MINUTES OF THE REGULAR COUNCIL MEETING OF THE VILLAGE OF VILNA
IN THE PROVINCE OF ALBERTA, HELD THURSDAY DECEMBER 11, 2025 IN COUNCIL CHAMBERS OF THE VILLAGE OF VILNA MUNICIPAL OFFICE
5135 – 50TH STREET, VILNA AT 5:30 PM

PRESENT: Mayor Leroy Kunyk
Deputy Mayor Tammy-Lynn Thompson
Councillor Jennifer Trider
Loni Leslie, CAO

VIRTUALLY PRESENT:

ABSENT:

DELEGATIONS:

GALLERY: None

CALL TO ORDER: Mayor Kunyk called the meeting to order at 5:30pm

1. AGENDA
a. Additions/Changes
2. DELEGATION:
3. MINUTES
a. November 20, 2025, Regular Council Meeting
4. BUSINESS ARISING FROM MINUTES
5. REPORTS
a. Council
b. Administration
6. BUSINESS:
a. 2025 Write-offs
b. Tax penalty for Dec 31
c. Interim Budget
d. Christmas Office Closure
e. Library Appointment
7. BYLAWS AND POLICIES –
a. Policy #212 Mileage Chart
b. Policy #252 Surveillance Cameras
8. FINANCIAL:

a. **Accounts paid to November 15, 2025**		**$ 39,564.78**
i. Computer Cheques	$	0.00
ii. Online Banking	$	15,491.91
iii. E-Transfers	$	0.00
iv. Credit Cards -Transfers	$	1,518.58
v. Auto Withdrawals	$	2,029.12
vi. October 2025 Payroll	$	20,525.17

9. CORRESPONDENCE:
10. NEXT MEETINGS:
11. CLOSED SESSION – None
12. ADJOURNMENT

RES: 189-025 **Moved by Deputy Mayor Thompson** that the Agenda for the December 11th, 2025 regular Council Meeting be accepted as presented. **CARRIED**

3. MINUTES

a. Regular Council Meeting November 20, 2025

RES: 190-025 **Moved by Councillor Trider** that the minutes of the November 20th, 2025 Regular Meeting of Council be accepted as presented. **CARRIED**

4. BUSINESS ARISING FROM MINUTES – None

5. REPORTS

a. Mayor Kunyk

- **Friends of the Pool Hall Society**
  - will be hosting Christmas functions for fund raising.
- **Vilna Municipal Library**
  - the Family Resource Network programs are going very well.
- **Highway 28/63 Water Commission**
  - Whitefish Lake Water Reservoir Project will be starting work.

b. Deputy Mayor Thompson

- **N.E. Muni-Corr**
  - The meeting schedule has changed from 2nd Mondays at 10:00 a.m. to 2nd Wednesdays at 5:30 p.m.

- **Veterans Memorial Highway**
  - missed this meeting.

b. Councillor Trider

- **Go East of Edmonton in Vegreville**
  - Digital Training and MCSnet.
- **Vilna Ag. Society**
  - AGM is scheduled for February 2, 2026
  - Memberships are $10.00
  - Working on the Riding Arena
- **Community Futures**
  - Meeting Scheduled for December 15th, 2025

c. Administration Report

WATER RESERVOIR

- A letter has been sent to the Minister requesting an increase in grant funding of $2,039,611. A request for the remaining (already approved) grant funds has been sent to the department
- We have hit a roadblock with the reservoir funding, requesting an advance.

PUBLIC WORKS

- Public works has been busy with snow. We have had a few inquiries about the driveway clearing program.
- The health center booked an interior test (needed the water off) the water did not shut off. Because of the configuration of water lines to the health center, a 4-block area needs to be shut down (including the grocery store). Hopefully, we find a solution to the problem soon.

PROPERTY TAXES

Current Taxes (2025) (↓8,662.79)	$38,257.54
Prior Years Taxes (2024 and earlier) (↓29,300)	$63,581.50
Prior Years Interest (2024 and earlier)	$45,298.94
(-37,971.87) Total Taxes Owing	**$147,128.90**

EFT payments - will complete payment on Current Taxes by Dec 31, 2025 Pending clearing	-$8,234.49
Village owned, no longer assessing levies, can be sold (↑18,932.13 Tax Recovery)	-$73,443.31
Write-off necessary for Sold at Public Auction property (Op expense in 2025)	-$12,512.58
Subtotal	**-94,190.38**
Total Taxes Owing (↑19,399.27)	**$52,938.52**

ADMINISTRATION

- Alberta Environment visited and found no issues during an inspection of records and water plant on November 25, 2025.
- Alberta Environment is changing to online reporting only except emergency.
- Emergency Management Council training January 29, 2026 (Council Local Authority Elected Officials Course).
- No word yet to set a date for the public engagement session (with Municipal Planning Services) re - draft Land Use Bylaw (LUB). Following that, a Public Hearing will be held (also with Municipal Planning Services) to complete the new LUB.
- Work on the new website is in the design stage now.
- December 12, I will take the Subdivision & Development Appeal Board Training for Clerks and Boards
- The pre-audit was held November 26, 2025 in the Village office. All went well.
- We are still getting used to the major changes in the financial accounting system.
- Signing Authority changes have been made.
- Admin assistant hours are down to 2 days per week.
- The Deputy-Mayor and Councillor have been registered for the Assessment 101 course Jan. 14, 2026.
- I have registered for the March Water/Wastewater operator's seminar March 10-13/26.
- One staff member is off on leave, and one has given notice of retirement on January 31, 2026. We have hired a new public works staff, who is local and very qualified. No responses to our advertisement.

RES: 191-025 Moved by Deputy Mayor Thompson that the reports be accepted as information.

CARRIED

6. BUSINESS

a. Tax and Utility Account Write Offs

RES: 192-025 **Moved by Deputy Mayor Thompson** that Council approve that a penalty of $190.98 was not charged on Roll #107 Tax Account in July, 2025. **CARRIED**

RES: 193-025 **Moved by Councillor Trider** that $200.00 be written-off of Utility Account #60 to provide for an error made in January, 2025. **CARRIED**

RES: 194-025 **Moved by Mayor Kunyk** that the Village of Vilna expense the remaining property tax owing on Roll 88 in the amount of $12,512.58 as a write-off after the property sold at public auction at the assessed value of $29,300.00 which was insufficient to clear the total property tax owing on the property. **CARRIED**

b. Year End Tax Penalty to January 5th, 2026

RES: 195-025 **Moved by Councillor Trider** That the December 31st tax penalty shall be extended and applied to qualifying unpaid taxes at the end of day (4:30 P.M.) January 5th, 2025.

CARRIED

c. 2026 Continuation of Operations – Budget

RES: 196-025 **Moved by Deputy Mayor Thompson** that the Council of the Village of Vilna adopt the 2025 ratified Operating Budget as the interim budget beginning January 1, 2026.

CARRIED

d. Christmas Week Closure

RES: 197-025 **Moved by Councillor Trider** That Council authorize the Village office be closed for the Christmas period from December 24, 2025 to January 4th, 2026 inclusive. **CARRIED**

e. Library Appointment – Mayor Kunyk excluded himself from the vote.

RES: 198-025 **Moved by Deputy Mayor Thompson** Leroy Kunyk is re-appointed to the Village of Vilna Library Board for a term ending November 19, 2028. **CARRIED UNANIMOUSLY**

7. BYLAWS AND POLICIES

a. Policy 212 – Mileage Policy – Chart

RES: 199-025 **Moved by Deputy Mayor Thompson** that Policy #212 be amended to include several more municipal destinations including distances. **CARRIED**

b. Policy #252 - Surveillance Camera

RES: 200-025 **Moved by Mayor Kunyk** that Policy #252 Surveillance Cameras, be amended to clearly define the purpose and location of Surveillance Cameras. **CARRIED**

8. FINANCIAL REPORT

a. Accounts paid to November 15, 2025 $ 39,564.78

i.	Computer Cheques	$ 0.00
ii.	Online Banking	$ 15,491.91
iii.	E-Transfers	$ 0.00
iv.	Credit Cards -Transfers	$ 1,518.58
v.	Auto Withdrawals	$ 2,029.12
iv.	October 2025 Payroll	$ 20,525.17

RES: 201-025 **Moved by Councillor Trider** that the accounts paid from November 20, 2025 to December 8, 2025, totaling $39,564.78 be approved. **CARRIED**

9. CORRESPONDENCE:

a. Metis Crossing Response Letter, Leroy
b. National Police Foundation Information
c. STARS

RES: 202-025 **Moved by Deputy Mayor Thompson** that the correspondence presented at the December 11th, 2025 Council meeting be accepted for information. **CARRIED**

RES: 203-025 **Moved by Mayor Kunyk** that a one-time donation for 2026 be made to STARS Air Ambulance in the amount of $2.00 per capita ($536.00). **CARRIED**

10. NEXT MEETINGS:

a. Dec. 15,2025 – Community Futures
b. Dec. 15, 2025 – Smoky Lake Foundation Budget
c. Dec. 17, 2025 – Physicians & Health Care Professionals
d. Dec. 17, 2025 – Vilna School Christmas Feast – noon

e. Dec. 17, 2025 - Vilna School Christmas Concert – 6:30 p.m.
f. Dec. 19, 2025 - Evergreen RWSC – 3rd Friday of each month, 10am
g. Dec. 19, 2025 - Smoky Lake Foundation – 3rd Friday of each month, 9am
h. Jan. 14, 2026 - Muni-Corr – Beginning January – 2nd Wednesday each month, 10 - 2:30
i. Jan. 14, 2026 - Assessment 101, Online – Tammy and Jenn
j. Jan. 15, 2026 - Next Council – diversion from 2nd Thursday of each month
k. Jan. 19, 2026 - Joint Municipalities – Vilna
l. Jan. 26, 2026 - Ag Society – Ian Hill
m. Jan. 29, 2026 - Emergency Management, Local Officials Training.
n. Jan. 30, 2026 - Northeast Alberta HUB

RES: 204-025 Moved by Deputy Mayor Thompson that the Meeting Schedule be accepted for information.
CARRIED

11. CLOSED SESSION - None

12. ADJOURNMENT

RES. 205-025 Mayor Kunyk adjourned the Regular Meeting of Council held December 11th, 2025 at 7:20 pm
CARRIED

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Leroy Kunyk, Mayor

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Loni Leslie, CAO