

**1 Call Meeting to Order****2 Adoption of Agenda**

2018-03-14

**Moved By:** Councillor Berry

That the Agenda of the Regular Meeting of Town Council held on March 26, 2018 be adopted.

**CARRIED****3 Adoption of Minutes**

2018-03-15

**Moved By:** Councillor Waters

That the Minutes of the Regular Meeting of Town Council held on March 12, 2018 be received and filed.

**CARRIED****4 Delegation**

Wilde &amp; Company

**4.1 Wilde & Company - 2017 Audited Financial Statements**

Kyle Bodnarchuk, CPA, CA and Brad Lussier, CPA of Wilde and Company, Chartered Professional Accountants attended the meeting as a delegation to present the draft Town of Vegreville 2017 Audited Financial Statements.

Mr. Bodnarchuk expressed his gratitude and appreciation to the Town Administration staff on the completion of the 2017 audit.

Mr. Bodnarchuk and Mr. Lussier highlighted and brought to the attention of Town Council many items within the document.

Mayor and Council thanked the delegation for their presentation.

Mr. Kyle Bodnarchuk and Mr. Brad Lussier left at 7:20 p.m.

**5 Correspondence****6 Financial****7 Memoranda****7.1 Paul Casey, Corporate Services Director - Transfers from Reserves - 2017**

2018-03-16

**Moved By:** Councillor Berry

That Town Council authorize the transfer of \$430,540.51 from the Operating Reserves to the Operating Fund and \$4,267.89 from the Land Sale Reserve to the Operating Fund for the year ended December 31, 2017.

**BACKGROUND**Operating Reserve

1. The Town undertook an advocacy Campaign with respect to the CPC Closure. Total costs in 2017 for this campaign were \$334,215.77. In 2016, the Town had set aside \$18,165 in operating reserve to offset some of the costs related to this in 2017. In addition, the MSI operating grant of \$51,366 was applied to this project. The 2017 operating budget included \$175,000 to be funded from operations, and \$264,684.77 was transferred from the General Operating Reserve to offset the \$175,000 operating budget and additional costs not budgeted for.
2. During the year, the Town paid out several amounts related to settling liens and accounts on the Deer Meadows (now Foxview) subdivision that were not budgeted for. Two of the payments were funded from the General Operating Reserve and approved by Council Resolution. The following amounts were approved by Council Resolution but no source of funding was contained in the resolution, however payments were funded from the General Operating Reserve:

1. Trenex Corporation	\$118,340.99
2. ENC Testing	\$1,520.00
3. Twin Lakes Ready Mix & Aggregate	<u>\$14,520.00</u>
	<u>\$134,380.99</u>

In addition, legal fees related to the Lien Settlements totaled \$31,474.75 and were funded from the General Operating Reserve.

The Transfers from the General Operating Reserve Fund to the Operating Fund were not budgeted, and therefore require Council approval.

Land Sale Reserve

During 2017, the Town agreed to acquire certain properties from TerraVest Industries General Partner Ltd. for \$475,000. The legal fees associated with this transaction amounted to \$4,267.89. Council approved the payment of the purchase price of \$475,000 with funding from the Land Sale Reserve. The legal fees were unbudgeted and paid from the Land Sale Reserve.

**FINANCIAL IMPLICATIONS**

The Transfers from the Operating Reserve Fund to the Operating Fund and from the Land Sale Reserve and the Operating Fund is as follows:

Operating Reserve	
CPC Advocacy	\$ \$264,684.77
Deer Meadows settlements	\$ 134,380.99
Deer Meadows settlement legal fees	\$ 31,474.75
Total Transfer from Operating Reserve	\$ 430,540.51
Land Sale Reserve	
TeraVest property purchase	\$ 4,267.89
Total Transfer from Land Sale Reserve	\$ 4,267.89

**CARRIED**

**7.2 Paul Casey, Corporate Services Director - Transfers to Reserves - 2017**

2018-03-17

**Moved By:** Councillor Lemko

That Town Council authorize the transfer of \$186,500 from the Operating Fund to the Operating Reserve and \$4,600 from the Operating Fund to the Capital Reserve for the year ended December 31, 2017.

**BACKGROUND**

Operating and Capital funds have been set aside in the following reserves as part of the 2017 Year End process. These Transfers from the Operating Funds to the Reserve Funds were not budgeted, and therefore require Council approval.

**FINANCIAL IMPLICATIONS**

The addition of these funds to reserves will allow Council to include these funds in future year’s budgets for the designated purposes.

Operating Reserves

Parks amp; Fleet	Trees for Parks and Boulevards	\$ 23,000
Public Works	Repair Garage door at shop	\$ 8,500
Public Health	Physician Recruitment	\$ 10,000
Economic Development	Wayfinding Project	\$ 10,000
Landfill	Leachate Design	\$ 10,000
Landfill	Cat repairs	\$ 25,000
Corporate Services	IT Master Plan	\$ 25,000
General Government	2017 Operating Fund Surplus	\$ 75,000
Total transfers to Operating Reserves		\$ 186,500

Capital Reserves

Public Works	Complete PUL Lot #9 trail	\$ 4,600
Total transfers to Capital Reserves		\$ 4,600
Total transfers to Operating and Capital Reserves		\$ 191,100

**CARRIED**

**7.3 Paul Casey, Corporate Services Director - 2017 Audited Financial Statements**

2018-03-18

**Moved By:** Councillor Brodziak

That Town Council approve the Audited Financial Statements for the year ended December 31, 2017.

**BACKGROUND**

Wilde and Company, Chartered Professional Accountants presented the Audited Financial Statements for the year ended December 31, 2017 to Council on March 26, 2018 with a clean Audit Report. The Audited Financial Statements are required to be approved by Council.

**FINANCIAL IMPLICATIONS**

None

**Communication Strategy**

The Audited Financial will be printed and available at the Town Office and will be posted on the Town's website.

**CARRIED****7.4 Paul Suiter, Community Services Director - Working Alone Policy**

2018-03-19

**Moved By:** Councillor Waters

That Town Council officially approve and adopt Policy 2018-17 Working Alone Policy.

**BACKGROUND:** The Occupational Health & Safety Code 2014, Part 28, Section 393 states that an employer must provide an effective policy for workers who work alone. There is currently no formal working alone policy adopted by Town Council.

The Town of Vegreville values its employees and understand there are circumstances where working alone is a part of our day to day operations. The Working Alone Policy outlines the commitment of the Town of Vegreville and the corresponding working alone directive outlines the operational processes for each department to ensure the safety of all workers.

**FINANCE/BUDGET IMPLICATIONS:** None

**ADVANTAGES:** Employees have a supportive policy and procedure to follow to ensure safe working alone.

**DIS-ADVANTAGES:** Non-compliance with the Alberta Occupational Health & Safety Act.

**CARRIED****7.5 Dale Lefebvre, Infrastructure, Planning & Development Director - Intermunicipal Development Plan Terms of Reference**

2018-03-20

**Moved By:** Councillor Brodziak

That Town Council adopt the Intermunicipal Development Plan Terms of Reference.

**BACKGROUND:**

Eagle River Planning and Hoffman & Associates, on behalf of the Town and the County, drafted a Terms of Reference for the IDP. The Terms of Reference will direct the IDP committee on action items and documents reviews.

**CARRIED****7.6 Cliff Craig, Town Manager - Communication Master Plan**

2018-03-21

**Moved By:** Councillor Berry

That Town Council adopt the Corporate Communication Master Plan 2018-2020.

**BACKGROUND**

For a number of years, the Town recognized that communications not only within the Town's operations but also communications to the public required improvement.

The Town's 2014-2017 Strategic Plan identified in Objective 3.02 - Develop and adopt a Communications Plan.

The lack of synchronized communications was also highlighted in the Core Services reviews. One of the adopted recommendation of the Core Services revision was to establish a Communications position to serve council and administration.

In 2017, Council approved funding for the development of a Communications Master Plan. Emerge Solutions was contracted as the consultant to create the Communication Plan.

The Corporate Communications Master Plan outlines the next steps including policy development.

**COMMUNICATION STRATEGY**

The Corporate Communication Master Plan will be available for public review on the Town of Vegreville website and a press release submitted to local media channels.

**CARRIED**

**7.7 Paul Casey, Corporate Services Director - Capital Budget 2018**

2018-03-22

**Moved By:** Councillor Berry

That Town Council approve the Town of Vegreville 2018 Capital Budget totaling \$2,670,200 as amended.

**BACKGROUND**

After presentations by the Directors to Town Council regarding their respective proposed 2018 Capital requirements, Council and Administration held Capital Budget meetings to discuss and deliberate these proposed projects. The Capital Budget for 2018 totals \$2,827,200 and includes the following:

<b>Department</b>	<b>Project</b>		<b>Budgeted Cost</b>
Ambulance Services	Ambulance amp; equipment replacement	\$	175,000
Roads	Equipment replacement		261,600
Landfill	Equipment replacement		90,000
Recycling	Equipment Replacement		67,000
Parks	Equipment Replacement		70,000
Parks	Capital Works		279,600
Roads	Capital Works		1,884,000
<b>Total Capital Budget</b>		<b>\$</b>	<b>2,827,200</b>

**CARRIED**

**8 Board Motions**

**9 Bylaw**

**9.1 Bylaw No. 03-2018 Code of Conduct Bylaw**

2018-03-23

Bylaw No. 03-2018 was presented to Council for the purpose of establishing a Code of Conduct for Members of Council and Committee Members representing the Town of Vegreville.

**9.1.1 First Reading**

2018-03-24

**Moved By:** Councillor Brodziak

That Bylaw No. 03-2018 be read for the first time this 26 day of March, 2018 A.D.

**CARRIED**

**9.1.2 Second Reading**

2018-03-25

**Moved By:** Councillor Lemko

That Bylaw No. 03-2018 be read for the second time this 26 day of March, 2018 A.D.

**CARRIED**

**9.1.3 Unanimous Consent for Third Reading**

2018-03-26

**Moved By:** Councillor Berry

That Bylaw No.03-2018 be given unanimous consent for third and final reading.

**9.1.4 Third and Final Reading**

2018-03-27

**Moved By:** Councillor Waters

That Bylaw No. 03-2018 be read a third and final time this 26 day of March, 2018 A.D.

**CARRIED****9.2 Bylaw No. 04-2018 Appointment of Assessor Bylaw**

Bylaw No. 04-2018 was presented to Council for the purpose for the Appointment of an Assessor as a Designated Officer for the Town of Vegreville.

**9.2.1 First Reading**

2018-03-28

**Moved By:** Councillor Waters

That Bylaw No. 04-2018 be read for the first time this 26 day of March, 2018 A.D.

**CARRIED****9.2.2 Second Reading**

2018-03-29

**Moved By:** Councillor Lemko

That Bylaw No. 04-2018 be read for the second time this 26 day of March, 2018 A.D.

**CARRIED****9.2.3 Unanimous Consent for Third Reading**

2018-03-30

**Moved By:** Councillor Berry

That Bylaw No. 04-2018 be given unanimous consent for third and final reading.

**CARRIED****9.2.4 Third and Final Reading**

2018-03-31

**Moved By:** Councillor Brodziak

That Bylaw No. 04-2018 be read a third and final time this 26 day of March, 2018 A.D.

**CARRIED****10 Supplemental Correspondence****11 Council Reports****11.1 Councillor Berry**

Councillor Berry reported and/or attended on the following:

Spring Municipal Leadership Caucus - March 14-15, 2018  
 Impact Vegreville Committee Meeting - March 19, 2018  
 Joint Council Presentation of Family Day Donation to Food Bank - March 16, 2018  
 Capital Budget Discussions - March 20, 2018  
 Legislative Committee Meeting - March 20, 2018  
 Regular Meeting of Town Council - March 26, 2018

**11.2 Councillor Brodziak**

Councillor Brodziak reported and/or attended on the following:

Vegreville Economic Development and Tourism Advisory Board Meeting - March 13, 2018  
 Spring Municipal Leaders Caucus - March 14&15, 2018  
 A.L. Horton Public Speaking Judge Event for Grades 4-6 - March 16, 2018  
 Impact Vegreville Committee Meeting - March 19, 2018  
 Vegreville Tourism Committee Meeting - March 20, 2018  
 Capital Budget Meeting - March 20, 2018  
 Legislative Committee Meeting - March 20, 2018  
 Regular Meeting of Town Council - March 26, 2018

**11.3 Councillor Lemko**

Councillor Lemko reported and/or attended on the following:

AUMA Spring Caucus Conference - March 14&15, 2018  
 Vegreville Library Board Meeting - March 15, 2018  
 Joint Council Presentation of Family Day Donation to Food Bank - March 16, 2018  
 Volunteer at Vegreville Library Board Fundraiser Play - March 16, 2018  
 Let's Talk Cannabis Meeting - March 19, 2018  
 Impact Vegreville Committee Meeting - March 19, 2018  
 Capital Budget Discussions - March 20, 2018  
 Legislative Committee Meeting - March 20, 2018  
 Covenant Health Radiothon - March 23, 2018  
 Vegreville Wildlife Federation 50th Anniversary Dinner - March 24, 2018  
 Kid's Sport Meeting - March 26, 2018  
 Regular Meeting of Town Council - March 26, 2018

**11.4 Councillor Rudyk**

No Report

**11.5 Councillor Warawa**

No Report

**11.6 Councillor Waters**

Councillor Waters reported and/or attended on the following:

Wisdom and Opportunities for Women Presentation - March 13, 2018  
 Vegreville & District Child Development Coalition Meeting - March 15, 2018  
 "Love Bankrupt No More" Library Fundraiser - March 18, 2018  
 Capital Budget Discussions - March 20, 2018  
 Legislative Committee Meeting - March 20, 2018  
 Vegreville Airport Meeting - March 22, 2018  
 Regular Meeting of Town Council - March 26, 2018

**11.7 Mayor MacPhee**

Mayor MacPhee reported and/or attended on the following:

CUPE Negotiation Meeting - March 13, 2018  
 Meeting with the Minister of Energy - March 13, 2018  
 AUMA Leaders Caucus - March 14&15, 2018  
 Northern Mayors Caucus - March 19, 2018  
 Capital Budget Discussions - March 20, 2018  
 Legislative Committee Meeting - March 20, 2018  
 Economic Developers Alberta Conference in Banff - March 21-23, 2018  
 Phone Meeting with Prime Minister's Office - March 23, 2018  
 Regular Meeting of Town Council - March 26, 2018

**12 In-Camera Agenda Items****13 Adjournment**

There being no further business to be brought before Council, Mayor MacPhee declared the Meeting adjourned at 8:11 p.m.

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TIM MACPHEE  
 Mayor

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CLIFF CRAIG  
 Town Manager