

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA**  
 IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY February 14, 2024, IN THE COUNCIL CHAMBERS  
 OF THE VILLAGE OF VILNA MUNICIPAL OFFICE  
 5135 – 50<sup>TH</sup> STREET, VILNA AT 5:30 P.M.

**PRESENT:** Mayor Leroy Kunyk  
 Councillor Paul Miranda  
 Deputy Mayor Tammy Lynn Thompson (virtually)  
 Loni Leslie, Administration  
 Earla Wagar, CAO

**ABSENT:**

**GALLERY**

**CALL TO ORDER:** Mayor Kunyk called the meeting to order at 5:40 p.m.

**1. AGENDA:**

**RES: 012-024 Moved by Councillor Miranda** that the Agenda be accepted.

**CARRIED**



**VILLAGE OF VILNA  
 REGULAR COUNCIL MEETING AGENDA  
 WEDNESDAY, FEBRUARY 14, 2024 5:30 P.M.**

**1. AGENDA**

Additions/Changes

**2. DELEGATION**

- a) Luke Panek – Yolo Nomads
- b) Aspenview School Superintendent – Constantine Kastrinos  
 Aspenview School Board – Donna Cherniwchan & Elohe Chizawsky

**3. MINUTES**

- a) January 10, 2024

**4. BUSINESS ARISING FROM MINUTES:**

- a. Action List – New – Start January 2024

**5. REPORTS:**

Deputy Mayor Thompson – Request to speak to an item – Highway 28/36 Committee Concerns

**6. BUSINESS:**

- a. Ukrainian Twinning Committee
- b. Ad Hoc Housing Working Group Committee recommendation
- c. Appointment of Assessment Review Board officials for 2024
- d. Approval of actions taken regarding Alberta Indigenous & Municipal Police Transition Grant Program  
 Application – Managing Partner – Smoky Lake County – Approval obtained via email.
- e. Year-End Accounts Receivable – Motion to Write-off long outstanding accounts
- f. Physicians and Health Care Professions Committee Budget

**7. BYLAWS AND POLICIES**

**8. FINANCIAL**

a) <b>Accounts paid January 1 – 31, 2024</b>	<b>\$65,051.89</b>
i. A/P Jan. 1 – 31, 2024 (081-080)	\$36,571.72
ii. EFT Jan. 1 – 31, 2024 (2023094-2023114)	\$11,303.95
iii. EFT Payroll January, 2024	\$17,176.22

**9. CORRESPONDENCE:**

**10. NEXT MEETINGS:**

- a. February 12, 2024 – MuniCorr – 10:00 a.m.
- b. February 14, 2024 – Council – 5:30 p.m.
- c. February 15, 2024 – Coffee with a COP – 10:00 Village Office
- d. February 23, 2024 – Northern Lights Library – 10:00 a.m.
- e. February 23, 2024 – Evergreen Recycling Info – 9:00 a.m. ZOOM
- f. February 26, 2024 – S.L. Regional Fire & Rescue Committee – 9:00 a.m.
- g. February 29, 2024 – 28/63 Water Commission – 10:00
- h. March 1, 2024 – Disaster Emergency Manager Training – 9:00 a.m.
- i. March 11, 2024 – MuniCorr – 10:00 a.m.
- j. March 13, 2024 – Regular Council

**11. CLOSED SESSION**

**12. ADJOURNMENT**

**2. DELEGATIONS:** Luke Panek, Yolo Nomads postponed to March 13, 2024  
 Aspenview School Board – Postponed to March 13, 2024

**3. MINUTES**

a) **Regular Council Meeting January 10, 2024**

**RES: 013-024 Moved by Councillor Miranda** that the minutes of the regular meeting of January 10, 2024 be accepted as presented. **CARRIED**

**4. BUSINESS ARISING FROM MINUTES**

**5. REPORTS**

a) **Mayor Kunyk**

**Evergreen Waste Commission Jan 18. 2024**

- Update on Beaver Hill Commission hauling waste to Evergreen Regional Waste Commission.

**Vilna & District Agricultural Society Volunteer Appreciation Jan 19.2024**

- Community event to show appreciation and celebrate volunteers.

**ABMunis Meeting with Andrew Knack & Bill Rock Jan 25. 2024**

- AUMA benefits. Discussion of LGFF funding improvements, and rural municipal concerns.

**Intermunicipal Collaboration Committee Jan 29. 2024**

- Regionalization of fire services.
- Decision on funding model and level of full time firefighters.
- Discussion of future creation of an advisory board.

**Joint Municipalities Committee Jan 29. 2024 Waskatenau**

- Regional crime report, enforcement efforts and future plans.
- MLA Report on water districts, drainage ditching programs.
- Notification of Federal/Municipal contracts that sidestep the province.
- Hwy 28 improvements and doctor recruitment.
- New schools in Waskatenau & Mallaig to open fall of 2026.
- Portage College exploring growth opportunities with municipalities and area schools.

**Vilna Health Centre Feb 5 2024**

- Discussion of winter operating conditions, temporary clinic closure. Follow up visits show AHS repairs and renovations have started.

**Vilna & District Municipal Library Feb 6. 2024 AGM**

- Mayor Knyk elected Chair for 2024.
- Work experience student from Vilna School starting.
- Preliminary discussion of Friends Of community group.
- Board training with NLLS to be scheduled.
- Vilna Seniors Centre donated \$500 towards memberships.
- Annual report shared: 2504 visits in 2023, vs 828 in 2022.
- Programs and events increased from 72 to 120, with 467 attendees.

**Physicians & Health Care Committee Feb 7. 2024**

- AGM. Discussion of emergency room closures.
- Patients First public awareness campaign.
- PCN regionalization, mobile clinic vans
- Discussion of AHS restructuring and uncertainty surrounding facilities.

**b) Deputy Mayor Thompson****January 12, 2024 Veterans Memorial Highway Association**

- Membership- Saddle Lake First Nation paid membership
- Ongoing talks with other County's, Towns etc. to join membership with VMHA.
- A motion to add additional kilometers to the VMH to complete the port of entry to the USA was carried.
- Next VMHA meeting will take place in Castor in person/Hybrid on March 8,2024 11:00am
- Concerns were raised regarding the status of Highway 63 between Vilna and Lac La Biche, the shoulders are not wide enough for a vehicle to safely pull over, there are many incidents involving wildlife, especially moose.

**January 15, 2024 Muni-Corr**

- 2024 Budget was approved.
- 0.0333 hectares of Muni-Corr's land will be transferred to the County of St. Paul. This was due to the widening of the St. Edouard coulee (Rge. Rd.83) this past fall.
- There was no meeting for Muni-Corr on February 12/24. The next scheduled meeting is on March 11/24.

**January 16, 2024 ICC Ad-Hoc Working Group**

- The purpose of the working group is the discussion around adequate and affordable housing in the geographical areas of the Town of Smoky Lake, County of Smoky Lake, Village of Vilna and the Village of Waskatenau.
- Brainstormed issues on non-adequate and affordable housing.
- Passed a motion to recommend that the CAOs and planning and development staff review each respective municipality’s strategic plan and land use bylaw’s permitted use, to regionally align the reduction of red tape to aim to be development ready and developer ready and attract housing investment to the region.
- Passed motion to invite real estate agencies from Smoky Lake and the MNA to the next meeting for their insight.
- Next meeting date is a call by the chair.

**January 19, 2024 Smoky Lake Foundation**

- Operational review is complete. Under the point system the SLF is not at high risk at this time. There were no major findings but suggestions were pointed out. Bank reconciliations and expenditure listings should be in the reports for the board. Look at alternative tracking methods for the inventory. Tracking tenant files with a checklist for the purpose of immigrants.
- Discussed opportunities for low-income housing pertaining to the ICC Ad Hoc working group. Raymond mentioned that the Government of Alberta publishes an annual report for Rural Communities. I will get Earla to print off this report for your files.
- Next meeting date for SLF is scheduled for February 16, 2024

**January 29, 2024 Regional Emergency Management Advisory Committee**

- Linda F was appointed as Chair and Tyson B was appointed as Vice- Chair in this committee.
- Review of the Draft Regional Emergency Management Bylaws. A motion was tabled to send the revised bylaw to Ian.
- Next meeting date for REMAC is scheduled for April 4/24 at 9:00am.

**January 29, 2024 Joint Municipalities**

- Portage College gave a presentation on the college’s programs and opportunities for surrounding schools and municipalities.
- Regional crime report.
- New schools that will open in Waskatenau and Mallaig.

**c. Councillor Miranda**

**January 25, 2024 – AB Munis**

- Met with Bill Rock, Mayor of the Village of Amisk and Representative of Villages East for Alberta Municipalities, and Andrew Knack of the City of Edmonton Council.
- Discussed areas where ABMunis can assist small rural municipalities.

**January 29, 2024 – Regional Emergency Management Committee**

- Discussed reviewing and renewing the Regional Emergency Management Bylaws
- Detailed discussion pertaining to being prepared for the potential spring fire season.

**January 29, 2024 – January 29, 2024 – Waskatenau**

- Presentation from Portage College and potential for partnering with municipalities.
- MLA Glenn Van Dijken spoke about keeping him informed of projects and areas where he can be of assistance.

**d. CAO Report**

<b>BALANCE Current Taxes January 1, 2024</b>	
<b>ARREARS</b>	\$135,675.30
<b><i>TOTAL TAXES OWING</i></b>	<b>\$126,250.50</b>
<b><i>Interest &amp; Penalties</i></b>	<b>47,416.81</b>
Less Village property (Tax Recovery)	(\$38,824.79)
	<b>\$144,267.32</b>

- Thankfully, Loni is helping get caught up on the issues that I let fall behind.
- Year End processing is almost completed. In business on the agenda we are asking for some write-offs Accts Receivable and then will close. Accounts Payable will be last.
- Loni has added/started an Action List to assist us with keeping track of Council motions and Committee requirements.
- A letter of support was written for the Ag Society Cowboy Fest in July, for which they applied for a grant.
- There was an information session regarding the Police Amendment Act. There will be quite a bit of provincial download to municipalities that have their own force, but for us this will have no effect at this time.
- A couple of sessions were held regarding our annual funding (previously MSI, now LGFF – Local Government Fiscal Framework). Capital funding formulas are now legislated, but Operating is not at this time. We will receive a reasonable bump in capital to \$234,310 and the same amount for operating as for 2023 - \$87,146.
- The water ban came and went without too much difficulty. The restrictions were followed by Public Works and many residents. The laundromat closed as well.
- Loni is working on the resolution requested by resolution to Alberta Municipalities regarding the decline in fire services. Deadline is May 31, 2024

### **PUBLIC WORKS**

- Malcolm has been on vacation for the past 2 weeks.
- Snow removal took up a good deal of time, but the main roads are cleared and they will be hauling the snow from the main street piles later in the week.
- The Sewage Lagoon release valve appears to have broken and the storage pond released.

### **SEWAGE LAGOON UNBIDDEN RELEASE**

- On February 6<sup>th</sup>, late afternoon, we received notification that the lagoon appeared to be releasing. Investigation confirmed that the storage pond (that's the one with the clean water) indeed appeared to be expelling water.
- The water wasn't following the canal that is constructed for the released water. There is a beaver dam in the way. Water ended up going over the dam.
- Loni immediately contacted Alberta Environment indicating that we had a contravention and would be following the Code of Practice for such.
- She contacted Associated Engineers who designed the structure in 1977 to obtain some information on the valve and chamber it sits within.
- The beaver dam is a challenge. Alberta Environment doesn't allow the dynamiting of dams between November and April. We talked to a neighbour who has a track hoe and he has agreed to break up the dam that will allow the remaining of the water to release into the canal. We have permission from the adjacent property owner to cross his property, with the understanding that we will repair the fence after the construction is complete.

### **WATER RESERVOIR**

- The designs are being prepared. We haven't had any specific communication on the timeline this month.

### **UNSIGHTLY PREMISES**

- We received a letter from the Pool Hall Society and one from the Fire Chief pertaining to a property that require attention.
  - The information was forwarded to the property owner. There is nothing on the pool hall property anymore and I expect that the whole property will be cleaned up before spring.
- We also received a concern from a property owner who has an issue with his neighbour driving across his property. I have been trying to find a solution to the concern without stepping into a neighbour to neighbour issue.

### **2024 ACP GRANT**

- We were successful in getting approval for the ACP (Alberta Community Partnerships) grant. The focus of the project is to undertake an Infrastructure and Engineer study. We have proposed to use the infrastructure studies that have been done over the past few years and develop functional schematic designs and cost models that can be used to speed up the process of construction preparation, should grant funding become available for "shovel ready projects".

- The studies that had been done in the past were primarily overseen by MPE Engineering. They have prepared the grant application for us (at no cost to us). I would recommend that rather than tender the project we contract MPE to perform the study.
- We have used other firms to fulfill grant projects that don't involve engineering.
- The Waskatenau application will involve inventorying recreation facilities and inventorying recreation services and do an operations feasibility study.
- Smoky Lake County project is to conduct an Environmental Sensitivity Assessment Study in order to develop a Regional Municipal Land Suitability Tool.

**RES: 014-024 Moved by Deputy Mayor Thompson** that the reports be accepted as information. **CARRIED**

**6. BUSINESS**

**a. Ukrainian Twinning Committee**

**RES: 015-024 Moved by Deputy Mayor Thompson** that the Council of the Village of Vilna, in recognition of the commitment made by the previous Council to participate in the Ukrainian Twinning initiative and to honor the Memorandum of Understanding and Bylaw passed by that Council, that the previous resolution #183-23a dated October 11, 2023 be rescinded. **CARRIED**

**b. Intermunicipal Collaboration Committee – Ad Hoc Housing Working Group**

**RES: 016-024 Moved by Mayor Kunyk** that the Village administrators participate with other municipal administrators and planning and development staff to review each respective municipalities Strategic Plan and Land Use Bylaw permitted use, to regionally align the reduction of red tape with the aim to be development ready and developer ready to attract housing investment to the region. **CARRIED**

**c. Appointments to the Assessment Appeal Board (ARB)**

**RES: 017-024 Moved by Councillor Miranda** that the Village of Vilna appoint the following to the Assessment Review Board for the 2024 year, with related expenses paid as per the related Capital Region Assessment Services Commission expense schedule:

- ARB Chairman - Raymond Ralph
- Certified ARB Clerk - Geryl Amarin
- Certified Panelists - Darlene Chartrand
- Tina Groszko
- Stewart Hennig
- Richard Knowles
- Raymond Ralph

**CARRIED**

**d. Alberta Indigenous & Municipal Police Transition Grant Program**

**RES: 018-024 Moved by Deputy Mayor Thompson** that the Council of the Village of Vilna approve the actions taken on February 5<sup>th</sup>, 2024 to include the Village of Vilna in a grant application named the Alberta Indigenous and Municipal Police Transition Grant Program, having the Managing Partner to be the Town of Smoky Lake and with the view that approval would benefit the region. **CARRIED**

**e. Year End Accounts Receivable Write-Off's**

**RES: 019-024 Moved by Councillor Miranda** that the Village of Vilna cease attempts to collect Accounts receivable amounts as uncollectable or as forgiven and that a Write-Off totaling \$9,183.30 be approved. **CARRIED**

**f. Physicians & Health Care Professionals Committee Budget**

**RES: 020-024 Moved by Mayor Kunyk** That the Council of the Village of Vilna approve the 2024 Budget for Doctor Retention in the amount of \$24,000.00 and the Village of Vilna contribution being \$1,680.00, based on the following cost-sharing percentage funding formula:

Municipality	Percentage	Total Amount
Smoky Lake County	61%	\$14,640.00
Town of Smoky Lake	26%	\$ 6,240.00
<b>Village of Vilna</b>	<b>7%</b>	<b>\$1,680.00</b>
Village of Waskatenau	6%	\$1,440.00
<b>TOTAL</b>	<b>100%</b>	<b>\$24,000.00</b>

**CARRIED**

**7. BYLAWS AND POLICIES**

**8. FINANCIAL**

<b>a. Accounts paid January 1 – 31, 2024</b>		<b>\$65,051.89</b>
i. A/P <b>Jan. 1 – Jan. 31, 2024</b> (081-089)	\$36,571.72	
ii. EFT <b>Jan. 1 – Jan. 31, 2024</b> (24001-24003)	\$11,303.95	
iii. EFT Payroll <b>January, 2024</b>	\$17,176.22	

**RES: 021-024 Moved by Councillor Miranda** that the accounts paid between January 1, 2021 and January 31, 2024 be approved as presented. **CARRIED**

**9. CORRESPONDENCE**

a) JMD Group LLP –2023 Auditor Planning Letter

**RES: 022-024 Moved by Councillor Miranda** that the Correspondence presented at the February 14, 2024 Council meeting be accepted for information. **CARRIED**

**10. MEETING SCHEDULE**

- a. February 12, 2024 – MuniCorr – 10:00 a.m.
- b. February 14, 2024 – Council – 5:30 p.m.
- c. February 15, 2024 – Coffee with a COP – 10:00 Village Office
- d. February 22, 2024 – Citizen’s On Patrol – 7:00 p.m.
- e. February 23, 2024 – Northern Lights Library – 10:00 a.m.
- f. February 23, 2024 – Evergreen Recycling Info – 9:00 a.m. ZOOM
- g. February 26, 2024 – S.L. Regional Fire & Rescue Committee – 9:00 a.m.
- h. February 29, 2024 – 28/63 Water Commission – 10:00
- i. March 1, 2024 – Disaster Emergency Manager Training – 9:00 a.m.
- j. March 11, 2024 – MuniCorr – 10:00 a.m.
- k. March 13, 2024 – Regular Council

**RES: 023-024 Moved by Deputy Mayor Thompson** that the Meeting Schedule be approved as presented. **CARRIED**

**11. ADJOURNMENT**

**RES. 024-024 Moved by Mayor Kunyk** that the Regular Meeting of Council held on February 15<sup>th</sup>, 2024 be adjourned at 7:30 p.m. **CARRIED**

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Leroy Kunyk

S E A L

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Earla Wagar, CAO