

## ADOPTION OF AGENDA

### #27434 REGULAR MEETING OF TOWN COUNCIL – MONDAY, JANUARY 16, 2014

Councillor Kozakiewicz moved adoption of the Agenda as amended.

Carried unanimously.

## ADOPTION OF MINUTES

### #27435 REGULAR MEETING OF TOWN COUNCIL – MONDAY, DECEMBER 9, 2013

Councillor Berry moved that the Minutes of the Regular Meeting of Town Council held on December 9, 2013 be received and filed.

Carried unanimously.

## CORRESPONDENCE

### #27436 JOHN S. BATIUK REGIONAL WATER COMMISSION – OFFICIAL NOTICE OF NAME CHANGE

Correspondence dated December 1, 2013 from Pat Tomkow, Commission Manager, stating:

*Attached is a copy of Order in Council No. 260/2013 amending the Capital Region Vegreville Corridor Water Services Commission Regulation (AR 293/84). The regulation was amended to change the name of the C.R. Vegreville Corridor Water Services Commission to the John S. Batiuk Regional Water Commission. The regulation also updates the names of the member municipalities where legal name changes have occurred. This regulation was made under the Municipal Government Act and filed as an Alberta Regulation under the Regulations Act.*

*As a result of the foregoing, effective January 1, 2014, the Commission is requesting that all notices, correspondence, documents, invoices or payments accruing or occurring after January 1, 2014 and formerly addressed to the C.R. Vegreville Commission should now be issued in the name of the John S. Batiuk Regional Water Commission. Please note that although the name has been changed, the physical address, mailing address, telephone/fax number and e-mail address of the Commission will remain the same.*

*Under current legislation, the name change does not affect any obligation, right, action or property of the Commission. The use of the old name in any proceedings, agreements, notices or documents after the name has been changed does not affect the validity of those proceedings, agreements, notices or documents.*

*Kindly circulate this notice within your organization and amend your records accordingly. Should you require further information, please contact this office at the numbers shown below.*

Councillor MacPhee moved that the correspondence dated December 1, 2013 from Pat Tomkow, Commission Manager, be received and filed.

Carried unanimously.

### #27437 WILDE AND COMPANY – INTERIM AUDIT

Correspondence dated December 20, 2013 from Kyle A. Bodnarchuk, C.A., stating:

*We have recently completed our interim audit and wish to provide you with our comments at this time. 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 or council in discharging their responsibilities. Accordingly an audit would not usually identify all such matters.*

*Some of the items we tested during the course of the interim audit included controls and procedures for:*

- Payroll
- Cash receipts
- Cash disbursements
- Property tax revenue
- Utility revenue
- Other revenue
- Financial reporting
- Entity level controls

During the course of the interim audit for the year ending December 31, 2013, we identified the following matter which may be of interest to management and Council:

**Storage of payroll binders**

Payroll binders, which contain confidential information, were being stored in the vault where all staff members had access to them. Upon discussion with Management regarding this issue, the binders were moved to a locked cabinet where access is restricted to Management and the Payroll Clerk. We commend you for your quick attention to this matter.

**Completion of year end audit**

We have tentatively scheduled the year end audit for February 24<sup>th</sup> to the 26<sup>th</sup>, 2014.

We would like to thank Jody, Cliff and the accounting personnel for the assistance we received in conducting our interim audit.

This communication is prepared solely for the information of management and council and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Councillor Kozakewicz moved that correspondence dated December 20, 2013 from Kyle A. Bodnarchuk, C.A., be received and filed.

Carried unanimously.

## FINANCIAL

**#27438 TOWN OF VEGREVILLE MONTHLY CASH STATEMENT FOR MONTH ENDED NOVEMBER 30, 2013**

Councillor Kozakewicz moved that the Town of Vegreville Monthly Cash Statement for the month ended November 30, 2013 be received and filed.

Carried unanimously.

## MEMORANDA

**#27439 ROAD CLOSURE REQUEST - FAMILY DAY**

A Request for Council Decision dated January 9, 2014 from Julie Gottselig, FCSS Manager, stating:

*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 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.*

*The Family Day committee will be responsible to contact 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 stat 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.*

Councillor Simpson moved that Town Council approves the road closure of 49<sup>th</sup> Avenue, being one block east of 47A Street to 49 Avenue on February 17, 2014 from 12:30 p.m. to 4:30 p.m..

Carried unanimously.

**#27440 VEGREVILLE ECONOMIC DEVELOPMENT AND TOURISM ADVISORY BOARD - NEW BOARD MEMBERS**

A Request for Council Decision dated January 9, 2014 from Maureen Easton, Economic Development Officer, stating:

*The VEDT Advisory Board Bylaw 05-2013 allows for representatives that target specific industry within Vegreville. During the summer months in 2013 various advertisements were placed in local newspapers to solicit interest from the community for the vacant board positions. Furthermore, letters were sent to all of the related industry businesses. From the applications received, at the October 8, 2013 meeting, the Board*

accepted two new members as industry representatives based on their letters of intent, as well as one member replacement as proposed by Alberta Innovates Technology Futures. These members are being recommended by the board for appointment by Town Council.

Councillor Brodziak moved that Town Council approve the following board members to the Vegreville Economic Development & Tourism Advisory Board.

- To accept Michelle Cymbaluk of ATCO Electric as the member representative for the energy sector for a 2 year term from November 1, 2013 to November 1, 2015.
- To accept Andrei Dolgirev of Buhler-EeZe On as the member representative for the agri-business sector for a 2 year term from November 1, 2013 to November 1, 2015.
- To accept Don Harfield as the member representative from Alberta Innovates Technology Futures for a 2 year term from October 8, 2013 to October 8, 2015.

Carried unanimously.

#### **#27441 ENCROACHMENT ONTO PUBLIC LANDS – 4701 – 59 AVENUE**

A Request for Council Decision dated January 6, 2014 from Dale Lefebvre, Infrastructure, Planning & Development Director, stating:

*The owner of 4701 – 59 Avenue constructed a shed over 100 square feet without a permit in 2008. The Alberta Building Code requires all buildings over 100 square feet to have a building permit. More recently, concrete was poured as a foundation for a fence. The concrete fence foundation was visibly on the northeast boulevard and further investigation of property lines showed a corner cutoff in the southeast corner of the property where the fence foundation and shed currently exist. Planning and Development contacted the owner requesting a Development and Building Permit for the shed, as well as a Real Property Report to confirm the encroachment. The Land Use Committee (LUC) then recommended that Planning and Development draft and enter into an Encroachment Agreement for encroachments onto those public lands. As the LUC's function is advisory, this Request for Council Decision is being proposed to Council for a formal decision.*

*A caveat pursuant to Section 651.2 of the Municipal Government Act in respect of an encroachment Agreement entered into by the municipality, with the registered owner of a parcel of land that adjoins a road, boulevard or lane that is under the direction, control or management of the municipality, may be registered.*

*Upon approval by Council, the Town has public record on the title with an Encroachment Agreement that an encroachment can exist and there is a clause in the agreement that the Town can terminate the agreement without reason at any time, by notification in writing to the owner.*

*As per the Planning and Development Fees and Charges Bylaw 01-2013, \$250.00 will be charged to the owner. This payment will help offset administration costs and the \$30.00 caveat registration fee.*

Councillor Kozakiewicz moved that Town Council approve entering into an Encroachment Agreement with the owner of 4701 – 59 Avenue.

Carried unanimously.

## **SUPPLEMENTAL**

#### **#27442 JOHN S. BATIUK REGIONAL WATER COMMISSION**

Correspondence dated January 13, 2014 from Pat Tomkow, Manager, stating:

*At the Regular Board Meeting held January 9, 2014 the Board of Directors of the Commission reviewed budget projections and other relevant factors utilized in the determination of annual water rates. As part of this process, the 2014 rate to municipal members for domestic use was set at \$1.36 per cubic meter. You will recognize this represents an increase of four (4) cents per cubic meter.*

*The new charges are the result of a rate increase from EPCOR as well as increased operating costs passed on by the Northeast Commission, our supplier of water.*

*The next billing from the Commission covering the period January 1, 2014 to January 31, 2014 will be at the new rate of \$1.36 per cubic meter.*

*Should you have any questions or concerns regarding these new rates, please do not hesitate to give me a call at any time.*

Councillor Kozakiewicz moved that the correspondence dated January 13, 2014 from Pat Tomkow, Manager, be received and filed.

Carried unanimously.

Councillor Kozakiewicz moved that Administration bring a Request for Council Decision to reflect the increase of water rates to a future meeting of Town Council.

Carried unanimously.

**27443 JEFF WILSON, MLA**

Correspondence dated January 6, 2014 from Jeff Wilson, MLA, stating:

*It is my pleasure to write to you as the new Official Opposition Critic for Municipal Affairs. I am very happy to be working with you on this very important portfolio. I recognize that issues facing municipalities in Alberta are both numerous and diverse, requiring cooperation and communication in order to achieve meaningful and lasting results.*

*I have written to Minister Hughes, congratulating him on his new appointment as well as indicating my willingness to work closely with him on the very important issues Municipal Affairs is and will be facing. I anticipate working with you in the coming months and years on issues important to you. Every municipality is vital to Alberta as a whole, and I look forward to advocating for the priorities of your community, as well as defending the rights of local officials in the decision-making process. I firmly believe that local autonomy and responsibility are the foundation for a more prosperous future for Albertans.*

*If there are any issues that you feel would be best addressed by a meeting with me, please contact my Edmonton office to arrange the meeting.*

Councillor Rudyk moved that the correspondence dated January 6, 2014 from Jeff Wilson, MLA, be received and filed.

Carried unanimously.

**27444 THE ALBERTA ORDER OF EXCELLENCE**

Correspondence dated January 6, 2014 from J. Angus Watt, Chair, stating:

*On behalf of the Alberta Order of Excellence Council, I would like to invite you to nominate a deserving Albertan to become a member of the Alberta Order of Excellence.*

*The Alberta Order of Excellence is the highest honour that can be bestowed on a citizen of this province. I trust that you might know a special citizen who has made significant contributions to the lives of other Albertans and that deserves to be considered for this honour.*

*This remarkable Albertan must be a Canadian citizen, live in Alberta and have made a significant contribution provincially, nationally and/or internationally. For more information on the Alberta Order of Excellence and a nomination form, please visit our website at [www.lieutenantgovernor.ab.ca/aoe](http://www.lieutenantgovernor.ab.ca/aoe).*

*It is my hope that you know someone that can be considered for the 2014 Alberta Order of Excellence. The nomination deadline is February 15, 2014.*

Councillor MacPhee moved that the correspondence dated January 6, 2014 from Jeff Wilson, MLA, be received and filed.

Carried unanimously.

**27445 GREG KURULOK**

Correspondence dated January 10, 2014 from Greg Kurulok, stating:

*I am writing to express concern regarding the wisdom of committing the Town of Vegreville to a long term advertising contract. The Town has always advertised on a "as need" basis. I believe that this has been due to the fact that the need changes from year to year, month to month etc. During high demand times such as the*

beginning of construction season etc, there might be half dozen or more ads which would exceed the proposed ½ page commitment. Some of those ads are mandated by provincial law and can't be postponed to a later edition. At other times, it is possible for the Town to go weeks with few, if any ads. It was stated that this is what we spent last year so there wouldn't be additional cost. But, was last year a typical year? There were a number of major legislative tasks completed such as a new MDP, IDP and Landuse Bylaw which required extensive advertising for open houses, public meetings and the like. The proposed contract would be a minimum expenditure. If more than a ½ page were required, it would be an additional cost but there would be no reduction in cost if the ½ page wasn't required because of changing advertising requirements.

If the Town is committed to a contract, we would still have to pay for the space. Now it was suggested that the space could be filled with a "stock photo", a larger font size or some "shelf stories" etc. Would this be a common sense expenditure of public tax dollars? It was also suggested that the space could be used for news stories about what Council is doing. Should we be paying a newspaper to run "news stories"? The County of Minburn has their approved minutes printed and I'm told, for free. Why can't we do the same? That would allow those who don't have access to the Town's website, to be informed as to Council's accomplishments.

I also feel that a number of questions that were asked were not really answered, most notably, the management of the ads and the space. The Advertiser stated that they would "keep track" of the space. I am sure that they will but does this mean that they will have access to all the account codes so that they can know which department to bill and which ads are cost shared with other payers etc. Will they know which ads are priority, which must follow legal deadlines and which could be postponed. The Town could face legal and/or financial penalties if errors are made. Or, will we need additional staff to oversee this contract? I think these questions should be answered before Council rushes into a commitment when they don't have all the facts.

If it is Council's decision to proceed with this contract, then I also have concerns about its costs as a taxpayer. The cost for a ½ page ad in the Advertiser as listed on the rate sheet is \$555.67. The cost for 52 weeks without a contract is \$28,894.84. GST would be \$1,444.74 for a total of \$30,339.58. Color would add another \$150.00 a week plus GST. A year would add an additional \$8190.00 (GST included). The total cost would be \$38,529.58. This is without a contract in place to bind Council's hands. The price offered by The Advertiser was \$37,184.24. I understand that this price includes colour but it was not clear whether or not it included GST. If it didn't, the total cost would be \$39,043.45. In either case, it is hardly a significant saving for a year long commitment. It should also be noted that in the last six years, colour was rarely, if ever, used. Do we need colour at a cost of almost \$8,200.00?

I would ask that council seriously look at the ramifications to the taxpayer of this commitment and reconsider the issue. There is no reason to rush into a commitment when there are so many unanswered questions and the immediate advantages are limited. Furthermore in the future, if Council, in its wisdom, decides that this is the best way to spend taxpayer dollars, then the 52 week contract could surely be started at any time during the year.

Thank you for taking the time to read my letter. I look forward to your reconsideration and decision.

Councillor Brodziak moved that the correspondence dated January 10, 2014 from Greg Kurulok, be received and filed.

Carried unanimously.

## COUNCIL REPORTS

### MAYOR HAYDUK

Mayor Hayduk reported and/or attended on the following:

- 2014 Planning Meeting – December 10, 2013
- Brought Christmas Greetings, Vegreville Manor – December 11, 2013
- Meeting with County Reeve, Eric Anderson – December 11, 2013
- Vegreville Lions Christmas Party – December 11, 2013
- 2014 Planning Meeting – December 12, 2013
- Vegreville & District Chamber of Commerce Christmas Party – December 13, 2013
- Brought Christmas Greetings, Parkview Manor, St. Ann's Manor, Point West, Vegreville Long Term Care – December 16, 2013
- 2014 Planning Meeting – December 17, 2013
- Lunch with Bank of Montreal (Vegreville) – December 18, 2013
- Brought Christmas Greetings, Heritage House – December 18, 2013
- Town Council Workshop – December 23, 2013
- Legislative Committee Meeting – January 8, 2014

- Reezdvo Celebration, A. H. Horton Elementary – January 9, 2014
- Promin Malanka Celebration – January 11, 2014
- Regular Town Council Meeting – January 13, 2014

### COUNCILLOR BERRY

Councillor Berry reported and/or attended on the following:

- 2014 Planning Meeting – December 10, 2013
- 2014 Planning Meeting – December 12, 2013
- M.D. Minburn Homestead Lodge Foundation Meeting – December 12, 2013
- Vegreville & District Chamber of Commerce Christmas Party – December 13, 2013
- Homestead Lodge Christmas Party – December 15, 2013
- 2014 Planning Meeting – December 17, 2013
- Vegreville Region Physician Attraction & Retention Committee Meeting & Christmas Dinner – December 19, 2013
- Town Council Workshop – December 23, 2013
- RCMP Press Conference – January 7, 2014
- Legislative Committee Meeting – January 8, 2014
- M.D. Minburn Homestead Lodge Foundation Meeting – January 9, 2014
- Regular Town Council Meeting – January 13, 2014

### COUNCILLOR BRODZIAK

Councillor Brodziak reported and/or attended on the following:

- 2014 Planning Meeting – December 10, 2013
- 2014 Planning Meeting – December 12, 2013
- M.D. Minburn Homestead Lodge Foundation Meeting – December 12, 2013
- Vegreville & District Chamber of Commerce Christmas Party – December 13, 2013
- Homestead Lodge Christmas Party – December 15, 2013
- 2014 Planning Meeting – December 17, 2013
- Community Futures Elk Island Region Meeting – December 18, 2013
- Town Council Workshop – December 23, 2013
- RCMP Press Conference – January 7, 2014
- FCSS Family Day Planning Meeting – January 7, 2014
- FCSS Advisory Board Meeting – January 7, 2014
- Legislative Committee Meeting – January 8, 2014
- M.D. Minburn Homestead Lodge Foundation Meeting – January 9, 2014
- Regular Town Council Meeting – January 13, 2014

### COUNCILLOR KOZAKIEWICZ

Councillor Kozakiewicz reported and/or attended on the following:

- 2014 Planning Meeting – December 10, 2013
- Vegreville Economic Development & Tourism Board Meeting – December 10, 2013
- 2014 Planning Meeting – December 12, 2013
- Vegreville & District Chamber of Commerce Christmas Party – December 13, 2013
- 2014 Planning Meeting – December 17, 2013
- Town Council Workshop – December 23, 2013
- RCMP Press Conference – January 7, 2014
- FCSS Family Day Planning Meeting – January 7, 2014
- FCSS Advisory Board Meeting – January 7, 2014
- Legislative Committee Meeting – January 8, 2014
- John S. Batiuk Regional Water Commission Meeting – January 9, 2014
- Regular Town Council Meeting – January 13, 2014
- Proposed Town Council host a Family Day Breakfast on Monday, February 17, 2014, estimating a total cost of the breakfast to be between \$800.00 and \$1,200.00.

### #27446

Councillor Berry moved that Town Council proceed with hosting the Family Day Breakfast on Monday, February 17, 2014 with a budget from the Legislative department of up to \$1,200.00.

Carried unanimously.

**COUNCILLOR MACPHEE**

Councillor MacPhee reported and/or attended on the following:

- 2014 Planning Meeting – December 10, 2013
- 2014 Planning Meeting – December 12, 2013
- Vegreville & District Chamber of Commerce Christmas Party – December 13, 2013
- 2014 Planning Meeting – December 17, 2013
- Vegreville Regional Airport Meeting – December 18, 2014
- Town Council Workshop – December 23, 2013
- Legislative Committee Meeting – January 8, 2014
- Regular Town Council Meeting – January 13, 2014

**COUNCILLOR RUDYK**

Councillor Rudyk reported and/or attended on the following:

- 2014 Planning Meeting – December 10, 2013
- 2014 Planning Meeting – December 12, 2013
- Vegreville & District Chamber of Commerce Christmas Party – December 13, 2013
- 2014 Planning Meeting – December 17, 2013
- Vegreville Economic Development & Tourism Board Meeting – December 17, 2014
- Town Council Workshop – December 23, 2013
- RCMP Press Conference – January 7, 2014
- Legislative Committee Meeting – January 8, 2014
- Regular Town Council Meeting – January 13, 2014

**COUNCILLOR SIMPSON**

Councillor Simpson reported and/or attended on the following:

- 2014 Planning Meeting – December 10, 2013
- 2014 Planning Meeting – December 12, 2013
- Vegreville & District Chamber of Commerce Christmas Party – December 13, 2013
- 2014 Planning Meeting – December 17, 2013
- Town Council Workshop – December 23, 2013
- Vegreville & District Chamber of Commerce Meeting – January 7, 2014
- RCMP Press Conference – January 7, 2014
- Legislative Committee Meeting – January 8, 2014
- Regular Town Council Meeting – January 13, 2014

**#27447**

Councillor Kozakiewicz moved that Town Council go in-camera at 7:54 p.m.

Carried unanimously.

Shauna Rutherford, Greg Kurulok, Natalia Toroshenko, Brian Tennant and Dan Beaudette left the meeting at 7:54 p.m.

**#27448**

Councillor Simpson moved that Town Council come out of camera at 9:07 p.m.

Carried unanimously.

There being no further business to be brought before Council, Mayor Hayduk declared the Meeting adjourned at 9:07 p.m.

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MYRON HAYDUK  
Mayor

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JODY QUICKSTAD  
Town Manager