



**Organizational Council Meeting
MINUTES**

Monday, October 16th, 2023 @ 6:30 p.m.

Council Chambers, Village Office, #6 - 3rd Avenue W Empress, AB

1. Call to Order

Mayor Arlen Johnston called the meeting to order at 6:38 p.m.

IN ATTENDANCE

Mayor Arlen Johnston
Deputy Mayor Dawna Martin

Councillor Kelly Burgess
Interim CAO, Carrie Loose

2. Election of Mayor

Council elected to have Arlen Johnston remain in the role of Mayor.

3. Election of Deputy Mayor

Council elected to have Dawna Martin remain in the role of Deputy Mayor.

4. Administration of Oath of Office

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

5. Appointments to Commissions, Boards and Committees

O176-10-16-2023 Moved by Councillor Kelly Burgess

To approve the following appointments:

- | | |
|--|--------------------------------|
| Big Country Waste Management | - Arlen Johnston |
| Acadia Foundation | - Kelly Burgess |
| Big Country Medical Dental Board | - Kelly Burgess |
| Palliser Regional Municipal Services | - Dawna Martin |
| Pallier Economic Partnership | - Arlen Johnston/ Dawna Martin |
| Red Deer River Watershed | - Arlen Johnston |
| Oyen & District Health Foundation | - Kelly Burgess |
| Emergency Management Committee | - All 3 Councillors |
| Municipal Planning Commission | - Dawna Martin/Arlen Johnston |
| Empress Municipal Library | - Kelly Burgess |
| Airport Advisory Board (inactive) | - Arlen Johnston |
| Hospital Advisory Board (inactive) | - Kelly Burgess |
| Parks, Trails & Recreation Advisory Panel (inactive) | - Dawna Martin |
| Member at Large, Municipal Planning Commission | - Leo Hensel |

CARRIED

6. Other Appointments will continue

Disaster Services – Director role will remain with Arlen Johnston, and Deputy role with remain with Chad Van Dam.

Development Officer and FOIP Officer will default to the Interim CAO.

Signing authority will continue for all Councillors.

7. Assessment Review Board Clerk

O177-10-16-2023 Moved by Deputy Mayor Dawna Martin

That the Village of Empress appoint Tamara Ravenwood as Assessment Review Board Clerk.
CARRIED

8. Subdivision and Appeal Board Clerk

O178-10-16 Moved by Deputy Mayor Dawna Martin

That the Village of Empress appoint Tamara Ravenwood as Subdivision and Appeal Board Clerk.
CARRIED

9. Assessor

O179-10-16-2023 Moved by Deputy Mayor Dawna Martin

That the Village of Empress appoint Benchmark Assessment as the assessor for 2024.
CARRIED

10. Auditor

O180-10-16-2023 Moved by Deputy Mayor Dawna Martin

That the Village of Empress appoint MNP as the auditors for 2023 fiscal year audit.
CARRIED

11. Assistant to the CAO

O181-10-16-2023 Moved by Deputy Mayor Dawna Martin

That Carrie Loose also retain her role as Assistant to the CAO.
CARRIED

12. Meeting Schedule

O180-10-16-2023 Moved by Councillor Kelly Burgess

That Regular Council Meetings continue to be the third Wednesday of each month, in the Village Office, at 6:30 pm.
CARRIED

13. Adjournment at 6:52 p.m.

Arlen Johnston

Mayor

Carrie Loose

Interim CAO