

**MINUTES OF THE ORGANIZATIONAL COUNCIL MEETING OF THE VILLAGE OF VILNA**  
IN THE PROVINCE OF ALBERTA, HELD ON MONDAY, OCTOBER 21, 2019, 7:00 P.M.  
IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA  
MUNICIPAL OFFICE AT 5135 – 50 STREET, VILNA

---

**PRESENT:**

Councillor Leo Chapdelaine  
Councillor Roy Dyck  
Councillor Don Romanko  
  
CAO Loni Leslie  
Assistant Admin. Earla Wagar

**GALLERY:**

**1. CALL TO ORDER**

CAO Loni Leslie called the meeting to order at 7:00 p.m.

**2. AGENDA:**

**RES. 096-19**

Moved by Mayor Chapdelaine that the agenda of the Organizational Council Meeting of October 21, 2019 be adopted as presented.

**3. NOMINATIONS FOR MAYOR:**

CAO Loni Leslie called for nominations for the position of Mayor.

**RES. 097-19**

Don Romanko nominated Leo Chapdelaine for the position of Mayor.

CAO Leslie called a second time for nominations for the position of Mayor.

After another call for further nominations, CAO Leslie declared nominations closed and Leo Chapdelaine was declared Mayor. CARRIED

**4. OATH OF OFFICE OF THE MAYOR**

Mayor Chapdelaine swore the Oath of Office.

Mayor Chapdelaine assumed the position of the Chair.

**5. NOMINATIONS FOR DEPUTY MAYOR:**

**Res. 098-19**

Mayor Chapdelaine called for nominations for the position of Deputy Mayor.

Roy Dyck nominated Don Romanko for the position of Deputy Mayor.

After 2 further calls and with no further nominations, Councillor Donald Romanko was elected as Deputy Mayor. CARRIED

**6. OATH OF OFFICE OF THE DEPUTY MAYOR**

Deputy Mayor Romanko swore the Oath of Office

**7. OATH OF OFFICE OF REMAINDER OF COUNCIL**

Councillor Dyck swore the Oath of Office

**8. MINUTES OF THE 2018 ORGANIZATIONAL MEETING**

**RES. 099-19**

Moved by Councillor Romanko that the minutes from the 2018 Organizational Meeting of October 15, 2018 be accepted as information. CARRIED

**9. REVIEW OF BYLAWS & POLICIES**

**a) Procedures Bylaw 495-12**

**RES. 100-19**

Moved by Deputy Mayor Romanko that the Procedure Bylaw #495-12 for the Village of Vilna, having been reviewed, be accepted as information. CARRIED

**b) Organizational Meeting Policy #101**

**RES. 101-19**

Moved by Mayor Chapdelaine that Procedure for the Organizational Meeting Policy #101, be amended to reflect the change of section 13.ix to read Regional Fire and Rescue Committee and the addition of Section 15 Planning and Subdivision Board to read that 1 Councillor be appointed to the Subdivision and Development Appeal Board when required, and having been amended, be adopted as information. CARRIED

**c) Remuneration Schedule Policy #102**

- RES. 102-19** Moved by Deputy Mayor Romanko that the Remuneration Schedule, Policy #102 for the Village of Vilna be amended to change the mileage remuneration be changed to reflect provincial rates at \$.50 per kilometer, and having been amended be accepted as information. CARRIED

**d) Responsibility to Administration Policy #103**

- RES. 103-19** Moved by Councillor Dyck that the Responsibility to Administration Policy #103 for the Village of Vilna, having been reviewed be accepted as information. CARRIED

**e) Public Participation Policy #109-18**

- RES. 104-19** Moved by Mayor Chapdelaine that the Public Participation Policy #109-18 for the Village of Vilna, having been reviewed, be accepted as information. CARRIED

**f) Code of Conduct Bylaw #548-19**

- RES. 105-19** Moved by Mayor Chapdelaine that the Code of Conduct Bylaw #529-17 for the Village of Vilna be rescinded and 1<sup>st</sup> Reading be given to Bylaw 548-19 recognizing additions to the Bylaw including Section 10 Orientation and Other Training Attendance. CARRIED
- RES. 106-19** Moved by Deputy Mayor Romanko that the Code of Conduct Bylaw #548-19 for the Village of Vilna be given 2<sup>nd</sup> reading. CARRIED
- RES. 107-19** Moved by Councillor Dyck that Unanimous Consent be given to read Bylaw #548-19 for a third and consecutive time at this meeting. CARRIED
- RES. 108-19** Moved by Mayor Chapdelaine that 3<sup>rd</sup> and final reading be given to Bylaw #548-19, the Code of Conduct Bylaw for the Village of Vilna. CARRIED

**g) Interim Financing Bylaw #547-19**

- RES. 109-19** Moved by Mayor Chapdelaine that the Interim Financing Bylaw #547-19 be given 1<sup>st</sup> Reading. CARRIED
- RES. 110-19** Moved by Deputy Mayor Romanko that the Interim Financing Bylaw #547-19 for the Village of Vilna be given 2<sup>nd</sup> reading. CARRIED
- RES. 111-19** Moved by Councillor Dyck that Unanimous Consent be given to read Bylaw #547-19 for a third and consecutive time at this meeting. CARRIED
- RES. 112-19** Moved by Deputy Mayor Romanko that 3<sup>rd</sup> and final reading be given to Bylaw #547-19, the Interim Finance Bylaw for the Village of Vilna. CARRIED

**10. SIGNING AUTHORITY**

- RES. 113-19** Moved by Mayor Chapdelaine that the Signing Authority for all Banking Matters be allocated to the Mayor, or in the absence of the Mayor, the Deputy Mayor; and the Chief Administrative Officer or in the absence of the Chief Administrative Officer, the Administrative Clerk/Assistant. CARRIED

**11. APPOINTMENT OF AUDITOR:**

- RES. 114-19** Moved by Deputy Mayor Romanko that Richard Jean of JMD Group be appointed as the Auditor for the Village of Vilna for year ending December 31, 2020. CARRIED

**12. APPOINTMENT OF ASSESSOR:**

- RES. 115-19** Moved by Mayor Chapdelaine that Mike Krim from Capital Regional Assessment Services Commission be appointed as the Assessor for the Village of Vilna for the 2019-2020 Assessment Year.
- CARRIED

**13. ALLOCATION OF BANKING INSTITUTION**

- RES. 116-19** Moved by Mayor Chapdelaine that the Alberta Treasury Branch in St. Paul be allocating as the official Banking Institution for the Village of Vilna.
- CARRIED

**14. APPOINTMENT OF ENGINEER**

- RES. 117-19** Moved by Councillor Dyck that Associated Engineering Alberta Ltd. be appointed as the Municipal Engineers.
- CARRIED

**15. APPOINTMENT OF PLANNING SERVICES**

- RES. 118-19** Moved by Deputy Mayor Romanko that Municipal Planning Services be appointed as the planning services for the Village.
- CARRIED

**16. APPOINTMENT OF SUBDIVISION AUTHORITY OFFICER**

- RES. 119-19** Moved by Mayor Chapdelaine that Jane Dauphinee of Municipal Planning Services be appointed as the Subdivision Authority Officer.
- CARRIED

**17. APPOINTMENT OF DIRECTOR OF EMERGENCY MANAGEMENT**

- RES. 120-19** Moved by Councillor Dyck that Frank Barry, Public at Large be appointed as the Director of Emergency Management.
- CARRIED

**18. DATES FOR REGULAR COUNCIL MEETINGS:**

- RES. 121-19** Moved by Councillor Dyck that the Regular Council Meetings be scheduled for the third (3<sup>RD</sup>) Monday of each month, beginning at 7:00 p.m. unless otherwise rescheduled.
- CARRIED

**19. APPOINTMENT TO BOARDS:**

- a. **Capital Region Assessment Services Commission (4 year term):** Mayor Chapdelaine with Councillor Dyck as alternate
- b. **Evergreen Regional Waste Commission:** Mayor Chapdelaine with Deputy Mayor Romanko as alternate.
- c. **Highway 28/63 Regional Water Commission** Deputy Mayor Romanko and Mayor Chapdelaine as representatives with Councillor Dyck as alternate.
- d. **North East Muni-Corr Ltd.:** Councillor Dyck with Mayor Chapdelaine as alternate.
- e. **NE Alberta Hub:** Deputy Mayor Romanko
- f. **Physician Recruitment & Retention Committee:** Mayor Chapdelaine
- g. **Public Safety/Disaster Services/RCMP Advisory:** Committee of the Whole
- h. **Regional Community Development Committee** Councillor Dyck with Mayor Chapdelaine as alternate and the CAO to attend.
- i. **Intermunicipal Collaboration Framework Committee** Mayor Chapdelaine with Deputy Mayor Romanko as alternate and the CAO to attend.
- j. **Regional Emergency Management Advisory:** Deputy Mayor Romanko with Councillor Dyck as 1<sup>st</sup> alternate and Mayor Chapdelaine as 2<sup>nd</sup> alternate with the DEM, Frank Barry attending as well.
- k. **Regional Fire and Rescue Committee:** Deputy Mayor Romanko with Councillor Dyck as alternate.
- l. **Smoky Lake Foundation (4 year term):** Deputy Mayor Romanko for the entire 4 year term with Councillor Dyck as alternate.
- m. **Veterans' Memorial Highway:** Councillor Dyck.

- n. **Northern Lights Library System and Vilna & District Municipal Library (4 year term):** Deputy Mayor Romanko.

**RES. 122-19** Moved by Deputy Mayor Romanko that the Board and Committee appointments be approved as indicated above. CARRIED

**20. APPOINTMENTS TO VOLUNTEER BOARDS**

- o. **Vilna and District Fire Department:** *(Voluntary)* Deputy Mayor Romanko when required.
- p. **Vilna Pool Hall Society:** *(Voluntary)* Mayor Chapdelaine when required.
- q. **Vilna & District Agricultural Society:** *(Voluntary)* Mayor Chapdelaine (volunteer)
- r. **Vilna Cares Society:** *(Voluntary)* appointment when required.

**RES. 123-19** Moved by Councillor Dyck that the appointments to Volunteer Boards be approved as indicated above. CARRIED

**21. PLANNING AND SUBDIVISION BOARDS**

**s. Subdivision & Development Appeal Board:**

**RES. 124-19** Moved by Mayor Chapdelaine that 1 Council Member be appointed to Subdivision and Development Appeal Board when required. CARRIED

**22. COMMUNITY DEVELOPMENT ORGANIZATIONS *(Members may be appointed from Council or be a Member-at-large)***

**t. Community Futures St. Paul – Smoky Lake**

**RES. 125-19** Moved by Mayor Chapdelaine that Frank Barry be appointed to represent the Village of Vilna with Community Futures St. Paul – Smoky Lake Committee. CARRIED

**u. Smoky Lake Heritage Board:**

**RES. 126-19** Moved by Councillor Romanko that a representative to the Smoky Lake Heritage Board be appointed at a later day. CARRIED

**23. ADJOURNMENT:**

**RES. 127-19** Mayor Chapdelaine adjourned the 2019 Organizational Meeting at 7:40 p.m.

---

Leo Chapdelaine, Mayor

**S E A L**

---

Loni Leslie, CAO