

**MINUTES OF THE ORGANIZATIONAL COUNCIL MEETING OF THE VILLAGE OF VILNA**  
IN THE PROVINCE OF ALBERTA, HELD ON MONDAY, OCTOBER 25, 2021 @ 7:00 P.M.  
**IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA**  
MUNICIPAL OFFICE AT 5135 – 50 STREET, VILNA

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**PRESENT:**

Councillor Leroy Kunyk  
Councillor Paul Miranda  
Councillor Tammy-Lynn Thompson

CAO. Earla Wagar

**GALLERY:**

**1. CALL TO ORDER**

CAO Earla Wagar called the meeting to order at 7:20 p.m.

**2. AGENDA:**

**RES. 187-21**

Moved by Councillor Thompson that the agenda of the Organizational Council Meeting of October 25, 2021 be adopted as presented.

CARRIED

**3. NOMINATIONS FOR MAYOR:**

CAO Earla Wagar called for nominations for the position of Mayor.

**RES. 188-21**

Councillor Thompson nominated Leroy Kunyk for the position of Mayor.

ICAO Wagar called a second time for nominations for the position of Mayor.

After another call for further nominations, CAO Wagar declared nominations closed and Leroy Kunyk was declared Mayor.

CARRIED

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

Mayor Kunyk swore the Oath of Office.

Mayor Kunkyke assumed the position of the Chair.

**5. NOMINATIONS FOR DEPUTY MAYOR:**

**Res. 189-21**

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

Councillor Miranda nominated Tammy-Lynn Thompson for the position of Deputy Mayor.

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

CARRIED

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

Deputy Thompson swore the Oath of Office

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

Councillor Miranda swore the Oath of Office

**8. MINUTES OF THE 2020 ORGANIZATIONAL MEETING**

**RES. 190-21**

Moved by Councillor Miranda that the minutes from the 2020 Organizational Meeting of October 15, 2020 be accepted as information.

CARRIED

**9. REVIEW OF BYLAWS & POLICIES**

**a) Organizational Meeting Policy #101-21**

**RES. 191-21**

Moved by Deputy Mayor Thompson that the Organizational Meeting Policy #101-21 for the Village of Vilna, be adopted with the inclusion of the Ukrainian Twinning Committee.

CARRIED

**b) Procedures Bylaw #568-21**

**RES. 192-21**

Moved by Deputy Mayor Thompson that the Procedures Bylaw #568-21 for the Village of Vilna, having been reviewed, be accepted as information.

CARRIED

**c) Code of Conduct Bylaw #551-20**

**RES. 193-21** Moved by Mayor Kумыk that the Code Of Conduct, having been reviewed be accepted as presented.

CARRIED

**RES. 194-21** **d) Interim Financing Bylaw #577-21**

**RES. 195-21** Moved by Councillor Miranda tht Interim Financing Bylaw #577-21 be given 1<sup>st</sup> Reading.

**RES. 196-21** CARRIED

Moved by Deputy Mayor Thompson that the Interim Financing Bylaw #577-21 for the Village of Vilna be given 2<sup>nd</sup> reading.

CARRIED

Moved by Deputy Mayor Tempson that Bylaw #577-21, Interim Finance Bylaw for the Village of Vilna, with Unanimous Consent of All Councillors Present, be given third and final reading

CARRIED

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

**RES. 197-21** Moved by Mayor Kумыk that the Public Participation Policy #109-18 for the Village of Vilna, having been reviewed, be accepted as Presented.

CARRIED

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

**RES. 198-21** Moved by Councillor Miranda that Policy #103, Responsibility to Administration having been viewed, be accepted as presented.

CARRIED

**g) Remuneration Policy #102**

**RES. 199-21** Moved by Deputy Mayor Thompson that the Remuneration Policy #102, having been reviewed be accepted as presented.

CARRIED

**10.SIGNING AUTHORITY**

**RES. 200-21** Moved by Mayor Kумыk that the Signing Authority for all Banking Matters be allocated to the Deputy Mayor, or in the absence of the Deputy Mayor, the Councillor; and the Chief Administrative Officer or in the absence of the Chief Administrative Officer, the Administrative Clerk/Assistant.

CARRIED

**11. APPOINTMENT OF AUDITOR:**

**RES. 201-21** Moved by Deputy Mayor Thomlinson that Richard Jean of JMD Group be appointed as the Auditor for the Village of Vilna for year ending December 31, 2022

CARRIED

**12. APPOINTMENT OF ASSESSOR:**

**RES. 202-21** Moved by Mayor Kумыk that Mike Krim from Capital Regional Assessment Services Commission be appointed as the Assessor for the Village of Vilna for the 2021-2022 Assessment Year.

CARRIED

**13. ALLOCATION OF BANKING INSTITUTION**

**RES. 203-21** Moved by Councillor Miranda 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. 204-21** Moved by Councillor Miranda that Associated Engineering Alberta Ltd. be appointed as the Municipal Engineers.

CARRIED

#### 15. APPOINTMENT OF PLANNING SERVICES

**RES. 205-21** Moved by Mayor Kunyk that Municipal Planning Services be appointed as the planning services for the Village.

CARRIED

#### 16. APPOINTMENT OF SUBDIVISION AUTHORITY OFFICER

**RES. 206-21** Moved by Councillor Miranda that Jane Dauphinee of Municipal Planning Services be appointed as the Subdivision Authority Officer.

CARRIED

#### 17. APPOINTMENT OF DIRECTOR OF EMERGENCY MANAGEMENT

**RES. 207-21** Moved by Mayor Kunyk that Frank Barry, Public at Large, be appointed as the Director of Emergency Management.

CARRIED

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

**RES. 208-21** Moved by Deputy Mayor Thompson that the Regular Council Meetings be scheduled for the second (2<sup>nd</sup>) Wednesday of each month, beginning at 5:30 p.m. unless otherwise rescheduled.

CARRIED

#### 19. APPOINTMENT TO BOARDS:

- a. **Capital Region Assessment Services Commission:** Councillor Miranda with Deputy Mayor as alternate
- b. **Evergreen Regional Waste Commission:** Mayor Kunyk with Councillor Miranda as alternate.
- c. **Highway 28/63 Regional Water Commission** Deputy Mayor Thompson and Mayor Kynyk as representatives with Councillor Miranda as alternate.
- d. **North East Muni-Corr Ltd.:** Deputy Mayor Thompson with Councillor Miranda as alternate.
- e. **NE Alberta Hub:** Councillor Miranda
- f. **Physician Recruitment & Retention Committee:** Mayor Kunyk
- g. **Public Safety/Disaster Services/RCMP Advisory:** Committee of the Whole
- h. **Regional Community Development Committee** Councillor Miranda with Mayor Kunyk as alternate
- i. **Intermunicipal Collaboration Framework Committee** Councillor Miranda and Deputy Mayor Thompson as alternate and the CAO to attend.
- j. **Regional Emergency Management Advisory:** Mayor Kunyk with Councillor Miranda as 1<sup>st</sup> alternate and Deputy Mayor Thompson as 2<sup>nd</sup> alternate with the DEM, Frank Barry attending as well.
- k. **Regional Fire and Rescue Committee:** Deputy Mayor Thompson with Mayor Kunyk as alternate.
- l. **Smoky Lake Foundation (1 year term):** Deputy Mayor Thompson for the a 1 year term.
- m. **Veterans' Memorial Highway:** Mayor Kunyk.
- n. **Northern Lights Library System and Vilna & District Municipal Library (1 year term):** Mayor Leroy Kunyk
- o. **Unrainian Twinning Working Group** Deputy Mayor Thompson.
- p. **Joint Municipalities** All Council and Administration

**RES. 209-21** Moved by Deputy Mayor Tompson that the Board and Committee appointments be approved as indicated above.

CARRIED

#### 20. APPOINTMENTS TO VOLUNTEER BOARDS

- q. **Vilna & District Fire Departmen:** (*Voluntary*) Deputy Mayor Thompson

- r. **Vilna Pool Hall Society** (*Voluntary*) Mayor Kunyk
- s. **Vilna & District Agricultural Society** (*Voluntry*) Councillor Miranda
- t. **Vilna Cares Society** (*Voluntary*) Mayor Kunyk
- u. **Vilna Centennial Committee** (*Voluntary*) Mayor Kunyk

**RES. 210-21** Moved by Councillor Miranda that the Voluntary Board appointments be approved as indicated above.

CARRIED

**21. PLANNING AND SUBDIVISION BOARDS**

- v. **. Subdivision & Development Appeal Board:**

**RES211-21** Moved by Mayor Kunyk 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*)**

- w. **Community Futures St.Paul – Smoky Lake** – Member at Large – Frank Barry

- x. **Smoky Lake Region Heritage Board** – Member at Large – Carol Trider.

**RES. 212-21** Moved by Councillor Miranda that the appointments to the Community Development Organizatons be accepted as indicated above.

CARRIED

**23. ADJOURNMENT**

**RES213-21** Mayor Kunyk adjourned the meeting at 9:45 p.m.

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Leroy Kunyk, Mayor

**S E A L**

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Earla Wagar, CAO