

ADOPTION OF AGENDA

#2016-APR-24 REGULAR MEETING OF TOWN COUNCIL – MONDAY, APRIL 25, 2016

Councillor Berry moved adoption of the Agenda.

Carried unanimously.

ADOPTION OF MINUTES

#2016-APR-25 PUBLIC HEARING OF TOWN COUNCIL –WEDNESDAY, MARCH 30, 2016

Councillor Rudyk moved that the Minutes of the Public Hearing of Town Council held on Wednesday, March 30, 2016 be received and filed.

Carried unanimously.

#2016-APR-26 SPECIAL MEETING OF TOWN COUNCIL –MONDAY, APRIL 11, 2016

Councillor Berry moved that the Minutes of the Special Meeting of Town Council held on Monday, April 11, 2016 be received and filed.

Carried unanimously.

#2016-APR-27 REGULAR MEETING OF TOWN COUNCIL –MONDAY, APRIL 11, 2016

Councillor Simpson moved that the Minutes of the Regular Meeting of Town Council held on Monday, April 11, 2016 be received and filed.

Carried unanimously.

#2016-APR-28 SPECIAL MEETING OF TOWN COUNCIL - FRIDAY, APRIL 15, 2016

Councillor Berry moved that the Minutes of the Special Meeting of Town Council held on Friday, April 15, 2016 be received and filed.

Carried unanimously.

CORRESPONDENCE

#2016-APR-29 WILDE & COMPANY – MANAGEMENT LETTER

Correspondence dated April 13, 2016 from Kyle A. Bodnarchuk, CPA, CA, stating:

The audit of the 2015 financial records for the Town of Vegreville has now been completed and we enclose the following:

- *One copy of the audited consolidated financial statement in synopsis form as presented at the April 11, 2016 Council meeting.*
- *One copy of the audited Municipal Information Return for the year ended December 31, 2015. We have emailed a signed copy of the return to Municipal Affairs on your behalf.*
- *One copy of our covering letter to Municipal Affairs.*
- *One copy of our transmittal letter to the Town Manager.*

We remind you that the Municipal Information Return is not approved for release to the general public. The financial statement in synopsis format is the document intended for publication as it contains comparatives for the prior year, budget and required note disclosures.

Operations for the year

The following is a summary of the results of operations for the year ended December 31, 2016:

The Deficiency Revenue over Expenses prior to capital income and purchases was \$2,511,680. Included in this amount is amortization expense in excess of \$3.745 million.

Schedule 1 of the financial statement itemizes the three components of the accumulated surplus account – unrestricted surplus, restricted surplus (reserves) and equity in capital assets. This schedule highlights the changes in the three components of accumulated surplus as follows:

- i. The unrestricted surplus at December 31, 2015 is \$2,804,760 compared to the prior year balance of \$2,799,456.
- ii. Reserves decreased by \$43,164, resulting in total reserves of \$5,840,923. Reserves are fully funded at the end of 2015. This means that your cash and investments adequately cover all ear-marked funds set aside in reserves.
- iii. Equity in tangible capital assets is \$50,026,659 at December 31, 2015. This amount is a combination of assets net of accumulated amortization and capital debt outstanding.

Cash and guaranteed investment certificates on December 31, 2015 amounted to \$8.38 million. This includes deferred revenue of \$450,640 and the balance adequately funds reserves.

The Consolidated Statement of Financial Position indicates the Town's net financial assets total \$633,439 at December 31, 2015 (2014 - \$1,664,025). This amount is the difference between your financial assets and your financial liabilities.

During the course of our audit for the year ended December 31, 2015, we identified the following matters which may be of interest to management and Council:

Sick time policy

The current sick time policy does not indicate a maximum number of annual sick days. Nor does it indicate that sick time is non vesting, although that is implied and currently implemented. We understand that the Town is in the draft stage of updating the policy to document that employees earn a certain number of non-vesting sick days per year and that management anticipates the policy update will be completed in 2016.

Landfill liability

The landfill closure liability is not being accrued based on discounted cash flows. Due to the nature of time value of money, the \$2,000,000 closure and post closure liability will be much greater in 100 years. An appropriate discount rate should be applied to these calculations. This discount rate should be obtained from a qualified engineer. We recommend this is done in 2016 to ensure the accuracy of the closure and post closure liability.

We remind you that the objective of an audit is to obtain reasonable assurance that the financial statements are free of material misstatement. An audit is not specifically designed to identify matters that may be of interest to management and Council in discharging its responsibilities. Accordingly, an audit would not usually identify all such matters.

We would like to emphasize that our recommendations are intended solely in the interest of improving the system of internal control and are not intended to reflect on the competence and integrity of staff.

Please thank Cliff, Renae and all of your accounting staff for their assistance and courtesy provided in the course of our audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of Town of Vegreville to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Councillor MacPhee moved that the correspondence dated April 13, 2016 from Kyle A. Bodnarchuk, CPA, CA, be received and filed.

Carried unanimously.

#2016-APR-30 ALBERTA MUNICIPAL AFFAIRS – 15th ANNUAL MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

Correspondence received April 22, 2016 from Danielle Larivee, Minister of Municipal Affairs, stating:

I am pleased to invite the Town of Vegreville to provide submissions for the 15th annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work being done by local governments in Alberta.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and one award for outstanding achievement:

Innovation Award – recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta;

Larger Municipalities – recognizes the creative practices developed by municipalities with a population over 500,000;

Partnership Award – recognizes a leading municipal practice involving consultation, co-ordination, and co-operation with other municipalities, jurisdictions, or organizations;

Smaller Municipality Award – recognizes the innovative practices developed by communities with less than 3,000 residents;

Safe Communities Award – recognizes a leading practice that promotes or improves public safety in municipalities; and

Outstanding Achievement Award – recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practices in Alberta. This award, selected by the review committee, recognizes the best submission from the other categories.

Submission forms and additional details can be found on the Municipal Excellence Network website at www.municipalaffairs.gov.ab.ca/mc_municipal_excellence.cfm. This submission deadline is May 31, 2016. Award recipients will be announced at the 2016 fall conventions of the Alberta Association of Municipal Districts and Counties and the Alberta Urban Municipalities Association.

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities and your neighbours.

If you have any questions regarding the Minister's Awards for Municipal Excellence or the Municipal Excellence Network, please direct them to the Municipal Excellence Team at 780-427-2225, or by email at menet@gov.ab.ca.

Councillor Rudyk moved that the correspondence received April 22, 2016 from Danielle Larivee, Minister of Municipal Affairs, be received; and

Further that Administration investigate the requirements to submit the North Parkway Drainage Project under the Partnership Award.

Carried unanimously.

#2016-APR-31 MINISTER OF HEALTH – RURAL PHYSICIAN ACTION PLAN

Correspondence dated April 20, 2016 from Sarah Hoffman, Deputy Premier, Minister of Health, stating:

Thank you for your letter of March 30, 2016, regarding Alberta Health's review of the Alberta Rural Physician Action Plan (RPAP). Your input is welcome and has been shared with officials in the Ministry of Health for consideration as part of this process.

The Government of Alberta takes its duty to be a responsible steward of public money very seriously. As RPAP's regular funding cycle came to a close at the end of March, we are taking this opportunity to review the objectives and outcomes of our rural strategy, of which RPAP is one element, to ensure Albertans are getting the best possible results for their investment.

I recognize the challenges that communities in rural Alberta face in attracting and retaining health professionals. I am pleased that in 2015/2016, the Ministry invested more than \$105 million in rural initiatives and programs to support this work, including \$10 million to fund RPAP.

I assure you that RPAP will continue to exist, and our Government has continued funding for RPAP to September 2016. This will allow us to complete our review and explore how best to use the resources we have to ensure physicians and other health care professionals are available throughout Alberta. I look forward to sharing the results of this review and continuing to work with communities in rural Alberta to make sure Albertans get the right care, from the right provider, in the right place, at the right time.

If you wish to discuss this further, please contact Michele Evans, Acting Assistant Deputy Minister, Professional Services and Health Benefits. Ms. Evans can be reached at Michele.evans@gov.ab.ca or 780-427-8019 (toll-free by first dialing 310-0000).

Thank you again for writing.

Councillor Rudyk moved that the correspondence dated April 20, 2016 from Sarah Hoffman, Deputy Premier, Minister of Health be received and filed.

Carried unanimously.

FINANCIAL

#2016-APR-32 TOWN OF VEGREVILLE MONTHLY CASH STATEMENT FOR MONTH ENDED MARCH 31, 2016

Councillor Berry moved that the Town of Vegreville Monthly Cash Statement for the month ended March 31, 2016 be received and filed.

Carried unanimously.

MEMORANDA

#2016-APR-33 ALTERNATE ADMINISTRATION SIGNING AUTHORITY

A Memorandum dated April 15, 2016 from Cliff Craig, CLGM, Corporate Services Director and Interim CAO, stating:

The signing authorities for the Town of Vegreville are:

Elected Officials Mayor or Deputy Mayor

together with

Administration: Town Manager or Corporate Services Director

In light of the recent staffing changes, an alternate signing authority for Administration is required.

My recommendation to Town Council is that Dale Lefebvre, Infrastructure, Planning & Development Director be designated as the interim signing authority for Administration, effective immediately.

Councillor Berry moved that Dale Lefebvre, Infrastructure, Planning & Development Director be designated as the interim alternate signing authority for Administration, effective immediately.

Carried unanimously.

#2016-APR-34 2016 AMENDED OPERATING BUDGET

A Memorandum dated April 20, 2016 from Cliff Craig, CLGM, Corporate Services Director and Interim CAO, stating:

The 2016 Operating Budget was approved on April 11, 2016 which did not include the Alberta Education or M.D. Minburn Foundation requisitions. An amendment to the 2016 Operating Budget is required to include the following requisitions:

<i>Alberta Education – School Requisition</i>	<i>\$1,982,058</i>
<i>MD Minburn Foundation – Homestead Lodge Requisition</i>	<i>\$ 105,865</i>

The 2016 Amended Operating Budget totals would change to:

Revenues – as approved on April 11	\$18,822,165
Alberta Education – School Requisition	\$ 1,982,059
MD Minburn Foundation Requisition	\$ 105,865
Revenues – Amended	<u>\$20,190,089</u>
Expenses – as approved on April 11	\$18,813,660
Alberta Education – School Requisition	\$ 1,982,059
MD Minburn Foundation Requisition	\$ 105,865
Revenues – Amended	<u>\$20,901,584</u>

Councillor MacPhee moved that Town Council approve the Town of Vegreville 2016 Operating Budget as amended:

Revenues	\$20,910,089
Expenses	<u>\$20,901,584</u>
Surplus	\$ 8,505

Carried unanimously.

#2016-APR-35 REZONING APPLICATION FILE NO. R-16-LAN-001

A Memorandum dated April 18, 2016 from Dale Lefebvre, Infrastructure, Planning & Development Director, stating:

Rezoning Application File No. R-16-LAN-001 to rezone:

Lots 1 & 2, Block 80, Plan 162-1368; and
 Lots 1-9, Block 66, Plan 162-1368
 from DC – Direct Control District to R1 – Single Detached Residential District; and

Lots 27-33, Block 65, Plan 162-1368
 from P – Community District to R1 – Single Detached Residential District

The Town owned property as described above is currently zoned DC – Direct Control District and P – Community District.

The Town Council made a motion #27733 at the Regular Council Meeting on December 22, 2014, to sell the lands described above to Landrex Inc. The Town and Landrex entered into a Development Agreement dated September 10, 2015, which lays out the steps and conditions in which Landrex must develop the lands. On April 13, 2016, Phase 1 of the development, now named Deer Meadows, was successfully registered. When developed, Phase 1 will be comprised of twenty nine (29) serviced residential lots.

Upon registration of the new lots, the MR designation on the seven large lots was successfully removed and the process for such is complete.

Advertising of the rezoning commences upon approval of the first (1st) reading of the Bylaw.

Councillor Simpson moved that Town Council review the Rezoning Application File No. R-16-LAN-001 from DC – Direct Control District and P – Community District to R1 – Single Detached Residential District; and

Further that Bylaw No. 03-2016 receives first (1st) reading at the April 25, 2016 Regular Council Meeting.

Carried unanimously.

BYLAW**#2016-APR-36 BYLAW 03-2016 – AMENDING LAND USE BYLAW 02-2013**

Bylaw No. 03-2016 was presented to Council to amend Land Use Bylaw 02-2013 by changing the designated lands:

Lots 1 & 2, Block 80, Plan 162-1368; and

Lots 1-9, Block 66, Plan 162-1368

from DC – Direct Control District to R1 – Single Detached Residential District; and

Lots 27-33, Block 65, Plan 162-1368

from P – Community District to R1 – Single Detached Residential District

Councillor Berry moved that Bylaw No. 03-2016 be read for the first time this 25th day of April, 2016 A.D.

Carried unanimously.

#2016-APR-37 BYLAW 04-2016 – 2016 TAXATION RATE – FIRST, SECOND AND THIRD READINGS

Bylaw No. 04-2016 was presented to Council to authorize the following rates of taxation to be levied against assessable property within the Town of Vegreville for the 2016 Taxation Year:

	<u>Residential</u>	<u>Non-Residential</u>
Municipal (General)	7.0289	17.8683
Policing Services	0.7336	1.8649
MD Minburn Foundation	<u>0.1343</u>	<u>0.1343</u>
	7.8968	19.8675
Education	<u>2.3918</u>	<u>3.5251</u>
	10.2886	23.3926

That the following penalties be set:

15% penalty on all current taxes remaining unpaid after June 30th, 2016

15% penalty on all taxes remaining unpaid after December 31st, 2016

Councillor Berry moved that Bylaw No. 04-2016 be read for the first time this 25th day of April, 2016 A.D.

Carried unanimously.

Councillor MacPhee moved that Bylaw No. 04-2016 be read for the second time this 25th day of April, 2016 A.D.

Carried unanimously.

Councillor Simpson moved that Bylaw No. 04-2016 be given unanimous consent for third and final reading.

Carried unanimously.

Councillor Rudyk moved that Bylaw No. 04-2016 be read a third and final time this 25th day of April, 2016 A.D.

Carried unanimously.

COUNCIL REPORTS

MAYOR HAYDUK

Mayor Hayduk reported and/or attended on the following:

- Special Meeting of Town Council – April 15, 2016
- Volunteer Appreciation Breakfast – April 16, 2016
- Legislative Committee Meeting – April 19, 2016
- Subdivision Authority Board Meeting – April 20, 2016
- Vegreville & District Chamber of Commerce – State of the Town – April 20, 2016
- Alliance Church – Youth Day – April 21, 2016
- Vantage Builders Ltd. Grand Re-Opening – April 22, 2016
- Alberta HUB – General Meeting – April 22, 2016
- Vegreville Muslim Association Open House – April 23, 2016
- Emergency Preparedness Proclamation – April 25, 2016
- Regular Town Council Meeting – April 25, 2016

COUNCILLOR BERRY

Councillor Berry reported and/or attended on the following:

- M.D. Minburn Foundation Meeting – April 14, 2016
- Special Meeting of Town Council – April 15, 2016
- Volunteer Appreciation Breakfast – April 16, 2016
- Legislative Committee Meeting – April 19, 2016
- Vegreville Library Board Meeting – April 20, 2016
- Vegreville & District Chamber of Commerce – State of the Town – April 20, 2016
- Safety Meeting – April 21, 2016
- Vermilion River Watershed Alliance Meeting – April 22, 2016
- Regular Town Council Meeting – April 25, 2016

COUNCILLOR BRODZIAK

Councillor Brodziak reported and/or attended on the following:

- Absent

COUNCILLOR KOZAKIEWICZ

Councillor Kozakiewicz reported and/or attended on the following:

- Absent

COUNCILLOR MACPHEE

Councillor MacPhee reported and/or attended on the following:

- John S. Batiuk Regional Water Commission Meeting – April 14, 2016
- Special Meeting of Town Council – April 15, 2016
- Legislative Committee Meeting – April 19, 2016
- Subdivision Authority Board Meeting – April 20, 2016
- Community Futures Elk Island Region – April 20, 2016
- Vantage Builders Ltd. Grand Re-Opening – April 22, 2016
- Regular Town Council Meeting – April 25, 2016

COUNCILLOR RUDYK

Councillor Rudyk reported and/or attended on the following:

- Vegreville Economic Development and Tourism Board Meeting- April 12, 2016
- Subdivision Development Appeal Board Hearing – April 14, 2016
- Economic Development Tourism Sub-Committee – April 14, 2016
- Special Meeting of Town Council – April 15, 2016
- Drafted Article for Town Website Re: Council Remuneration – April 15, 2016
- Volunteer Appreciation Breakfast – April 16, 2016
- Presentation to Vegreville Food Bank from Family Day Breakfast – April 19, 2016
- Legislative Committee Meeting – April 19, 2016
- Vegreville & District Chamber of Commerce – State of the Town – April 20, 2016
- Safety Meeting – April 21, 2016
- Covenant Health – Mission Awards – Edmonton – April 21, 2016
- Regular Town Council Meeting – April 25, 2016

COUNCILLOR SIMPSON

Councillor Simpson reported and/or attended on the following:

- Trans Canada Yellowhead Highway Association Meeting – April 15, 2016
- Legislative Committee Meeting – April 19, 2016
- Vegreville & District Chamber of Commerce – State of the Town – April 20, 2016
- Regular Town Council Meeting – April 25, 2016

#2016-APR-38

Councillor Berry moved that Town Council go in-camera at 7:39 p.m.

Carried unanimously.

Shauna Rutherford, Dale Lefebvre, Laurie Evans and public in attendance left at 7:39 p.m.

Cliff Craig left at 8:24 p.m.

#2016-APR-39

Councillor MacPhee moved that Town Council come out of camera at 8:43 p.m.

Carried unanimously.

There being no further business to be brought before Council, Mayor Hayduk declared the Meeting adjourned at 8:43 p.m.

MYRON HAYDUK
Mayor

CLIFF CRAIG
Interim CAO