

MINUTES OF THE ORGANIZATIONAL COUNCIL MEETING OF THE VILLAGE OF VILNA
IN THE PROVINCE OF ALBERTA, HELD ON MONDAY, OCTOBER 15, 2018, 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:

Mike and Sue Nay

1. CALL TO ORDER

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

2. AGENDA:

RES. 152-18

Moved by Councillor Romanko that the agenda of the Organizational Council Meeting of October 15, 2018 be adopted as presented.

3. NOMINATIONS FOR MAYOR:

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

RES. 153-18

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. 154-18

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 2017 ORGANIZATIONAL MEETING

RES. 155-18

Moved by Councillor Romanko that the minutes from the 2017 Organizational Meeting of October 23, 2017 be accepted as information.

CARRIED

9. REVIEW OF BYLAWS & POLICIES

a) Procedures Bylaw 495-12

RES. 156-18

Moved by Councillor 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 #529-17

RES. 157-18

Moved by Mayor Chapdelaine that the Code of Conduct Bylaw #529-17 for the Village of Vilna, having been reviewed, be accepted as information.

CARRIED

c) Public Participation Policy #109-18

- RES. 158-18** Moved by Councillor Romanko that the Public Participation Policy #109-18 for the Village of Vilna, having been reviewed, be accepted as information.
- CARRIED

d) Interim Financing Bylaw #532-17

- RES. 159-18** Moved by Mayor Chapdelaine that the Interim Financing Bylaw #532-17 and the draft Interim Financing Bylaw #541-18 for the Village of Vilna, having been reviewed, be accepted as information.
- CARRIED

e) Organizational Meeting Policy #101

- RES. 160-18** Moved by Deputy Mayor Dyck that Procedure for the Organizational Meeting Policy #101, be amended to reflect the addition of the Public Participation Policy #109-18 and the Intermunicipal Collaboration Framework Committee be included in the Appointments section, and having been amended, be adopted as information.
- CARRIED

f) Responsibility to Administration Policy #103

- RES. 161-18** Moved by Councillor Romanko that the Responsibility to Administration Policy #103 for the Village of Vilna, having been reviewed be accepted as information.
- CARRIED

g) Remuneration Schedule Policy #102

- RES. 162-18** Moved by Mayor Chapdelaine that the Remuneration Schedule, Policy #102 for the Village of Vilna, having been reviewed be accepted as information.
- CARRIED

10. SIGNING AUTHORITY

- RES. 163-18** Moved by Councillor Romanko 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. 164-18** 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, 2019.
- CARRIED

12. APPOINTMENT OF ASSESSOR:

- RES. 165-18** Moved by Deputy Mayor Dyck that Mike Krim from Capital Regional Assessment Services Commission be appointed as the Assessor for the Village of Vilna for the 2018-2019 Assessment Year.
- CARRIED

13. APPOINTMENT OF ENGINEER

- RES. 166-18** Moved by Councillor Romanko that Associated Engineering Alberta Ltd. be appointed as the Municipal Engineers.
- CARRIED

14. APPOINTMENT OF PLANNING SERVICES

- RES. 167-18** Moved by Mayor Chapdelaine that Municipal Planning Services be appointed as the planning services for the Village.
- CARRIED

15. APPOINTMENT OF SUBDIVISION AUTHORITY OFFICER

- RES. 168-18** Moved by Deputy Mayor Dyck that Jane Dauphinee of Municipal Planning Services be appointed as the Subdivision Authority Officer.
- CARRIED

16. APPOINTMENT OF DIRECTOR OF EMERGENCY MANAGEMENT

- RES. 169-18** 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. 170-18**

Moved by Deputy Mayor Dyck that the Regular Council Meetings be scheduled for the third (3RD) Monday of each month, beginning at 7:00 p.m. unless otherwise rescheduled.

CARRIED

18. APPOINTMENT TO BOARDS:

- a. **Capital Region Assessment Services Commission (4 year term):** 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 and the CAO to attend.
- i. **Intermunicipal Collaboration Framework Committee** Mayor Chapdelaine with Councillor Romanko as alternate and the CAO to attend.
- j. **Regional Emergency Management Advisory:** Councillor Romanko with Deputy Mayor Dyck as 1st alternate and Mayor Chapdelaine as 2nd alternate with the DEM, Frank Barry attending as well.
- k. **Regional Fire Services Committee:** Councillor Romanko with Deputy Mayor Dyck as alternate.
- l. **Smoky Lake Foundation (4 year term):** Councillor Romanko for the entire 4 year term with Deputy Mayor Dyck as alternate.
- m. **Veterans' Memorial Highway:** Deputy Mayor Dyck.
- n. **Northern Lights Library System and Vilna & District Municipal Library (4 year term):** Councillor Romanko.

RES. 171-18

Moved by Councillor Romanko that the Board and Committee appointments be approved as indicated above.

CARRIED

19. APPOINTMENTS TO VOLUNTEER BOARDS

- o. **Vilna and District Fire Department:** (*Voluntary*) Councillor 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. 172-18

Moved by Councillor Romanko that the appointments to Volunteer Boards be approved as indicated above.

CARRIED

20. PLANNING AND SUBDIVISION BOARDS

- s. **Subdivision & Development Appeal Board:** Appointments made at a regular Council meeting when required.
- t. **Development Authority:** This position is delegated to the CAO.

RES. 173-18

Moved by Mayor Chapdelaine that the appointments to the Subdivision and Planning Boards be approved as indicated above.

CARRIED

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

22.

- u. St. Paul-Smoky Lake Community Futures:** Citizen at Large, to be designated at a future meeting.
- v. Smoky Lake Heritage Board:** Citizen at Large Carol Trider

RES. 174-18

Moved by Councillor Romanko that the Community Development appointments be approved as indicated above. CARRIED

23. ADJOURNMENT:

RES. 175-18

Mayor Chapdelaine adjourned the 2018 Organizational Meeting at 7:50p.m.

Leo Chapdelaine, Mayor

S E A L

Loni Leslie, CAO