

MINUTES OF THE ORGANIZATIONAL COUNCIL MEETING OF THE VILLAGE OF VILNA
IN THE PROVINCE OF ALBERTA, HELD ON MONDAY, OCTOBER 15, 2020 @ 9:30 A.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

Interim CAO. Earla Wagar

GALLERY:

1. CALL TO ORDER

Interim CAO Earla Wagar called the meeting to order at 9:30 a.m.

2. AGENDA:

RES. 186-20

Moved by Mayor Chapdelaine that the agenda of the Organizational Council Meeting of October 15, 2020 be adopted as presented.

CARRIED

3. NOMINATIONS FOR MAYOR:

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

RES. 187-20

Don Romanko nominated Leo Chapdelaine for the position of Mayor.

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

After another call for further nominations, Interim CAO Wagar 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. 188-20

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 2019 ORGANIZATIONAL MEETING

RES. 189-20

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. 190-20

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)Code of Conduct Bylaw # 551-20

RES. 191-20

Moved by Deputy Mayor Romanko that the Code of Conduct Bylaw #551-20 for the Village of Vilna, having been reviewed, be accepted as information.

CARRIED

c) Interim Financing Bylaw #558-20

RES. 192-20 Moved by Mayor Chapdelaine that the Interim Financing Bylaw #558-20 be given 1st Reading.
CARRIED

RES. 193-20 Moved by Deputy Mayor Romanko that the Interim Financing Bylaw #558-20 for the Village of Vilna be given 2nd reading. CARRIED

RES. 194-20 Moved by Councillor Dyck that Unanimous Consent be given to read Bylaw #558-20 for a third and consecutive time at this meeting. CARRIED

RES. 195-20 Moved by Deputy Mayor Romanko that 3rd and final reading be given to Bylaw #558-20, the Interim Finance Bylaw for the Village of Vilna. CARRIED

d) Remuneration Schedule – Policy #102

RES. 196-20 Moved by Mayor Chapdelaine that the Remuneration Schedule, Policy #102 for the Village of Vilna be amended to change

- Clause 1.1 and 1.2 amended to read
 - 1.1 Regular and Special Council meetings, including electronic or virtual or telecommunication – Fee - \$150.00 per meeting;
- Clause 2. Committee Meetings Delete clauses 2.1, 2.2 & 2.3. – replace with
 - 2.1 All Committee meetings \$150.00 per meeting, including electronic, virtual or telecommunication meetings;
- Clause 2.5 (a) change subsistence rate to \$50.00 per day;
- Clause 3.1 (a) Fees – change the rate to \$150.00 per day; and
- Clause 3.2 (a)- Fees for more than one day – change the reate to \$150.00 per day with subsistence of \$50.00 per day.

CARRIED

e) Organizational Policy #101

RES. 197-20 Moved by Councillor Roy Dyck that the Organizational Meeting Policy #101 for the illage of Vilna be approved as amended. CARRIED

f) Responsibility to Administration Policy #103

RES. 198-20 Moved by Deputy Mayor Romanko that the Responsibility to Administration Policy #103 be accepted for information.

RES. 199-20 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. 200-20 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, 2021. CARRIED

12. APPOINTMENT OF ASSESSOR:

RES. 201-20 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 2020-2021 Assessment Year.

CARRIED

13. ALLOCATION OF BANKING INSTITUTION

RES. 202-20 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. 203-20 Moved by Councillor Dyck that Associated Engineering Alberta Ltd. be appointed as the Municipal Engineers.

CARRIED

15. APPOINTMENT OF PLANNING SERVICES

RES. 204-20 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. 205-20 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. 206-20 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. 207-20 Moved by Mayor Chapdelaine that the Regular Council Meetings be scheduled for the third (3RD) Thursday of each month, beginning at 10:00 a.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 1st alternate and Mayor Chapdelaine as 2nd 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.
- o. **Amalgamation Committee** Mayor Chapdelaine and Deputy Mayor Romanko.
- p. **Unrainian Twinning Working Group** Mayor Chapdelaine.

RES. 208-20 Moved by Deputy Mayor Romanko that the Board and Committee appointments be approved as indicated above. CARRIED

20. APPOINTMENTS TO VOLUNTEER BOARDS

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

RES. 209-20 Moved by Councillor Dyck that the Voluntary Board appointments be approved as indicated above. CARRIED

21. PLANNING AND SUBDIVISION BOARDS

u. Subdivision & Development Appeal Board:

RES. 210-20 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)*

v. Community Futures St. Paul – Smoky Lake

RES. 211-20 Moved by Mayor Chapdelaine that Frank Barry be appointed to represent the Village of Vilna with Community Futures St. Paul – Smoky Lake Committee. CARRIED

w. Smoky Lake Heritage Board:

RES. 212-20 Moved by Councillor Romanko that a representative to the Smoky Lake Heritage Board be appointed at a later day. CARRIED

23. ADJOURNMENT:

RES. 213-20 Mayor Chapdelaine adjourned the 2020 Organizational Meeting at 9:50 a.m.

Leo Ch apdelaine, Mayor

S E A L

Earla Wagar, Interim CAO