

## ADOPTION OF AGENDA

### #2016-MAY-01 REGULAR MEETING OF TOWN COUNCIL – MONDAY, MAY 9, 2016

Councillor Berry moved adoption of the Agenda.

Carried unanimously.

Councillor Kozakiewicz entered at 7:01 p.m.

## ADOPTION OF MINUTES

### #2016-MAY-02 REGULAR MEETING OF TOWN COUNCIL – MONDAY, APRIL 25, 2016

Councillor Brodziak moved that the Minutes of the Regular Meeting of Town Council held on Monday, April 25, 2016 be received and filed.

Carried unanimously.

## DELEGATION

### RUSSELL FARMER & ASSOCIATES CONSULTING LTD. – CORE SERVICES REVIEW PRESENTATION

Russell Farmer of Russell Farmer & Associates Consulting Ltd, attended the meeting as a delegation to present the Town of Vegreville Core Services Review – Public Report.

Mr. Farmer highlighted many items within the document.

The delegation answered questions and inquiries from Council.

Mayor and Council thanked the delegation for the presentation.

Russ Farmer left at 7:52 pm.

## CORRESPONDENCE

### #2016-MAY-03 NORTH SASKATCHEWAN WATERSHED/ALLIANCE/VERMILLION RIVER WATERSHED ALLIANCE – NORTH PARKWAY DRAINAGE

Correspondence dated April 21, 2016 from Pat Alexander, Chair, NSWA and Pat Gordeyko, Chair, VRWA, stating:

*On behalf of the North Saskatchewan Watershed Alliance (NSWA) and the Vermillion River Watershed Alliance (VRWA), we would like to express our appreciation for your town's North Parkway Drainage Project (NPDP).*

*Councillor David Berry, Vegreville's representative to the VRWA, delivered a presentation on the NPDP at a meeting of the VRWA on February 27, 2015. He explained that the NPDP is a stormwater management facility to mitigate the impact of floods; when there is no flood, the facility becomes a man-made wetland. The NPDP is a concrete example of how municipalities implement on the ground projects that we recommend and encourage. Our set of recommendations to promote a healthy and sustainable Vermillion River watershed (please see attached map) are found in the document, Vermillion River Watershed Management Plan (2012) (VRWMP); available at [www.nswa.ab.ca](http://www.nswa.ab.ca).*

*The VRWMP has five Goals: 1) Develop local capacity and knowledge for watershed management; 2) Improve reliability of surface water supply; 3) Maintain or improve surface water quality; 4) Maintain or improve aquatic ecosystem health; and 5) Improve knowledge and understanding of groundwater quality and quantity. The following actions associated with VRWMP goals have been addressed through construction of the NPDP:*

*Goal 1; Action 1.1.3 Integrate the recommendations in this VRWMP into all municipal and industrial planning and decision-making processes.*

*Goal 2; Action 2.4.1 Develop wetland protection and restoration plans, practices and policies to conserve existing wetlands, restore drained or degraded wetlands, or create new (ecologically functional) wetlands where storage is needed but restoration is not feasible.*

*Goal 2; Action 2.4.3 Investigate use of a variety of flood and erosion protection measures in urban areas. These could include restricting development in floodplains or constructing flood protection structures such as dikes or berms to divert water, where appropriate.*

*Goal 3; Action 3.3.3 Update and improve wastewater, stormwater, and other point-source treatment infrastructure and management protocols to support the achievement of Water Quality Objectives.*

*We thank you for your continued support to the NSWA and VRWA and look forward to the Town's initiatives that implement actions in the VRWMP.*

Councillor MacPhee moved that the correspondence dated April 21, 2016 from Pat Alexandre, Chair, NSWA and Pat Gordeyko, Chair, VRWA be received and filed.

Carried unanimously.

### **#2016-MAY-04 WEST WIND PROPERTY MANAGEMENT LTD. – MULTI-UNIT HOUSING INCENTIVE PROGRAM**

Correspondence received April 27, 2016 from Evelyn Boyko, West Wind Property Management, stating:

*In reference to the "Multi-Unit Rental Housing Incentive Program" offered by the Town of Vegreville, we are requesting on an exception basis to be considered for the \$20,000 grant.*

*We constructed and completed a new 4-plex for the purpose of Multi-family rental housing located at 5137-49 Ave, Vegreville. The Building Permit for the project was issued June 10/2014. The 4-Plex is completed and fully occupied. The 4-plex will remain as Rental property for a minimum of 5 years as stipulated in your qualifying guidelines. West Wind property Management Ltd. has not received funding from any Municipal, Provincial or Federal grant programs.*

*Since 2007, West Wind Property Management Ltd has built 6 new 4-plexes for Multi-family rental housing in Vegreville, West Wind Property Management Ltd has generated additional tax revenue to the Town of Vegreville with development of new 4-plexes to 4 vacant lots and demolishing 2 older run-down homes and replacing with new 4-plexes.*

*On an exception basis, we are requesting your consideration and approval of the application for the \$20,000 grant for the construction of the new 4-plex located at 5137-49 Ave Vegreville.*

Councillor MacPhee moved that Town Council approve \$20,000 under the Multi-Unit Rental Housing Incentive Program.

Carried unanimously.

## **MEMORANDA**

### **#2016-MAY-05 FIRE QUALITY MANAGEMENT PLAN UPDATE**

A Request for Council Decision dated May 4, 2016 from Phil Rowe, Fire Services Coordinator, stating:

*The current Quality Management Plan (QMP)-Fire Discipline was adopted by council resolution #21929 on September 25, 2000. Since then the Safety Codes Act has seen a couple of revisions. With this, our QMP requires an update to reflect the current SCC guidelines.*

*Changes made from current QMP are:*

1. *Wording changes in Schedule A (Scope and Administration) for legal reasons and the addition of FOIP.*
2. *Changes in Schedule B (Service Delivery Standards);*
  - *Increased QMP training for local SCO's as per the SCC designation guidelines,*
  - *Changes to the scope of services as identified below*
3. *The majority of changes fall under the Appendix A which was limited to inspections only in the current QMP.*

*The new QMP outlines the following:*

- *Inspections are now broken down into major occupancy class for frequency.*
- *The addition Prevention and public education activities*
- *Provisions for ERP development and review*
- *Issuance of Occupancy Land certificates for assembly occupancies*
- *Alberta Fire Code advice*

- *Fireworks-Permitting*

Councillor Berry moved that the Town approve the Quality Management Plan-Fire Discipline as submitted.

Carried unanimously.

Councillor Simpson left at 8:02 pm

#### **#2016-MAY-06 LABOUR, EQUIPMENT AND VEHICLE RENTAL RATES BYLAW NO. 04-2013 – AMEND SCHEDULE “A”**

A Request for Council Decision dated April 27, 2016 from Dale Lefebvre, Infrastructure, Planning & Development Director, stating:

The Alberta Road-Builders and Heavy Construction Association (ARHCA) produces an equipment rate book annually. The Town uses the rates published in this book to charge out equipment and vehicles for services such as our contracted services. In 2016, the ARHCA's changes only affect the following Town owned units:

<u>Unit Description</u>	<u>2015 Rate</u>	<u>2016 Proposed Rate</u>
1/2 Ton Arrow-board Truck (Truck Only)	No Rate Available	\$38.90/hour
1Ton Chevrolet c/w Box & Hoist w/Operator	\$92.00/hour	\$95.00/hour
416C Caterpillar Backhoe w/Operator	\$124.02/hour	\$124.26/hour
End Dump Trailer w/Highway Truck	\$181.00/hour	\$213.00/hour

As a result of the Core Services Review, it is being proposed that the rates charged out for Utilities Operators and Operators increase by 20%. The proposed increases will be as follows:

<u>Description</u>	<u>2015 Rate</u>	<u>2016 Rate</u>
Utilities Operator/Supervisor without vehicle	\$58.48/hour	\$70.10/hour
Operator without Vehicle	\$50.93/hour	\$61.12/hour

As a result of the purchase and sale of Town assets, the following changes need to be made to Bylaw No. 04-2013, Schedule “A”:

#### Add

Unit #105, 3Ton Dump Truck 14' Box/Single Axle  
Unit #115, 3Ton Dump Truck 14' Box/Single Axle

#### Delete

Unit #44, 3Ton Dump Truck 14' Box/Single Axle  
Unit #48, 3Ton Dump Truck 14'Box/Single Axle  
Unit #70, Garbage Truck  
Unit #219, Steamer

Councillor Kozakiewicz moved that Town Council approve amending Bylaw No. 04-2013, Schedule “A” effective June 1, 2016, as follows:

<u>Description</u>	<u>2016 Proposed Rate</u>
Utilities Operator/Supervisor without vehicle	\$70.18/hour
Operator without Vehicle	\$61.12/hour
½ Ton Arrowboard Truck (Truck Only)	\$38.90/hour
1 Ton Chevrolet c/w Box & Hoist w/Operator	\$95.00/hour
416C Caterpillar Backhoe w/Operator	\$124.26/hour
End Dump Trailer w/Highway Truck	\$213.00/hour

#### Delete

Unit #44, 3Ton Dump Truck 14' Box/Single Axle  
Unit #48, 3Ton Dump Truck 14'Box/Single Axle  
Unit #70, Garbage Truck  
Unit #219, Steamer

Add

Unit #105, 3Ton Dump Truck 14' Box/Single Axle

Unit #115, 3Ton Dump Truck 14' Box/Single Axle

Carried unanimously.

Councillor Simpson returned at 8:03 p.m.

**#2016-MAY-07 WASTE MANAGEMENT BYLAW NO. 08-2008 – AMEND SCHEDULE “A”**

A Request for Council Decision dated April 29, 2016 from Dale Lefebvre, Infrastructure, Planning & Development Director, stating:

*Since the implementation of the new tipping fees on March 1, 2016, there have been little to no issues. The main issue arises when the Landfill Operator is the sole employee on site, primarily in the winter months. As per the Alberta Environment Regulation that our landfill must follow, the solid waste has to be compacted in the cells and covered daily.*

*Periodically while the Landfill Operator is running equipment, he will take tipping fees from landfill users directly on the working face. This means the Operator must have a small float in the equipment to make change. Having tipping fees that are not rounded to the nearest dollar means the operator has to carry a variety of coins to make change.*

*It is being proposed that amendments be made to Schedule "A" for the following Tipping Fees at the Vegreville Sanitary Landfill:*

<u>Description</u>	<u>Current Fee</u>	<u>Proposed</u>
Mattress	\$5.60	\$6.00
Box Spring	\$5.60	\$6.00
Microwave	\$5.60	\$6.00
Bike	\$5.60	\$6.00
Lawnmower	\$5.60	\$6.00
Hot Water Tank	\$5.60	\$6.00
Couch	\$5.60	\$6.00
Chair	\$5.60	\$6.00
Toilet	\$5.60	\$6.00
Stove, Washer, Dryer, Dishwasher	\$8.40	\$8.00
Fridge/Freezer	\$8.40	\$8.00
Fridge/Freezer with Freon	\$36.40	\$36.00

Councillor MacPhee moved that Town Council approve amending Bylaw No. 08-2008, Schedule “A” to reflect the following changes, effective May 10, 2016:

Mattress	\$6.00
Box Spring	\$6.00
Microwave	\$6.00
Bike	\$6.00
Lawnmower	\$6.00
Hot Water Tank	\$6.00
Couch	\$6.00
Chair	\$6.00
Toilet	\$6.00
Stove, Washer, Dryer, Dishwasher	\$6.00
Fridge/Freezer	\$6.00
Fridge/Freezer with Freon	\$36.00

Carried unanimously.

Mayor Hayduk left at 8:02 pm

Deputy Mayor Kozakiewicz assumed chair at 8:02 p.m.

### #2016-MAY-08 THE GARAGE INC. – ROAD CLOSURE REQUEST – 51<sup>ST</sup> STREET AND 50<sup>TH</sup> & 51<sup>TH</sup> AVENUE

Correspondence dated April 19, 2016 from Amy Hayduk, Marketing Coordinator, stating:

*The Garage Inc. is a newly established business in Vegreville, Alberta. We specialize in automobile restoration, customization and consultation. Due to the specialty nature of our services and expertise we have gained a wide range of clientele throughout and east of Alberta, fostering public interest in business and the Town of Vegreville.*

*We are planning to announce our Grand Opening on June 25, 2016 with a celebration including a “Show & Shine”. We hope to invite 50-100 car enthusiasts to bring their vehicles out for the afternoon.*

*We are requesting a road closure on June 25, 2016 starting at 9:00 AM and ending on Sunday, June 26, 2016 at 11:00 AM to accommodate our “Show and Shine”.*

*This will allow for us to properly and safely guide vehicles on and off of the street. We have two options for proposed closures, based on the number of registrants in the “Show and Shine” component (as well as the permission from Council). Please find two attachments containing both these options with noted public and emergency access points. Please also find a brief summary of our Emergency and Safety Plan for this event.*

*At the request of Council, we are happy to provide any further information that would help to make this decision.*

Councillor Berry moved that Town Council approve the road closure of 51 Street from 50 Avenue to the south side of the lane between 51 Avenue and 52 Avenue from 9:00 am on Saturday, June 25, 2016 to 11:00 am on Sunday June 26, 2016.

Carried unanimously.

Mayor Hayduk returned at 8:07 pm.

### #2016-MAY-09 CORE SERVICES REVIEW

A Request for Council Decision dated May 3, 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 March 30, 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.

Upon Council approval, the Senior Management Team will meet with all Department Managers on May 10, 2016.

The Directors and Managers will meet with their respective departments on May 11, 2016 to review the Core Services Review recommendations with the staff.

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

1, 2, 3, 4, 6, 7, 8, 9, 10, 12, 13, 14, 15, 17, 18, 19, 26, 27, 30, 31, 33, 35, 36, 37, 39, 40, 41, 42, 44, 45, 46, 47, 48, 50, 51, 53

Carried unanimously.

Councillor Berry moved that Town Council deny the adoption of the following Core Services Review Recommendations as amended:

5, 11, 20, 21, 22, 23, 24, 25, 28, 29, 32, 38, 43

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

Opposed: Councillor Macphee

Carried.

#### **#2016-MAY-10 2016 SALARY GRID**

A Request for Council Decision dated May 3, 2016 from Cliff Craig, Corporate Services Director & Interim CAO, stating:

*In conjunction with the Core Services Review Report, Russell Farmer & Associates Consulting Ltd, were requested to develop a salary grid to reflect wages to the benchmarked communities for 39 positions.*

*The salary data was reviewed by Senior Management Team in January, 2016 and an updated Salary Grid was prepared.*

Councillor Kozakiewicz moved that Town Council adopt the 2016 Salary Grid, effective June 5, 2016.

Carried unanimously.

## COUNCIL REPORTS

### MAYOR HAYDUK

Mayor Hayduk reported and/or attended on the following:

- Ranfurly & District Agricultural Society – April 26, 2016
- Alberta Works – April 28, 2016
- Vegreville Visual Art Show – April 29, 2016
- Royal Canadian Legion NW Command 90th Anniversary – April 30, 2016
- Senior Citizen Sunshine Club of Vegreville, Mental Health Awareness – May 2, 2016
- Special Meeting of Town Council – May 3, 2016
- Legislative Committee Meeting – May 4, 2016
- Regular Town Council Meeting – May 9, 2016

### COUNCILLOR BERRY

Councillor Berry reported and/or attended on the following:

- Alberta Biochar Initiative Workshop – April 27, 2016
- Tour of Alberta Innovates Technology Futures and Emergent Waste Solutions – April 28, 2016
- Museum Landscaping Sub-Committee Meeting – May 3, 2016
- Legislative Committee Meeting – May 4, 2016
- Impact Vegreville Committee Meeting – May 5, 2016
- Fort McMurray Evacuee BBQ – May 7, 2016
- Regular Town Council Meeting – May 9, 2016

### COUNCILLOR BRODZIAK

Councillor Brodziak reported and/or attended on the following:

- Alberta Senior Communities Housing Association Convention in Red Deer – April 25-27, 2016
- Vegreville Visual Art Show – April 29, 2016
- FCSS Advisory Board Meeting – May 3, 2016
- Communities in Bloom – May 3, 2016
- Legislative Committee Meeting – May 4, 2016
- Impact Vegreville Committee Meeting – May 5, 2016
- Regular Town Council Meeting – May 9, 2016

### COUNCILLOR KOZAKIEWICZ

Councillor Kozakiewicz reported and/or attended on the following:

- Vegreville Economic Development & Tourism Board Meeting – January 12, 2016



**COUNCILLOR MACPHEE**

Councillor MacPhee reported and/or attended on the following:

- Airport Committee Meeting – April 27, 2016
- John S. Batiuk Regional Water Commission – April 28, 2016
- Vegreville Visual Art Show – April 29, 2016
- Royal Canadian Legion NW Command 90th Anniversary – April 30, 2016
- FCSS Advisory Board Meeting – May 3, 2016
- Legislative Committee Meeting – May 4, 2016
- Fort McMurray Evacuee BBQ – May 7, 2016
- Regular Town Council Meeting – May 9, 2016

**COUNCILLOR RUDYK**

Councillor Rudyk reported and/or attended on the following:

- Vegreville Visual Art Show – April 29, 2016
- Legislative Committee Meeting – May 4, 2016
- Covenant Health Mission Awards at St. Joseph’s Auxiliary Hospital – May 5, 2016
- Regular Town Council Meeting – May 9, 2016

**COUNCILLOR SIMPSON**

Councillor Simpson reported and/or attended on the following:

- Vegreville & District Chamber of Commerce Board Meeting – May 3, 2016
- Legislative Committee Meeting – May 4, 2016
- AUMA Sustainability & Environment Committee – May 6, 2016
- Regular Town Council Meeting – May 9, 2016

**#2016-MAY-11**

Councillor Kozakiewicz moved that Town Council go in-camera at 8:50 p.m.

Carried unanimously.

**#2016-MAY-12**

Councillor [REDACTED] moved that Town Council come out of camera at [REDACTED] p.m.

Carried unanimously.

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MYRON HAYDUK  
Mayor

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CLIFF CRAIG  
Interim CAO