

MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA

IN THE PROVINCE OF ALBERTA, HELD ON MONDAY, FEBRUARY 29, 2016
IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE

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


Loni Leslie, Chief Administrative Officer
Earla Wagar, Administrative Clerk
- ABSENT:**
- GALLERY:** Lee Todd, Community Futures
- ORDER:** Mayor Romanko called the meeting to order at 7:05 P.M.

1. AGENDA:**Amendments:**

- 6.d** Breakdown of telephone service –in case of emergency

- Res. 001-16** Councillor Dyck moved the agenda be accepted as amended.

CARRIED

	VILLAGE OF VILNA COUNCIL MEETING AGENDA MONDAY FEBRUARY 29, 2016 7:00 P.M.
1. AGENDA Additions/Changes	
2. DELEGATION	
3. MINUTES a. Regular Council Meeting – December 14, 2015	
4. BUSINESS ARISING FROM MINUTES	
5. REPORTS a. Administration: Loni Leslie b. Public Works: Kevin Smith c. Council Reports	
6. BUSINESS: a. RCDC b. Record Retention and Disposal c. FCM	
7. BYLAWS AND POLICIES Bylaw #520-16 Land Use Bylaw Amendment	
8. FINANCIAL REPORT a. Accounts paid to December 31, 2015 - \$90,612.27 i. Cheques 12653 to 12691 - \$72,658.42 ii. December 2015 EFT payments - \$17,953.85 b. Accounts paid to February 24, 2016 - 75,881.98 i. Cheques 12692 - 61,762.04 ii. January/ February EFT payments \$14,119.94	
9. CORRESPONDENCE a. AUMA, re: Annual Membership b. AMSC, re: Insurance coverage c. Alberta Environment, re: License Cancellation (water well) d. Alberta Human Services, re: FCSS Grant increase e. Alberta Health Services, re: Mental Health First Aid f. Alberta Municipal Affairs, re: Alberta Community Partnership Grant g. Smoky Lake Foundation, re: Grants In Lieu of Taxes h. Health Workforce for Alberta, re: Community Physician Attraction Conference i. Northern Lights Libraries, re: Public Service concern j. City of Lloydminster, re: 2016 Emergency Management Conference k. OK ALONE, re: Work Alone safety system l. David Hanson, MLA, re: note of appreciation	
10. IN CAMERA –Personnel	
11. NEXT MEETING a. Regular Council - March 21, 2016 b. RCDC – February 29, 2016 c. NLS – February 27, 2016 d. Joint Muni -	
12. ADJOURNMENT	

2. DELEGATION:**3. MINUTES:**

a. Regular Meeting, December 14, 2015

Res. 002-16

Moved by Deputy Mayor Barry that the minutes from the December 14, 2015 Regular Council meeting be accepted as presented.

CARRIED

4. BUSINESS ARISING:

Mayor Romanko inquired as to whether the garbage truck had been put back into service. CAO Leslie reported that the second hand radiator that was being installed didn't fit properly so the original radiator has been sent to Westlock to be repaired.

5. REPORTS:**ADMINISTRATION REPORT**

Presented by Loni Leslie, CAO

TAXES OWING AS AT Feb 29/16

2015 Taxes Owing	\$45,731.98
Prior Years Taxes Owing	\$77,080.98
Interest Owing	\$56,620.87
	\$179,433.83
Less Village owned property	(\$34,113.63)
Less Prepaid Taxes 2016	(10,860.92)
Total Taxes Owing with Adjustments above	\$145,320.20

Total Utilities Transferred to Tax Accounts December 31, 2015 included in 2015 taxes owing

\$8,432.08

- A 10% penalty was levied on all unpaid taxes on January 1st, 2016 (\$15,407.17).
- We finally ascertained the reason we had not received our MSI Capital funding and did receive it in the bank February 25th.
- The Health Advisory Committee will be meeting March 17th (tentative) in Smoky Lake. We should do a presentation/update, so whoever can join me that will be great. We need to keep the pressure on AHS to commit to it. Our MLA David Hanson sent an email to the Minister of Alberta Health after the Joint Municipalities meeting, but we have not heard anything further in terms of a response.
- We have not heard from Chief Franchuk regarding the detailed information he requires from AHS – we hope that the Chief will attend a future meeting and explain the First Responders program in more detail.
- The truck-fill pay system turnover of software and equipment is very close to finalized. CAO Ollikka and I will meet after the RCDC meeting the morning of Feb 29 to finalize paperwork.
- Kevin has inspected the ditch fill-in at 5122 – 51 Avenue. It will not drain because it is installed to simulate the appearance of a culvert only. This will be addressed with the owner of the property.
- A meeting was held Feb 11 with the Engineer, Alberta Environment, Thorhild and Smoky Lake Counties and Kevin regarding the regional water – treatment and reservoir levels. The meeting went well and everyone has a better communication platform now.
- The financial audit will be conducted at the office on March 2nd. This will be the final phase before the statement is presented to Council.
- The Village's assessment is lower it total from last year. This will make it difficult to hold the mill rate at the same, but we will keep the monetary charges for taxes at near the same.
- The next Joint Municipalities meeting is being held by Smoky Lake County. They have requested an amended date from April 25th at 6pm to Friday, April 29th at 10am. This is

a tentative scheduling as they are awaiting responses. An email was forwarded to you February 23.

- I will be away from March 14 to 18 to attend the Water Week Courses in Banff. Kevin will not be attending this one, as he wishes to take separate courses to obtain his credits for the year. Earla will be covering at least the Tuesday and Thursday.
- We received \$351.13 for electronics recycling from Evergreen Regional Waste Commission.
- While attempting to turn off water to a property Feb 25, Kevin found that the Axia Supernet fibre-optic cable installation pushed and bent the cc valve. The cable is actually visible in the hydrovac hole. Kevin will be in touch with them to discuss our way forward. If the situation is the same for all cc's on that block, we will have issues.
- Grants in Place of Taxes are not being paid by the Alberta Government *only* where there is legislation separate from the MGA (i.e. Seniors/Housing) and the option is given to the Department via that legislation. Property under direct supervision of the Alberta Government - Grants in Place of Taxes is paid to the Municipality upon application.
- Annual Water and Lagoon Reports (due on Feb 29) have been submitted to Alberta Environment.

PUBLIC WORKS REPORT

Kevin Smith

- Changed out water meter at the Senior's Lodge, it seems to be reading better;
- Getting quote on doing brakes on the back-hoe, should have it by the end of the week; found reasonable trucking to and from Edmonton;
- Looking into relocating fire hydrant across from school, with our dollar dropping the price on the hydrants have increased to \$4,900. If we do it when we dig in services for the new manufactured home proposed for property in the area the cost will be cut significantly on the excavation. I suggest doing so as that if hydrant leaks when in operation and it would be a safer location for it;
- Working on grass cutting equipment all is going well we will be ready for summer;
- We are working on the assumption that we will again be maintaining the campground this year;
- John Deere 1830 tractor is now running;
- The last two fire hydrants that didn't work have been changed we will clean up around them just as soon as the dirt thaws a bit;
- Culverts all seem to be clear but we are monitoring them every time we get a thaw to make sure;
- Only one culvert isn't draining, the one that the home owner on west end of 51 Ave installed, can't see light through it I believe they were never tied into existing culvert;

MAYOR ROMANKO'S REPORTS

Foundation Meeting, December 16, 2015

- Under budget for ASLI project by about \$400 000.00;
- Bar-V-Nook is full
- Vacancies in Smoky Lake and Waskatenau self-contained units

Lodge Replacement

- 9 architects attended tour meeting last week
- Closing for bids were Dec. 18, 2015
- Evaluation of bids will be on Jan. 5, 2016
- Tenders closing Jan 25, 2016
- Secondary account to be opened for Bar-V-Nook Lodge replacement
- Negotiations postponed until March 5, 2016
- Under budget for Lodges and self-contained units
- The rent increase for the Vilna Lodge was postponed until March, 2016;

Foundation Special Meeting, Jan. 21, 2016

- Top 2 Architects chosen

- ONPA Architects had the lowest bid and are to be prime consultants/architects;
- Commitment letter sent to Alberta Seniors Capital Development;
- Auction for excess equipment from old Bar-V-Nook was held on Feb 27, by Ed Prodaniuk Auctions.
- Start-up meeting with ONPA Architects set for afternoon of Jan. 28, 2016.

Highway 28/63 Meeting, Jan. 28, 2016

- Work on supply agreement with St. Paul County completed, no final draft, need to get St. Paul to sign first;
- St. Paul wants to hook up but want to dictate terms.
- Chlorine residuals at Vilna was a problem, resolved now;
- Waskatenau problems with high iron, could be problem with Waskatenau supply lines;
- Person on old line wants a lateral, don't want any laterals—no action.
- Engineer's to send letter to Inline re: problem, working on solution.

Library Meeting Feb. 11, 2016

- Year-end report due Feb 29, 2016, submitted February 18th.
- Senior Computer Courses have members from across County;
- Senior Abuse talks scheduled;
- Working on grants from Community Enhancement Program for new shelves and flooring, \$30 000;
- New Business—policies and By-Laws.

Smoky Lake Foundation Meeting, Feb. 17, 2016

- Lodge renewal proposal program for Vilna has been submitted, no reply yet;
- Tenders for sprinklers has been let (Provincial Initiative).

Smoky Lake Manager's Report

- Flu Outbreak lock down started Jan, 21, lifted Feb. 1, 2016;
- Workshops every Tuesday;

Vilna Manager's Report

- 40/43 units filled;
- Workshops every Thursday;
- Standards Review passed with flying colors;
- 2 girls doing well on Health Care Assistant program;
- CAO Sandy will retire on March 15,
- ParTea for Sandy on March 18, 1:00 p.m.

Maintenance Report

- Problems with boilers in self-contained units, believed to be caused by hardness of water;
- Warrantee issues with screws in sliding doors is being rectified;
- Air quality tests were good;
- Working on cleaning Vilna's driveway;
- Sensor problem with roof unit in Vilna fixed.

Employee Negotiations

- ATB Financial
 - Talk on offer to employees Group Financial Benefit
- Negotiations March 3 & 4th.

CAO Report

- AHS 0% increase for Vilna
- 0% increase for Foundation ALI
- Invite MLA Colin Paquette to next meeting
- 10 resumes for Sandy's position
- Looking at Policy Handbook
- Looking for charitable status for Foundation with auditor

Alberta Supportive Living Initiative

- Received last 10% of grant

- Voted to holdback only \$25 000 from Binder Construction until warranty period expires;

Bar-V-Nook replacement

- RFP –26 people came to construction meeting
- Information being held up by old architect
- ASHA convention April 25-27 in Red Deer
- Operation budget in line.

DEPUTY MAYOR BARRY REPORTS

RCDC Jan.26, 2016

- Shaun Green, EDO, presented his report on what he has done and what he has planned;
- New business in Waskatenau, a Fire and Safety company.
- Adopted CEDO performance appraisal policy, guidelines and form;
 - Committee to do appraisal;
 - County will adopt it as part of their employee review policy
- Tabled ACP (Alberta Community Partnership) grant for this round discuss priorities for next year at later date;
- Adopted Communication Strategy;
- \$10,000.00 returned to province as unspent grant;
- Expect a surplus of \$40,000.00 for 2015 discussed what to do with it.

RCDC Feb 29, 2016

- Shaun reported on his activities, visits and contacts;
- Several workshops/training sessions being planned;
- Next meeting April 18 when Strategic Plan will be reviewed and updated; also do CEDO appraisal. The 20 year plan was originally adopted in 2008.
- Last year's surplus is to be applied to this year's budget thereby reducing our contribution.
- Round table discussion as to what is happening in our communities;
- Smoky Lake town has a new CAO, Adam K.
-

Evergreen Waste Management February

- Got 2 quotes on cost of equipment to remove Freon from refrigerators;
- Get more money if removed prior to pick up, easier to handle by salvagers;
- No budget adopted as waiting for audited financial statement to know how much we lost;
- Budget decision will be affected by business plan.
- Accepted bid to haul leachate, a large expense;
- Waste way down due to oilfield slowdown, private contractors reluctant to commit themselves to long term agreements;
- Accepting contaminated waste with engineer approval;
- Looking into accepting asbestos again, there is a large return, but lots of red tape;
- Looked at ways to cut costs: layoff somebody, cut hours;
- Looking to hire someone to help with business plan should be able to cover costs from grant;
- Deficit of approximately \$350,000.00.

COUNCILLOR DYCK REPORTS

Muni-Corr, Trail and COP program

- The Citizens on Patrol program has been getting a great deal of attention lately,
- Sgt. Chris Cooper from the Redwater Detachment has indicated an interest in setting up a program in Redwater;
- The Village of Waskatenau has made inquiries about setting up a program;
- The Town of Smoky Lake is looking for a lead person for a program;
- The Hamlet of Bellis has all of its clearances done;
- The County of Smoky Lake has donated \$2,500.00 to the program;
- The Vilna COPS Program has purchased a tent to use for its functions.
- The fences have been repaired and marked around the Trail Staging area;

- We continually find evidence of drug use around the Trail Washrooms.

LEE TODD, Community Futures Representative

- Appointed to the Loans Committee.

Notes from The Vilna Pool Hall meeting – February 28, 2016

- Confirmation was made that the Pool Hall Society makes an annual donation to the Village to cover their share of the Web Page.

Res 003-16 Moved by Deputy Mayor Barry that the reports be accepted for information.

CARRIED

6. NEW BUSINESS

a) RCDC Surplus

Res 004-16 Moved by Deputy Mayor Barry that the surplus from 2015 Economic Development activities to be carried forward and transferred to the 2016 Economic Development “Operating Revenue” for the Regional Community Development Committee Budget; the appropriate portion to be used to reduce the Village of Vilna 2016 transfer payment for RCDC.

CARRIED

b) Disposal and Retention of Records

The files have been reviewed and purged in accordance with Bylaw 464-08.

Res 005-16 Moved by Councillor Dyck that Administration be directed to dispose of records as per the provided listing of those items to be destroyed.

CARRIED

c) FCM Membership

Res 006-16 Moved by Deputy Mayor Barry that Council direct Administration to submit a membership application to the Federal Canadian Municipalities for 2016.

CARRIED

d) Breakdown of Telephone Services – In case of emergency

A wide load being hauled through Smoky Lake caused the telephone and electricity lines to be pulled down leaving a portion of the town without services for several hours. A concern was raised that residents were left without communication capability for a lengthy period. Does the Village have a plan if a situation such as this occurs?

Administration explained that our Emergency Response Plan indicated that in an emergency, notifications may be made by a door-to-door program.

7. BYLAWS AND POLICIES:

a) #520-16 Amendment to Land Use Bylaw

Res 007-16 Moved by Deputy Mayor Barry that 1st Reading be given to Bylaw #520-16, amendment to Land Use Bylaw.

CARRIED

8. FINANCIAL REPORT:

a) Expenditures

Res. 008-16 Moved by Deputy Mayor Barry that the expenditures from December 14, 2015 to December 31, 2015 totaling \$90,612.27 through payment of cheques #12653 – 12691 in the amount of \$28,465.47 and direct deposits and payroll to December 31, 2015 in the amount of \$17,953.85 be accepted for information.

CARRIED

- Res. 009-16** Moved by Councillor Dyck that the expenditures from January 1, 2016 to February 24, 2016 totaling \$75,658.42 through payment of cheques #12693 – 12725 in the amount of \$75,881.98 and direct deposits and payroll to January 31, 2016 in the amount of \$14,19.94 be accepted for information.

CARRIED

9. CORRESPONDENCE:

- a) AUMA, re: Annual Membership
- b) AMSC, re: Insurance coverage
- c) Alberta Environment, re: License Cancellation (water well)
- d) Alberta Human Services, re: FCSS Grant increase
- e) Alberta Health Services, re: Mental Health First Aid
- f) Alberta Municipal Affairs, re: Alberta Community Partnership Grant
- g) Smoky Lake Foundation, re: Grants In Lieu of Taxes
- h) Health Workforce for Alberta, re: Community Physician Attraction Conference
- i) Northern Lights Libraries, re: Public Service concern
- j) City of Lloydminster, re: 2016 Emergency Management Conference
- k) OK ALONE, re: Work Alone safety system
- l) David Hanson, MLA, re: note of appreciation
- m) Rural Physician Program, re: Survey

- Res. 010-16** Moved by Mayor Romanko that the correspondence be accepted for information.

CARRIED

Mayor Romanko called a brief recess at 8:50 p.m. reconvening at 9:00 p.m.

10. "IN CAMERA"

- Res. 011-16** Moved by Deputy Mayor Barry that Council move "In-Camera" at 9:00 p.m. to discuss a personnel issue.

CARRIED

- Res. 012-16** Moved by Councillor Dyck that Council move "Out-of-Camera" at 9:10 p.m. to discuss a personnel issue.

CARRIED

- Res. 013-16** Moved by Mayor Romanko that provide CAO Loni Leslie with her Performance Review with a Salary Increase being resolved at such time as the 2016 Final Budget is approved.

CARRIED

11. NEXT MEETING:

- a) Regular Council – March 21, 2016
- b) Senior Housing Conference – April 26 – April 30.
- c) Joint Muni – April

12. ADJOURNMENT:

- Res. 014-16** Mayor Romanko adjourned the meeting at 9:15 p.m.

Donald Romanko, Mayor

Loni Leslie, CAO