



VILLAGE OF WABAMUN - ORGANIZATIONAL MEETING
Tuesday, October 20, 2020
COUNCIL CHAMBERS

MINUTES

1. Call the Organizational Meeting to Order

Mayor Charlene Smylie called the meeting to order at 9:33 a.m.

Present: Mayor Charlene Smylie
Councillor Jocelyn Wiggins
Councillor Chelsea Griffiths
Councillor Fred Lindsay

Administration: Rob Coon, Chief Administrative Officer via video webex
Loreen Bourguignon, Assistant CAO via video webex
Lindsay Goebel, Finance Clerk

Regrets: Councillor Bryan Gallacher

2. Administer the Official Oath – N/A
3. Appointment of Chief Elected Official – N/A
4. Approval of Agenda

M#20-261 Moved by Councillor Wiggins to approve the Agenda as presented.

CARRIED

5. Returning Officer report – N/A
6. Appointment of Deputy Chief Elected Officials

M#20-262 Moved by Councillor Chelsea that Councillor Lindsay be appointed as Deputy Mayor for the ensuing six-month term, being October 20, 2020 up to and including April 20, 2021 and further that Councillor Griffiths be appointed as Deputy Mayor for the six-month term beginning April 21, 2021 through to Organizational Meeting in 2021.

CARRIED

7. Procedure Bylaw 11-2018

Council review the Procedure Bylaw 11-2018

8. The Emergency Management Plan

M#20-263 Moved by Councillor Wiggins to approve the Emergency Management Plan as amended.

CARRIED

9. Motion to formalize the municipal address of the village office – 5217 – 52 St., Wabamun, AB

M#20-264 Moved by Deputy Mayor Lindsay to formalize the location of the Village Office and Council Chambers as 5217 – 52 Street, Wabamun, AB.

CARRIED

10. Appoint Auditor

M#20-265 Moved by Councillor Griffiths to appoint Metrix Group as the Auditor for 2020 financial year.

CARRIED

11. Motion to appoint Assessor

M#20-266 Moved by Councillor Wiggins to appoint Grant Clark as a designated officer to act as the assessor for the Village of Wabamun.

CARRIED

12. Council Code of Conduct Bylaw 14-2019

Council reviewed the Council Code of Conduct Bylaw 14-2019.

13. Council Meeting Date Schedule

M#20-267 Moved by Councillor Griffith to defer the Council Meeting Date Schedule until a future Council Meeting when all of Council is present.

CARRIED

14. Appoint Councillors to Committees

M#20-268 Moved by Deputy Mayor Lindsay to approve the Council Committee postings as presented.

CARRIED

- A. CHAMBER OF COMMERCE LIAISON
 - i. Council Member: Chelsea Griffiths

- B. COLLABORATION COMMITTEE
 - i. Charlene Smylie
 - ii. Bryan Gallacher
 - iii. Jocelyn Wiggins

- C. COMMITTEE OF THE WHOLE
 - i. All of Council

- D. CRASC
 - i. Council Member: Bryan Gallacher

- E. DRAGONFLY FESTIVAL COMMITTEE
 - i. Council Member: Chelsea Griffiths
 - ii. Alternate: Jocelyn Wiggins

- F. EMERGENCY ADVISORY COMMITTEE
 - i. Appointment of all of Council not acting as Mayor or Deputy Mayor

- G. FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS)
 - i. Council Member: Chelsea Griffiths
 - ii. Alternate: Charlene Smylie

- H. GROWTH REDA
 - i. Council Member: Charlene Smylie
 - ii. Alternate: Fred Lindsay

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

- J. PHYSICIAN RECRUITMENT
 - i. Council Member: Jocelyn Wiggins
 - ii. Alternate: Fred Lindsay

- K. PUBLIC WORKS AND FACILITIES
 - i. Fred Lindsay, Bryan Gallacher & CAO

- L. REGIONAL WASTEWATER COMMISSION
 - i. Council Member: Fred Lindsay
 - ii. Alternate: Bryan Gallacher

- M. SENIORS LIAISON
 - i. Appointment: Fred Lindsay

- N. SUBDIVISION & DEVELOPMENT APPEAL BOARD
 - i. Council Member: Bryan Gallacher

- O. WABAMUN PUBLIC LIBRARY BOARD
 - i. Council Member: Jocelyn Wiggins
 - ii. Second Member: Chelsea Griffiths

- P. WABAMUN SCHOOL COUNCIL
 - i. Council Member: Bryan Gallacher
 - ii. Alternate: Chelsea Griffiths

- Q. WATERFRONT DEVELOPMENT COMMITTEE
 - i. Appointment: Mayor
 - ii. Appointment: CAO

- R. WEST INTER LAKE DISTRICT REGIONAL WATER SERVICES COMMISSION (W.I.L.D)
 - i. Council Member: Fred Lindsay
 - ii. Alternate: Jocelyn Wiggins

- S. YELLOWHEAD REGIONAL LIBRARY BOARD
 - i. Appointment: Jocelyn Wiggins
 - ii. Alternate: Chelsea Griffiths

15. Choose Financial Institution for coming year

M#20-269 Moved by Councillor Wiggins that the Village of Wabamun continue its banking at the Wabamun Branch of Servus Credit Union for the ensuing one-year period.

CARRIED

16. Determine Signing Authority for the Village

M#20-270 Moved by Councillor Griffiths that all Members of Council (Charlene Smylie, Jocelyn Wiggins, Bryan Gallacher, Fred Lindsay and Chelsea Griffiths), the Administrator (Rob Coon) and Lindsay Goebel and 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 Loreen Bourguignon then Lindsay Goebel). 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

17. Remuneration and Expense Policy

M#20-271 Moved by Deputy Mayor Lindsay to accept the Remuneration and Expense Policy as presented.

CARRIED

18. Adjournment

M#20-272 Moved by Councillor Wiggins to adjourn the Meeting at 9:43 a.m.

CARRIED

These minutes approved this 3rd day of November, 2020

ELECTED OFFICIAL

ADMINISTRATION