

**MINUTES OF THE ORGANIZATIONAL COUNCIL MEETING OF THE VILLAGE OF VILNA**  
IN THE PROVINCE OF ALBERTA, HELD ON MONDAY, OCTOBER 23, 2017, 7:00 P.M.  
IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE

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**PRESENT:** Councillor Don Romanko  
Councillor Leo Chapdelaine  
Councillor Roy Dyck

CAO Loni Leslie

**GALLERY:** Lee Todd

**1. CALL TO ORDER**

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

**2. AGENDA:**

**RES. 111-17** Moved by Councillor Dyck that the agenda of the Organizational Council Meeting of October 23, 2017 be adopted as presented.

**3. NOMINATIONS FOR MAYOR:**

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

Having received none, CAO Leslie called a second time for nominations for the position of Mayor.

**RES. 112-17** Roy Dyck nominated Leo Chapdelaine 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. 113-17** Mayor Chapdelaine called for nominations for the position of Deputy Mayor.

Mayor Chapdelaine nominated Councillor Roy Dyck for the position of Deputy Mayor.

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

CARRIED

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

Deputy Mayor Dyck swore the Oath of Office

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

Councillor Romanko swore the Oath of Office

**8. MINUTES OF THE 2016 ORGANIZATIONAL MEETING**

**RES. 114-17** Moved by Councillor Romanko that the minutes from the 2016 Organizational Meeting of October 17, 2016 be accepted as information.

CARRIED

**9. REVIEW OF BYLAWS & POLICIES**

a) **Procedures Bylaw 495-12**

b) **Code of Conduct Bylaw #529-17**

c) **Interim Financing Bylaw #523-16**

**RES. 115-17** Moved by Mayor Chapdelaine that the Procedure Bylaw #495-12, Code of Conduct Bylaw #529-17 and Interim Financing Bylaw #523-16 for the Village of Vilna, having been reviewed, be accepted as information.

CARRIED

**d) Organizational Meeting Policy #101**

**RES. 116-17** Moved by Deputy Mayor Dyck that Procedure for the Organizational Meeting Policy #101, be amended to reflect the change of the name of Regional Health & Wellness Committee to Doctor Recruitment and Retention Committee and the addition of the appointment of the Director of Emergency Management, in the Council's appointments.

CARRIED

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

- RES. 117-17** Moved by Deputy Mayor Dyck that the Responsibility to Administration Policy #103 for the Village of Vilna, having been reviewed be accepted as information.

CARRIED

**f) Remuneration Schedule Policy #102**

- RES. 118-17** Moved by Councillor Romanko that the Remuneration Schedule, Policy #102 for the Village of Vilna, having been reviewed be accepted as information.

CARRIED

**10. SIGNING AUTHORITY**

- RES. 119-17** 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. 120-17** Moved by Mayor Chapdelaine that Richard Jean of JMD Group be appointed as the Auditor for the Village of Vilna for year ending December 31, 2018.

CARRIED

**12. APPOINTMENT OF ASSESSOR:**

- RES. 121-17** Moved by Councillor Romanko that Mike Krim from Capital Regional Assessment Services Commission be appointed as the Assessor for the Village of Vilna for the 2017-2018 Assessment Year.

CARRIED

**13. APPOINTMENT OF ENGINEER**

- RES. 122-17** Moved by Deputy Mayor Dyck that Associated Engineering Alberta Ltd. be appointed as the Municipal Engineers.

CARRIED

**14. APPOINTMENT OF PLANNING SERVICES**

- RES. 123-17** Moved by Councillor Romanko that Municipal Planning Services be appointed as the planning services for the Village.

CARRIED

**15. APPOINTMENT OF SUBDIVISION AUTHORITY OFFICER**

- RES. 124-17** Moved by Mayor Chapdelaine that Jane Dauphinee of Municipal Planning Services be appointed as the Subdivision Authority Officer.

CARRIED

**16. APPOINTMENT OF DIRECTOR OF EMERGENCY MANAGEMENT**

- RES. 125-17** Moved by Mayor Chapdelaine that Frank Barry, Public at Large be appointed as the Director of Emergency Management

CARRIED

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

- RES. 126-17** Moved by Mayor Romanko 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

**18. APPOINTMENT TO BOARDS:**

- a. **Capital Region Assessment Services Commission:** Mayor Chapdelaine with Deputy Mayor Dyck as alternate
- b. **Evergreen Regional Waste Commission:** Mayor Chapdelaine with Councillor Romanko as alternate.
- c. **Highway 28/63 Regional Water Commission** Councillor 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:** Councillor Romanko
- f. **Physician Recruitment & Retention Committee:** Mayor Chapdelaine

- g. **Public Safety/Disaster Services/RCMP Advisory:** Committee of the Whole
- h. **Regional Community Development Committee** Deputy Mayor Dyck with Mayor Chapdelaine as alternate.
- i. **Regional Emergency Management Advisory:** Councillor Romanko with Deputy Mayor Dyck as 1<sup>st</sup> alternate and Mayor Chapdelaine as 2<sup>nd</sup> alternate.
- j. **Regional Fire Services Committee:** Councillor Romanko with Deputy Mayor Dyck as alternate.
- k. **Smoky Lake Foundation:** Councillor Romanko for the entire 4 year term with Deputy Mayor Dyck as alternate.
- l. **Veterans' Memorial Highway:** Deputy Mayor Dyck.
- m. **Northern Lights Library System and Vilna & District Municipal Library:** Councillor Romanko.
- n. **St. Paul-Smoky Lake Community Futures:** Citizen at Large, Lee Todd.
- o. **Vilna and District Fire Department:** (*Voluntary*) Deputy Mayor Barry with Councillor Dyck as alternate.
- p. **Smoky Lake Heritage Board:** Citizen at Large Carol Trider
- q. **Vilna Pool Hall Society:** Citizen at Large Ron Farmer.
- r. **Vilna & District Agricultural Society:** Mayor Chapdelaine (volunteer)
- s. **Subdivision & Development Appeal Board:** Councillor representation and 2 members from the public to be appointed at a future Regular Council meeting.
- t. **Development Authority:** This position is delegated to the CAO.

**RES. 127-17**

Moved by Deputy Mayor Dyck that the Board and Committee appointments be approved as indicated above. CARRIED

**19. ADJOURNMENT:**

Mayor Chapdepaine adjourned the 2017 Organizational Meeting at 7:55p.m.

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Leo Chapdelaine, Mayor

**S E A L**

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Loni Leslie, CAO