

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

2018-09-28

**Moved By:** Councillor Warawa

That the Agenda of the Regular Meeting of Town Council held on September 24, 2018 be adopted.

**CARRIED****3 Adoption of Minutes****3.1 Public Hearing - September 10, 2016**

2018-09-29

**Moved By:** Councillor Lemko

That the Minutes from the Public Hearing held on September 10, 2018 be received and filed.

**CARRIED****3.2 Regular Town Council - September 10, 2018**

2018-09-30

**Moved By:** Councillor Berry

That the Minutes of the Regular Meeting of Town Council held on September 10, 2018 be received and filed.

**CARRIED****3.3 Special Council Meeting - September 18, 2018**

2018-09-31

**Moved By:** Councillor Brodziak

That the Minutes of the Special Meeting of Town Council held on September 18, 2018 be received and filed.

**CARRIED****4 Delegation****5 Correspondence****5.1 2018 Tax Sale**

2018-09-32

**Moved By:** Councillor Waters

That the minutes from the 2018 Tax Sale held on September 17, 2018 be received and filed.

**CARRIED****6 Financial****6.1 Monthly Cash Statement August 31, 2018**

2018-09-33

**Moved By:** Councillor Brodziak

That the Town of Vegreville Monthly Cash Statement for the month ended August 31, 2018 be received and filed.

**CARRIED****7 Memoranda****7.1 Sandra Ling, Executive Assistant - Revised Developing Policies and Procedures Policy No. 2015-01**

2018-09-34

**Moved By:** Councillor Waters

That Town Council adopt the Revised Developing Policies and Procedures Policy No. 2015-01.

**BACKGROUND**

The original Developing Policies and Procedures Policy had policy naming instructions that were limiting in the way the policies could be cataloged and searched. The revised policy has changed the naming instructions into a category based system that will allow for indexing, filtering and search capabilities for ease of cataloging. Along with the numbering change, there is some formatting changes that allow for visual ease of distinguishing between policies and procedures, finding review-by dates, and last revision dates.

**COMMUNICATION STRATEGY**

A memo will be sent out to all managers and staff advising of the updated policy, and where to find the policy on the internal shared drive.

**CARRIED**

Councillor Taneen Rudyk entered at 7:10 p.m.

**7.2 Sandra Ling, Executive Assistant - Changing the Existing Policy Numbers to the New Format**  
2018-09-35

**Moved By:** Councillor Berry

That Town Council approve the following policy number changes:

<b>Policy Name</b>	<b>Current Policy No.</b>	<b>Proposed Policy No.</b>
Policy on Policies	2015-01	GOV-1001
Town Sponsorship Policy	2015-03	FIN-6001
Legacy Giving Policy	2015-05	MOS-2001
Travel and Expense Policy	2016-06	FIN-6002
Council Remuneration Policy	2016-07	FIN-6003
Council Professional Development Policy	2016-08	FIN-6004
Employee Policy Manual	2016-09	HR-4001
P-Card Policy	2017-10	FIN-6005
Sale of Town Owned Land Policy	2017-11	GOV-1002
Disability Management Policy	2017-12	OHS-5001
Cash-in-Lieu of Parking Policy	2017-13	MOS-2002
Unmanned Air Vehicle Policy	2017-14	MOS-2003
Snow Removal and Sanding Policy	2018-15	MOS-2004
Level of Service Policy (Fire Services)	2018-16	MOS-2005
Working Alone Policy	2018-17	OHS-5002
Contractor Safety Management Policy	2018-18	OHS-5003
Flag Protocol Policy	2018-19	GOV-1003
Community Funding and Support Policy	2018-20	CS-3001
Communication Policy	2018-21	GOV-1004
Media Relations Policy	2018-22	GOV-1005
Social Media Policy	2018-23	GOV-1006
Public Engagement Policy	2018-24	GOV-1007

**CARRIED**

**7.3 Cliff Craig, Town Manager - Alberta Community Partnership (ACP) Program for Inter-Municipal Collaboration Funding**

2018-09-36

**Moved By:** Councillor Waters

That Town Council authorize County of Minburn to participate as the managing partner in an Alberta Community Partnership Inter-municipal Collaboration program grant application in the amount of \$30,000.00 for the completion of an Inter-municipal Collaboration Framework; and

Further that the Town of Vegreville as a participant in the Alberta Community Partnership Inter-municipal Collaboration application agrees to enter into the Conditional Grant Agreement in partnership with the County of Minburn.

**BACKGROUND**

*The amended Municipal Government Act requires that each community has an Inter-municipal Collaboration Framework [ICF] Agreement with their neighbouring community. The Town of Vegreville is, therefore, required to have an ICF with the County of Minburn. The Province of Alberta introduced Inter-municipal grant funding through the Alberta Community Partnership program. The objective of Inter-municipal Collaboration funding is to provide support to partnerships of two or more municipalities to develop regional land use plans and service delivery frameworks. The County of Minburn have agreed to be the managing partner for this application and require the Town of Vegreville to partner with the County for this grant funding application.*

**COMMUNICATION STRATEGY**

*The County of Minburn will be advised, in writing, of the Town of Vegreville Council decision.*

Correspondence dated September 17, 2018 from David Marynowich, County Manager, stating:

*County of Minburn Council approved a resolution at their September 24, 2018 meeting to apply for grant funding under the 2018 Alberta Community Partnership (ACP) Program, Intermunicipal Collaboration (IC) component for the development and completion of an Intermunicipal Collaboration Framework (ICF)" and is requesting the Town of Vegreville participate in the application with the County of Minburn as the managing partner by approving the following Council resolution as required under the 2018 ACP Program Guidelines:*

*"Be it resolved that the Town of Vegreville authorizes the County of Minburn to participate as the managing partner in an application for grant funding under the Alberta Community Partnership (ACP) Program - Intermunicipal Collaboration (IC) component for the development and completion of an Intermunicipal Collaboration Framework (ICF) in the amount of \$30,000; and further, that the Town of Vegreville as a participant agrees to abide by the terms of Conditional Grant Agreement governing the purpose and use of the grant funds."*

*Under the 2018 ACP Program Guidelines project eligibility under the IC component continues to give priority to projects that focus on ICFs. Applications are due November 1, 2018 and must include certification that Council resolutions supporting the project are in place.*

**CARRIED****8 Board Motions****9 Bylaw****10 Council Reports****10.1 Councillor Berry**

Councillor Berry reported and/or attended on the following:

- Impact Vegreville Committee Meeting - September 17, 2018
- Pre Budget Planning Session - September 18, 2018
- Special Meeting of Town Council - September 18, 2018
- Legislative Committee Meeting - September 18, 2018
- M.D. Minburn Foundation Board Meeting - September 20, 2018
- Proclamation Signing - September 24, 2018
- Regular Meeting of Town Council - September 24, 2018

**10.2 Councillor Brodziak**

Councillor Brodziak reported and/or attended on the following:

- Tourism Advisory Board Meeting - September 11, 2018
- Impact Vegreville Committee Meeting - September 17, 2018
- Pre Budget Planning Session - September 18, 2018
- Special Meeting of Town Council - September 18, 2018
- Legislative Committee Meeting - September 18, 2018
- Vegreville Chamber of Commerce Luncheon Meeting - September 19, 2018
- MD Minburn Foundation Board Meeting - September 20, 2018
- Signing of Proclamation - September 24, 2018
- Regular Meeting of Town Council - September 24, 2018

**10.3 Councillor Lemko**

Councillor Lemko reported and/or attended on the following:

- Impact Vegreville Committee Meeting - September 17, 2018
- Pre Budget Planning Session - September 18, 2018
- Special Meeting of Town Council - September 18, 2018
- Legislative Committee Meeting - September 18, 2018
- Vegreville Chamber of Commerce General Meeting - September 19, 2018
- Trans Canada Yellowhead Highway Association Meeting - September 21, 2018
- Regular Meeting of Town Council - September 24, 2018

**10.4 Councillor Rudyk**

Councillor Rudyk reported and/or attended on the following:

- Federation of Canadian Municipalities Quarterly Meetings - September 11-14, 2018
- Blanket Exercise with RMA Executive - September 17, 2018
- Pre Budget Planning Session - September 18, 2018
- Legislative Committee Meeting - September 18, 2018
- Subdivision Appeal Board Training in Camrose - September 19, 2018
- St. Joseph's Community Hospital Board Meeting - September 19, 2018
- Towards Parity in Municipal Government - September 20, 2018
- Health Professionals Attraction and Retention Committee Meeting - September 20, 2018
- Yellowhead East Health Advisory Council Meeting in Two Hills - September 24, 2018
- Regular Meeting of Town Council - September 24, 2018

**10.5 Councillor Warawa**

Councillor Warawa reported and/or attended on the following:

- Pre Budget Planning Session - September 18, 2018
- Special Meeting of Town Council - September 18, 2018
- Legislative Committee Meeting - September 18, 2018
- Proclamation Signing - September 24, 2018
- Regular Meeting of Town Council - September 24, 2018

**10.6 Councillor Waters**

Councillor Waters reported and/or attended on the following:

- Pre Budget Planning Session - September 18, 2018
- Special Meeting of Town Council - September 18, 2018
- Legislative Committee Meeting - September 18, 2018
- Subdivision and Development Appeal Board Training - September 19, 2018
- Vegreville and District Child Development Coalition - Regular Meeting - September 20, 2018
- Vegreville and District Child Development Coalition - Strategic Planning - September 20, 2018
- Vegreville Region Physician & Health Professionals Attraction & Retention Committee Meeting - September 20, 2018
- Proclamation Signing - September 24, 2018
- Regular Meeting of Town Council - September 24, 2018

**10.7 Mayor MacPhee**

Mayor MacPhee reported and/or attended on the following:

- Meeting with Honourable Sandra Jansen - September 11, 2018
- Alberta HUB Meeting - September 17, 2018
- Pre Budget Planning Session - September 18, 2018
- Legislative Committee Meeting - September 18, 2018
- Vegreville Chamber of Commerce Luncheon - September 18, 2018
- Proclamation Signing - September 24, 2018
- Regular Meeting of Town Council - September 24, 2018

**11 Closed Session Items**

**12 Adjournment**

There being no further business to be brought before Council, Mayor MacPhee declared the Meeting adjourned at 7:56 p.m.

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TIM MACPHEE  
Mayor

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CLIFF CRAIG  
Town Manager