MINUTES OF THE ORGANIZATIONAL COUNCIL MEETING OF THE VILLAGE OF VILNA
IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY, OCTOBER 28, 2025 @ 5:30 P.M.
HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OF VILNA
MUNICIPAL OFFICE AT 5135 – 50 STREET, VILNA

PRESENT:
Councillor Leroy Kunyk
Councillor Tammy-Lynn Thompson
Councillor Jennifer Trider
CAO Loni Leslie
Administrative Assistant Earla Wagar

GALLERY:

1. CALL TO ORDER

CAO Loni Leslie called the meeting to order at 5:37 p.m.

2. AGENDA:

RES. 144-025 Moved by Councillor Thompson that the agenda of the Organizational Council Meeting of October 28, 2025 be adopted as presented. **CARRIED**

3. NOMINATIONS FOR MAYOR:

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

RES. 145-025 Councillor Thompson nominated Leroy Kunyk 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 Leroy Kunyk was declared Mayor. **CARRIED**

4. OATH OF OFFICE OF THE MAYOR

Mayor Kunyk swore the Oath of Office.
Mayor Kunyk assumed the position of the Chair.

5. NOMINATIONS FOR DEPUTY MAYOR:

Res. 146-025 Mayor Kunyk called for nominations for the position of Deputy Mayor.

Mayor Kunyk nominated Tammy-Lynn Thompson for the position of Deputy Mayor.

After 2 further calls and with no further nominations, Councillor Thompson was elected as Deputy Mayor. **CARRIED**

6. OATH OF OFFICE OF THE DEPUTY MAYOR
Deputy Thompson swore the Oath of Office

7. OATH OF OFFICE OF REMAINDER OF COUNCIL
Councillor Trider swore the Oath of Office

8. MINUTES OF THE 2024 ORGANIZATIONAL MEETING

RES. 147-025 Moved by Deputy Mayor Thompson that the minutes from the 2024 Organizational Meeting of October 9, 2024 be accepted as information. **CARRIED**

9. REVIEW OF BYLAWS & POLICIES

a) Organizational Meeting Policy #101-25

RES. 148-025 Moved by Deputy Mayor Thompson that the Organizational Meeting Policy #101-25 for the Village of Vilna, be adopted. **CARRIED**

b) Procedures Bylaw #610-25

RES. 149-025 Moved by Deputy Mayor Thompson that Bylaw #610-25 Procedures of Council and Committee Meeting be read a 1st time in Council, this 28th day of October, 2025. **CARRIED**

RES. 150-025 Moved by Councillor Trider that Bylaw #610-25 Procedures of Council and Committee Meeting be read a 2nd time in Council, this 28th day of October, 2025. **CARRIED**

RES. 151-025 Moved by Mayor Kunyk that Bylaw #610-25 Procedures of Council and Committee Meeting be read third and final time with unanimous consent of all Councillors present, this 28th day of October 2025. **CARRIED**

c) Public Participation Policy #109-25

RES. 152-025 Moved by Mayor Kunyk that the Public Participation Policy #109-25 for the Village of Vilna, having been reviewed, be accepted as presented. **CARRIED**

d) Responsibility to Administration Policy #103-25

RES. 153-025 Moved by Deputy Mayor Thompson that Policy #103-25, Responsibility to Administration, having been reviewed by Council, be accepted as amended.

CARRIED

e) Remuneration Schedule Policy #102

RES. 154-025 Moved by Deputy Mayor Thompson that the Remuneration Schedule Policy #102 remain unchanged from the previous year and accepted as presented.

CARRIED

f) Interim Finance Bylaw #612-025

RES. 155-025 Moved by Deputy Mayor Thompson that Bylaw #612-025 be read a 1st time in Council, October 28th, 2025. **CARRIED**

Determined by Council to be an Operational Item Bylaw and therefore resolved to use the Direct Decision Engagement Process.

RES. 156-025 Moved by Mayor Kunyk that Bylaw #612-025 be read a second time in Council this day, October 28th, 2025. **CARRIED**

RES. 157-025 Moved by Councillor Trider that Bylaw #612-025 be read a third and final time, with Unanimous Consent of all Councillors present, this day, October 28th, 2025. **CARRIED**

10.SIGNING AUTHORITY

RES. 158-025 Moved by Mayor Kunyk that the Signing Authority for all banking matters be allocated to the Deputy Mayor, or in the absence of the Deputy Mayor, the Councillor; and the Chief Administrative Officer or in the absence of the Chief Administrative Officer, the Administrative Clerk/Assistant. **CARRIED**

11. NAME THE PLACE OF THE VILLAGE OF VILNA MUNICIPAL OFFICE

RES. 159-025 Moved by Councillor Trider that for the record the Village of Vilna Municipal Office is located at 5135 – 50 Street, Vilna, Alberta. **CARRIED**

12. APPOINTMENT OF AUDITOR:

RES. 160-025 Moved by Councillor Trider that Barbara McCarthy of JMD Group LLP be appointed as the Auditor for the Village of Vilna. **CARRIED**

13. APPOINTMENT OF ASSESSOR:

RES. 161-025 Moved by Mayor Kunyk that Mike Krim from Capital Regional Assessment Services Commission be appointed as the Assessor for the Village of Vilna for the 2025-2026 Assessment Year. **CARRIED**

14. ALLOCATION OF BANKING INSTITUTION

Mayor Kunyk declared a conflict of interest as manager of the Vilna ATB branch as it pertains to the decision of Council to allocate a banking institution for the Village of Vilna and requested that Deputy Mayor Thompson take over the chair of the meeting and left the Council Chambers.

RES. 162-025 Moved by Councillor Trider that ATB Financial be the banking institution for the Village of Vilna. **CARRIED**

The decision determining the banking institution for the Village of Vilna having been made, Mayor Kunyk returned to the Council Chambers and resumed his responsibility as chair.

15. APPOINTMENT OF ENGINEER

RES. 163-025 Moved by Deputy Mayor Thompson that Associated Engineering Alberta Ltd. be appointed as the Municipal Engineers. **CARRIED**

16. APPOINTMENT OF PLANNING SERVICES

RES. 164-025 Moved by Deputy Mayor Thompson that Municipal Planning Services be appointed as the planning services for the Village. **CARRIED**

17. APPOINTMENT OF SUBDIVISION AUTHORITY OFFICER

RES. 165-025 Moved by Deputy Mayor Thompson that Jane Dauphinee of Municipal Planning Services be appointed as the Subdivision Authority Officer. **CARRIED**

18. APPOINTMENT OF DIRECTOR OF EMERGENCY MANAGEMENT

RES. 166-025 Moved by Mayor Kunyk that Jasmine Schaub be appointed as the Director of Emergency Management. **CARRIED**

19. DATES FOR REGULAR COUNCIL MEETINGS:

RES. 167-025 Moved by Deputy Mayor Thompson that Village of Vilna Regular Council Meetings be scheduled for the second (2nd) Thursday of each month, beginning at 5:30 p.m. unless otherwise rescheduled and further that meetings be held at the Village of Vilna Municipal Office at 5135 – 50 Street, Vilna AB. **CARRIED**

20. APPOINTMENT TO BOARDS:

a. **Capital Region Assessment Services Commission:** Deputy Mayor with Councillor Trider as alternate.

b. **Evergreen Regional Waste Commission:** Mayor Kunyk with Deputy Mayor Thompson as alternate.

c. **Highway 28/63 Regional Water Commission:** Mayor Kunyk and Deputy Mayor Thompson as representatives with Councillor Trider as alternate.

d. **North East Muni-Corr Ltd.:** Deputy Mayor Thompson with Councillor Trider as alternate.

e. **NE Alberta Hub:** Deputy Mayor Thompson as representative with Councillor Trider as alternate.

f. **Physician Recruitment & Health Care Professionals Committee:** Mayor Kunyk

g. **Public Safety/Disaster Services/RCMP Advisory:** Committee of the Whole

h. **Regional Emergency Management Advisory:** Councillor Trider as representative and Mayor Kunyk as 1st alternate and Deputy Mayor Thompson as 2nd alternate with the DEM, Jasmine Schaub attending as well.

i. **Regional Community Development Committee:** Councillor Trider as representative with Deputy Mayor Thompson as alternative.

j. **Inter-Municipal Collaboration Framework Committee** Mayor Kunyk as representative.

k. **Smoky Lake County Fire & Rescue Regional Fire Advisory Committee:** Deputy Mayor Thompson with Mayor Kunyk as alternate.

l. **Smoky Lake Foundation (4-year term):** Deputy Mayor Thompson with Mayor Kunyk as alternate.

m. **Northern Lights Library System and Vilna & District Municipal Library (3-year term):** Mayor Kunyk as representative to complete the final 2 of his 3-year term, and Councillor Trider as alternate.

n. **Veterans' Memorial Highway:** Deputy Mayor Thompson.

o. **Joint Municipalities:** All Council and Administration

p. **Go East of Edmonton, Tourism DMO:** Councillor Trider

q. **Northeast Alberta Alliance for Growth and Opportunity:** Deferred

RES. 168-025 Moved by Deputy Mayor Tompson that the Board and Committee appointments be approved as indicated above. **CARRIED**

21. APPOINTMENTS TO VOLUNTEER BOARDS

r. Vilna & District Fire Department: *(Voluntary)* Councillor Trider

s. Vilna Pool Hall Society *(Voluntary)* Mayor Kunyk

t. Vilna & District Agricultural Society *(Voluntary)* Councillor Trider

RES. 169-025 Moved by Councillor Trider that the Voluntary Board appointments be approved as indicated above. **CARRIED**

22. PLANNING AND SUBDIVISION BOARDS

u. Subdivision & Development Appeal Board:

RES. 170-025 Moved by Mayor Kunyk that 1 Council Member be appointed to Subdivision and Development Appeal Board when required. **CARRIED**

v. Appoint Subdivision and Development Appeal Board Clerk

RES. 171-025 Moved by Deputy Mayor Thompson that CAO Loni Leslie be appointed as the Subdivision and Development Appeal Board Clerk. **CARRIED**

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

w. Community Futures St. Paul – Smoky Lake – Councillor Trider.

RES. 172-025 Moved by Deputy Mayor Thompson that the appointments to the Community Development Organizations be accepted as indicated above. **CARRIED**

24. ADJOURNMENT

RES. 173-025 Mayor Kunyk adjourned the meeting at 8:40 p.m.

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Leroy Kunyk, Mayor

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Loni Leslie , CAO