

## ADOPTION OF AGENDA

### #2015-DEC-01 REGULAR MEETING OF TOWN COUNCIL – MONDAY, DECEMBER 14, 2015

Councillor Kozakiewicz moved adoption of the Agenda as presented.

Carried unanimously.

## ADOPTION OF MINUTES

### #2015-DEC-02 REGULAR MEETING OF TOWN COUNCIL – MONDAY, NOVEMBER 24, 2015

Councillor MacPhee moved that the Minutes of the Regular Meeting of Town Council held on Monday, November 24, 2015 be received and filed.

Carried unanimously.

## CORRESPONDENCE

### #2015-DEC-03 OFFICE OF THE MINISTER OF HEALTH – ST. JOSEPH'S GENERAL HOSPITAL AND IMG SPONSORSHIP

Correspondence dated December 14, 2015 from Sarah Hoffman, Minister of Health, stating:

*Thank you for your letter of October 1, 2015, regarding entry-to-practice sponsorship of international medical graduate (IMG) physicians and the infrastructure of St. Joseph's General Hospital in the Town of Vegreville. I am also in receipt of an October 20, 2015, e-mail from Councillor Taneen Rudyk regarding this same matter. Please accept my sincere apology for the delay in responding.*

*I understand the challenges faced by rural communities in recruiting health care professionals. It is important to note that the College of Physicians & Surgeons of Alberta's (CPSA) policy on entry-to-practice sponsorship applies to all medical graduates seeking full licensure in Alberta; it is not limited to, or targeted at, IMGs.*

*Alberta Health supports the changes made by the CPSA; however, we also recognize that implementation of this policy is a work in progress. The Ministry of Health has been working, and will continue to work, with the CPSA and Alberta Health Services (AHS) to ensure effective implementation of the policy. The work has included ongoing consultation by AHS with local leaders involved in the recruitment process in rural municipalities, including Vegreville. For more information on the criteria used by AHS to assess sponsorship applications, you may wish to contact Dr. Evan Lundall, Medical Director, Central Zone, AHS at [evan.lundall@albertahealthservices.ca](mailto:evan.lundall@albertahealthservices.ca) or 403-343-4519.*

*AHS is also consulting with stakeholders on how the sponsorship process can work to best meet the health needs of Albertans. For more information on this consultation process, you may wish to contact Dr. Rollie Nichol, Associate Chief Medical officer, Physician Workforce, Compensation and Workspace, AHS, at [rollie.nichol@albertahealthservices.ca](mailto:rollie.nichol@albertahealthservices.ca) or 403-943-1180.*

*In regard to St. Joseph's General Hospital, AHS is responsible for the delivery of health care services and the allocation of resources to hospitals. AHS also reviews the health services needs of communities through the province and determines where services are provided based on community needs, facility capacity and available resources. AHS will take the needs assessment for St. Joseph's General into consideration as it develops and finalizes its long-range plan for the Zone.*

*To meet annual infrastructure needs, Infrastructure, Maintenance Program (IMP) funding is provided to AHS for maintenance on its facilities. You may be interested to know that in addition to IMP funding, an additional \$2.5 million was provided to AHS in 2014, specifically dedicated to high priority hospital infrastructure upgrades at St. Joseph's General Hospital.*

*For more information about infrastructure matters, you may wish to contact Kerry Bales, Chief Zone Officer, Central Zone, AHS, at [kerry.bales@albertahealthservices.ca](mailto:kerry.bales@albertahealthservices.ca) or 403-343-4552.*

*While I appreciate your invitation to meet and tour the facility, my schedule does not permit me to do so at this time.*

Councillor Kozakiewicz moved that the correspondence dated December 2, 2015 from Sarah Hoffman, Minister of Health, be received and filed; and

Further that this be placed on the agenda of a future Legislative Committee Meeting.

Carried unanimously.

**#2015-DEC-04 ROTARY CLUB OF VEGREVILLE – PROPOSED BIKE AND SKATE PARK**

Correspondence dated November 24, 2015 from Lois Byers, President, stating:

*The Rotary Club of Vegreville has been working on identifying our local and international project priorities. Locally, the Club's top priority is to pursue the development of a bike and skate park for Vegreville and area residents and visitors.*

*At this point the Rotary Club does not have any firm plans, vision or process but would like to meet with representatives from the Town of Vegreville (the Town) to determine:*

- *if pursuing this project, in partnership with the Town (and others) is viable*
- *what process would be best*
- *roles and responsibilities of partners before, during and after the project is completed*
- *next steps*

*The Rotary Club is keen to see a bike and skate park available here after seeing the success venues like this have had in promoting activity for all ages in other towns.*

*The Rotary Club of Vegreville sees itself playing a key role working with the Town in the planning, implementation and fundraising for this project. If viable, we would like to begin the planning and fundraising in 2016.*

*Once plans and costs are known we would begin looking at ways to raise the required funds. We see this happening through a variety of avenues such as: fundraising, donations, other service clubs, corporate sponsorships, government (local, provincial, federal sponsorship/grants), in kind donations, etc.*

*Thank you for your consideration of our request to work together to build a bike and skate park as it is something the Rotary Club certainly could not do alone. The Town's support of this project through providing in kind resources such as leadership and human/equipment resources is key to it's success. Whether or not the Town wished to provide financial support as well would be at the discretion of the Town.*

*If the decision is to proceed with this project, it would be our intent to ask the County of Minburn for a similar value of support.*

Councillor MacPhee moved that the correspondence dated November 24, 2015 from Lois Byers, President, be received and filed; and

Further that an ad hoc Committee be established that would include:

1. Councillors Brodziak and MacPhee;
2. Town Administration; and
3. Rotary Club of Vegreville representatives.

Carried unanimously.

**#2015-DEC-05 LUCILLE JONES – DOG RUNNING AT LARGE**

Correspondence dated December 8, 2015 from Lucille Jones, stating:

*In regards to our conversation on the phone, I will briefly touch on some of the issues and situation of this poor dog that was running in Vegreville town limits.*

*She was emaciated, limping, in pain, had no water, food or shelter.*

*Yes a trap was brought in but was too small. The Town bought a bigger one which was much appreciated. She was caught after I had watched her for almost 2 weeks and found her usual hangout. I spend the time and gas doing it for the poor dog as I wasn't sure if she would last the winter and for the love of dogs. The Town provided the cage and I was the man power spending hours to try and catch her to know her routine with the help later of Mike which he also watched.*

*Once caught I took her home with me then the next business day I got her an appointment with the vet. She has a broken fused tail, hip dysplasia and a bone chip in her right upper leg. The xrays showed she was approximately 5 years or so. Ribs showing and very bony all over. After laying for some time and she gets up she crackles, cries in pain and off and on winces in pain other times. She was in distress and if left out much longer she would have died. So many people have tried to catch her but she was scared. Running was her only option even though in pain animals will go through great lengths to escape.*

*I am on a limited budget due to some health issues of my own for now. I paid for the vet bill which I provided. I am feeding her and giving her medications. Need a few more days for them to take effect so she is not in so much pain.*

*I have saved the town some resources here by manpower, overtime, feeding and cleaning cage. I realize the town doesn't have the manpower to dog sit but why not pay the vet bill and spend \$500 on a trap? From what I understand and seen this is an unusual case as not many dogs run at large here in Vegreville. I only ask the town to pay for her vet bill and doing the other leg work is on me, gas, food and my time, so please take time to consider this and in future use if this town should require a dog catcher, watcher. I am more than willing to help.*

Councillor Berry moved that the correspondence dated December 8, 2015 from Lucille Jones, be received and filed; and

Further that this matter be referred back to Administration for review and action.

Carried unanimously.

#### **#2015-DEC-06 AMHSA**

Correspondence dated November 23, 2015 from Shannon Thomas, Team Leader, stating:

*I am pleased to enclose the Partnerships in Injury Reduction Certificate of Recognition (COR) for the Town of Vegreville. Congratulations on a job well done, this is a significant accomplishment!*

*Note that the COR is valid for three years, and in order to maintain it, an internal audit must be conducted and pass quality assurance review by AMHSA is each of the next two years. In 3 years, an external audit must be conducted and pass quality assurance review, and the municipality must score at least 80% on the audit in order to attain a new Certificate of Recognition.*

*If you have any questions about the Certificate of Recognition or the Partnerships in Injury Reduction (PIR) program, please contact me.*

Councillor Kozakiewicz moved that the correspondence dated November 23, 2015 from Shannon Thomas, Team Leader, be received and filed.

Carried unanimously.

#### **#2015-DEC-07 ROTARY CLUB OF VEGREVILLE – JUNIOR LEADERSHIP PROGRAMS**

Correspondence dated November 24, 2015 from Lois Byers, President, stating:

*The Rotary Club of Vegreville has been working on identifying our local and international project priorities. Locally, one of the Club's priorities is to pursue the possibility of a partnership with Vegreville & District FCSS for the purpose of enhancing/building on FCSS junior leadership programs.*

*The Rotary Club does not have any plans, vision or process in mind but would like to meet with Vegreville FCSS to determine:*

- *if entering into a partnership for the purposes of enhancing/building on FCSS junior leadership programming is viable*
- *what process would be best*
- *roles and responsibilities of partners*
- *next steps*

*The Rotary Club is keen to see junior leadership continue to build. The Rotary Club successfully mentored the chartering of the Interact Rotary Club of Vegreville (high school aged youth) and continues to work with, mentor and support the Interact Club. Extending support of junior leadership development is a natural fit for Rotary and many resources are available through Rotary for youth that could be brought to a partnership.*

*The Rotary Club of Vegreville sees itself playing a supporting role in the planning and implementation of enhancing FCSS junior leadership program(s) as well as providing \$5000 in financial support to FCSS for this initiative, assuming it is determined a partnership is viable.*

*Thank you for your consideration of this request and we look forward to hearing from you.*

Councillor Rudyk moved that the correspondence dated November 24, 2015 from Lois Byers, President, be received and filed; and

Further that this be forwarded to FCSS.

Carried unanimously.

#### **#2015-DEC-08 VEGREVILLE MUSLIM ASSOCIATION**

Correspondence dated December 13, 2015 from Nurudeen Amusat, General Secretary, stating:

*It has recently come to our attention, through the Citizen and Immigration Canada website that approximately 166 privately sponsored Syrian refugees are coming to Vegreville. Although the website indicated that decisions have not been taken yet on privately sponsored refugees but their sponsors have submitted applications.*

*First the VMA wishes to request for any available information that the Town of Vegreville may be able to provide regarding these Syrian refugees at this time. The Vegreville Muslim Association (VMA) has not directly sponsored any refugees. However, given that some of these refugees may be of Islamic faith, their arrival in Vegreville will affect our community. The information will assist the community and help our association prepare accordingly for the arriving refugees. If the Town of Vegreville does not have any available information at this time, we would kindly request that the Town keep us informed with any new developments regarding the newly arriving refugees.*

*Second the VMA wishes to affirm that our association is ready to co-operate and work with the Town of Vegreville in rendering the necessary assistance in the settlement of these refugees. We are fully aware that the arriving Syrian refugees are not government assisted refugees (GARs) so the scope and the extent of the Town involvement may not be clear yet.*

*Thank you for your anticipated cooperation and timely attention to this request.*

Councillor Kozakiewicz moved that the correspondence dated December 13, 2015 from Nurudeen Amusat, General Secretary, be received and filed; and

Further that should there be new information obtained by the Town, Administration is to advise the Vegreville Muslim Association.

Carried unanimously.

#### **FINANCIAL**

##### **#2015-DEC-09 TOWN OF VEGREVILLE MONTHLY CASH STATEMENT FOR MONTH ENDED OCTOBER 31, 2015**

Councillor Brodziak moved that the Town of Vegreville Monthly Cash Statement for the month ended October 31, 2015 be received and filed.

Carried unanimously.

#### **MEMORANDA**

##### **#2015-DEC-10 1222052 ALBERTA LTD. – TAX PENALTY CANCELLATION REQUEST**

A Memorandum dated December 10, 2015 from Cliff Craig, Corporate Services Director, stating:

*1222052 Alberta Ltd. [Vegreville Plumbing and Heating Ltd.] purchased the above cited property on May 4, 2015. The Town of Vegreville applied the 2015 Tax Levy on May 5, 2015 and the Combined Assessment and Tax Notice was issued to the former owner. As per the normal practice, the Town received the title changes from May 1 through May 15, 2015 on May 19, 2015. The taxes remained unpaid as at June 30, 2015 and consequently the 15% penalty was applied to the current levy.*

*In November 2015, the Town mailed letters to owners which had an outstanding balance on their tax roll accounts, excluding TIPP customers. On receipt of the November 2015 letter, the owner of Vegreville Plumbing and Heating Ltd. contacted the Town regarding the outstanding tax roll balance. The owner paid the 2015 taxes excluding the penalty in November 2015. The July 2015 current levy penalty in the amount of \$1,574.64 remains outstanding.*

The owner was informed by Town staff to forward a letter to the Town requesting to waive the July 2015 penalty of \$1,574.64. This letter was discussed at the Legislative Committee Meeting on December 9, 2015 with the direction to Administration to forward the correspondence to the Regular Council Meeting on December 14, 2015.

Correspondence dated November 26, 2015 from Trevor Semeniuk, Owner:

*I recently came to my attention that the property taxes on our new location at 5034 – 52<sup>nd</sup> Avenue went unpaid at June 30<sup>th</sup>. We never received the original tax notice that was mailed May 11<sup>th</sup>. I believe that this was simply an unfortunate administrative error caused by the close timing between the mailing of tax notices and our taking possession of the property. I am writing to ask that Mayor and Council consider forgiving the penalties that have been levied against us.*

*We took possession of the property on May 14<sup>th</sup> and did not receive the tax notice for this property in May because, I believe it was mailed to the previous owner. Had our office received the tax notice it absolutely would have been paid by the June 30<sup>th</sup> deadline. Upon receiving the November notice of unpaid taxes I immediately had our office forward a check.*

*Vegreville Plumbing & Heating Ltd. has been a valuable corporate citizen to the community for over 47 years. We provide employment and a valuable service to the citizens, businesses and institutions of the community as well as donations and sponsorships to various community groups. We have also reaffirmed our commitment to the future of the community by investing in our new location on 52<sup>nd</sup> Avenue.*

*In light of our long history of prompt payment, and the simply unfortunate timing that caused this administrative error I ask that Mayor and Council forgive the \$1,574.64 in penalties that have been levied against us. Thank you for your time in considering this matter.*

Councillor Berry moved that Town Council deny the request for cancellation of the July 2015 tax penalty on Taxroll Account 365300 in the amount of \$1,574.64, as there were no administrative irregularities.

In Favour: Councillors Berry, Brodziak, Kozakiewicz, MacPhee, Rudyk and Simpson

Opposed: Mayor Hayduk

Carried.

#### **#2015-DEC-11 INTERIM OPERATING BUDGET FOR 2016**

A Memorandum dated December 10, 2015 from Cliff Craig, Corporate Services Director, stating:

*The Municipal Government Act, in Section 248, states that a municipality may only make an expenditure that is approved in an operating budget, interim operating budget or capital budget or otherwise authorized by the Council. Section 242 states that each Council must adopt an operating budget for each calendar year. A Council may adopt an interim operating budget for part of a calendar year. An interim operating budget ceases to have any effect when the operating budget for that calendar year is adopted.*

Councillor Kozakiewicz moved that Town Council adopt the 2015 Operating Budget as the Interim Operating Budget for 2016.

Carried unanimously.

#### **#2015-DEC-12 AMENDMENT TO LAND USE BYLAW 02-2013**

A Memorandum dated November 23, 2015 from Dale Lefebvre, Infrastructure, Planning & Development Director, stating:

*At the November 24, 2015 Land Use Committee meeting, the Land Use Committee agreed that the Land Use Bylaw should not control what is contained in signage. Furthermore, the Committee agreed on the removal of Part Three, Section 1, Subsection 1.2, Paragraph (2) from Land Use Bylaw No. 02-2013, which states that:*

*“All signs shall contain ‘point-of-sale’ advertising, with the exception of billboard signs.”*

Councillor Berry moved that Town Council amend Land Use Bylaw 02-2013 by removing the following:

Part Three, Section 1, Subsection 1.2, Paragraph (2)

“All signs shall contain ‘point-of-sale’ advertising, with the exceptions of billboard signs.”; and

Further that Town Council approve initiating the process of amending Bylaw No. 11-2015.

In Favour: Mayor Hayduk and Councillors Berry, Kozakiewicz, MacPhee and Simpson

Opposed: Councillors Brodziak and Rudyk

Carried.

Councillor Simpson requested permission to be excused at 7:58 p.m. Mayor Hayduk granted permission.

#### #2015-DEC-13 SUBDIVISION APPLICATION FILE NO. 15-FIS-006

A Memorandum dated December 10, 2015 from Dale Lefebvre, Infrastructure, Planning & Development Director, stating:

*On December 10, 2015, the land owner applied to subdivide a 38.1m x 21.03m = 801.24m<sup>2</sup> (125' x 69' = 8,625sq. ft.) commercial lot for the purpose of selling it to a purchaser who will construct a commercial development. The remainder lot will measure 38.1m x 24.7m = 941.07m<sup>2</sup> (125' x 81' = 10,125sq. ft.), both lots will meet the requirements of the Land Use Bylaw for Highway Commercial District (C3).*

Councillor Kozakiewicz moved that Town Council review the List of Requirements form for Subdivision Application File No. 15-FIS-006 and that approval be given to the Subdivision Authority to proceed with this application.

Carried unanimously.

Councillor Simpson returned at 8:00 p.m.

Dan Fisher provided and reviewed the following letter dated December 14:

*This letter is council approval of setback variance in a C3 commercial area prior to my development permit application.*

*A. I have been in Vegreville practicing for coming up 20 years and I feel it is time I establish a new stand alone clinic here in town. We have had many discussions as to location and size of the project and I feel the building I am planning will become a landmark location.*

*B. I know that my plans will call for variance of the bylaw setbacks:*

*1. Front Yard Variance 20ft (6.1m) from 30ft (10m). REQUIRED FOR PROJECT TO MOVE FORWARD*

*I have taken 3m (9.8 ft) of land from the recommended 10m (30ft) front set back (highway 16A side) in order to make the parking lot (61 ft) in the back larger, safer and more functional. Behind the new clinic (1675 sq ft) we will be parking vehicles with a designated entrance and exit strategy.*

*Key points of redistribution of land are that:*

- We are the SAME distance from Highway 16A as the existing houses on our parcels of land; and*
- That this allows us to create a function lot compared to the nightmares of other pre-existing businesses in the area. (A+ Cellular, Home Hardware).*

*We see comparing the C3 commercial district to C1 and C2 they have no frontage requirements or side yard requirements. C1 is actually on the same strip of roadway and as our downtown grows and extends along this road, it becomes harder to distinguish between the zones.*

*2. Side areas variance. FOR FUTURE CLINIC GROWTH. Currently my plans have 10 ft side yards to the East and West sides of the building. There is also a 10ft town easement to the West of the property. If left as is side yards as drawn are within guidelines for C3 commercial.*

There has been interest that a younger graduate will be coming into this area within 2 years and wanting to join my practice. What I am asking for in a side yard variance is that we are allowed to bring our building up to the 10 easement on the West allowing zero side yard and thus creating a 20 ft space on the East side of the building.

I then ask that we are able to adopt a 3 ft (1m) setback to the East. This would allow for 2 additional rooms to be added onto the clinic in the future allowing me to recruit and bring in another chiropractor to the Town. Our east border with our next parcel of land will be divided by a white 6 ft vinyl fence for privacy.

The land to the east will continue to be owned by Dan Beaudette and south of the proposed property is owned by the Town as an overflow parking area.

Due to the warm weather Vantage Builders states I have the unique opportunity to have a window to start construction in the coming weeks. Since Council has the ultimate vote on whether the requested variances are approved or not, I am here tonight asking Council directly to minimize the delay in beginning constructions.

Please consider my request. If approved I will be submitting my development application once again on my clinic project.

Councillor Simpson left at 8:06 p.m.

Discussion ensued regarding the document provided by Dan Fisher.

Mayor Hayduk advised Dan Fisher that Council will further discuss the matter and administration will be in contact with Dan Fisher at a future date.

Dan Fisher left at 8:21 p.m.

Councillor Simpson returned at 8:21 p.m.

#### **#2015-DEC-14 WATER RATE INCREASE EFFECTIVE JANUARY 1, 2016**

A Memorandum dated December 11, 2015 from Dale Lefebvre, Infrastructure, Planning & Development Director, stating:

*The Town increases water rates following notification from the John S. Batiuk Regional Water Commission (JSBRWC) that they will be increasing their rates to municipalities.*

*At the December 9, 2015 Legislative Committee Meeting, Councilor MacPhee, JSBRWC member, notified Town Council that the Commission will increase their water rates to municipalities by \$0.03/m<sup>3</sup>, effective January 1, 2016.*

*Therefore, Town Council agreed to increase the rate Vegreville charges for the consumption of water by 5%, effective January 1, 2016.*

*The following are the current and proposed water rate charges per cubic meter:*

<i><b>Current</b></i> <i>[February 1, 2015]</i>	<i><b>Proposed 5%</b></i> <i>[January 1, 2016]</i>
\$2.69/m <sup>3</sup>	\$2.83/m <sup>3</sup>

*A typical family of four uses approximately 22 m<sup>3</sup> monthly, which currently amounts to \$60.00 per month for water costs. A 5% increase in water rates will increase this monthly cost by approximately \$3.08 per month.*

*The rate adjustment is currently authorized by Schedule 'B' of Bylaw No. 06-2010. Therefore, the schedule must be revised with the new rates, effective January 1, 2016.*

*The 2016 Operating Budget (revenues and expenses) will be adjusted to reflect the change in rates.*

*Administration will prepare a notice of the rate increase to be posted on the Town website as well as for the Municipal Scoop and will be included in the next available edition.*

Councillor Kozakiewicz moved that the Town of Vegreville charge \$2.83 per cubic meter for the consumption of water, effective January 1, 2016; and

Further that Schedule “B” of Bylaw No. 06-2010 be amended to reflect this change.

In Favour: Mayor Hayduk, Councillors Brodziak, Kozakiewicz, MacPhee, Rudyk and Simpson

Opposed: Councillor Berry

Carried.

Councillor Simpson left at 8:25 p.m.

#### **#2015-DEC-15 SPONSORSHIP POLICY #2015-03**

A Memorandum dated December 14, 2015 from Laurie Evans, Community Services Director, stating:

*The Town of Vegreville approved Sponsorship Policy #2015-03 on March 23, 2015 with the intent to provide a process for the Town to engage in sponsorship opportunities for events, programs, advertising and naming rights. The Town recognizes that opportunities exist to partner with businesses and community groups to achieve a mutually beneficial marketing situation. The Sponsorship policy provides the framework with which Town departments may engage in these opportunities as they become available.*

*The Sponsorship policy is the first step in the program to provide revenue opportunities for the Town. Administration suggests that the second step would be to advertise for a marketing partnership with an independent contractor for the purposes of actively seeking out opportunities. This contractor would work on a fixed term and would be compensated on a flat commission based upon sponsorship agreements.*

*The successful contractor would be responsible for negotiating the potential agreement with the sponsor and present the opportunity to the Recreation, Culture & Facilities Manager on behalf of the Town of Vegreville. The opportunity would be required to comply with the Town of Vegreville Sponsorship policy and meet all noted approvals. The contractor would work with other Town staff as required dependent upon the nature of the sponsorship opportunity.*

*The contractor would work with the Recreation, Culture & Facilities Manager to develop a list of assets and opportunities that would be approved by Town Council. This list would then allow for the contractor to actively seek out opportunities that would provide the most mutually beneficial arrangement for sponsorship.*

*The Town of Vegreville would agree to compensate the successful contractor with a flat commission based on the value of the individual approved sponsorship agreements.*

*The Town would receive revenue for these opportunities to offset some of the facility maintenance and operation costs as well as to offset some of the events and programming costs. Additionally this revenue could be used to develop and or enhance existing events and programs.*

*Advertising of this opportunity would be done on the Town website, social media as well in the print media for a set time.*

*Findings of the advertising results will be brought back to Council for information.*

Councillor Berry moved that Town Council approve advertising for an independent contractor to provide market services and to solicit sponsorships as per Sponsorship Policy #2015-03 for the Town of Vegreville.

Carried unanimously.

Councillor Simpson returned at 8:29 p.m.

### **#2015-DEC-16 RELOCATION OF ECONOMIC DEVELOPMENT & TOURISM, CHAMBER OF COMMERCE & COMMUNITY FUTURES**

A Memorandum dated December 11, 2015 from Laurie Evans, Community Services Director, stating:

*Recently during 2016 Pre-Budget Planning, Council discussed the lease for the Business Development Centre along with other facility considerations for Town operations. In order to address budget constraints, Council directed Administration to give notice to the landlord to vacate the premises by January 31, 2016 and to relocate its operations to the former Trans Canada Building.*

*As directed on November 27<sup>th</sup>, 2015 60 day notice was provided to CDR Developments Inc. (landlord) for the leased office space currently housing Economic Development & Tourism, Vegreville & District Chamber of Commerce, Community Futures Elk Island Region and the incubator businesses within the Business Development Centre.*

*Council believes there is great benefit in the partnership and shared space with the organizations and businesses that co-exist within the BDC. Letters were forwarded to all of the partners inviting them to make the move with the Town's Economic Development & Tourism Department.*

*At this time Administration has received confirmation from the Chamber, Community Futures and a couple of the incubator business that they will relocate and continue as a partner within the BDC in this new location.*

Councillor Kozakiewicz moved that the Memorandum dated December 11, 2015 from Laurie Evans, Community Services Director, be received and filed.

Carried unanimously.

### **#2015-DEC-17 FAMILY AND COMMUNITY SUPPORT SERVICES FUNDING JANUARY 1 – DECEMBER 31, 2016**

A Memorandum dated December 10, 2015 from Laurie Evans, Community Services Director, stating:

*The Town of Vegreville has received and entered into agreement with the Minister of Human Services for the Family and Community Support Services Funding for January 1 – December 31, 2016, (agreement on file).*

*This agreement includes an additional 10% increase based on the Province.*

*Grant funding of \$164,163 is provided by the province with a 20% (minimum) municipal matching share of \$41,041 to a total of \$205,204 is required to be allocated to FCSS programs and services.*

*By acceptance of the funding the agreement states that the Municipality shall:*

- a) provide for the establishment, administration and operation of a Family and Community Support Services Program ("the Program") in accordance with the Family and Community Support Services Act and Regulation;*
- b) use the total amount of \$205,204 including the required municipal contribution of at least \$41,041 to deliver the Program.*

Councillor Brodziak moved that the Memorandum dated December 10, 2015 from Laurie Evans, Community Services Director, be received and filed.

Carried unanimously.

### **#2015-DEC-18 DEVELOPING POLICIES AND PROCEDURES POLICY #2015-01**

A Memorandum dated December 11, 2015 from Jody Quickstad, Town Manager, stating:

*A policy to develop policies and procedures is important to ensure uniformity and consistency for all policies and procedures. Research was conducted and a draft policy was developed.*

*The draft policy was presented to Council for the first time at the December 9, 2015 Legislative Committee Meeting and was emailed to Council and Senior Administration for their review.*

*Once approve, this policy will be shared with all Town departments and posted on the Town of Vegreville website.*

Councillor Kozakiewicz moved that Town Council approve proposed policy #2015-01, titled as “Developing Policies and Procedures”.

Carried unanimously.

#### **#2015-DEC-19 SUBDIVISION APPLICATION FILE NO. 15-SAV-007**

A Memorandum dated December 14, 2015 from Dale Lefebvre, Infrastructure, Planning & Development Director, stating:

*On December 14, 2015, the Planning & Development department received application to subdivide 5926 – 47 Street. This property has a newly constructed (2015) duplex and detached garage. The developer is applying to subdivide the property so each half of the duplex and each half of the detached garage can have separate title.*

Councillor MacPhee moved that Town Council review the List of Requirements form for Subdivision Application File No. 15-SAV-007 and that approval be given to the Subdivision Authority to proceed with this application.

Carried unanimously.

### **BYLAW**

#### **#2015-DEC-20 BYLAW 11-2015 – AMENDING LAND USE BYLAW 02-2013**

Bylaw No. 11-2015 was presented to Council to amend Land Use Bylaw 02-2013 by removing Part Three, Section 1, Subsection 1.2, Paragraph (2) which states:

*“All signs shall contain “point of sale” advertising, with the exception of billboard signs.”*

Councillor Berry moved that Bylaw No. 11-2015 be read for the first time this 14<sup>th</sup> day of December, 2015 A.D.

In Favour: Mayor Hayduk, Councillors Berry, Kozakiewicz, MacPhee and Simpson

Opposed: Councillors Brodziak and Rudyk

Carried.

#### **#2015-DEC-21 AGE-FRIENDLY COMMUNITIES RESOLUTION**

*WHEREAS* the Province of Alberta has committed to work with individuals and families, municipalities, the private and non-profit sectors, and communities to meet the changing needs of its population;

*WHEREAS* the Town of Vegreville believes that all residents, regardless of age or ability deserve to fully and meaningfully participate in and contribute to the social and economic fabric of our community;

*WHEREAS* there are numerous social and economic benefits to building a community that is inclusive and meets the changing needs of its residents;

*BE IT RESOLVED THAT* the Town of Vegreville actively participates, supports, promotes and works to assess and improve accessibility and inclusion of all residents and for the community as a whole as resources reasonably allow.

Councillor Rudyk moved that Town of Vegreville establish a bylaw for the creation of the “Vegreville Age Friendly Advisory Committee”.

Carried unanimously.

#### **#2015-DEC-22 BYLAW 12-2015 – ESTABLISHING VEGREVILLE AGE FRIENDLY ADVISORY COMMITTEE**

Bylaw No. 12-2015 was presented to Council to establish the Vegreville Age Friendly Advisory Committee.

Councillor MacPhee moved that Bylaw No. 12-2015 be read for the first time this 14<sup>th</sup> day of December, 2015 A.D.

Carried unanimously.

Councillor Brodziak moved that Bylaw No. 12-2015 be read for the second time this 14<sup>th</sup> day of December, 2015 A.D.

Carried unanimously.

Councillor Berry moved that Bylaw No. 12-2015 be given unanimous consent for third and final reading this 14<sup>th</sup> day of December, 2015 A.D.

Carried unanimously.

Councillor Simpson moved that Bylaw No. 12-2015 be read for the third time this 14<sup>th</sup> day of December, 2015 A.D.

Carried unanimously.

## COUNCIL REPORTS

### MAYOR HAYDUK

Mayor Hayduk reported and/or attended on the following:

- Budget Meeting – November 25, 2015
- Vegreville Regional Museum Christmas Lunch – November 25, 2015
- Liquor Bag Campaign Proclamation – November 26, 2015
- Meeting with Ed Sherry, Architect – November 26, 2015
- IV Committee Meeting – December 1, 2015
- Meeting with Ed Sherry, Architect at 6620 Highway 16A West – December 2, 2015
- Town of Vegreville Christmas Party – December 4, 2015
- Christmas Greetings to Seniors – December 9, 2015
- Legislative Committee Meeting – December 9, 2015
- Christmas Greetings to Seniors – December 10, 2015
- Lunch with Bank of Montreal – December 10, 2015
- Vegreville & District Chamber Christmas Party – December 11, 2015
- CAO Evaluation Committee Meeting – December 11, 2015
- Regular Town Council Meeting – December 14, 2015

### COUNCILLOR BERRY

Councillor Berry reported and/or attended on the following:

- Budget Meeting – November 25, 2015
- Vegreville Regional Museum Christmas Lunch – November 25, 2015
- IV Committee Meeting – December 1, 2015
- Town of Vegreville Christmas Party – December 4, 2015
- Legislative Committee Meeting – December 9, 2015
- Vermilion River Watershed Alliance Society – Vegreville – December 10, 2015
- M. D Minburn Foundation Board Meeting – December 10, 2015
- CAO Evaluation Committee Meeting – December 11, 2015
- Vegreville & District Chamber Christmas Party – December 11, 2015
- Homestead Lodge Christmas Party – December 13, 2015
- Regular Town Council Meeting – December 14, 2015

### COUNCILLOR BRODZIAK

Councillor Brodziak reported and/or attended on the following:

- Budget Meeting – November 25, 2015
- FCSS Advisory Committee Meeting/Christmas Party – December 1, 2015
- IV Committee Meeting – December 1, 2015
- Meeting with Ed Sherry, Architect at 6620 Highway 16A West – December 2, 2015
- Town of Vegreville Christmas Party – December 4, 2015
- Legislative Committee Meeting – December 9, 2015
- Vegreville Regional Solid Waste Management Committee Meeting – December 10, 2015
- M. D Minburn Foundation Board Meeting – December 10, 2015
- EATC Lunch at Pomeroy – December 11, 2015
- CAO Evaluation Committee Meeting – December 11, 2015
- Vegreville & District Chamber Christmas Party – December 11, 2015
- Regular Town Council Meeting – December 14, 2015

**COUNCILLOR KOZAKIEWICZ**

Councillor Kozakiewicz reported and/or attended on the following:

- Budget Meeting – November 25, 2015
- Alberta HUB Meeting – November 26, 2015
- Town of Vegreville Christmas Party – December 4, 2015
- St. Joseph's General Hospital Conference Call – December 7, 2015
- Vegreville Economic Development & Tourism Board Meeting – December 8, 2015
- Legislative Committee Meeting – December 9, 2015
- EATC Meeting & Lunch at Pomeroy – December 11, 2015
- Regular Town Council Meeting – December 14, 2015

**COUNCILLOR MACPHEE**

Councillor MacPhee reported and/or attended on the following:

- Budget Meeting – November 25, 2015
- Community Futures Meeting – November 27, 2015
- FCSS Advisory Committee Meeting/Christmas Party – December 1, 2015
- Town of Vegreville Christmas Party – December 4, 2015
- Legislative Committee Meeting – December 9, 2015
- John S. Batiuk Regional Water Commission Meeting – December 10, 2015
- Vegreville & District Chamber Christmas Party – December 11, 2015
- CUPE Review & Preparation – December 14, 2015
- Regular Town Council Meeting – December 14, 2015

**COUNCILLOR RUDYK**

Councillor Rudyk reported and/or attended on the following:

- Budget Meeting – November 25, 2015
- EMS Accreditation Meeting – November 25, 2015
- Vegreville Economic Development & Tourism Board Meeting – December 8, 2015
- IV Committee Meeting – December 1, 2015
- Town of Vegreville Christmas Party – December 4, 2015
- Legislative Committee Meeting – December 9, 2015
- Vegreville Regional Solid Waste Management Committee Meeting – December 10, 2015
- Vegreville & District Chamber Christmas Party – December 11, 2015
- Regular Town Council Meeting – December 14, 2015

**COUNCILLOR SIMPSON**

Councillor Simpson reported and/or attended on the following:

- Budget Meeting – November 25, 2015
- Reindeer Lane – November 28, 2015
- AUMA Sustainability Meeting – December 4, 2015
- Vegreville & District Chamber of Commerce Meeting – December 8, 2015
- Legislative Committee Meeting – December 9, 2015
- Vegreville Regional Solid Waste Management Committee Meeting – December 10, 2015
- EATC Lunch at Pomeroy – December 11, 2015
- Regular Town Council Meeting – December 14, 2015

**#2015-DEC-23**

Councillor Kozakiewicz moved that Town Council go in-camera at 9:05 p.m.

Carried unanimously.

Shauna Rutherford left at 9:05 p.m.

**#2015-DEC-24**

Councillor Kozakiewicz moved that Town Council come out of camera at 9:57 p.m.

Carried unanimously.

There being no further business to be brought before Council, Mayor Hayduk declared the Meeting adjourned at 9:57 p.m.

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MYRON HAYDUK  
Mayor

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JODY QUICKSTAD  
Town Manager