



**VILLAGE OF WABAMUN - ORGANIZATIONAL MEETING  
TUESDAY, OCTOBER 17, 2017 – 6 P.M.  
COUNCIL CHAMBERS**

**MINUTES**

**1. Call to Order**

Administrator Patience called the Meeting to order at 6:00 p.m.

Present: Councillor Charlene Smylie  
Councillor Jocelyn Wiggins  
Councillor Jason Wittmeier  
Councillor Chelsea Griffiths  
Councillor Denise Purdy

Administrator Shawn Patience

**2. Returning Officer report**

Returning Officer Lindsay Goebel reported that six valid nomination forms were received for five Council positions by the Returning Officer during the nomination period on Monday, September 18 between 10am and 12 noon. After the close of nominations, and within the 24 hour withdrawal period, one candidate provided the returning Officer with a formal written notice of withdrawal of their candidacy. As a result all five remaining nominees are considered to be acclaimed as Wabamun's next Village Council.

**3. Introduce Council to the gallery**

Administrator Patience introduced the Council to the gallery

**4. Administer the official oath to every member of Council**

M.L.A. Erin Babcock administered the oaths of office to all five members of council.

**5. Appointment of Chief Elected Official (Mayor)**

The Administrator called for nominations from Council members for the position of Mayor. Councillor Wiggins nominated Councillor Smylie, Councillor Smylie allowed her name to stand. Councillor Griffiths nominated Councillor Purdy, Councillor Purdy allowed her name to stand. The administrator asked three times for any further nominations, none were brought forward.

M#17-317 Moved by Councillor Wiggins that nominations cease.

CARRIED

The administrator supplied ballots to all members. The ballots were collected and the results were read aloud by the administrator with Councillor Charlene Smylie being declared Mayor.

M#17-318 Moved by Councillor Wiggins that Charlene Smylie be declared Mayor for the Village of Wabamun.

CARRIED

Councillor Wiggins administered the Oath of Office to the Mayor.

**6. Appointment of Deputy Chief Elected Officials**

M#17-319 Moved by Councillor Wiggins that Councillor Griffiths be appointed as Deputy Mayor for the ensuing six-month term, being October 17, 2017 up to and including April 17, 2018 and further that Councillor Purdy be appointed as Deputy Mayor for the six-month term

beginning April 18, 2018 through to Organizational Meeting in 2018.

CARRIED

Mayor Smylie administered the Oaths of Office to each Deputy Mayor for the coming year.

#### **7. Procedure Bylaw Draft 04-2017**

M#17-320 Moved by Councillor Wiggins to give first reading to Procedural Bylaw 04-2017 as presented

CARRIED

M#17-321 Moved by Councillor Wiggins to give second reading to Procedural Bylaw 04-2017 as presented

CARRIED

#### **8. Council Meeting Date Schedule**

Moved by Councillor Griffiths that the Regular Council Meetings of Village Council be scheduled on the first (1<sup>st</sup>) Tuesday of the month at 6 pm and on the third (3<sup>rd</sup>) Tuesday of the month at 6 pm, except in the months of July and August when only one Regular Meeting of Council on the third (3<sup>rd</sup>) Tuesday of each month is to be scheduled.

#### **9. Appoint Councillors to Committees**

M#17-322 Moved by Councillor Purdy to approve the Council Committee postings as amended

CARRIED

a. **NIGHTOWLS COP**

- i. Council Member: Jason Wittmeier
- ii. Alternate – Denise Purdy

b. **DISASTER SERVICES COMMITTEE**

- i. Appointment of all of Council (the CAO = DEM and ACO = DDEM)

c. **DRAGONFLY FESTIVAL COMMITTEE**

- i. Council Member: Jason Wittmeier

d. **FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS)**

- i. Council Member: Chelsea Griffiths
- ii. Alternate: Denise Purdy

e. **GROWTH REDA**

- i. Council Member: Charlene Smylie
- ii. Alternate: Jocelyn Wiggins

f. **MERIDIAN FOUNDATION**

- i. Council Member: Jocelyn Wiggins
- ii. Alternate: Charlene Smylie

g. **PHYSICIAN RECRUITMENT**

- i. Council Member: Jocelyn Wiggins
- ii. Alternate: Chelsea Griffiths

h. **SENIORS LIAISON**

- i. Appointment: Jocelyn Wiggins

i. **SUBDIVISION & DEVELOPMENT APPEAL BOARD**

- i. Council Members: Jason Wittmeier, Charlene Smylie

j. **WABAMUN PUBLIC LIBRARY BOARD**

- i. Council Member: Denise Purdy
- ii. Alternate: Jason Wittmeier

- k. **WABAMUN SCHOOL COUNCIL**
  - i. Council Member: Denise Purdy
  - ii. Alternate: Chelsea Griffiths
  
- l. **WABAMUN WATERSHED MANAGEMENT COUNCIL**
  - i. Council Member: Denise Purdy
  - ii. Alternate: Charlene Smylie
  
- m. **WABAMUN YOUTH ADVISORY COUNCIL**
  - i. Council Member: Chelsea Griffiths
  - ii. Alternate: Jason Wittmeier
  
- n. **WATERFRONT DEVELOPMENT COMMITTEE**
  - i. Appointment: Mayor
  - ii. Appointment: CAO
  
- o. **WEST INTER LAKE DISTRICT REGIONAL WATER SERVICES COMMISSION (W.I.L.D)**
  - i. Council Member: Jocelyn Wiggins
  - ii. Alternate: Charlene Smylie
  
- p. **YELLOWHEAD HIGHWAY ASSOCIATION**
  - i. Council Member: Chelsea Griffiths
  - ii. Alternate: Jocelyn Wiggins
  
- q. **YELLOWHEAD REGIONAL LIBRARY BOARD**
  - i. Appointment: Jason Wittmeier
  - ii. Alternate: Chelsea Griffiths

**10. Choose Financial Institution for coming year**

M#17-323 Moved by Councillor Wiggins that that the Village of Wabamun continue its banking at the Wabamun Branch of Servus Credit Union for the ensuing one-year period.

CARRIED

**11. Determine Signing Authority for the Village**

M#17-324 Moved by Councillor Wittmeier that all Members of Council (Charlene Smylie, Jocelyn Wiggins, Jason Wittmeier, Denise Purdy and Chelsea Griffiths), the Administrator (Shawn Patience) and Administrator’s Assistant (Lindsay Goebel or Loreen Bourguignon) be designated as signing authorities for the Village of Wabamun with all other names to be removed from signing authority status. Further, that all Village cheques require one signature from a Member of Council (in order of Mayor, Deputy Mayor then other Council members as available) and one signature from Administration personnel (in order of Administrator then Administrator’s assistant as available). Agreements shall be signed by the Mayor and/or Administrator or by others with signing authority specifically designated by the Mayor and/or Administrator to do so.

CARRIED

**12. Adjournment**

M#17-325 Moved by Councillor Purdy to adjourn the meeting at 6:50 pm

CARRIED

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ELECTED OFFICIAL

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ADMINISTRATION