Lake First Nation Reservoir***

- Detail designs finalized.
- Tenders being reviewed
- Work ongoing toward obtaining grazing land lease.

***Warspite Booster Station***

- Premier Qualification tenders received Contract
- Building shell constructed
- Work is commencing on interior
- Preliminary grading completed
- Tie-in complete.

***Capital Region Water Commission***

- Transmission-main supply to our Commission is scheduled for temporary supply reduction for line twinning, September 16-18 and September 23-25.

Next meeting October 3<sup>rd</sup> 2019.

***RCDC – September 12, 2019***

- A letter was received from Village of Waskatenau passing a motion #132-2019 advising RCDC of their intent to opt out of RCDC, due to cost. They were asked to take the decision back to their Council for reconsideration.
- Michelle Wright is doing a great job in her new role with RCDC. She has been promoting and branding our region.
- RCDC work is intangible, results are not immediately noticed but the work they do will benefit our whole region in the future.
- It is important that we remain on board and give our input towards our needs.

Next meeting – October 9, 2019

**COUNCILLOR ROMANKO'S REPORTS*****Smoky Lake Seniors Foundation – July 17, 2019***

- The 2020 – 2022 Business Plan was passed  
The main plan is
  - the replacement of Vilna Lodge;
- Paving Levy for Bar-V-Nook to be paid by ASHC
- The new Bar-V-Nook has air exchange problem
- CUPE meeting – July 22, 2019
- Finances are looking good.

***Smoky Lake Seniors Foundation – August 21, 2019***

- Approved an advertisement to hire a new CAO
- Agreed to 3 year contract with Maintenance supervisor
- Out of scope employees were given a 2% increase.

- Met with person who wants to add a new feature to Bar-V-Nook; he was told it would be considered if it was no cost to the Foundation.

#### **DEPUTY MAYOR DYCK'S REPORT**

- Deputy Mayor Dyck reported that there have been children and youth congregating around the arena;
- He reported that he has touched base with the school Principal regarding public skating through the winter.

**RES: 084-19** Moved by Councillor Romanko that the reports be accepted for information.

CARRIED

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

##### **a. Joint Municipality Quality Management Plan**

**RES: 085-19** Moved by Mayor Chapdelaine that the Village of Vilna execute the June 2019 Joint Accreditation Quality Management Plan (QMP) together with Smoky Lake County, Town of Smoky Lake and Village of Waskatenau; and further acknowledge Smoky Lake County as managing partner of the Joint Accredited Agency responsible for the administration of, and compliance with, the Quality Management Plan in accordance with the Safety Codes Act and accompanying regulations, codes, standards and amendments in the technical disciplines of Building, Electrical, Plumbing and Gas via permitting, inspections and compliance monitoring services.

CARRIED

##### **b. Rural Physician Award**

**RES: 086-19** Moved by Mayor Chapdelaine that the Village of Vilna write a letter of support intended for the Rural Health Professions Action Plan's (RhPAP) Rhapsody Physicians Award, regarding the nomination of the Smoky Lake/Vilna Physicians, Doctor Anton and Stephan Raubenheimer.

CARRIED

##### **c. Municipal Emergency Management Grant**

**RES: 087-19** Moved by Councillor Romanko that the Village of Vilna agree in principal that the Town of Smoky Lake, as managing partner, make a joint application to the MEM Program for 80% funding to a maximum in the amount of \$80,000.00 to hire a Municipal Energy Manager for the purpose of managing energy use, becoming more energy efficient, and reducing greenhouse gas (GHG) emissions in municipal facilities; and further to develop a work plan that includes generating an energy management plan, assessing energy management practices within the municipality identifying energy saving opportunities and leading energy saving and GHG reducing projects.

CARRIED

**d. Records Disposal**

- RES. 088-19** Moved by Deputy Mayor Dyck that Council direct administration to carry out the destruction of 2011 financial, employment and any other eligible record and complete the Affidavit of Witness for Disposal of Village Records when the destruction is completed as per Bylaw #464-08 "Records Retention and Disposal Bylaw".
- CARRIED

**e. GST Audit Rulings and Changes**

- RES. 089-19** Moved by Mayor Chapdelaine that in light of information forwarded from the Town of Peace River regarding Canada Revenue Agency auditors interpretation of "supply", "public purpose" and "third party benefit", and the use of "cost-shared agreements", as well as the auditors ability to parse an existing agreement to justify a finding, even if the remainder of the agreement contradicts the finding, that Administration be directed to review the existing cost share and support agreements and that cautionary amendments be made if necessary. Be it further resolved that this issue be directed to the Joint Municipalities within Smoky Lake County, as well as the Inter-municipal Collaboration Framework Committee.
- CARRIED

**f. Environment Impairment Liability Insurance Coverage**

- RES. 090-19** Moved by Councillor Romanko that in reference to the request from Evergreen Regional Waste Commission to have each member municipality provide what they consider sufficient insurance coverage for environmental liability; and in consideration that this coverage ranges from \$1,655.00 for \$1,000,000.00 coverage to \$3,657.00 for \$3,000,000.00 coverage, that these figures be presented to the Evergreen Regional Waste Commission and a decision of Council be deferred until a recommendation from the Commission be obtained.
- CARRIED

**g. Invoice for Cost of Fire Department Response at Lots 8 & 9, Block #, Plan 1887CL**

- RES. 091-19** Moved by Mayor Chapdelaine that that the request from the property owner of Lots 8 & 9, Block 3, Plan 1887CL for relaxation of an invoice, in reference to the fire department response to a gas line break at that property, as directed under Bylaw #496-12, be deferred until such time as the property owner be contacted and asked to provide proof of insurance or proof of refusal of an insurance claim.
- CARRIED

**7. BYLAWS AND POLICIES****a. Planning and Development Bylaws**

Administration provided Council with sample Planning and Development Bylaws for review, and indicated that draft proposals will be forthcoming for Council consideration.

**b. Municipal Business Plan**

Administration provided Council with the 2002 Municipal Business Plan, indicating that the creation of a current Business Plan will be presented to Council prior to year-end.

## 8. FINANCIAL REPORT

<b>a. Accounts paid to September August 30, 2019</b>	<b>\$141,433.70</b>
i. June 13-Aug. 26, Cheques 13560-13594	\$50,699.24
ii. EFT June 13- Aug. 27 (2019082-2019115)	\$46,679.65
iii. EFT Payroll June, July, August, 2019	\$44,054.81
 <b>b. Balance Sheet and Income Statement to September 13, 2019</b>	

**RES: 092-19** Moved by Councillor Romanko that the accounts paid to September 13, 2019 in the amount of \$141,433.90, as well as the current Financial Reports be approved.

CARRIED

## 9. CORRESPONDENCE

- a. Minister of Municipal Affairs: re: Cap Grant Approval
- b. Minister of Municipal Affairs, re: MSI Grant Allocations
- c. Minister of Municipal Affairs, re: AUMA Convention
- d. Minister of Education, re: Funding Consideration for H A Kostash School
- e. Minister of Culture, re: Volunteer Recognition Awards
- f. Karen Arsenault, Municipal Affairs, re: MSI Grants
- g. AUMA, re: Police Act Review
- h. Town of Peace River, re: Cost Share Agreements and GST
- i. Alberta Ombudsman, re: information
- j. CUPW re: 2019 Federal Election
- k. Election Commissioner, re: Information regarding bi-elections
- l. Aspen View Public School, re: Update on previous meetings
- m. Aspen View Public School, re: Post Secondary Pathways.
- n. Smoky Lake County, re: Fire Services Bulletins
- o. Iron Horse Trail, re: Maintenance and Financial Reports
- p. ATCO Electric, re: Customer Service and Franchise Reports
- q. Lakeland Community Health Advisory Council, re: Information Session, Sept. 11, 2019
- r. Bob Bezpalko, HUB, re: Request for meeting with Minister
- s. Town of Smoky Lake, re: Smoky Lake Parade and recognition of Veterans
- t. Town of Smoky Lake, re: Celebrating Lemonade Day
- u. Alberta Counsel, re: Newsletters
- v. Emily Mahon, re: Request for funding for Archery Tournament
- w. Thank you cards
- x. Municipal Information Network, re: State of municipalities in 20 years
- y. Weekly Economic Briefings
- z. Small Community Economic Development Strategy, Canal Flats



**RES.093-19** Moved by Mayor Chapdelaine that the Correspondence identified in the agenda be accepted for information.

CARRIED

**10. NEXT MEETINGS**

- 11. Council Meeting.- September 16, 2019– 7:00 p.m.
- 12. Council Meeting - October 21, 2019
- 13. Regional Fire Meeting, September 18, 2019 – 1:00 p.m.
- 14. Joint Municipalities – Waskatenau – September 23, 2019 – 6:00 p.m.
- 15. Highway 28/63 Water Commission – October 3, 2019 – 10:00 a.m.
- 16. Dr. Recruitment & Retention – Call of Chair
- 17. Evergreen Regional Waste Management September 23, 2019 – 10:00 a.m.
- 18. RCDC – October 9, 2019 - 10:00 a.m.
- 19. Smoky Lake Foundation – September 24, 2019 - 9:00 a.m.
- 20. Muni-Corr October 7, 2019 – 10:00 a.m. St. Paul County Board Room
- 21. Vilna Ag Society – October 15, 2019 - 7:30pm
- 22. HUB – November 18, 2019 – 10:00 a.m. St. Paul
- 23. CRASC – October 29, 2019
- 24. Inter-municipal Collaboration Framework, September 17, 2019 – 10:00 a.m.
- 25. NLLS – September 21, 2019 – 10:00 a.m. - Elk Point

**RES. 094-19** Moved by Deputy Mayor Dyck that the meeting schedule be accepted for information.

CARRIED

**11. CLOSED SESSION**

**12. ADJOURNMENT**

**RES. 095-19** Moved by Mayor Chapdelaine that the meeting adjourned at 8:35 p.m.

CARRIED

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Leo Chapdelaine, Mayor

S E A L

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Loni Leslie, CAO