

ADOPTION OF AGENDA

#2016-JULY-02 REGULAR MEETING OF TOWN COUNCIL – MONDAY, JULY 11, 2016

Councillor Kozakiewicz moved adoption of the Agenda as presented.

Carried unanimously.

ADOPTION OF MINUTES

#2016-JULY-03 REGULAR MEETING OF TOWN COUNCIL – MONDAY, JUNE 13, 2016

Councillor Berry moved that the Minutes of the Regular Meeting of Town Council held on Monday, June 13, 2016 be received and filed.

Carried unanimously.

#2016-JULY-04 SPECIAL MEETING OF TOWN COUNCIL - TUESDAY, JUNE 21, 2016

Councillor Simpson moved that the Minutes of the Special Meeting of Town Council held on Tuesday, June 21, 2016 be received and filed.

Carried unanimously.

#2016-JULY-05 SPECIAL MEETING OF TOWN COUNCIL - TUESDAY, JULY 5, 2016

Councillor Simpson moved that the Minutes of the Special Meeting of Town Council held on Tuesday, July 5, 2016 be received and filed.

Carried unanimously.

CORRESPONDENCE

#2016-JULY-06 TOWN OF VEGREVILLE LABOUR, EQUIPMENT & VEHICLE RENTAL RATES BYLAW

Correspondence dated June 22, 2016 from David Marynowich, County Manager, County of Minburn, stating:

I received your May 10, 2016 letter regarding the Town of Vegreville Labour, Equipment and Vehicle Rental Rates Bylaw which I referred for review by staff and Council.

There was concern expressed that rates have increased every year and this year seems to be exceptionally high for no apparent reason. Therefore, we should not anticipate any further increase for the forthcoming years unless it is substantially justified.

Council accepted the rates as stated. The Town/County agreements for Lavoy services, bulk water stations, rural water customer services, etc. are amended to include the new rates as outlines in Schedule "A" effective June 1, 2016.

Councillor Berry moved that the correspondence dated June 22, 2016 from David Marynowich, County Manager, County of Minburn, be received and filed.

Carried unanimously.

#2016-JULY-07 HIRE COUNTY FOR ASPHALT RECLAMATION WORK

Correspondence dated June 22, 2016 from David Marynowich, County Manager, County of Minburn, stating:

Your letter dated June 14, 2016 requesting the Town of Vegreville to hire the County for asphalt reclamation work on 61 Avenue/Township Road 523A from 50 Street to Range Road 144 (approximately 2 kilometers) was referred for discussion by Council at the June 20, 2016 meeting.

The County has a full schedule for reclamation work and it's suggested you look to another contractor for the project. In any event if time permits later in the year, the County may be able to do the reclamation work. Equipment rates will be charged according to the Alberta Transportation and Alberta Roadbuilders and Heavy Construction Association Rental Rates Guide.

You may want to contact County Superintendent of Public Works Graham Shell later in the year on his work status.

Councillor Brodziak moved that the correspondence dated June 22, 2016 from David Marynowich, County Manager, County Manager, be received and filed.

Carried unanimously.

FINANCIAL

#2016-JULY-08 TOWN OF VEGREVILLE MONTHLY CASH STATEMENT FOR MONTH ENDED MAY 31, 2016

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

Carried unanimously.

MEMORANDA

#2016-JULY-09 CORE SERVICES REVIEW

A Request for Council Decision dated July 7, 2016 from Cliff Craig, Corporate Services Director & Interim CAO, stating:

The Town of Vegreville Strategic Plan that was approved by Town Council in October, 2014, included Objective 4.09 – Complete a Core Services Review.

In June 2015, letters were sent to invite companies to submit a proposal for the development of a Core Services Review. Russell Farmer & Associates Consulting Ltd. were selected as the successful firm and the process to set the Terms of Reference commenced in July, 2015.

The Terms of Reference for the report included:

- *Assess employee satisfaction with the Town as an employer*
- *Identify opportunities for improvement in Human Resource processes*
- *Review service levels and cost of service delivery*
- *Review overall staffing levels*
- *Benchmark operating costs, staffing levels and service delivery practices with selected comparable municipalities*
- *Review of organization design*
- *Salary benchmarking study for all municipal positions*

The data collection process incorporated:

- *Staff interviews, workshops and surveys*
- *One on one meetings with elected officials*
- *One on one meetings with Senior Management Team members*
- *Community satisfaction survey*

The benchmarked communities were:

- *Town of Bonnyville*
- *Town of Devon*
- *Town of Drayton Valley*
- *Town of Rocky Mountain House*
- *Town of Slave Lake*
- *Town of Wainwright*
- *Town of Westlock*

A Steering Committee was established and comprised of:

Councillor Kozakiewicz, Councillor MacPhee, Councillor Simpson and Jody Quickstad, Town Manager.

There were numerous updates provided to the Steering Committee over the months.

On February 16, 2016, Russ Farmer presented the recommendations of the Core Services Review to Town Council and Senior Management. Town Council have had in-camera discussions to review the Core Services Review recommendations.

The final report was received by the Town on April 11, 2016.

The Core Services Review Report contained 53 recommendations. After lengthy discussions, Council decided to group the recommendations into the following categories:

1. *Recommendations to be adopted*
2. *Recommendations not to be adopted*
3. *Recommendations to be deferred*

The Corporate Services Review recommendations included various changes to the Organizational Structure of the Town. A new Organizational Chart will be created and presented to Council at a future meeting of Town Council.

The Senior Management Team will meet on July 12, 2016 to discuss the implementation of the recommendations. The appropriate Director(s) will meet with the respective Department Managers.

Councillor Simpson moved that Town Council adopt the following Core Services Review Recommendations:

16, 34, 49, 52

Carried unanimously.

#2016-JULY-10 CIVIC HOLIDAY – AUGUST 1, 2016

A Request for Council Decision dated June 27, 2016 from Cliff Craig, Interim CAO, stating:

Section 56 of the Municipal Government Act allows a council to declare up to 2 days in a year as civic holidays. The minimum length of a civic holiday is a half day.

Councillor Kozakiewicz moved that Mayor Myron Hayduk declare Monday, August 1, 2016 a Civic Holiday in the Town of Vegreville.

Carried unanimously

#2016-JULY-11 SPONSORSHIP AGREEMENTS

A Request for Council Decision dated July 8, 2016 from Paul Suiter, Recreation & Facilities Manager, 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. Under this policy an inventory list was approved (Phase I) in which a list of sponsorship opportunities was identified and provided to the Vegreville News Advertiser.

The Vegreville News Advertiser working under the approved Marketing Agreement has been authorized to solicit sponsorships approved under the Phase I inventory.

As per section 3.7 of the Sponsorship Policy the first ten (10) sponsorship opportunities Town administration will bring all sponsorship requests to Council for approval.

As per section 5.1 these agreements were approved by the appropriate Department Manager. As per section 5.2 the agreement was in writing with the expectations outlined for both parties. All procedures under section 5.4 have been met.

This agreement proposes a 5 year sponsorship agreement for displaying advertising as per agreed upon terms. This fee includes the cost of the design of the advertising display built in as part of the pricing.

SPONSORSHIP AGREEMENTS Phase I Inventory July 8, 2016

BALL DIAMONDS NAMING RIGHTS

1. Twin Lakes Ready Mix Riverview Ball Diamond #3 - \$500 per year x 5 years

ARENA DRESSING ROOMS

1. Ralph Soldan Realtor Dressing Room #3 - \$300 per year x 5 years
2. McDonalds Restaurant Dressing Room #2 - \$300 per year x 5 years
3. FS Painting Dressing Room #5 - \$300 per year x 5 years

ARENA DIGITAL SIGN

1. Classy Cuts & Gel Nails - \$280 per year x 5 years
2. Off the Rails Antiques - \$210 per year x 5 years
3. Chipitz - \$210 per year x 5 years
4. Vegreville Electric - \$210 per year x 5 years

5. 2nd Call - \$210 per year x 5 years
6. Hair by VJ - \$210 per year x 5 years

Councillor Brodziak moved that Town Council approve the sponsorship agreements as per terms of each Sponsorship Agreement.

Carried unanimously.

#2016-JULY-12 ARCHITECT PROPOSAL - RCMP

A Request for Council Decision dated July 8, 2016 from Paul Suiter, Recreation & Facilities Manager, stating:

The Town of Vegreville ("Town") advertised for a Request for Expression of Interest (RFEOI) on the Alberta Purchasing Connection (APC) to provide architectural design and project management services for a new building for the Vegreville RCMP detachment. This RFEOI closed on April 26, 2016. The Town received a total of fourteen (14) qualified submissions.

The Selection Committee reviewed all 14 submissions to the RFEOI based upon a weighted evaluation criteria. The criteria consisted of:

<i>Project interpretation & understanding (5)</i>	<i>Qualification of firm & project team members (25)</i>
<i>Staffing level/depth of firm resources (10)</i>	<i>Project experience (5)</i>
<i>Client references (5)</i>	<i>Total possible score of 50</i>

The top 4 scoring RFEOI were presented to Town Council on May 17, 2016 for review.

The Town of Vegreville asked for Request for Proposal to provide Architectural and Project Management Services from four (4) of the Architectural firms. A review of the 4 proposals was performed. The RFP closed on June 10, 2016. The selection committee found that all 4 proposals met the minimum requirements. These proposals were brought to Council on June 21, 2016.

A detailed review was directed and subsequently performed on two (2) of the 4 proposals. This review looked at estimated timelines, estimated hours, estimated hourly rates, scope of work included and reference checks. This review was presented to Town Council based upon this criteria July 6, 2016.

Councillor Simpson moved that Town Council enter into a Contract Agreement with Sahuri & Partners Inc. to provide architectural and project management services for the RCMP new building project VEG 2016-001.

Carried unanimously.

#2016-JULY-12 VEGREVILLE SOLID WASTE SOLUTIONS COMMITTEE (VSWSC) MEMBERS

A Request for Council Decision dated June 20, 2016 from Dale Lefebvre, Infrastructure, Planning & Development Director, stating:

Following a meeting with the Vegreville Solid Waste Management Committee, approximately one year ago, the County of Minburn No. 27, declined any further participation in the committee. Upon discussion with the Town Councillors on this committee, it was decided that there was still a need for a committee and the Vegreville Solid Waste Solutions Committee (VSWSC) was formed.

At the June 14, 2016 VSWSC meeting, the committee approved the attached Terms of Reference. Part of the Terms of Reference includes changing the membership to include the following:

- Two (2) Town Council Representatives
- One (1) Town of Vegreville Resident
- One (1) Town of Vegreville Business/MASH Sector Representative
- Up to two (2) County of Minburn No. 27 Representatives (Residents and/or Business)
- One (1) Research & Development Representative

The change in membership also includes eliminating one (1) Vegreville Town Council Representative, going from three (3) Town Council Representatives to two (2). Councillor Michael Simpson indicated at the meeting that he

would give up his position on the committee.

Councillor Berry moved that Town Council dissolve the Vegreville Regional Solid Waste Management Committee; and

Further that Town Council establish the Vegreville Solid Waste Solutions Committee with the following membership:

- Two (2) Town Council Representatives
- One (1) Town of Vegreville Resident
- One (1) Town Business/MASH Sector Representative
- Up to two (2) County of Minburn No. 27 Representative (Residents and/or Business)
- One (1) Research & Development Representative

Carried unanimously.

#2016-JULY-13 WOODBRIDGE HOMES INC. AFFORDABLE HOUSING PROJECT

A Request for Council Decision dated July 7, 2016 from Dale Lefebvre, Infrastructure, Planning & Development Director, stating:

In an email dated July 4, 2016, Gary McPeak of Woodbridge Homes Inc. requested a Letter of Support from the Town of Vegreville for his financial assistance application for a proposed affordable housing project to be developed in Vegreville. Gary requires the support of the project and a commitment of participation for the Town in writing as part of his application to the Canada Mortgage and Housing Corporation (CMHC).

In his email he states that Woodbridge Homes Inc. wishes to develop an affordable housing project on Block 76 on 61 Avenue and 49 Street utilizing affordable housing financing available from the Federal Government through CMHC. He states that in the past it has been a requirement that the applicant have a non-profit as an administrator and the local municipality as either a co-sponsor or joint administrator.

Councillor Simpson moved that Town Council direct Administration to provide a Letter of Support for the proposed affordable housing development on Block 76 that includes a commitment of participation for the Town of Vegreville to Woodbridge Homes Inc.

Carried unanimously.

#2016-JULY-14 SUBDIVISION APPLICATION FILE NO. 16-AMH-002

A Request for Council Decision dated July 7, 2016 from Dale Lefebvre, Infrastructure, Planning & Development Director, stating:

Subdivision Application File No. 16-AMH-002, to subdivide Block 1B, Plan 992-2887 for the purpose of creating 42 residential lots for the development of single family homes.

The above mentioned property has been partially serviced since 2010 when the deep services were installed. The construction halted at that point do to issues with submission of securities, or lack thereof, and execution of a Development Agreement.

This land has been under application for subdivision twice by the same developer, this being the third, both previous times the subdivisions expired prior to complete of the construction.

Engineers representing the developer attended the Legislative Committee Meeting on July 6, 2016 to ask that the required 100% security in the form of the Irrevocable Letter of Credit be waived and to recognize the 100% bond that the developer will have in trust of a lawyer as well as a \$100,000 cash warranty bond as security for the completion of the surface works and shallow services for Phase One and Two totaling fifty six (56) lots.

The engineers stated that they will submit plans to complete PHI and PHII, sign a Development Agreement and submit agreed upon from of securities by July 29, 2016. The tentative construction start date being August 15, 2016 and projected completion date being late October 2016.

Councillor Kozakiewicz moved that Town Council review the List of Recommendations form for Subdivision Application No. 16-AMH-002 and that approval be given to the Subdivision Authority to proceed with this application as well as provide direction on the offered securities.

Carried unanimously.

BYLAW

2016-JULY-15 BYLAW 02-2016 - CREATING TITLE TO A PORTION OF PUBLIC ROAD PLAN 5457NY

Bylaw No. 02-2016 was presented to Council to close to public travel, creating title to, the following described road, subject to rights of access granted by other legislation:

PLAN 5457NY

ALL THAT PORTION OF THE EAST-WEST LANE LYING EAST OF THE PRODUCTION SOUTHERLY OF THE WEST BOUNDARY OF LOT 19, BLOCK 1, PLAN 1521979 EXCEPTING THEREOUT ALL MINES AND MINERALS

Councillor Kozakiewicz moved that Bylaw No. 02-2016 be read for the second time this 11th day of July, 2016 A.D.

Carried unanimously.

Councillor Brodziak moved that Bylaw No. 02-2016 be read for the third time this 11th day of July, 2016 A.D.

Carried unanimously.

COUNCIL REPORTS

MAYOR HAYDUK

Mayor Hayduk reported and/or attended on the following:

- Mayor's Caucus in Olds, AB – June 15 & 16, 2016
- 75th Street Open House – June 20, 2016
- Special Meeting of Town Council – June 21, 2016
- MGA Review Meeting – June 21, 2016
- Legislative Committee Meeting – June 21, 2016
- Vermilion River Watershed Alliance – AGM - June 22, 2016
- Northern Alberta Mayor & Reeves Caucus – Grande Prairie – June 22 & 23, 2016
- Alliance Church Worship Centre – June 26, 2016
- Vegreville Composite High School Graduation – June 28, 2016
- Land Use Committee Meeting – June 28, 2016
- CAO Applications – Discussion Meeting – June 29, 2016
- Canada Day Breakfast – July 1, 2016
- Pysanka Days – Opening Ceremony – July 1, 2016
- Special Meeting of Town Council – July 5, 2016
- Legislative Committee Meeting – July 6, 2016
- Regular Town Council Meeting – July 11, 2016

COUNCILLOR BERRY

Councillor Berry reported and/or attended on the following:

- Subdivision & Appeal Board Hearing – June 16, 2016
- MD Minburn Foundation Meeting – June 16, 2016
- 75th Street Open House – June 20, 2016
- Special Meeting of Town Council – June 21, 2016
- MGA Review Meeting – June 21, 2016
- Legislative Committee Meeting – June 21, 2016
- Vermilion River Watershed Alliance – AG M – June 22, 2016
- Library Board Meeting – June 22, 2016
- Land Use Committee Meeting – June 28, 2016
- CAO Applications – Discussion Meeting – June 29, 2016
- Special Meeting of Town Council – July 5, 2016
- Legislative Committee Meeting – July 6, 2016
- Opening of the British Soccer Camp (VMSA) – July 11, 2016
- Regular Town Council Meeting – July 11, 2016

COUNCILLOR BRODZIAK

Councillor Brodziak reported and/or attended on the following:

- Vegreville Solid Waste Solutions Committee Meeting – June 14, 2016
- Vegreville Rotary Club – Bike/Skate Park Meeting – June 14, 2016

- Safety Meeting– June 16, 2016
- 75th Street Open House – June 20, 2016
- MGA Review Meeting – June 21, 2016
- Special Meeting of Town Council – June 21, 2016
- Legislative Committee Meeting – June 21, 2016
- Library Board Advisory Meeting – June 22, 2016
- CAO Applications – Discussion Meeting – June 29, 2016
- Jerrold Lemko Retirement Party – June 30, 2016
- Special Meeting of Town Council – July 5, 2016
- Legislative Committee Meeting – July 6, 2016
- Regular Town Council Meeting – July 11, 2016

COUNCILLOR KOZAKIEWICZ

Councillor Kozakiewicz reported and/or attended on the following:

- Vegreville Economic Development Board Meeting – June 14, 2016
- Mayor’s Caucus in Olds, AB – June 16, 2016
- 75th Street Open House – June 20, 2016
- MGA Review Meeting – June 21, 2016
- Legislative Committee Meeting – June 21, 2016
- CAO Applications – Discussion Meeting – June 29, 2016
- Canada Day Breakfast – July 1, 2016
- Special Meeting of Town Council – July 5, 2016
- Legislative Committee Meeting – July 6, 2016
- Regular Town Council Meeting – July 11, 2016

COUNCILLOR MACPHEE

Councillor MacPhee reported and/or attended on the following:

- Special Meeting of Town Council – June 21, 2016
- MGA Review Meeting – June 21, 2016
- Legislative Committee Meeting – June 21, 2016
- CAO Applications – Discussion Meeting – June 29, 2016
- Special Meeting of Town Council – July 5, 2016

COUNCILLOR RUDYK

Councillor Rudyk reported and/or attended on the following:

- Special Meeting of Town Council – June 21, 2016
- MGA Review Meeting – June 21, 2016
- Legislative Committee Meeting – June 21, 2016
- CAO Applications – Discussion Meeting – June 29, 2016
- Special Meeting of Town Council – July 5, 2016
- Legislative Committee Meeting – July 6, 2016

COUNCILLOR SIMPSON

Councillor Simpson reported and/or attended on the following:

- Vegreville Solid Waste Solutions Committee Meeting – June 14, 2016
- MGA Review Meeting – June 21, 2016
- Special Meeting of Town Council – June 21, 2016
- Legislative Committee Meeting – June 21, 2016
- Land Use Committee Meeting – June 28, 2016
- vEGGfest Committee Meeting – June 29, 2016
- CAO Applications – Discussion Meeting – June 29, 2016
- Vegreville Chamber Board Meeting – July 5, 2016
- Special Meeting of Town Council – July 5, 2016
- Legislative Committee Meeting – July 6, 2016
- AUMA Sustainability & Environment Committee – July 8, 2016
- Regular Town Council Meeting – July 11, 2016

#2016-JULY-16

Councillor Kozakiewicz moved that Town Council go in-camera at 7:58 p.m.

Carried unanimously.

#2016-JULY-17

Councillor Simpson moved that Town Council come out of camera at 10:04 p.m.

Carried unanimously.

There being no further business to be brought before Council, Mayor Hayduk declared the Meeting adjourned at 10:04 p.m.

MYRON HAYDUK
Mayor

CLIFF CRAIG
Interim CAO