

## **ADOPTION OF AGENDA**

### **#2017-OCT-01 REGULAR MEETING OF TOWN COUNCIL – MONDAY, SEPTEMBER 25, 2017**

Councillor Rudyk moved that the Agenda of the Regular Meeting of Town Council held on Monday, October 11, 2017 be adopted as amended.

Carried unanimously.

## **ADOPTION OF MINUTES**

### **#2017-OCT-02 REGULAR MEETING OF TOWN COUNCIL – MONDAY, SEPTEMBER 25, 2017**

Councillor Berry moved that the Minutes of the Regular Meeting of Town Council held on September 25, 2017 be received and filed.

Carried unanimously.

## **MEMORANDA**

### **#2017-OCT-03 PAUL SUITER, COMMUNITY SERVICES DIRECTOR – LIBRARY LETTER OF UNDERSTANDING**

A Request for Council Decision dated October 6, 2017 from Paul Suiter, Community Services Director stating:

*The current Letter of Understanding (LOU) will expire on October 22, 2017 after a 3 year term. The draft 2017 LOU was reviewed by Town Council as well as the Vegreville Library Board. The LOU seeks to clarify and formalize the relationship between the Town of Vegreville and the Vegreville Library Board. The LOU outlines the spirit of cooperation and communication while preserving individual corporate identities.*

*The Letter of Understanding outlines an agreed upon set of founding principles. The LOU goes on further to identify the role of each partner and duties associated with each. It provides clarity to specify expectations for duties, roles and responsibilities. It outlines expectations for the administration of staff and duties as well as reporting lines, overarching policy which apply to operations. The LOU addresses financial considerations with respect to the facility cleaning, maintenance and sue, accounting practices and insurance.*

*The Letter of Understanding will be signed and subsequently forwarded to the Vegreville Library Board for signature.*

Councillor Brodziak moved that Town Council approve the Letter of Understanding between the Town of Vegreville and the Vegreville Library Board for the three year term to expire October 31, 2020.

Carried unanimously.

### **#2017-OCT-04 PAUL SUITER, COMMUNITY SERVICES DIRECTOR – FACILITY MASTER PLAN**

A Request for Council Decision dated October 6, 2017 from Paul Suiter, Community Services Director stating:

*The 2014-2017 Town of Vegreville Strategic Plan 1.07 called for the creation and adoption of a Facility Master Plan. In 2016 a Request for Proposal was developed and advertised for interested firms to provide a submission to create a Facility Master Plan for the Town of Vegreville. The scope of the project was to do a review of Town owned buildings for an assessment on the facility conditions. Additionally there was to be a review of the functionality of the buildings that support operations. This review would lead to the development of a plan for prioritizing repairs and maintenance as well as replacement and any operational recommendations. The work was awarded to MPE Engineering.*

*MPE Engineering went through the process in accordance with the agreed upon scope and prepared a report that will be blueprint for the Town Facility management for the next 5 years and beyond 20 years out.*

*The report was presented to Town Council on October 4, 2017 which afforded a review of the findings and discussion on the recommendations.*

Councillor MacPhee moved that Town Council adopt the Town of Vegreville Facility Master Plan.

Carried unanimously.

**#2017-OCT-05 DALE LEFEBVRE, INFRASTRUCTURE, PLANNING & DEVELOPMENT DIRECTOR – SUBDIVISION AUTHORITY OFFICER**

A Request for Council Decision dated October 4, 2017 from Dale Lefebvre, Infrastructure, Planning & Development Director stating:

*To appoint the Planning & Development Coordinator as Subdivision Authority Officer.*

*There is a requirement to appoint an Officer as the Subdivision Authority as per Bylaw No. 10-95 (Section 7).*

*Bylaw 10-95*

7. Subdivision Authority Officer

*7.2 The Subdivision Authority Officer shall be appointed by resolution of the Council and shall not be a member of the Subdivision Authority.*

Councillor Berry moved that in accordance with the Town of Vegreville Bylaw No. 10-95, that Town Council appoint the Planning & Development Coordinator, as Development Authority officer effective October 11, 2017.

Carried unanimously.

**#2017-OCT-06 DALE LEFEBVRE, INFRASTRUCTURE, PLANNING & DEVELOPMENT DIRECTOR – SUBDIVISION AND DEVELOPMENT APPEAL BOARD SECRETARY**

A Request for Council Decision dated October 4, 2017 from Dale Lefebvre, Planning & Development Director stating:

*To appoint The Municipal Development Clerk as Secretary to the Subdivision and Development Appeal Board. The Land Use & Compliance Clerk will fill the position in the event that the Municipal Development Clerk is absent or unable to attend a hearing.*

*There is a requirement to appoint a secretary to the Subdivision and Development Appeal Board as per Bylaw No. 11-95 (Section 6).*

*Bylaw 11-95*

6. Secretary of the Subdivision and Development Appeal Board

*6.2 The Subdivision and Development and Appeal Board Secretary shall be appointed by resolution of the Council and shall not be a member of the Subdivision and Development Appeal Board.*

Councillor Brodziak moved that in accordance with the Town of Vegreville Subdivision Development and Appeal Board, Bylaw No. 11-95, that Town Council appoint the Municipal Development Clerk as well as the Land Use & Compliance Clerk, in the absence of the Municipal Development Clerk, as Subdivision and Development Appeal Board Secretary effective October 11, 2017

Carried unanimously

**#2017-OCT-07 DALE LEFEBVRE, INFRASTRUCTURE, PLANNING & DEVELOPMENT DIRECTOR – DEVELOPMENT AUTHORITY OFFICER**

A Request for Council Decision dated October 4, 2017 from Dale Lefebvre, Planning & Development Director stating:

*To appoint both the Director of Infrastructure, Planning & Development and the Planning & Development Coordinator as Development Authority Officers.*

*Dale Lefebvre and Kerina Sorochan are both currently appointed as a Development Authority Officer as per Bylaw No. 9-95 under section 3 for the Town of Vegreville.*

*Bylaw 9-95*

3. Establishment of Development Authority

*3.2 the Development Authority Officer shall be a person or persons appointed by resolution of the Council.*

Councillor MacPhee moved that in accordance with the Town of Vegreville Bylaw No. 9-95, that Town Council appoint the Director of Infrastructure, Planning & Development as well as the Planning & Development Coordinator, as Development Authority officers effective October 11, 2017

Carried unanimously.

### **#2017-OCT-08 DALE LEFEBVRE, INFRASTRUCTURE, PLANNING & DEVELOPMENT DIRECTOR – 2017-14 UNMANNED AIR VEHICLE POLICY**

A Request for Council Decision dated September 27, 2017 from Dale Lefebvre, Infrastructure, Planning & Development Director stating:

*Twice this year the Town of Vegreville has been contacted by surveyors wishing to utilize an Unmanned Air Vehicle (UAV or commonly referred to as a drone) within the Town's corporate limits. Due to the presence of the Vegreville Regional Airport and the helipad at St. Joseph's General Hospital, a Special Flight Operations Certificate (SFOC) is required to fly a UAV in Town. A condition of the SFOC, which is issued by Nav Canada, is that the drone operator must have the Airport Manager's approval if operating a drone within 5 nautical miles (9.26 km) of an aerodrome.*

*As UAV's are gaining in popularity and usage by photographers, real estate agents and surveyors, the IP&D Department is recommending that the Town be proactive. This permit is a way of providing permission, while putting the onus on the UAV operator to ensure that they comply with all laws, regulations, and acts from any level of government. As specified in the permit, operators must provide a site survey, proof of valid insurance, property owner permission, and file a NOTAM (Notice to Airmen). These conditions are requirements of the SFOC and ensure the safety and privacy of residents, pilots and visitors.*

*The Town of Vegreville will be proactive and prepared for the increase in UAV usage. As no other municipality that we are aware of has a permitting system in place, the Town could be the standard for others.*

*The IP&D Department will amend or repeal and replace the current Airport Bylaw #09-2013 to remove the fee schedule and create an Airport Fees & Charges Bylaw. UAV Permit fees will be included in this new fees & charges bylaw.*

*This policy will be posted on the Town website and social media. A copy of the Policy will also be forwarded to the Alberta Airports Management Association.*

Councillor MacPhee moved that Town Council approve the Unmanned Air Vehicle Policy.

Carried unanimously.

### **#2017-OCT-09 DALE LEFEBVRE, INFRASTRUCTURE, PLANNING & DEVELOPMENT DIRECTOR – 2017 CENTRAL RECYCLING DROP OFF SURVEY RESULTS**

A Request for Council Decision dated October 3, 2017 from the Vegreville Solid Waste Solutions Committee stating:

*The Utilities Department conducted surveys at the Central Recycling Drop-Off Centre on August 2, 8, 14, 22, 28 and September 5, 8 and 12, 2017. The questions asked on the survey are as follows:*

1. *Where do you live?*
2. *If you are a County Resident, would you be in favour of the County contributing financially to the Town's Recycling Program? (91% of County Residents were)*
3. *How often do you use the facility?*
4. *What would you suggest we do to make the program better?*

*The attached results was presented to the Vegreville Solid Waste Solutions Committee at their September 29, 2017 meeting. The Committee is putting a lot of focus on public education and would like to use these results as part of their campaign.*

*The Committee will send this report with a cover letter to the County first. The Committee would like the report to be published on the Town's website and social media and representatives from the Committee would like to send this as a news item and are willing to be interviewed.*

Councillor Rudyk moved that Town Council forward the 2017 Central Recycling Drop-Off Centre Survey results to the County; and

Further, that the 2017 Central Recycling Drop-Off Centre Survey Results be posted on the Town's website and social media; and

Further, that the 2017 Central Recycling Drop-Off Survey Results be made available as a news item.

Carried unanimously.

**#2017-OCT-10 DALE LEFEBVRE, INFRASTRUCTURE, PLANNING & DEVELOPMENT DIRECTOR – SUBDIVISION APPLICATION FILE NO. 17-KUC-003**

A Request for Council Decision dated October 4, 2017 from Dale Lefebvre, Infrastructure, Planning & Development Director stating:

*Subdivision Application File No. 17-KUC-003, to subdivide the existing Lot 10, Block 30, Plan 772-2504 into two (2) equal sized parcels to be purchased by the adjacent neighbours.*

*To have Town Council review the attached List of Requirements form for Subdivision Application File No. 17-KUC-003 and grant approval to the Subdivision Authority to proceed with this application.*

*Lot 10, Block 30, Plan 772-2504 is currently vacant land and the adjacent neighbours to this lot have approached the owners (Gary and Kody Kuchik) to sell each neighbour one equal half of the lot for personal use, separately. In order to sell both neighbours one equal half of the existing lot, the owner will have to subdivide the lot prior to the sale.*

Councillor MacPhee moved that Town Council review the List of Requirements form for Subdivision Application File No. 17-KUC-003, and that approval be given to the Subdivision Authority to proceed with this application.

Carried unanimously.

**#2017-OCT-11 PAUL CASEY, CORPORATE SERVICES DIRECTOR – PROPERTY TAX EXEMPTIONS FOR VEGREVILLE ASSOCIATION FOR LIVING IN DIGNITY (VALID)**

A Request for Council Decision dated September 25, 2017 from Paul Casey, Corporate Services Director stating:

*Approval of Property Assessment Exemption for VALID properties containing Residential, Commercial and Office buildings and decline application for exemption for vacant lots.*

*On September 6, 2017, VALID applied for Property Tax Exemptions for 2018 through 2020 for various properties located in Vegreville. VALID is a Non-Profit Organization incorporated under the Societies Act on June 12, 1962.*

*VALID does not meet any of the requirements under the Municipal Government Act for automatic exemption as a non-profit organization and therefore must make application for exemption. The applicable statutes to consider for this request are the Municipal Government Act RSA 2000, Chapter M-26 ("MGA") and the Community Organization Property Tax Exemption Regulation AR281 1998 ("COPTER").*

*The MGA, in Section 362(1)(n)(iii)(B) reads in part as follows:*

- (n) property that is*
- (iii) used for a charitable or benevolent purpose that is for the benefit of the general public, and owned by*
- (B) a non-profit organization*

*Section 364(1) A Council may by bylaw exempt from taxation [under this Division] property held by a non-profit organization.*

*COPTER in reference to MGA Section 362(1)(n)(iii)(B):*

*Section 10(1) states that the property is not exempt from taxation unless:*

- (a) the charitable or benevolent purpose for which the property is primarily used is a purpose that benefits the general public in the municipality in which the property is located, and*
- (b) the resources of the non-profit organization that holds the property are devoted chiefly to the charitable or benevolent purpose for which the property is used.*

*Section 15 of COPTER allows non-profit organizations to make application and provide specific information to have property exempt from taxation provided it meets the requirements of Section 10 of COPTER. Section 16 of COPTER states that an exemption can only be granted for a maximum of three years after which time application must be made again.*

*In discussions with the Town's assessor it was determined that vacant lots do not meet the necessary criteria of being to the benefit of the general public and therefore should be taxable. VALID has not provided any information that would refute that determination with respect to the vacant lots they currently own.*

*The current assessments and 2017 Tax Status on the properties for which application for property tax exemption has been made are as follows:*

<b>Tax Toll</b>	<b>Municipal Address</b>	<b>Type of Property</b>	<b>Assessment</b>	<b>2017 Tax Status</b>
042100	5824-56 St	Residential Group Home - Duplex	\$134,850	Exempt
042200	5822-56 St	Residential Group Home - Duplex	\$140,470	Exempt
043600	5913-51 St	Residential Group Home	\$355,890	Exempt
291600	5010-48 Ave	Residential Group Home	\$281,850	Exempt
130800	5457-45 St	Residential Group Home	\$273,790	Exempt
336800	5137-52 Ave	Pot-of-Gold Store	\$367,400	Exempt
384400	4846-49 St	VALID Office Building	\$458,100	Exempt
114100	4901-48 Ave	Vacant Residential Lot with Garage	\$53,260	Exempt
114200	4905-48 Ave	Vacant Lot	\$48,950	Exempt
336900	5141-52 Ave	Vacant Lot	\$35,370	Exempt
337000	5145-52 Ave	Vacant Lot	\$35,370	Exempt

VALID will be advised in writing of Council's decision.

Councillor Rudyk left the meeting at 5:33 p.m.

Councillor Brodziak moved that the properties owned by VALID that have Residential, Commercial and Office buildings be granted exempt status for 2018 through 2020 and that properties owned by VALID that are vacant lots be taxed as residential properties from 2018 through 2020. For greater clarity, as listed below:

<b>Tax Toll</b>	<b>Municipal Address</b>	<b>Type of Property</b>	<b>Assessment</b>	<b>2017 Tax Status</b>
042100	5824-56 St	Residential Group Home - Duplex	\$134,850	Exempt
042200	5822-56 St	Residential Group Home - Duplex	\$140,470	Exempt
043600	5913-51 St	Residential Group Home	\$355,890	Exempt
291600	5010-48 Ave	Residential Group Home	\$281,850	Exempt
130800	5457-45 St	Residential Group Home	\$273,790	Exempt
336800	5137-52 Ave	Pot-of-Gold Store	\$367,400	Exempt
384400	4846-49 St	VALID Office Building	\$458,100	Exempt
114100	4901-48 Ave	Vacant Residential Lot with Garage	\$53,260	Taxable as Residential
114200	4905-48 Ave	Vacant Lot	\$48,950	Taxable as Residential
336900	5141-52 Ave	Vacant Lot	\$35,370	Taxable as Residential
337000	5145-52 Ave	Vacant Lot	\$35,370	Taxable as Residential

Carried unanimously.

Councillor Rudyk returned to the meeting at 5:34 p.m.

## **BOARD MOTIONS**

### **#2017-OCT-12 VEGREVILLE ECONOMIC DEVELOPMENT AND TOURISM ADVISORY BOARD**

Memorandum dated September 29, 2017 from Vegreville Economic Development and Tourism Advisory Board stating:

*At the September 26<sup>th</sup>, 2017 regular meeting of the Board, the Board passed a motion to recommend to Town Council the appointment of Garth Dinwoodie for a two year term. This appointment will be to the agri-business sector in accordance to Bylaw 16-2017 Section 3.4(d).*

Councillor Rudyk moved that Garth Dinwoodie be granted a two year term to the Vegreville Economic Development & Tourism Advisory Board filling the agri-business sector position, with the term to expire on October 11, 2019.

Carried unanimously.

## **SUPPLEMENTAL**

### **#2017-OCT-13 VEGREVILLE AND DISTRICT CHAMBER OF COMMERCE – vEGGfest 2017**

Correspondence dated October 10, 2017 from the Vegreville District Chamber of Commerce stating:

*On behalf of the Vegreville and District Chamber of Commerce I would like to place a request. For the weekend of August 25 & 26, 2017 (vEGGfest) the Chamber had reserved the Social Centre as to alleviate any parking congestion or issues. We understand that the Town has given us a bill in respect to the rental however the Social Centre was never used in any way the entire weekend. With that being said we are asking that Town Council consider forgiving the fee of \$1200.00 which we have been billed for. At this time we have now concluded that we are facing a substantial loss on vEGGfest 2017, estimated at \$47,000.00. There has been a grant submitted by Community Futures Elk Island Region on our behalf*

*which would alleviate some of this loss however there are no guarantees with the grant submission. I have attached financial statements for the last two years for your review*

*Thank you for your consideration on this matter.*

Councillor Brodziak moved that Town Council waive up to the \$1200 rental fee for the use of the Social Centre for the vEGGFest weekend on August 25 & 26, 2017 on the basis the building was not utilized and further that a policy for Social Centre rentals be drafted.

Carried unanimously.

#### **#2017-OCT-14 BRIAN BARON – LETTER TO COUNCIL**

Correspondence dated October 10, 2017 from Brian Baron stating:

*The Town of Vegreville 2016 financial statement shows the town manager(s) salary and benefits were \$257,912 more than 2015. I made the assumption and have confirmed as best as I can, that the variance was the severance paid to former CAO Jody Quickstad. Of course, I also did my best to confirm facts and details with Jody but to this day he remains tight lipped.*

*My experience is that not many taxpayers are aware that the town spent this money. My opinion is that the amount of the severance and the reasoning behind the dismissal should be shared publicly prior to the October 16<sup>th</sup> election. I believe that transparency was part of Mayor Hayduk's platform during his previous campaign. It should be made clear to the public that on April 11<sup>th</sup>, 2016, Councillor Kozakiewicz moved that the CAO be terminated without cause and Councillors Berry and Simpson and Mayor Hayduk voted in favour. Councillors Brodziak, Rudyk and MacPhee were opposed. As of April 11, 2016, the current council had only 18 months left in their term which compels me to question why there was such haste to spend a quarter of a million dollars? This is of even more concern today as Councillor Kozakiewicz did not complete his term and Councillor Simpson chose not to run in the upcoming election. It seems that Mayor Hayduk and Councillors Simpson, Berry and Kozakiewicz had not sought legal counsel prior to this decision and were blind-sided when it was discovered that such a large check had to be written. It is also important that we know if the now terminated CAO was offered notice in lieu of severance. This would have been a much more acceptable arrangement for all taxpayers. Is there a written record of progressive discipline and discussion showing where Mayor and Council had tried to help Jody correct the issues (as they related to his work) that Mayor and Council were unhappy with?*

*Withholding any of the facts regarding the termination of CAO Quickstad is deceptive. Voters need to be informed so that they are able to make an informed choice. I have heard no good reasons for this action, certainly none that would validate spending \$250K. I am asking that our citizens be made aware of all the details, the absolute truth related to the termination of Jody Quickstad prior to October 16<sup>th</sup>. Anything less would have to be regarded as non-transparent and irresponsible governance.*

*I also feel that you must take into consideration the reputation of Jody Quickstad. If the facts are not known, the public is left to make assumptions that may not be true. I feel this is not fair to any long serving employee.*

*The perception is that Mayor and 3 Council members felt that Jody would be in the way of their agendas. Any truths should be admitted. When we elected you, we did so because we believed you were absolutely honest. I trust that you will show us that you are.*

Councillor Brodziak moved that the correspondence dated October 10, 2017 from Brian Baron be received and filed.

Carried unanimously.

## **COUNCIL REPORTS**

### **#2017-OCT-15 COUNCIL REMUNERATION**

Councillor MacPhee addressed the issue of Councillor Simpson being reimbursed for a Local Government Finance Course through the University of Alberta Faculty Of Extension.

This matter was forwarded to Administration for further review and will be brought back to a future meeting of Town Council.

**MAYOR HAYDUK**

Mayor Hayduk reported and/or attended on the following:

- Meeting with Minister Gray & Minister Bilous – September 26, 2017
- All Candidates Election Forum – September 28, 2017
- Legislative Committee Meeting – October 4, 2017
- Ground Breaking for New RCMP Detachment – October 11, 2017
- Regular Meeting of Town Council – October 11, 2017

**COUNCILLOR BERRY**

Councillor Berry reported and/or attended on the following:

- Meeting with Minister Gray & Minister Bilous – September 26, 2017
- All Candidates Election Forum – September 28, 2017
- Economic Resilience Training – October 2 & 3, 2017
- Legislative Committee Meeting – October 4, 2017
- Meet and Greet with Vegreville Muslim Association – October 6, 2017
- Meet and Greet with Vegreville Library Board – October 6, 2017
- Ground Breaking for New RCMP Detachment – October 11, 2017
- Regular Meeting of Town Council – October 11, 2017

**COUNCILLOR BRODZIAK**

Councillor Brodziak reported and/or attended on the following:

- Meeting with Minister Gray & Minister Bilous – September 26, 2017
- Vegreville Economic Development and Tourism Advisory Board – September 26, 2017
- Vegreville Solid Waste Solutions Tour – September 29, 2017
- Economic Resilience Training – October 2 & 3, 2017
- Family and Community Services Support Advisory Board Meeting – October 3, 2017
- Legislative Committee Meeting – October 4, 2017
- Chief Administrative Officer Evaluation Meeting – October 5, 2017
- Ground Breaking for New RCMP Detachment – October 11, 2017
- Regular Meeting of Town Council – October 11, 2017
- Vegreville and District Chamber of Commerce Meeting – October 11, 2017

**COUNCILLOR MACPHEE**

Councillor MacPhee reported and/or attended on the following:

- 2017 AGM and Convention in Fredericton, NB - September 23-25, 2017
- Family and Community Support Services Advisory Board Meeting – October 3, 2017
- Legislative Committee Meeting – October 4, 2017
- Vegreville and District Chamber of Commerce Meeting – October 5, 2017
- Meet and Greet with Vegreville Muslim Association – October 6, 2017
- Meet and Greet with Vegreville Library Board – October 6, 2017
- Ground Breaking for New RCMP Detachment – October 11, 2017
- Regular Meeting of Town Council – October 11, 2017

**COUNCILLOR RUDYK**

Councillor Rudyk reported and/or attended on the following:

- Meeting with Minister Gray and Minister Bilous – September 26, 2017
- Vegreville Economic Development and Tourism Advisory Board Meeting – September 26, 2017
- Donation Presentation to Vegreville Hospital Board – September 27, 2017
- Alberta HUB Meeting in St. Paul – September 27, 2017
- Revive Open House Grand Opening – September 29, 2017
- Tourism Committee Budget Planning – September 29, 2017
- Solid Waste Solutions Tour – September 29, 2017
- Economic Resilience Training – October 2 & 3, 2017
- Waste Reduction Week Proclamation – October 4, 2017
- Legislative Committee Meeting – October 4, 2017
- Vegreville Economic Development and Tourism Advisory Board Meeting – October 5, 2017
- Chief Administrative Officer Evaluation Meeting – October 5, 2017
- Tourism Committee Meeting – October 11, 2017
- Regular Meeting of Town Council – October 11, 2017

**COUNCILLOR SIMPSON**

Councillor Simpson reported and/or attended on the following:

Absent

There being no further business to be brought before Council, Mayor Hayduk declared the Meeting adjourned at 6:40 p.m.

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MYRON HAYDUK  
Mayor

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CLIFF CRAIG  
Town Manager