

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

2018-06-01

**Moved By:** Councillor Warawa

That the Agenda of the Regular Meeting of Town Council held on June 11, 2018 be adopted.

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

2018-06-02

**Moved By:** Councillor Lemko

That the Minutes of the Regular Meeting of Town Council held on May 28, 2018 be received and filed.

**CARRIED****4 Delegation****4.1 7:00 p.m. Fire Chief Phil Rowe**

Town of Vegreville Fire Chief and Alberta Fire Chiefs Association Director Phil Rowe, presented retired Fire Chief Councillor Jerrold Lemko with the Alberta Fire Chiefs Association 20-Year Long Term Service Award.

**5 Correspondence****5.1 Honourable Shaye Anderson, Minister of Municipal Affairs - 2018 MSI & GTF Funding Allocations**

2018-06-03

**Moved By:** Councillor Berry

That the correspondence dated May 29, 2018 from the Honourable Shaye Anderson, Minister of Municipal Affairs be received and filed.

*Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment, I am pleased to confirm that Budget 2018 includes \$668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the \$800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to \$1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, \$229 million is being provided under the federal Gas Tax Fund (GTF).*

*Your municipality's 2018 MSI and GTF allocations are listed in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: [municipalaffairs.alberta.ca/municipal-grants](http://municipalaffairs.alberta.ca/municipal-grants).*

*I look forward to working with you and our federal partners to ensure Albertans continue to have access to the essential infrastructure they need.*

*Town of Vegreville*

<b>Program</b>	<b>Components</b>	<b>2018 Funding</b>
<b>Municipal Sustainability Initiative (MSI)</b>	Capital Funding	\$900,409
	MSI Capital Component	\$557,929
	BMTG Component	\$342,480
	Operating Funding	\$53,405
	<b>Total MSI</b>	<b>\$953,814</b>
<b>Gas Tax Fund (GTF)</b>		<b>\$314,819</b>

- *The allocations for the MSI capital component and operating funding are based primarily on the 2017 Municipal Affairs Population List, 2017 education tax requisitions, and 2016 kilometres of local road.*
- *The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:*

- *Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;*
- *other cities and urban service areas receive funding based on a combination of population and length of primary highways;*
- *towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and*
- *rural municipalities and Metis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.*
- *The GTF allocations are based on the 2017 Municipal Affairs Population List.*

**CARRIED****5.2 Honourable Shaye Anderson, Minister of Municipal Affairs - Alberta's Emergency Management Legislative Framework**

2018-06-04

**Moved By:** Councillor Waters

That the correspondence dated June 6, 2018 from the Honourable Shaye Anderson, Minister of Municipal Affairs, be received and filed.

*Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment, I am pleased to confirm that Budget 2018 includes \$668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the \$800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to \$1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, \$229 million is being provided under the federal Gas Tax Fund (GTF).*

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*I look forward to working with you and our federal partners to ensure Albertans continue to have access to the essential infrastructure they need.*

**CARRIED****6 Financial****7 Memoranda****7.1 Paul Suiter, Community Services Director - Transfer from General Operating Reserve to Operating Fund - Fire Department**

2018-06-05

**Moved By:** Councillor Brodziak

That Town council approve the transfer of up to \$30,000 from the General Operating Reserve to the Operating Fund- Fire Department.

**BACKGROUND**

*Tanker unit 102 required repair to the compressor to run the foam system. This issue was discovered on April 30, 2018 at a call and subsequently diagnosed as water having been left in the system froze and resulted in a seized compressor pump. The single heater in the pump compartment was proven to be insufficient to maintain heat in the space at the extreme cold temperatures. As a result of this incident a new maintenance procedure will be implemented to monitor the compressor and ensure water buildup does not occur. A new compressor pump was installed at Rocky Mountain Phoenix, parts and labour for this work totaled \$29,621.00 plus GST. This amount was unbudgeted for 2018. A secondary heater will be installed in the compartment prior to the upcoming winter by the Fleet department to further reduce this risk in the future.*

**FINANCIAL IMPLICATIONS**

*The transfer will reduce the General Operating Reserve and increase the Operating Budget by \$30,000*

**COMMUNICATION STRATEGY**

*The applicable Departments will be notified that the transfer was approved.*

**CARRIED**

**7.2 Cliff Craig, Town Manager - 2018-21 Communications Policy**

2018-06-06

**Moved By:** Councillor Lemko

That Town Council adopt the 2018-21 Communication Policy.

**BACKGROUND**

*The Town of Vegreville recognizes the importance of providing a corporate communications strategy to effectively communicate both internally and externally.*

*With the recently adopted Master Communication Plan, the Town now has a new strategic approach to communication, which includes adopting policies, and procedures for Communications.*

*Town of Vegreville's Communication policy is to establish guidelines for communications to both external and internal audiences'. Communications that are timely, accurate, clear, objective and complete in information about policies, programs, services and initiatives.*

**COMMUNICATION STRATEGY**

*The 2018-21 Communication Policy will be available for public review on the Town of Vegreville website and shared with Senior Management.*

**CARRIED****7.3 Cliff Craig, Town Manager - 2018-22 Media Relations Policy**

2018-06-07

**Moved By:** Councillor Berry

That Town Council adopt the 2018-22 Media Relations Policy.

**BACKGROUND**

*The Town of Vegreville recognizes the importance of media relations and that it is critical to build mutually beneficial and trusting relationships with news media. Such relationships will help foster accurate, balanced and fair reporting; allow the Town to convey information through media to stakeholders; increase positive coverage; and protect and enhance the Town's reputation.*

*The reason for the policy is to establish guidelines for the interactions between media and designated Town staff on behalf of the Town and its departments to ensure residents are informed of Town initiatives, programs and policies.*

**COMMUNICATION STRATEGY**

*The 2018-22 Media Relations Policy will be available for public review on the Town of Vegreville website and shared with Senior Management.*

**CARRIED****7.4 Cliff Craig, Town Manager - 2018-23 Social Media Policy**

2018-06-08

**Moved By:** Councillor Rudyk

That Town Council adopt the Social Media Policy.

**BACKGROUND**

*The Town of Vegreville acknowledges the importance of social media as a communications tool, and is committed to open and transparent communication. Communications through social media channels will be accurate, consistent, timely and professional.*

*With the recently adopted Master Communication Plan, the Town now has a new strategic approach to communication, which includes adopting policies, and procedures for Social Media.*

*The policy establishes definitions, to define roles and responsibilities pertaining to the use of social media. It provides council, council committees and employees with social media usage guidelines in order to protect the Town's brand and reputation.*

**COMMUNICATION STRATEGY**

*The Social Media Policy will be available for public review on the Town of Vegreville website and a will be linked to on all social media channels that are applicable.*

**CARRIED**

**7.5 Cliff Craig, Town Manager - Town of Vegreville 2018-2021 Strategic Plan**  
2018-06-09

**Moved By:** Councillor Lemko

That Town Council adopt the 2018 – 2021 Strategic Plan as presented.

**BACKGROUND**

*In November 2017, recently after the Council Orientation sessions, Council discussed that a new Strategic Plan be developed for this Council term. A Strategic Plan is an important plan as it shapes our organization, the municipal programs and services we provide to the community of Vegreville. It provides Council with a purpose, guides our activities, and defines our decision making direction over the next number of years to achieve our desired long term goals.*

*Ian McCormack of Strategic Steps Inc. facilitated the planning sessions with Council and Senior Administration on February 21 and 22, 2018. Council reviewed the draft Strategic Plan at a separate meeting on May 14, 2018. A few changes were requested and implemented.*

*Also, during the Strategic Planning sessions, Council developed new Mission and Vision Statements which are incorporated into the 2018 – 2021 Strategic Plan.*

*Senior Administration will prepare a Work Plan and Performance Measures to achieve the Objectives outlined in the Strategic Plan and report to Town Council on a quarterly basis.*

**COMMUNICATION STRATEGY**

*The 2018 - 2021 Strategic Plan will be posted on the Town of Vegreville website. The Communications Coordinator will arrange for a News Release with key messages for the Mayor and Council to utilize when addressing media and public. The Plan will also be distributed internally and available on the shared drive.*

**CARRIED**

**8 Board Motions**

**9 Bylaw**

**10 Supplemental Correspondence**

**11 Council Reports**

**11.1 Councillor Berry**

Councillor Berry reported and/or attended on the following:

- Federation of Canadian Municipalities Conference in Halifax - May 31 - June 3, 2018
- Legislative Committee Meeting - June 5, 2018
- Minister of Agriculture and Forestry Breakfast Meeting, Tours & Luncheon - June 6, 2018
- Vermilion River Watershed Alliance Annual General Meeting in Viking - June 8, 2016
- Regular Meeting of Town Council - June 11, 2018

**11.2 Councillor Brodziak**

Councillor Brodziak reported and/or attended on the following:

- Innotech Meeting - May 30, 2018
- Grand Opening of Esteem Wedding & Event Rentals (Congratulations from the Town) - June 1, 2018
- Impact Vegreville Committee Meeting - June 4, 2018
- Inventures Conference in Calgary - June 6-8, 2018
- Regular Meeting of Town Council - June 11, 2018

**11.3 Councillor Lemko**

Councillor Lemko reported and/or attended on the following:

- Impact Vegreville Committee (Deliver Information Packages to School) - May 29, 2018
- Impact Vegreville Committee Meeting - June 4, 2018
- Legislative Committee Meeting - June 5, 2018
- Minister of Agriculture and Forestry - Breakfast Meeting, Tours & Luncheon - June 6, 2018
- Regular Meeting of Town Council - June 11, 2018

**11.3.1 Councillor Rudyk**

Councillor Rudyk reported and/or attended on the following:

- Federation of Canadian Municipalities Conference - May 31 - June 4, 2018
- Legislative Committee Meeting - June 5, 2018
- Minister of Agriculture and Forestry - Breakfast Meeting, Tours & Luncheon - June 6, 2018
- Let's Talk Cannabis - June 6, 2018
- Crime Prevention and Community Safety Presentation Planning with Staff Sergeant Nutbrown and Corporal Drinkwater - June 7, 2018
- Vegreville Solid Waste Solutions Committee Meeting - June 7, 2018
- Vegreville Region Physician and Health Professionals Attraction & Retention Committee - Medical Career Day & Regular Meeting - June 7, 2018
- Regular Meeting of Town Council - June 11, 2018

**11.4 Councillor Warawa**

Councillor Warawa reported and/or attended on the following:

- Legislative Committee Meeting - June 6, 2018
- Minister of Agriculture and Forestry - Breakfast Meeting, Tours & Luncheon - June 6, 2018
- Vegreville Solid Waste Solutions Committee Meeting - June 7, 2018
- Regular Meeting of Town Council - June 12, 2018

**11.5 Councillor Waters**

Councillor Waters reported and/or attended on the following:

- Vegreville and District Child Development Coalition Committee - Welcome to Kindergarten Fair - May 29, 2018
- Federation of Canadian Municipalities Conference - May 30 - June 3, 2018
- Legislative Committee Meeting - June 5, 2018
- Minister of Agriculture and Forestry - Breakfast Meeting, Tours & Luncheon - June 6, 2018
- Vegreville and District Chamber of Commerce Regular Meeting - June 7, 2018
- Vegreville Region Physician and Health Professionals Attraction & Retention Committee - Medical Career Day and Regular Meeting - June 7, 2018
- Regular Meeting of Town Council - June 11, 2018

**11.6 Mayor MacPhee**

Mayor MacPhee reported and/or attended on the following:

- Federation of Canadian Municipalities Conference - May 30 - June 5, 2018
- Legislative Committee Meeting - June 5, 2018
- Minister of Agriculture and Forestry - Breakfast Meeting, Tours & Luncheon - June 6, 2018
- Norquest Meeting - June 8, 2018
- Investment Meeting - June 8, 2018
- Regular Meeting of Town Council - June 11, 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 7:59 p.m.

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TIM MACPHEE  
Mayor

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CLIFF CRAIG  
Town Manager