



## Town of Vegreville

### Meeting Minutes

January 27, 2020 - 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, January 27, 2020 in the Council Chambers of the Town Administration Building, commencing at 7:04 PM with: Councillor Berry, Councillor Brodziak, Councillor Lemko, Councillor Rudyk, Councillor Warawa and Councillor Waters.

Together with: Mr. Cliff Craig, Town Manager; Mr. Paul Casey, Corporate Services Director; Mr. Phil Rowe, Community Services Director; and Ms. Sandra Ling, Recording Secretary in attendance.

Public in attendance

#### 1. CALL MEETING TO ORDER

#### 2. ADOPTION OF AGENDA

2020-01-12

**Moved By:** Councillor Warawa

That the Agenda of the Regular Meeting of Town Council held on January 27, 2020 be adopted.

Carried

#### 3. ADOPTION OF MINUTES

2020-01-13

**Moved By:** Councillor Berry

That the Minutes of the Regular Meeting of Town Council held on January 7, 2020 be received and filed.

Carried

#### 4. DELEGATION

Ms. Paulette Yakimetz entered the meeting at 7:04 PM.

##### 4.1 7:00 PM PAULETTE YAKIMETZ

##### 4.1.1 ADMINISTRATIVE ERROR ON TAX INSTALMENT PLAN

Paulette Yakimetz attended the meeting as a delegation to discuss an administration error with her pre-authorized Tax Installment Payment Plan (TIPP).

The taxpayer has been on the Town's payment plan since its inception and has never missed a payment. In May 2019, she received her combined assessment and tax notice with the statement: **Property Tax Installment Program - Do Not Pay**. Subsequent to the issuance of the combined assessment and tax notice, a change of title was processed on this roll in error. As a result, no further pre-authorized payments were taken from the taxpayer's account and on July 1, 2019 a penalty was applied to the outstanding balance.

The Mayor apologized to Ms. Yakimetz for the error and thanked her for attending the meeting as a delegation.

Ms. Paulette Yakimetz left the meeting at 7:12 PM.

#### 5. UNFINISHED BUSINESS

#### 6. CORRESPONDENCE

##### 6.1 ANDREW SIMS, CHAIR, THE ALBERTA ORDER OF EXCELLENCE - CALL FOR NOMINATIONS

2020-01-14

**Moved By:** Councillor Rudyk

That the correspondence dated January 10, 2020 from Andrew Sims, Chair of The Alberta Order of Excellence, be received and filed.

*The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. The membership of the Order reflects a true diversity of strengths, ideas and fields of endeavor and yet all members have one thing in common. They are united in their understanding that caring and committed individuals can and do make a difference in the strength of our communities, in the quality of life enjoyed by Albertans and in the benefits Canada has to offer the world.*

*Because of your position, I trust that you might know a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, I encourage you to nominate them for 2020. Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.*

*More information and nomination forms are available on our website at [www.lieutenantgovernor.ab.ca/aoe](http://www.lieutenantgovernor.ab.ca/aoe). The deadline for submission is Friday, February 15, 2020.*

Carried

## **7. FINANCIAL**

### **7.1 MONTHLY CASH STATEMENT - DECEMBER 31, 2019**

2020-01-15

**Moved By:** Councillor Brodziak

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

Carried

## **8. MEMORANDA**

### **8.1 JULIE GOTTSSELIG, FCSS MANAGER - FAMILY DAY COMMUNITY ROAD HOCKEY GAME**

2020-01-16

**Moved By:** Councillor Waters

That Town Council approves the road closure of one block east of 47A Street to 49 Avenue on February 17, 2020 from 10:30 a.m. to 4:00 p.m.

#### **BACKGROUND**

*Family Day has been a highly successful event. In previous years we have encouraged more youth to participate by holding a community street hockey game. This activity demonstrates to young people that Vegreville values youth by organizing a game between young people, adults and the Jr. B hockey team. This facilitates role modeling and mentoring by encouraging participation, good sportsmanship and building relationships. Having the game on the road increased authenticity for the players and visibility to people driving by.*

#### **COMMUNICATION STRATEGY**

*The Family Day committee will be responsible for contacting Public Works to determine the management of the street closure, training of staff and volunteers on road closure etiquette, and delivery of the barricades before the statutory holiday to a secure location. Once the event is over, a committee member will return them to a safe location and pick up by Public Works will be arranged for the next business day. In addition, we will inform the residents and businesses in the area with a flyer the week before the event.*

Carried

### **8.2 PHIL ROWE, COMMUNITY SERVICES DIRECTOR - OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM COMMITMENT STATEMENT**

2020-01-17

**Moved By:** Councillor Berry

That Town Council approve the 2020 Occupational Health, Safety and Environment Management System Commitment Statement as submitted and have it signed by the Mayor and CAO. The newly signed policy will be posted at each individual facility visible to all staff and visitors to town buildings. A copy will also be placed in each individual OHS manual, to ensure that all employees understand the commitment of Town Council to their Health & Safety.

#### **BACKGROUND**

*In 2016, The Town of Vegreville committed to an overall revision of the organizations Health & Safety program to meet the needs of legislation and WCB requirements. A critical component of the program is the commitment statement. This statement outlines the organizations (Council and administration) commitment to the overall program. The program states that the policy statement will be reviewed annually and signed by the Mayor and CAO.*

### **FINANCE/BUDGET IMPLICATIONS**

*While there are no specific financial implications to the commitment statement itself, the program will incur costs through its implementation. Costs for the program will be identified at individual department levels.*

Carried

### **8.3 PHIL ROWE, COMMUNITY SERVICES DIRECTOR - TRANSFER TO/FROM RESERVES-2019/2020**

2020-01-18

**Moved By:** Councillor Lemko

That Town Council authorize the transfer of \$10,500 from Tourism to the General Operating Reserve for 2019;

And furthermore, that Town Council authorize the transfer of \$10,500 from the General Operating Reserve to Tourism for 2020.

### **BACKGROUND**

*The Vegreville Tourism Advisory Board passed Motion #22-2019 on October 7, 2019 to enter into a marketing contract with The Marketer/Go East of Edmonton. The campaign will focus on a Top 20 in 2020 campaign and will include research, strategy, development, implementation, management and maintenance of the campaign. The campaign tactics may include live TV interviews, radio ads and interviews, social media posts and paid ads, Google ads, website content, video options, posters and print production.*

*The contract start date is December 18, 2019 and preplanning for the 2020 tourism season has been ongoing throughout 2019.*

### **FINANCIAL IMPLICATIONS**

*A transfer of \$10,500 to the General Operating Reserve would be recorded as an expenditure for Tourism in 2019. In 2020, a transfer \$10,500 from the General Operating Reserve to the Operating Fund would be recorded as revenue for Tourism to fund the contract with the Marketer/Go East of Edmonton.*

Carried

### **8.4 PAUL CASEY, CORPORATE SERVICES DIRECTOR - TRANSFER TO AND FROM RESERVES**

2020-01-19

**Moved By:** Councillor Rudyk

That Town Council approve the transfer of \$40,000 to the general operating reserve for Economic Development in 2019 and further, Town Council approve the transfer of \$40,000 from the general operating reserve to the operating fund for Economic Development in 2020.

### **BACKGROUND**

#### To reserves:

*The Economic Development Department has a contract with Zag Creative for the development of certain marketing materials and a website for Economic Development. The total cost of this project is approximately \$28,000 and was budgeted to be completed in 2019 but the project has been delayed and the funds will not expended until 2020. In addition, approximately \$2,000 of travel costs related to the ICSC Showcase in Whistler, BC were budgeted for expenditure in 2019 but will not be expended until 2020. Further, the budgeted amount of \$10,000 for C1 initiatives was not spent in 2019, however the Economic Development Board has applications in 2019 to utilize those funds in 2020. The Economic Development Manager has requested that \$40,000 be transferred to the General Operating Reserve as at December 31, 2019, and subsequently transferred from the General Operating Reserve to the Operating fund in 2020 to cover these costs.*

### **FINANCIAL IMPLICATIONS**

*An expenditure of \$40,000 will be recorded in the 2019 Financial Records to transfer unexpended funds for Economic Development to the general operating reserves for use in 2020.*

*Further, \$40,000 will be transferred from general operating reserves in 2020 to the Operating Fund for Economic Development to cover these costs.*

Carried

### **8.5 PAUL CASEY, CORPORATE SERVICES DIRECTOR - FUNDING REALLOCATION FOR 62 STREET RECONSTRUCTION**

2020-01-20

**Moved By:** Councillor Berry

That Town Council authorize the change in funding allocation for the 62 Street reconstruction project to be fully funded from FGT.

**BACKGROUND**

At the May 13, 2019 Council Meeting, a request for Council Decision was approved for the reconstruction of 62 Street from HWY Avenue to Industrial Avenue. The total cost for this project was \$370,000 for this was approved as \$111,000 from the Federal Fuel Gas Tax Fund grant (FGT) thereby utilizing the FGT in its entirety and \$259,000 from General Operating Reserve. An application was made to Municipal Affairs to fully fund the project from FGT in this manner.

In August of 2019, the Province of Alberta announced a one time doubling of the Federal Fuel Gas Tax Fund Grant which increased the available FGT from \$312,861 to \$645,007. The original application for funding the project was withdrawn and a new application was made to fully fund the project from FGT. This application was accepted and approved.

The request is to formally reallocate full funding for this project from FGT for \$370,000 and use no operating reserve funds. The 2020 Capital Budget reflects the available carry-forward of FGT after making this change.

**FINANCIAL IMPLICATIONS**

The Transfers from the Operating Reserve Fund to the Capital Fund will be reduced from \$259,000 to \$0 and the project will be fully funded from FGT.

Carried

**8.6 PAUL CASEY, CORPORATE SERVICES DIRECTOR - TRANSFER FROM RESERVE - AMBULANCE SERVICE**

2020-01-21

**Moved By:** Councillor Warawa

That Town Council approve the transfer of \$89,397 from the Ambulance General Operating Reserve and \$7,713 from the Town's General Operating Reserve to the operating fund to offset the net deficit created by unbudgeted expenditures for the Ambulance Service for the year ended December 31, 2019.

**BACKGROUND**

The Town discontinued operating the Ambulance Service on June 24, 2019. The costs of operating the ambulance service to June 24, 2019 was not fully funded by AHS and subsequent costs related to the dissolution and transition to AHS were not budgeted. During the 2019 budget process the Town budgeted a transfer from the Ambulance Operating Reserve of \$110,669 however total expenditures for the year exceeded the budgeted amount by \$97,110. A transfer from the Ambulance General Operating Reserve of \$89,397 to fully realize the Ambulance General Operating Reserve is required. In addition, a transfer from the General Operating Reserve of the Town of \$7,713 is required to fully fund the remaining additional costs.

Ambulance Operating deficit at June 24, 2019	(32,336)
Expenses subsequent to closure:	
Repay portion of AHS Operating Grant (June 24-30)	29,885
Payout/Transfer of vacation pay	72,188
Payment of in-lieu of notice severance	35,852
Legal fees for collective bargaining and grievance	26,426
Settlement of grievance with Union	21,000
Cost recovery from AHS for training costs	(43,773)
Loss on disposals of ambulances and equipment	33,805
Total expenses subsequent to closure	175,383
Total ambulance operating deficit for the year	(207,719)
Approved budget reserve transfer	110,609
Remaining deficit to be funded	(97,110)
Funded by:	
Remaining balance in Ambulance Operating Reserve	89,397
General Operating Reserve	7,713

**FINANCIAL IMPLICATIONS**

Transfers from the Ambulance General Operating Reserve to the operating fund in the amount of \$89,397 and from the Town's General Operating Reserve in the amount of \$7,713 will be recorded in the accounting records as a source of revenue in 2019 to fund the net unbudgeted expenditures.

Carried

**8.7 PAUL CASEY, CORPORATE SERVICES DIRECTOR - TRANSFER FROM RESERVE - 6620 HWY 16A WEST**

2020-01-22

**Moved By:** Councillor Waters

That Town Council approve the transfer of \$139,808 from the general operating reserve to the operating fund to offset the net unbudgeted expenditures for the Trans Canada Building for the year ended December 31, 2019.

**BACKGROUND**

During the 2019 budgeting cycle no funds were budgeted to be spent for the Trans Canada Building as the Town had a

contractual agreement to sell the building to a third party with a closing date of December 18, 2018. Subsequent to the budget being passed by Council, the purchaser, with Council's consent, extended the closing date and ultimately abandoned the deal on April 24, 2019, and forfeited its deposit of \$215,000. On May 23, 2019, the Town entered into a lease agreement with Chromtec CBD Purification Inc. (Chromtec) for a period of two years and two months expiring June 30, 2021. At the same time the Town entered into a Sale agreement with Chromtec to purchase the Trans Canada Building with a close date of June 30, 2021. Under the terms of the lease and sale agreements with Chromtec the Town is responsible for the physical maintenance of the building prior to Chromtec taking ownership on June 30, 2021.

Consequently, the Town has incurred operating expenditures to maintain the Trans Canada building, repay indebtedness as required under the debenture agreement with Alberta Capital Finance Authority, and legal fees and commissions related to the sale and lease of the building. In addition, the Town incurred significant costs to repair and replace mechanical equipment, fire-suppression systems, heating systems and electrical upgrades to make the building acceptable for purchase by Chromtec. The breakdown of the net unbudgeted expenditures is as follows:

<b>COSTS</b>		
Legal fees and commissions	\$	27,365
Operating costs		131,436
Debenture repayments		203,906
Mechanical equipment repairs		16,091
Fire suppression system replacement		79,885
Boiler replacement for heating system		38,119
Electrical upgrade to current code		24,489
<b>Total Costs</b>		<b>521,291</b>
<b>RECOVERIES AGAINST COSTS</b>		
Forfeited deposit		215,000
Interest earned		69,818
Rent and recoveries		96,665
<b>Total recoveries against cost</b>		<b>381,483</b>
Net unbudgeted expenditures		139,808

In order to fund the net unbudgeted expenditures, Administration is requesting a transfer from the general operating reserve in the amount of \$139,808 to the operating fund for the year ended December 31, 2019.

**FINANCIAL IMPLICATIONS**

A transfer from the general operating reserve to the operating fund in the amount of \$139,808 will be recorded in the accounting records as a source of revenue in 2019 to fund the net unbudgeted expenditures.

Carried

**8.8 PAUL CASEY, CORPORATE SERVICES DIRECTOR - TRANSFERS FROM RESERVES FOR CONCRETE REPLACEMENT AND BUDGET REALLOCATION FOR WALKING BRIDGE-2019**

2020-01-23

**Moved By:** Councillor Rudyk

That Town Council authorize the transfer of \$43,640 from the General Operating Reserve to the Operating Fund and approve the budget reallocation from Replacement Projects to Capital Projects for the expenditures incurred during the year ending December 31, 2019.

**BACKGROUND**

Operating Reserve

1. During 2019, The concrete pad under surrounding the Pysanka needed replacement. This work was performed at a cost of \$43,640 and was not budgeted for. A transfer from the General Operating Reserve to Parks is requested to fund this project.
2. During 2019, the walking Bridge in the Elks Park was replaced by the Canadian Military at a cost of \$49,307. This project was budgeted as a replacement project for 2019, but in fact meets the requirements to be capitalized. A request is being made to reallocate budgeted funds from 2-255-72-04-00 (Replacement Projects) to 2-762-72-04-00 (Capital Projects) in the amount of \$49,307. This transfer will have no operating impact.

This Transfers from the General Operating Reserve Fund to the Operating Fund was not budgeted, and therefore require Council approval. The reallocation of funds has no financial impact but requires Council Approval.

**FINANCIAL IMPLICATIONS**

The Transfer from the Operating Reserve Fund to the Operating Fund and the reallocation of budgeted funds are as follows:

<b>Operating Reserve</b>		
Concrete Pad surrounding Pysanka	\$	43,640
Budget reallocation from Replacement Projects		(49,307)
Budget Reallocation to Capital Projects		49,307
Impact of Budget Reallocation		0
	\$	43,640

Total Transfer from Operating Reserve

Carried

## **8.9 PAUL CASEY, CORPORATE SERVICES DIRECTOR - POLICY FIN-6007 APPROVAL OF UNBUDGETED EXPENDITURES**

2020-01-24

**Moved By:** Councillor Brodziak

That Town Council approve Policy FIN-6007 Approval of Unbudgeted Expenditures.

### **BACKGROUND**

*Section 248 of Municipal Government Act RSA 2000, as amended states:*

1. *A municipality may only make an expenditure that is:*
  1. *included in an operating budget, interim operating budget or capital budget or otherwise approved by council,*
  2. *for an emergency, or*
  3. *legally required to be paid*
2. *Each council must establish procedures to authorize and verify expenditures that are not included in a budget.*

*Policy FIN-6007 established formal guidelines and processes for authorization and verification of unbudgeted expenditures.*

### **FINANCIAL IMPLICATIONS**

*There are no direct financial implications related to this policy, however Policy FIN-6007 will provide control over unbudgeted expenditures.*

### **COMMUNICATION STRATEGY**

*Policy FIN-6007 Approval of Unbudgeted Expenditures will be posted on our website and circulated to every Manager and member of the Senior Management Team.*

Carried

## **9. BOARD MOTIONS**

### **10. BYLAW**

#### **10.1 BYLAW NO. 01-2020 - 2020 FEES AND CHARGES BYLAW**

##### **10.1.1 FIRST READING**

2020-01-25

**Moved By:** Councillor Berry

That Bylaw No. 01-2020 be read for the first time this 27th day of January, 2020 A.D.

Carried

##### **10.1.2 SECOND READING**

2020-01-26

**Moved By:** Councillor Lemko

That Bylaw No. 01-2020 be read for the second time this 27th day of January, 2020 A.D.

Carried

##### **10.1.3 UNANIMOUS CONSENT FOR THIRD AND FINAL READING**

2020-01-27

**Moved By:** Councillor Waters

That Bylaw No. 01-2020 be given unanimous consent for third and final reading.

Carried

##### **10.1.4 THIRD AND FINAL READING**

2020-01-28

**Moved By:** Councillor Warawa

That Bylaw No. 01-2020 be read a third and final time this 27th day of January, 2020 A.D.

Carried

## **11. COUNCIL REPORTS**

### **11.1 COUNCILLOR BERRY**

Councillor Berry reported and or attended on the following:

- Special Vegreville Regional Museum Society Board Meeting - January 20, 2020
- Legislative Committee Meeting - January 21, 2020
- Town Safety Meeting and Chili Cook-off Competition - January 23, 2020
- Vegreville Regional Museum Ad-Hoc Committee Discussions - January 27, 2020
- Regular Meeting of Town Council - January 27, 2020

### **11.2 COUNCILLOR BRODZIAK**

Councillor Brodziak reported and or attended on the following:

- Legislative Committee Meeting - January 21, 2020
- Town Safety and Annual Chili Cook-off Competition - January 23, 2020
- Vegreville & District Chamber of Commerce Meeting with Local Vehicle Dealerships - January 27, 2020
- Regular Meeting of Town Council - January 27, 2020

### **11.3 COUNCILLOR LEMKO**

Councillor Lemko reported and or attended on the following:

- Vegreville Centennial Library Board Meeting - January 15, 2020
- Photo Shoot with VALID Clients for "Healthy" Vending Machine - January 16, 2020
- Vegreville Tourism Advisory Board Meeting - January 20, 2020
- Family and Community Support Services Board Meeting - January 20, 2020
- Legislative Committee Meeting - January 21, 2020
- Town Safety and Annual Chili Cook-off Competition - January 23, 2020
- Vegreville Museum Ad-Hoc Committee Discussions - January 27, 2020
- Fire Chief Meeting with the Mayor and Town Manager - January 27, 2020
- Regular Meeting of Town Council - January 27, 2020

### **11.4 COUNCILLOR RUDYK**

Councillor Rudyk reported and or attended on the following:

- Legislative Committee Meeting - January 21, 2020
- Vegreville Community Nutrition Report Card Meeting - January 22, 2020
- Yellowhead East Health Advisory Council Webinar - January 22, 2020
- Regular Meeting of Town Council - January 27, 2020

### **11.5 COUNCILLOR WARAWA**

Councillor Warawa reported and or attended on the following:

- Vegreville Tourism Advisory Board Meeting - January 20, 2020
- Family and Community Support Services Advisory Board Meeting - January 21, 2020
- Legislative Committee Meeting - January 21, 2020
- Community Futures Elk Island Region Meeting - January 22, 2020
- Town Safety and Annual Chili Cook-off Competition - January 23, 2020
- Vegreville Museum Ad-Hoc Committee Discussions - January 27, 2020
- Regular Meeting of Town Council - January 27, 2020

### **11.6 COUNCILLOR WATERS**

Councillor Waters reported and or attended on the following:

- Vegreville Regional Physician and Health Professionals Attraction and Retention Committee - January 16, 2020
- Photo Shoot with VALID Clients for "Healthy" Vending Machine - January 16, 2020
- "Coffee with a Councillor" at the Vegreville Centennial Library - January 21, 2020
- Legislative Committee Meeting - January 21, 2020
- Town Safety and Annual Chili Cook-off Competition - January 23, 2020
- Vegreville and District Child Coalition Pre Kindergarten Fair Organizational Meeting - January 23, 2020
- Regular Meeting of Town Council - January 27, 2020

## 11.7 MAYOR MACPHEE

Mayor MacPhee reported and or attended on the following:

- Photo Shoot with VALID Clients for "Healthy" Vending Machine - January 16, 2020
- Legislative Committee Meeting - January 21, 2020
- Alberta Urban Municipalities Association President's Summit - January 22 - 23, 2020
- Vegreville Museum Ad-Hoc Committee Discussions - January 27, 2020
- Regular Meeting of Town Council - January 27, 2020

## 12. CLOSED SESSION ITEMS

2020-01-29

**Moved By:** Councillor Waters

That Town Council close the session at 8:29 PM.

Carried

Mayor MacPhee recessed the meeting at 8:29 PM. Public left the meeting at 8:29 PM.

Mayor MacPhee reconvened the meeting at 8:36 PM

### 12.1 FOIP ACT, DIVISION 2, SECTION 25 - DISCLOSURE HARMFUL TO ECONOMIC AND OTHER INTERESTS OF A PUBLIC BODY

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

### 12.3 OPEN SESSION

2020-01-30

**Moved By:** Councillor Warawa

That Town Council return to open session at 9:36 PM.

Carried

## 13. ALBERTA COUNSEL

2020-01-31

**Moved By:** Councillor Waters

That Town Council send in a termination letter to Alberta Counsel for the current contract ending on May 1, 2020; and

Further that Town Council enter into renegotiations for advocacy continuance.

## 14. ADJOURNMENT

There being no further business to be brought before Council, Mayor MacPhee declared the Meeting adjourned at 9:37 PM.