

ADOPTION OF AGENDA

#2016-APR-05 REGULAR MEETING OF TOWN COUNCIL – MONDAY, APRIL 11, 2016

Councillor Kozakiewicz moved adoption of the Agenda.

Carried unanimously.

ADOPTION OF MINUTES

#2016-APR-06 REGULAR MEETING OF TOWN COUNCIL – WEDNESDAY, MARCH 30, 2016

Councillor Berry moved that the Minutes of the Regular Meeting of Town Council held on Wednesday, March 30, 2016 be received and filed.

Carried unanimously.

#2016-APR-07 SPECIAL MEETING OF TOWN COUNCIL – MONDAY, APRIL 4, 2016

Councillor Brodziak moved that the Minutes of the Special Meeting of Town Council held on Monday, April 4, 2016 be received and filed.

Carried unanimously.

DELEGATION

WILDE & COMPANY – 2015 AUDITED FINANCIAL STATEMENTS

Kyle Bodnarchuk, C.A. and Meghan Saskiw, C.A. of Wilde and Company, Chartered Accountants attended the meeting as a delegation to present the Town of Vegreville draft 2015 Audited Financial Statements.

Mr. Bodnarchuk expressed his gratitude and appreciation to the Town Administration staff on the completion of the 2015 audit.

Mr. Bodnarchuk and Mrs. Saskiw highlighted and brought to the attention of Town Council many items within the document.

The delegation answered questions and inquiries from Council.

Mayor and Council thanked the delegation for their presentation.

Kyle Bodnarchuk and Meghan Saskiw left at 7:19 p.m.

CORRESPONDENCE

#2016-APR-08 ALBERTA MUNICIPAL AFFAIRS – ALBERTA COMMUNITY PARTNERSHIP

Correspondence dated March 21, 2016 from Brad Pickering, Deputy Minister, stating:

Thank you for your project applications under the Alberta Community Partnership (ACP) program, Intermunicipal Collaboration component.

The program received a significant number of applications for grant funding, which could not all be accommodated within program funding levels.

On behalf of the Minister, I regret to advise that the following project applications submitted to the ACP have been declined:

- *Area Structure Plan and Flood Hazard Management - \$336,060*
- *Regional Recreation Master Plan - \$225,000*

The ministry recognizes the important work being undertaken throughout the province to strengthen communities, and I look forward to working in partnership to strengthen Alberta's communities through all of our various grant programs.

If you have any additional questions regarding this project, please contact Christine Bigoray, Manager, Regional Grant Programs, toll free at 310-0000, then 780-644-8974, or at acp.grants@gov.ab.ca.

Councillor MacPhee moved that the correspondence dated March 21, 2016 from Brad Pickering, Deputy Minister, be received and filed.

Carried unanimously.

#2016-APR-09 SHANNON STUBBS, MEMBER OF PARLIAMENT

Correspondence dated March 4, 2016 from Shannon Stubbs, MP, stating:

My office and I look forward to building a positive and ongoing relationship with Town of Vegreville.

As your Member of Parliament, I am here to assist your community with matters dealing with the Federal Government and its various department and programs. I am here to support your communities and promote Lakeland nationally, and to the world.

Please feel free to phone or stop by the Constituency office, should you have any questions, concerns or just to pass along a friendly hello, office hours are from 8:30 a.m. – 4:30 p.m.

My Constituency office is: 5009 – 50th Street, Box 599, Two Hills, Alberta T0B 4K0, Tel: (780) 657-7075, Fax: (780) 349-8340, Email: Shannon.Stubbs.c1@parl.gc.ca.

Lakeland is a region that makes exceptional contributions to Alberta and to all of Canada. I look forward to working with you to promote Lakeland and everything it has to offer. Together we can continue to enjoy the prosperity and opportunities that our diverse communities have to offer.

Again, I look forward to working together on growth and development of the region!

Councillor Kozakiewicz moved that the correspondence dated March 4, 2016 from Shannon Stubbs, MP, be received and filed.

Carried unanimously.

#2016-APR-10 VEGREVILLE TRANSPORTATION SERVICES SOCIETY

Correspondence dated March 29, 2016 from Elaine Kucher, Program Co-ordinator, stating:

As we have passed through 2015 and into 2016, Vegreville Transportation Services Society has continued to grow. The Town of Vegreville has been a significant contributing factor in the success of VTSS. It is our desire to thank you for the generous support that you have given each year to assure that this community is moving forward in the development of affordable and accessible transportation for all.

In 2015 the services of the HandiVan increased another 5.5% over 2014. The HandiVan is now scheduled constantly through its normal hours of use. The taxi voucher program also continues to be a success with well over 6100 rides being subsidized in 2015. This program continues to display a consistency of use in assisting Vegreville residents to live more active lifestyles. This is a primary contributor to good personal and community health.

Take pride in the part you have played in the development of this program as the Town of Vegreville continues to be our greatest supporter. VTSS would like to request that the Town of Vegreville once again designate grant funding for VTSS. This will allow for this valuable community service to continue meeting needs here in Vegreville.

Councillor Rudyk moved that the correspondence dated March 29, 2016 from Elaine Kucher, Program Co-ordinator, be received and

further that this request be forwarded to the 2016 Budget for consideration.

Carried unanimously.

MEMORANDA

#2016-APR-11 2016 LANDFILL AGREEMENT - COUNTY OF MINBURN NO. 27

A Memorandum dated April 4, 2016 from Dale Lefebvre, Infrastructure, Planning & Development, stating:

This Landfill Agreement will permit County residents, residing west of Highway 36 (excluding Lavoy), continued use of the Landfill, subject to the same permitted uses and fees as experienced by the residents of Vegreville.

In 2003, an agreement was made between the County of Minburn No. 27 and the Town of Vegreville for cost share of actual Landfill expenses, the cost share is based on population. In 2016, the Town will be responsible for 79% (5,758 population) and the County responsible for 21% (1,485 population). The Hamlet of Lavoy is factored separately and not included in this cost share.

The format used in 2016 represents actual Landfill expenses based on the previous year's experience.

The representation of Landfill expenses based on last year's operational numbers and population is an accurate and true reflection of actual costs.

The 2016 agreement reflects the County's 21% total at \$126,062.08.

Councillor Rudyk moved that that the Town Council approve entering into the 2016 Landfill Agreement with the County of Minburn No.27, whereby the County of Minburn pays a fee of one hundred twenty six thousand sixty two dollars and eight cents (\$126,062.08).

Carried unanimously.

#2016-APR-12 FCSS ADVISORY BOARD MEMBER – SAMMANTHA STREETS

A Memorandum dated February 8, 2016 from Julie Gottselig, FCSS Manager, stating:

At present the FCSS Advisory Board has a vacancy for a Member at Large Representative. Sammantha Streets has submitted a letter indicating her willingness to serve on the Vegreville & District Advisory Board. Sammantha has stated in her letter of intent "I believe I would be an asset to the board because of my relationship with families. I have been involved in the community in a variety of ways."

The FCSS Advisory Board is pleased to recommend Sammantha Streets as new member to the Board and is confident that she will be a definite asset to FCSS and the community.

Councillor Brodziak moved that that Town Council approves the FCSS Advisory Board motion to accept Sammantha Streets as a new community "Member at Large Representative" on the FCSS Advisory Board for a two (2) year term commencing March 1, 2016.

Carried unanimously.

#2016-APR-13 CONTRACT AGREEMENT BETWEEN TOWN OF VEGREVILLE AND VEGREVILLE NEWS ADVERTISER

A Memorandum dated April 11, 2016 from Paul Suiter, Recreation, Culture & 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. 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 many engage in these opportunities as they become available.

The Sponsorship Policy was the first step in the program to provide revenue opportunities for the Town. Administration was directed 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 VNA was the successful contractor after a publicly advertised Request for Proposal process was completed.

The Town will compensate the VNA as per the terms of the agreement.

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.

Further future discussion will be required to determine the allocation of any sponsorship revenue.

VNA will advertise for sponsorship opportunities based upon approved inventory.

The Town will make public notification that this Contract Agreement is in effect.

Councillor Berry moved that that the Town enter into the Contract Agreement with the Vegreville News Advertiser to provide marketing services and to solicit sponsorships as per Sponsorship Policy #2015-03.

Carried unanimously.

#2016-APR-14 RECLASSIFICATION OF RESERVES

A Memorandum dated April 11, 2016 from Renae Thiessen, Finance Manager, stating:

Alberta Health Services pays for the replacement of Ambulance equipment and vehicle in the EMS contract. The Town reserves these funds to purchase replacement assets in the future. Over the life of the assets, the Town expenses the related amortization. A transfer from the General Operating Reserve in the amount of \$558,135.35 is required to reconcile between Town Amortization Expense, AHS paid Capital Replacement and actual Capital Purchases since 2009.

The Reclassification from the General Operating Reserve to the Ambulance General Operating Reserve and the Equipment and Vehicle Reserves were not budgeted, and therefore requires Council approval.

The Transfer from General Operating Reserve to Ambulance General Operating Reserve and Ambulance Equipment and Vehicle Reserves is as follows:

General Operating Reserve	\$(558,135.35)
Ambulance General Reserve	\$508,271.05
Ambulance Equipment Reserve	\$ 83,182.52
Ambulance Vehicle Reserve	<u>\$(33,318.22)</u>
 Net effect on Reserves	 \$ <u> NIL</u>

Councillor MacPhee moved that Town Council authorize the reclassification of \$558,135.35 from the General Operating Reserve to the Ambulance General Operating Reserve and Ambulance Equipment and Vehicle Reserves for the year ended December 31, 2015, as follows:

General Operating Reserve	\$(558,135.35)
Ambulance General Reserve	\$ 508,271.05
Ambulance Equipment Reserve	\$ 83,182.52
Ambulance Vehicle Reserve	<u>\$(33,318.22)</u>
 Net Effect on Reserves	 \$ <u> NIL</u>

Carried unanimously.

#2016-APR-15 TRANSFERS TO RESERVES 2015

A Memorandum dated April 11, 2016 from Renae Thiessen, Finance Manager, stating:

Operating and Capital funds have been set aside in the following reserves as part of the 2015 Year End process. These Transfers from the Operating Funds to the Reserve Funds were not budgeted, and therefore require Council approval.

The addition of these funds to reserves will allow Council to include these funds in future year’s budgets for the designated purposes.

Operating Reserve

Administration	Core Services Review	\$ 20,000.00
Sanitary Landfill	Garbage Truck Repairs	\$ 78,676.21
Library	2015 Operating Surplus	<u>\$ 628.78</u>
 Total Transfer to Operating Reserves		 <u>\$ 93,304.99</u>

Capital Reserve

Ambulance Equipment Reserve	Ambulance Equipment	\$ 56,500.00
Ambulance Vehicle Reserve	Ambulance Vehicles	\$ 78,000.00
Visitor Information Centre	Digital Sign	\$ 20,000.00

Total Transfer to Capital Reserves \$ 154,500.00

Total Transfer to Operating and Capital Reserves \$ 247,804.99

Councillor Kozakiewicz moved that that Town Council authorize the transfer of \$247,804.99 from the Operating Fund to the Operating and Capital Reserves for the year ended December 31, 2015 as follows:

Operating Reserve

Administration	Core Services Review	\$ 20,000.00
Sanitary Landfill	Garbage Truck Repairs	\$ 78,676.21
Library	2015 Operating Surplus	\$ 628.78

Total Transfer to Operating Reserves \$ 93,304.99

Capital Reserve

Ambulance Equipment Reserve	Ambulance Equipment	\$ 56,500.00
Ambulance Vehicle Reserve	Ambulance Vehicles	\$ 78,000.00
Visitor Information Centre	Digital Sign	\$ 20,000.00

Total Transfer to Capital Reserves \$ 154,500.00

Total Transfer to Operating and Capital Reserves \$ 247,804.99

Carried unanimously.

#2016-APR-16 2015 AUDITED FINANCIAL STATEMENTS

A Request for Council Decision dated April 8, 2016 from Jody Quickstad, Town Manager, stating:

Wilde and Company, Chartered Accountants have conducted and completed the audit for the year ending December 31, 2015.

Wilde and Company is presenting the 2015 Audited Financial Statements to Town Council at the Regular Council Meeting on Monday, April 11, 2016 for approval.

Councillor Kozakiewicz moved that Town Council approve the 2015 Audited Financial Statements as presented by Wilde and Company.

Carried unanimously.

#2016-APR-17 2016 OPERATING BUDGET

A Memorandum dated April 8, 2016 from Cliff Craig, Corporate Services Director, stating:

After months of preparation, Directors and Managers made presentations to Town Council regarding their respective proposed 2016 Budgets. Council and Administration had numerous meetings to discuss and deliberate these proposed Budgets. The Operating Budget is the foundation for the municipality to implement business plans and priorities.

The proposed Budget includes the following highlights:

- Property Tax increase of 2%
- Taxation Ratio:
 - 47% Residential and 53% Non-Residential
- Strategic Planning Objectives:
 - Facilities Master Plan \$60,000
 - Employee Policy Manual \$ 2,000
 - Communications Master Plan \$20,000
 - IT Master Plan \$30,000
 - Review of ICSP Plan \$10,000
 - Core Services Review \$70,000

The proposed Property Tax increase of 2% is estimated to generate \$176,925 in additional taxes. There is no Wage Adjustment included for 2016.

Councillor Simpson moved that that Town Council approve the Town of Vegreville 2016 Operating Budget as follows and as presented:

Revenue	\$18,822,165
Expenses	<u>\$18,813,660</u>
Surplus	\$ 8,505

Carried unanimously.

#2016-APR-18 2016 CAPITAL BUDGET

A Memorandum dated April 9, 2016 from Cliff Craig, Corporate Services Director, stating:

After presentations to the Directors to Town Council regarding their respective proposed 2016 Capital requirements, Council and Administration held Capital Budget meetings to discuss and deliberate these proposed projects:

The 2016 Capital Budget is comprised of the following funding components:

Capital Grants	\$349,000
Reserve Funds	\$ 20,000
Operations	<u>\$162,000</u>
Capital Budget	<u>\$531,000</u>

Councillor Brodziak moved that Town Council approve the Town of Vegreville 2016 Capital Budget totaling \$531,000.00 as presented.

Carried unanimously.

COUNCIL REPORTS

MAYOR HAYDUK

Mayor Hayduk reported and/or attended on the following:

- Special Meeting of Town Council – April 4, 2016
- Legislative Committee Meeting – April 6, 2016
- Donation Presentation to the Vegreville Food Bank – April 11, 2016
- Special Meeting of Town Council – April 11, 2016
- Regular Town Council Meeting – April 11, 2016

COUNCILLOR BERRY

Councillor Berry reported and/or attended on the following:

- Special Meeting of Town Council – April 4, 2016
- Legislative Committee Meeting – April 6, 2016
- Special Meeting of Town Council – April 11, 2016
- Regular Town Council Meeting – April 11, 2016

COUNCILLOR BRODZIAK

Councillor Brodziak reported and/or attended on the following:

- Special Meeting of Town Council – April 4, 2016
- FCSS Advisory Board Meeting – April 5, 2016
- Legislative Committee Meeting – April 6, 2016
- Special Meeting of Town Council – April 11, 2016
- Regular Town Council Meeting – April 11, 2016

COUNCILLOR KOZAKIEWICZ

Councillor Kozakiewicz reported and/or attended on the following:

- Meetings with Ministers – March 31, 2016
- Special Meeting of Town Council – April 4, 2016
- Legislative Committee Meeting – April 6, 2016
- Special Meeting of Town Council – April 11, 2016
- Regular Town Council Meeting – April 11, 2016

COUNCILLOR MACPHEE

Councillor MacPhee reported and/or attended on the following:

- Special Meeting of Town Council – April 4, 2016
- Donation Presentation to the Vegreville Food Bank – April 11, 2016
- Special Meeting of Town Council – April 11, 2016
- Regular Town Council Meeting – April 11, 2016

COUNCILLOR RUDYK

Councillor Rudyk reported and/or attended on the following:

- Special Meeting of Town Council – April 4, 2016
- Legislative Committee Meeting – April 6, 2016
- Donation Presentation to the Vegreville Food Bank – April 11, 2016
- Special Meeting of Town Council – April 11, 2016
- Regular Town Council Meeting – April 11, 2016

COUNCILLOR SIMPSON

Councillor Simpson reported and/or attended on the following:

- AUMA Sustainability & Environment Committee – April 1, 2016
- Special Meeting of Town Council – April 4, 2016
- Vegreville & District Chamber of Commerce Board Meeting – April 5, 2016
- Legislative Committee Meeting – April 6, 2016
- Special Meeting of Town Council – April 11, 2016
- Regular Town Council Meeting – April 11, 2016

#2016-APR-19

Councillor Kozakiewicz moved that Town Council go in-camera at 7:46 p.m.

Carried unanimously.

Rena Thiessen and public in attendance left at 7:46 p.m.

Jody Quickstad, Cliff Craig and Shauna Rutherford left at 8:31 p.m.

#2016-APR-20

Councillor Berry moved that Town Council come out of camera at 10:38 p.m.

Carried unanimously.

#2016-APR-21 CAO TERMINATION

Councillor Kozakiewicz moved that Town Council terminate Jody Quickstad, CAO without cause.

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

Opposed: Councillors Brodziak, MacPhee and Rudyk

Carried.

#2016-APR-22 INTERIM CAO APPOINTMENT

Councillor Berry moved that Town Council appoint Cliff Craig as interim CAO.

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

Opposed: Councillors Brodziak, MacPhee and Rudyk

Carried.

Cliff Craig entered at 10:50 p.m.

There being no further business to be brought before Council, Mayor Hayduk declared the Meeting adjourned at 10:55 p.m.

MYRON HAYDUK
Mayor

CLIFF CRAIG
Interim CAO