



## Town of Vegreville

### Meeting Minutes

March 25, 2019 - Regular Council Meeting - 07:00 PM

The Regular Meeting of the Town of Vegreville Council was called to order by Mayor Tim MacPhee on Monday, March 25, 2019 in the Council Chambers of the Town Administration Building, commencing at 7:00 PM with:

Mayor MacPhee, Councillor Berry, Councillor Brodziak, Councillor Lemko, Councillor Rudyk, Councillor Warawa and Councillor Waters.

Together with: Mr. Cliff Craig, Town Manger; Mr. Paul Casey, Corporate Services Director; Mr. Dale Lefebvre, Infrastructure, Planning & Development Director; Mr. Paul Suiter, Community Services Director; and Ms. Sandra Ling, Recording Secretary in attendance.

Public in attendance

#### 1. CALL MEETING TO ORDER

#### 2. ADOPTION OF AGENDA

2019-03-08

**Moved By:** Councillor Warawa

That the Agenda of the Regular Meeting of Town Council held on March 25, 2019 be adopted.

Carried

#### 3. ADOPTION OF MINUTES

2019-03-09

**Moved By:** Councillor Waters

That the Minutes of the Regular Meeting of Town Council held on March 11, 2019 be received and filed.

Carried

#### 4. MEMORANDA

##### 4.1 PAUL CASEY, CORPORATE SERVICES DIRECTOR - TRANSFER FROM RESERVES - 2018

2019-03-10

**Moved By:** Councillor Waters

That Town Council authorize the transfer of \$377,844.91 from the General Operating Reserve to the Operating Fund for the year ended December 31, 2018.

##### **BACKGROUND**

##### *Operating Reserve*

1. *The Town continued with its advocacy Campaign with respect to the CPC Closure. Total costs in 2018 for this campaign were \$90,689.71. The 2018 operating budget included \$75,000 to be funded from the General Operating Reserve to offset the expected costs. An additional reserve transfer of \$15,689.71 is required to fully offset the costs incurred in 2018.*

2. During the year, the Town continued to develop Foxview Estates residential subdivision for resale by installing shallow services. Costs incurred related to this project totaled \$256,611.25. In 2017, Council approved \$750,000 transfer from the General Operating Reserve to fund the development of Foxview Estates. In 2017 only \$669,756.54 was expended leaving an unexpended allocation of \$80,243.46 to be applied to this project. An additional transfer from General Operating Reserves is required in 2018 in the amount of \$176,367.79 to fully fund the expenditures incurred in 2018.
3. In 2017, the Town did not pay out any costs for Physician Recruitment as budgeted as the funds had not been applied for by the new physician. An amount of \$10,000 was set aside in reserve in 2017. The Physician applied for and received the full \$10,000 payment in 2018. This payment was to be funded from reserve but a transfer from reserve was not budgeted and therefore a resolution is required to fully fund the payment.
4. In 2017, the Town set aside \$8,500 in the general operating reserve to fund the replacement of the overhead garage doors at the Public Works shop. In 2018, the doors were replaced. The transfer from reserves in 2018 was not budgeted for and therefore a resolution is required to fully fund the door replacements.
5. In 2018 the Town received funding in the amount of \$150,000 from Cares Grant Initiative. The funding framework requires the Town to contribute 50% of the costs. In 2018 \$105,863.40 was expended but the Town contribution was not budgeted. A transfer from General Operating Reserves is required in 2018 in the amount of \$52,931.70 to fully fund the expenditures incurred in 2018.
6. In 2018, total costs incurred were \$13,633 for planning for trails and repair of 61 Avenue from 47th Street to 50th Street. A transfer from General Operating Reserves related to North Parkway Drainage is required in 2018 in the amount of \$13,633 to fund the expenditures incurred in 2018.
7. The Library Community Spirit Matching grant was carried forward from 2017 in the amount of \$4,305.70. In 2018, the Library incurred expenditures of \$4,305.70 for sun shades and a sofa. This expenditure was unbudgeted and the Library wishes to Fund it from the reserve. A transfer from General Operating reserves is required in the amount of \$4,305.70 to fund the expenditures incurred in 2018.
8. The EMS Department is contracted and fully funded by Alberta Health Services. Expenditures in excess of Alberta Health Service's contributions are the responsibility of the Town. In 2018, \$93,071 was budgeted as a transfer from the Ambulance Operating Reserve when actual expenditures in excess of Alberta Health Services funding were \$189,488.01. A transfer from the Ambulance General Operating reserve is required in the amount of \$96,417.01.

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

#### **FINANCIAL IMPLICATIONS**

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

Operating Reserve	
CPC Advocacy	\$ 15,689.71
Foxview Estates Shallow Services	\$ 176,367.79
Physician Recruitment	\$ 10,000.00
Overhead door replacement	\$ 8,500.00
Cares Grant	\$ 52,931.70
North Parkway Drainage	\$ 13,633.00
Library Community Spirit	\$ 4,305.70
<u>General Ambulance</u>	\$ <u>96,417.01</u>
<b>Total Transfer from Operating Reserve</b>	<b>\$ 377,844.91</b>

Carried

#### **4.2 PAUL CASEY, CORPORATE SERVICES DIRECTOR - TRANSFERS TO RESERVES - 2018**

2019-03-11

**Moved By:** Councillor Berry

That Town Council authorize the transfer of \$609,122.82 from the Operating Fund to the Operating Reserve and \$103,591.70 from the Operating Fund to the Land Sale Reserve for the year ended December 31, 2018.

**BACKGROUND**

Operating and Capital funds have been set aside in the following reserves as part of the 2018 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

Fire	Fire Training Facility	\$	20,174.94
Development	ICF/IDP	\$	15,000.00
Library	Library Operations	\$	13,947.88
Economic Development	Economic Development Initiative	\$	15,000.00
General Government	2018 Operating Fund Surplus	\$	545,000.00
<u>Total transfers to Operating Reserves</u>		\$	<u>609,122.82</u>

Land Sale Reserve

During 2018, the Town sold several properties that it had acquired from TerraVest Industries General Partner Ltd and funded the purchase from the land sale reserve. At the time of purchase, it was the desire of Council that proceeds received, net of legal fees be transferred to the land sale reserve. The first property was sold for \$106,500.00 with legal fees totaling \$2,908.30 for total net proceeds of \$103,591.70. The second property was sold for \$265,000.00 with legal fees totaling \$3442.57 for net proceeds of \$261,557.43. At the time of acceptance of the offer for the second property Council passed a resolution to transfer the sale proceeds net of legal fees to the land sale reserve. This was not done for the first property sold and therefore a resolution is required to transfer \$103,591.70 being the net proceeds to the land sale reserve.

Carried

**5. DELEGATION**

Kyle Bodnarchuk CPA, CA and Brad Lussier CPA entered Chambers at 7:00 PM.

**5.1 7:00 PM FINANCIAL AUDITORS****5.1.1 WILDE & COMPANY CHARTERED PROFESSIONAL ACCOUNTANTS**

2019-03-12

**Moved By:** Councillor Rudyk

That Town Council accept the Audit Report as presented by Wilde and Company Chartered Professional Accountants.

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 2018 Audited Financial Statements.

Mr. Bodnarchuk expressed his gratitude and appreciation to the Town Administration staff on the completion of the 2018 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.

Carried

Kyle Bodnarchuk CPA, CA and Brad Lussier CPA left Chambers at 7:19 PM.

**6. MEMORANDA****6.1 PAUL CASEY, CORPORATE SERVICES DIRECTOR - AUDITED FINANCIAL STATEMENTS**

2019-03-13

**Moved By:** Councillor Lemko

That Town Council approve the Audited Financial Statements for the year ended December 31, 2018.

**BACKGROUND**

*Wilde and Company, Chartered Professional Accountants presented their report on the audit of the Town of Vegreville for the year ended December 31, 2018, which included their Audit Report. The Audit Report together with the financial statements represent the Audited Financial Statements which are required to be approved by Council.*

**COMMUNICATION STRATEGY**

*The Audited Financial Statements will be made available at the Town Office and will be posted on the Town's Website.*

**Management's Responsibility for Reporting**

*For the Year Ended December 31, 2018*

*The consolidated financial statements are the responsibility of the management of the Town of Vegreville.*

*These consolidated financial statements have been prepared from information provided by management. Financial statements are not precise since they include certain amounts based on estimates and judgements. Management has determined such amounts on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly in all material respects.*

*The Town maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Town's assets are properly accounted for and safeguarded.*

*The elected Council of the Town is responsible for ensuring that management fulfills its responsibilities for financial statements. The Council carries out its responsibility through review of quarterly financial information presented by management to Council as a whole.*

*Council meets annually with management and external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues and to satisfy itself that each party is properly discharging its responsibilities. Council is also responsible for the engagement or re-appointment of the external auditors.*

*The consolidated financial statements have been audited by Wilde and Company, Chartered Professional Accountants, the external auditors, in accordance with Canadian generally accepted auditing standards on behalf of Council, residents and ratepayers of the Town. Wilde and Company has full and free access to Council.*

Carried

**7. UNFINISHED BUSINESS****8. CORRESPONDENCE****8.1 DAVE BERRY, PRESIDENT, VERMILION RIVER WATERSHED ALLIANCE - REQUEST FOR STATEMENT INCLUSION IN INTER MUNICIPAL DEVELOPMENT PLAN**

2019-03-14

**Moved By:** Councillor Brodziak

That the correspondence dated March 8, 2019 from Dave Berry, President, Vermilion River Watershed Alliance be received and filed; and

Furthermore, the statements be included in the new Inter-municipal Development Plan.

*Watershed planning and management in Alberta is a collaborative process. Catalyzed in part through Watershed Stewardship Groups, watershed planning incorporates the three goals of the province's "Water for Life Strategy":*

- *Safe, secure drinking water*
- *Reliable, quality water supplies for a sustainable economy*
- *Healthy aquatic ecosystems*

The Vermilion River Watershed Alliance (VRWA) - a multi-stakeholder, locally-organized watershed stewardship group - supports these goals through voluntary implementation of the Vermilion River Watershed Management Plan (available at [vrwa.ca/the-watershed/](http://vrwa.ca/the-watershed/)). The Plan outlines actions to maintain and improve water quality, water quantity and aquatic ecosystem health within the Vermilion River Watershed. Your municipality is represented on the VWA Board of Directors alongside stakeholder groups in the region. The VRWA works in close partnership with the North Saskatchewan Watershed Alliance, which is the provincially designated Watershed Planning and Advisory Council for the region

The Vermilion River Watershed Alliance respectfully requests that your municipality consider one or both of the below statements for inclusion into intermunicipal development plans. If your IDP(s) is/are complete, we ask that your municipality still consider the statement(s) and/or relevant VRWMP goals in land use planning initiatives.

- **[Municipality] recognizes the work of the Vermilion River Watershed Alliance and supports the goals and objectives of the Vermilion River Watershed Management Plan.**
- **[Municipality] will promote environmental stewardship and the health of the regional ecosystem, wetlands, and environmentally significant areas within the Vermilion River Watershed.**

The VRWA thanks you for your participation in maintaining and improving the health of the Vermilion River Watershed.

Carried

## 9. FINANCIAL

### 9.1 MONTHLY CASH STATEMENT - JANUARY 31, 2019

2019-03-15

**Moved By:** Councillor Brodziak

That the Town of Vegreville Monthly Cash Statement for the month ended January 31, 2019 be received and filed.

Carried

## 10. BOARD MOTIONS

### 10.1 PAUL SUITER, COMMUNITY SERVICES DIRECTOR - VEGREVILLE TOURISM ADVISORY BOARD MEMBER APPOINTMENT FOR JERRI ZIEGLER

2019-03-16

**Moved By:** Councillor Rudyk

That Town Council appoint Jerri Ziegler as the Vegreville & District Chamber of Commerce representative to the Vegreville Tourism Advisory Board, with the term to expire in March 2021. This appointment will be in accordance to Bylaw 10 – 2019 Section 4.3(a).

*Further to correspondence dated March 22, 2019, the Vegreville and District Chamber of Commerce appointed Jerri Ziegler as the Chamber of Commerce representative to the Vegreville Tourism Advisory Board (VTAB) for a two (2) year term.*

Carried

### 10.2 PAUL SUITER, COMMUNITY SERVICES DIRECTOR - VEGREVILLE TOURISM ADVISORY BOARD MEMBER APPOINTMENT FOR JAMIESON BROWN

2019-03-17

**Moved By:** Councillor Waters

That Town Council appoint Jamieson Brown as the research, development or technology sector representative to the Vegreville Tourism Advisory Board, with the term to expire in March 2021. This appointment will be in accordance to Bylaw 10 – 2019 Section 4.3(b).

Carried

### 10.3

**PAUL SUITER, COMMUNITY SERVICES DIRECTOR - VEGREVILLE TOURISM ADVISORY BOARD MEMBER  
APPOINTMENT FOR FRANCO MATINA**

2019-03-18

**Moved By:** Councillor Lemko

That Town Council appoint Franco Matina as the Economic Development representative to the Vegreville Tourism Advisory Board, with the term to expire in March 2021. This appointment will be in accordance to Bylaw 10 – 2019 Section 4.3(c).

Carried

**10.4 PAUL SUITER, COMMUNITY SERVICES DIRECTOR - VEGREVILLE TOURISM ADVISORY BOARD MEMBER  
APPOINTMENT FOR KEVIN KISILEVICH**

2019-03-19

**Moved By:** Councillor Warawa

That Town Council appoint Kevin Kisilevich as the retail or hospitality sector representative to the Vegreville Tourism Advisory Board, with the term to expire in March 2021. This appointment will be in accordance to Bylaw 10 – 2019 Section 4.3(d).

Carried

**10.5 PAUL SUITER, COMMUNITY SERVICES DIRECTOR - VEGREVILLE TOURISM ADVISORY BOARD MEMBER  
APPOINTMENT FOR MYRON KRUK**

2019-03-20

**Moved By:** Councillor Berry

That Town Council appoint Myron Kruk as the agri-business sector representative to the Vegreville Tourism Advisory Board, with the term to expire in March 2021. This appointment will be in accordance to Bylaw 10 – 2019 Section 4.3 (e).

Carried

**10.6 PAUL SUITER, COMMUNITY SERVICES DIRECTOR - VEGREVILLE TOURISM ADVISORY BOARD MEMBER  
APPOINTMENT FOR LEN BULLOCK**

2019-03-21

**Moved By:** Councillor Brodziak

That Town Council appoint Len Bullock as a member-at large representative to the Vegreville Tourism Advisory Board, with the term to expire in March 2021. This appointment will be in accordance to Bylaw 10 – 2019 Section 4.3(g).

Carried

**10.7 PAUL SUITER, COMMUNITY SERVICES DIRECTOR - VEGREVILLE TOURISM ADVISORY BOARD MEMBER  
APPOINTMENT FOR SUZANNE MALO**

2019-03-22

**Moved By:** Councillor Rudyk

That Town Council appoint Suzanne Malo as the Real Estate or professional services sector representative to the Vegreville Tourism Advisory Board, with the term to expire in March 2021. This appointment will be in accordance to Bylaw 10 – 2019 Section 4.3 (f).

Carried

**11. BYLAW**

## 11.1 BYLAW NO. 11-2019 LAND USE BYLAW

Bylaw No. 11-2019 was presented to Council for the purpose of the amendment to provide for the indoor growth and cultivation of plants at a commercial level, but on a smaller scale than a nursery or greenhouse allows, within the C2, C2-R District.

### 11.1.1 FIRST READING

2019-03-23

**Moved By:** Councillor Waters

That Bylaw No. 11-2019 be read for the first time this 25 day of March, 2019 A.D.

Carried

## 12. COUNCIL REPORTS

### 12.1 COUNCILLOR BERRY

Councillor Berry reported and/or attended on the following:

- Viterra Grand Opening - March 14, 2019
- Vegreville Snow Drags - March 16, 2019
- Legislative Committee Meeting - March 18, 2019
- Strategic Plan Update Meeting - March 20, 2019
- M.D. Minburn Foundation Meeting - March 21, 2019
- Meeting with RC Strategies - Review of Recreation & Culture Reports - March 21, 2019
- National Volunteer Week Proclamation - March 25, 2019
- Regular Meeting of Town Council - March 25, 2019

### 12.2 COUNCILLOR BRODZIAK

Councillor Brodziak reported and/or attended on the following:

- Impact Vegreville Committee Meeting - March 12, 2019
- Viterra Grand Opening - March 14, 2019
- Legislative Committee Meeting - March 19, 2019
- Strategic Plan Update Meeting - March 20, 2019
- Vegreville Economic Development Advisory Board Meeting - March 21, 2019
- National Volunteer Week Proclamation - March 25, 2019
- Regular Meeting of Town Council - March 25, 2019

### 12.3 COUNCILLOR LEMKO

Councillor Lemko reported and/or attended on the following:

- Viterra Grand Opening - March 14, 2019
- Vegreville Tourism Advisory Board Organizational Meeting - March 15, 2019
- Vegreville Library Fundraiser Play - March 15, 2019
- Vegreville Legion Fundraiser Comedy Fest - March 16, 2019
- Go East Tourism Board Meeting - March 19, 2019
- Family and Community Support Services Committee Meeting - March 19, 2019
- Legislative Committee Meeting - March 19, 2019
- Strategic Plan Update Meeting - March 20, 2019
- National Volunteer Week Proclamation - March 25, 2019
- Regular Meeting of Town Council - March 25, 2019

### 12.4 COUNCILLOR RUDYK

Councillor Rudyk reported and/or attended on the following:

- FCM Quarterly Meetings in Penticton - March 12-15, 2019
- Economic Development Manager Interviews - March 18, 2019
- Pre-Budget Conference Call with FCM Table Officers - March 19-20, 2019

- High School Medical Career Day Planning Meeting - March 19, 2019
- Municipal Development Board Diversification Enhancement Plan Update - March 19, 2019
- Legislative Committee Meeting - March 19, 2019
- Strategic Plan Update Meeting - March 20, 2019
- Yellowhead East Health Advisory Council Skype Meeting - March 20, 2019
- Norquest College Health Care Aid Planning Meeting - March 21, 2019
- Vegreville Region Health Professionals Attraction & Retention Committee - March 21, 2019
- Vegreville Economic Development Board Meeting - March 21, 2019
- National Volunteer Week Proclamation Signing - March 25, 2019
- Regular Meeting of Town Council - March 25, 2019

### 12.5 COUNCILLOR WARAWA

Councillor Warawa reported and/or attended on the following:

- Community Futures Meeting in Two Hills - March 13, 2019
- Public Speaking Judge at AL Horton School - March 15, 2019
- Vegreville Tourism Board Meeting - March 15, 2019
- Vegreville & District Minor Hockey Gold Medal Celebration - March 16, 2019
- Real Canadian Wrestling Madness - March 16, 2019
- Legislative Committee Meeting - March 19, 2019
- Family and Community Support Services Committee Meeting - March 19, 2019
- Strategic Plan Update Meeting - March 20, 2019
- Landfill Ad hoc Committee Meeting - March 25, 2019
- National Volunteer Week Proclamation Signing - March 25, 2019
- Regular Meeting of Town Council - March 25, 2019

### 12.6 COUNCILLOR WATERS

Councillor Waters reported and/or attended on the following:

- Vegreville & District Child Development Coalition Committee Meeting - March 13, 2019
- Viterra Grand Opening - March 14, 2019
- Vegreville Library Fundraiser Play - March 15, 2019
- Legislative Committee Meeting - March 19, 2019
- Strategic Plan Update Meeting - March 20, 2019
- M.D. Minburn Foundation Meeting - March 21, 2019
- Norquest College Health Care Aide Planning Skype Meeting - March 21, 2019
- Vegreville Region Physician and Health Professionals Attraction & Retention Committee - March 25, 2019
- National Volunteer Week Proclamation - March 25, 2019
- Regular Meeting of Town Council - March 25, 2019

### 12.7 MAYOR MACPHEE

Mayor MacPhee reported and/or attended on the following:

- Viterra Grand Opening - March 14, 2019
- John S. Batiuk Water Commission Meeting - March 14, 2019
- Western Canada HEMP Industry Conference in Olds - March 15, 2019
- Northern Alberta Mayors & Reeves Caucus - March 18, 2019
- Legislative Committee Meeting - March 19, 2019
- Strategic Plan Update Meeting - March 20, 2019
- Landfill Ad hoc Committee Meeting - March 25, 2019
- National Volunteer Week Proclamation Signing - March 25, 2019
- Regular Meeting of Town Council - March 25, 2019

### 13. CLOSED SESSION ITEMS

2019-03-24

**Moved By:** Councillor Berry

That Town Council close the session at 8:11 PM.



Carried

Mayor MacPhee recessed the meeting at 8:12 PM

Mayor MacPhee reconvened the meeting at 8:17 PM.

**13.1 FOIP ACT, DIVISION 2, SECTION 16 - DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY**

**13.2 OPEN SESSION**

2019-03-25

**Moved By:** Councillor Lemko

That Town Council return to open session at 9:06 PM

Carried

**13.2.1 WESTERN PROVINCES HOCKEY ASSOCIATION (WPHA)**

2019-03-26

**Moved By:** Councillor Warawa

Councillor Warawa moved that Town Council take no further action regarding the Western Provinces Hockey Association (WPHA) Tier II Hockey League program and;

Further that no facility lease commitment be finalized and;

Further that this matter be revisited during the 2020/2021 season.

Carried

**14. ADJOURNMENT**

There being no further business to be brought before Council, Mayor MacPhee declared the Meeting adjourned at 9:16 PM.