

VILLAGE OF EMPRESS
ORGANIZATIONAL MEETING
AUGUST 18, 2022

The Organizational Meeting of the Council of the Village of Empress was held in public at the Village Office on Thursday, August 18, 2022 at 6:40 p.m.

**MEMBERS
PRESENT**

Official Administrator – Harold Johnsrude
Interim CAO - Gary Peers
Kelly Burgess
Arlen Johnston
Dawna Martin

CALL TO ORDER

Recording Secretary– Tamara Ravenwood

The organizational meeting was called to order by Harold Johnsrude at 6:36 p.m.

**ACCEPTANCE OF
AGENDA**
O97-08-18-2022

MOTION by Harold Johnsrude to approve the August 18, 2022 Organizational Meeting agenda as presented.

CARRIED

**GOVERNANCE
OVERVIEW**

Harold Johnsrude made a presentation to council summarizing key points in the Municipal Government Act, the Empress Bylaws and Empress Policies. He encouraged the new Council to avail themselves of appropriate training as soon as practicable. He described how Bylaw 1-2022: Procedural Bylaw is still in process without 2nd and 3rd readings, and also provided some recommendations to Council regarding the updates to this bylaw.

**ADMINISTER OATH
OF OFFICE**

Kelly Burgess, Arlen Johnston and Dawna Martin took the oath of office of Councillor, presided over by Jason Wellsmith, Commissioner of Oaths.

**ELECTION OF
MAYOR**

Council elected Arlen Johnston as Mayor. Councillor Johnston took the oath of office as Mayor.

**ELECTION OF
DEPUTY MAYOR**

Council elected Dawna Martin as Deputy Mayor. Councillor Martin took the oath of office as Deputy Mayor.

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| <p><u>APPOINTMENTS TO COMMISSIONS, BOARDS AND COMMITTEES</u> O98-08-18-2022</p> | <p>MOTION by Councillor Burgess to approve the following appointments:</p> <table border="0"> <tr> <td>Big Country Waste Management</td> <td>- Arlen Johnston</td> </tr> <tr> <td>Acadia Foundation</td> <td>- Kelly Burgess</td> </tr> <tr> <td>Big Country Medical Dental Board</td> <td>- Kelly Burgess</td> </tr> <tr> <td>Palliser Regional Municipal Services</td> <td>- Dawna Martin and Gary Peers</td> </tr> <tr> <td>Palliser Economic Partnership</td> <td>- Arlen Johnston and Gary Peers</td> </tr> <tr> <td>Red Deer River Watershed Alliance</td> <td>- Arlen Johnston</td> </tr> <tr> <td>Oyen & District Health Foundation</td> <td>- Kelly Burgess</td> </tr> <tr> <td>Emergency Management Committee</td> <td>- All 3 Councillors</td> </tr> <tr> <td>Municipal Planning Commission</td> <td>- Dawna Martin</td> </tr> <tr> <td>Empress Municipal Library</td> <td>- Kelly Burgess</td> </tr> <tr> <td>Airport Advisory Board</td> <td>- Arlen Johnston</td> </tr> <tr> <td>Hospital Advisory Board</td> <td>- Kelly Burgess</td> </tr> <tr> <td>Parks Trails and Recreation Advisory Board</td> <td>- Dawna Martin</td> </tr> </table> | Big Country Waste Management | - Arlen Johnston | Acadia Foundation | - Kelly Burgess | Big Country Medical Dental Board | - Kelly Burgess | Palliser Regional Municipal Services | - Dawna Martin and Gary Peers | Palliser Economic Partnership | - Arlen Johnston and Gary Peers | Red Deer River Watershed Alliance | - Arlen Johnston | Oyen & District Health Foundation | - Kelly Burgess | Emergency Management Committee | - All 3 Councillors | Municipal Planning Commission | - Dawna Martin | Empress Municipal Library | - Kelly Burgess | Airport Advisory Board | - Arlen Johnston | Hospital Advisory Board | - Kelly Burgess | Parks Trails and Recreation Advisory Board | - Dawna Martin |
| Big Country Waste Management | - Arlen Johnston | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Acadia Foundation | - Kelly Burgess | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Big Country Medical Dental Board | - Kelly Burgess | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Palliser Regional Municipal Services | - Dawna Martin and Gary Peers | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Palliser Economic Partnership | - Arlen Johnston and Gary Peers | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Red Deer River Watershed Alliance | - Arlen Johnston | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oyen & District Health Foundation | - Kelly Burgess | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Emergency Management Committee | - All 3 Councillors | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Municipal Planning Commission | - Dawna Martin | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Empress Municipal Library | - Kelly Burgess | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Airport Advisory Board | - Arlen Johnston | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hospital Advisory Board | - Kelly Burgess | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parks Trails and Recreation Advisory Board | - Dawna Martin | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>OTHER APPOINTMENTS <u>DISASTER SERVICES</u> O99-08-18-2022</p> | <p style="text-align: right;">CARRIED</p> <p>MOTION by Councillor Martin to extend the appointments of Victoria Munroe, Special Areas Board, as Director of Disaster Services for the Village of Empress and Darran Dick, Special Areas Board, as the Deputy Director of Disaster Services for the Village of Empress beyond the September 30, 2022 commitment entered into by the Official Administrator on July 28, 2022. This appointment to continue until otherwise directed by Council.</p> <p style="text-align: right;">CARRIED</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><u>DEVELOPMENT OFFICER</u> O100-08-18--2022</p> | <p>MOTION by Councillor Martin to appoint Gary Peers, Interim CAO, to the position of Development Officer for the Village of Empress.</p> <p style="text-align: right;">CARRIED</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><u>FOIP COORDINATOR</u> O101-18-2022</p> | <p>MOTION by Mayor Johnston to appoint Gary Peers, Interim CAO, to the position of FOIP Coordinator for the Village of Empress.</p> <p style="text-align: right;">CARRIED</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><u>ASSESSMENT REVIEW BOARD CLERK</u> O102-08-18-2022</p> | <p>MOTION by Councillor Burgess to appoint Gary Peers, Interim CAO, to the position of Assessment Review Board Clerk for the Village of Empress.</p> <p style="text-align: right;">CARRIED</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><u>SUBDIVISION & APPEAL BOARD CLERK</u> O103-08-18-2022</p> | <p>MOTION by Mayor Johnston to appoint Gary Peers, Interim CAO, to the position of Subdivision & Appeal Board Clerk for the Village of Empress.</p> <p style="text-align: right;">CARRIED</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>MEETINGS SCHEDULE</p> <p><u>SIGNING AUTHORITY</u> O104-08-18-2022</p> | <p>Regular Council meetings to occur on 3rd Thursday each month. Specific timing of meetings to be determined at the next Regular Council meeting.</p> <p>MOTION by Mayor Johnston to remove Kelly Tucker and Harold Johnsrude as signers from the Village of Empress accounts with ATB, as of 19 August 2022 and to authorize a new CAO signer, Gary Peers, as of 10 August 2022 and also Kelly Burgess and Dawna Martin as Councillor signers as or 19 August 2022. The signing of cheques will continue to require the CAO plus one Councillor.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><u>ADJOURNMENT</u></p> | <p>Mayor Johnston adjourned the Organizational Meeting at 7:55 p.m.</p> <p style="text-align: right;"><i>Arlen Johnston</i> Mayor Johnston</p> <p style="text-align: right;"><i>Gary Peers</i> Interim CAO</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |