

ORGANIZATIONAL MEETING  
WEDNESDAY, OCTOBER 25, 2017

PRESENT	Doug Jones Blake Hertz Ed Hogan Joe Lazzari Doug Lehman James Walker Stacey Wiechnik	Mayor Elect Councillor Elect Councillor Elect Councillor Elect Councillor Elect Councillor Elect Councillor Elect
ABSENT	None.	
ATTENDING	Charmain Snell	Chief Administrative Officer (CAO) & Recording Secretary
CALL TO ORDER	CAO Snell called the meeting to order at 6:35 p.m.	
REPORT OF RETURNING OFFICER	The Returning Officer, Charmain Snell, reported the Official Results of the 2017 Town of Oyen Election held on October 16, 2017 for the position of Mayor and Councillors. Ms. Snell reported that effective 12:00 noon, Friday, October 20, 2017, Doug Jones having received the highest number of votes was declared elected as Mayor for the Town of Oyen. In addition, Ms. Snell reported that effective 12:00 noon, Friday, October 20, 2017, Blake Hertz, Lawrence (Ed) Hogan, Joseph Lazzari, Douglas Lehman, James Walker, and Stacey Wiechnik having received the highest number of votes were all declared elected as Councillors for the Town of Oyen.	
SWEARING IN OF NEW COUNCIL	Debbie Kovitch, a Commissioner for Oaths in the Province of Alberta, swore in the Mayor and the six (6) Councillors, who signed the necessary Oath of Office and took their place in the Council Chambers. The Oath of Office's were then entered into the Minute Book.	
<b>C698(17/10/25)</b>	<b>RESOLUTION by Councillor Lazzari that Council receive for information the report submitted by Returning Officer Snell. CARRIED</b>	
<u>AGENDA</u> <b>C699(17/10/25)</b>	<b>RESOLUTION by Councillor Wiechnik that Council adopts the agenda governing the October 25, 2017 Organizational Meeting for the Town of Oyen as presented. CARRIED</b>	
NEW BUSINESS: <u>COUNCIL</u>		
Voting Procedure	By resolution, Council shall determine if they wish to vote by secret ballot or show of hands, during the Organizational Meeting.	
<b>C700(17/10/25)</b>	<b>RESOLUTION by Councillor Wiechnik that Council determines that voting for the Deputy Mayor and Boards and Committees representatives and alternates is to be done by a show of hands, unless a secret ballot is specifically requested for the question, with the ballot count being conducted by CAO Charmain Snell if required. CARRIED</b>	
Election of Deputy Mayor	As per section 152 of the Municipal Government Act, Council is required to appoint a Deputy Mayor from among the Councillors for the 2017/2018 year.	

Initials: \_\_\_\_\_  
Mayor

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CAO

Mayor Jones suggested that because Councillor Wiechnik had received the highest number of votes during the election, she should hold the office of Deputy Mayor for the 2017-2018 year.

Mayor Jones called for nominations for the position of Deputy Mayor.

**C701(17/10/25)**

**RESOLUTION by Councillor Lehman that Council declare Councillor Wiechnik as Deputy Mayor of the Town of Oyen. CARRIED**

Appointment of Councillors to Committees and Boards

The Town of Oyen will appoint members to serve on various in-house and external committees for 2017-2018.

Council appointments will be resolved at the conclusion of the selection process and a motion made to confirm the appointments as per the attached chart.

**C702(17/10/25)**

**RESOLUTION by Councillor Lehman that Council appoint Councillor Hertz, Councillor Hogan, and Councillor Lazzari as the representatives and Councillor Walker as the alternate representative to the Municipal Planning Commission on the Council appointed boards and committees list. CARRIED**

The MMGA will limit the number of Councillors who can sit on a Subdivision Appeal Board panel to one (1) individual, even if the appeal is not within their own municipality and will continue to prohibit members of a Municipal Planning Commission, the development authority and the subdivision approving authorities from being members of an ISDAB. A staff member, as long as they are not the development authority for a municipality may be trained to hear appeals in other municipalities.

**C703(17/10/25)**

**RESOLUTION by Councillor Hogan that Council appoint Deputy Mayor Wiechnik to the Subdivision & Development Appeal Board on the Council appointed boards and committees list with the intention that the Town of Oyen will join the Intermunicipal Subdivision and Development Appeal Board that is proposed by Palliser Regional Municipal Services. CARRIED**

**C704(17/10/25)**

**RESOLUTION by Councillor Walker that Council appoint Deputy Mayor Wiechnik, Councillor Blake, and Councillor Lazzari as the representatives and Councillor Hogan as the alternate representative to the Personnel Committee on the Council appointed boards and committees list. CARRIED**

**C705(17/10/25)**

**RESOLUTION by Deputy Mayor that Council appoint Councillor Hertz, Councillor Hogan, and Councillor Lazzari as the representatives and Councillor Lehman as the alternate representative to the Public Works Committee on the Council appointed boards and committees list. CARRIED**

**C706(17/10/25)**

**RESOLUTION by Councillor Hogan that Council appoint Mayor Jones as the representative and Councillor Lehman as the alternate**

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- representative to the Acadia Foundation Board on the Council appointed boards and committees list. **CARRIED**
- C707(17/10/25)** RESOLUTION by Councillor Hertz that Council appoint Mayor Jones and Councillor Hogan as the representatives to the Airport Commission on the Council appointed boards and committees list. **CARRIED**
- C708(17/10/25)** RESOLUTION by Councillor Lehman that Council appoint Councillor Walker as the representative and Deputy Mayor Wiechnik as the alternate representative to the Big Country Recycling Society on the Council appointed boards and committees list. **CARRIED**
- C709(17/10/25)** RESOLUTION by Councillor Hogan that Council appoint Mayor Jones as the representative and Councillor Lazzari as the alternate representative to the Big Country Medical Dental Clinic Board on the Council appointed boards and committees list. **CARRIED**
- C710(17/10/25)** RESOLUTION by Councillor Lazzari that Council appoint Councillor Walker as the representative and Councillor Hogan as the alternate representative to Big Country Waste Management on the Council appointed boards and committees list. **CARRIED**
- C711(17/10/25)** RESOLUTION by Deputy Mayor Wiechnik that Council appoint Mayor Jones as the representative and Councillor Lehman as the alternate representative to the Canadian Badlands Board on the Council appointed boards and committees list. **CARRIED**
- C712(17/10/25)** RESOLUTION by Councillor Hertz that Council appoint Deputy Mayor Wiechnik and Councillor Walker as the representatives to the Cemetery Advisory Committee on the Council appointed boards and committees list. **CARRIED**
- C713(17/10/25)** RESOLUTION by Councillor Walker that Council appoints Mayor Jones, Councillor Hertz, and Councillor Lazzari as the representatives to the Economic Development and Tourism Committee on the Council appointed boards and committees list. **CARRIED**
- C714(17/10/25)** RESOLUTION by Councillor Hogan that Council appoint Councillor Hertz to the Emergency Management Agency to provide aid in the preparation of the Municipal Emergency Plan. **CARRIED**
- C715(17/10/25)** RESOLUTION by Deputy Mayor Wiechnik that Council direct Administration to find a date and plan an event to honour the extraordinary commitment of the Town of Oyen Volunteer Fire Fighters and their families to our community. **CARRIED**
- C716(17/10/25)** RESOLUTION by Councillor Lehman that Council appoint Deputy Mayor Wiechnik as the representative and Councillor Walker as the alternate representative to the FCSS Board on the Council appointed boards and committees list. **CARRIED**
- C717(17/10/25)** RESOLUTION by Deputy Mayor Wiechnik that Council appoint Councillor Lehman as the representative and Councillor Lazzari as the alternate representative to the Henry Kroeger Regional Water

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Commission on the Council appointed boards and committees list.  
CARRIED

**C718(17/10/25)** RESOLUTION by Councillor Hertz that Council appoint Councillor Hogan as the representative and Councillor Lehman as the alternate representative to the Marigold Library Board on the Council appointed boards and committees list. CARRIED

**C719(17/10/25)** RESOLUTION by Councillor Lazzari that Council appoint Deputy Mayor Wiechnik as the representative and Councillor Lehman as the alternate representative to the Meridian Community Futures on the Council appointed boards and committees list. CARRIED

**C720(17/10/25)** RESOLUTION by Deputy Mayor Wiechnik that Council appoint Councillor Hogan as the representative and Councillor Lehman as the alternate representative to the Oyen & District Golf and Country Club Executive Committee on the Council appointed boards and committees list. CARRIED

**C721(17/10/25)** RESOLUTION by Councillor Walker that Council appoint Councillor Lazzari as the representative and Councillor Hertz as the alternate representative to the Oyen & District Water Association on the Council appointed boards and committees list. CARRIED

Councillor Lehman declared a pecuniary interest due to the fact that he has land that is affected by the decisions of Oyen & District Water Association and abstained from voting.

**722(17/10/25)** RESOLUTION by Councillor Lazzari that Council appoint Mayor Jones, Councillor Hogan, and Councillor Lehman as the representatives on the Oyen Health Task Force on the Council appointed boards and committees list. CARRIED

**C723(17/10/25)** RESOLUTION by Deputy Mayor Wiechnik that Council appoint Councillor Hogan as the representative and Councillor Lehman as the alternate representative to the Oyen Municipal Library Board on the Council appointed boards and committees list. CARRIED

**C724(17/10/25)** RESOLUTION by Councillor Hertz that Council appoint Mayor Jones and Deputy Mayor Wiechnik as the representatives to the Palliser Economic Partners on the Council appointed boards and committees list. CARRIED

**C725(17/10/25)** RESOLUTION by Councillor Hogan that Council appoint Councillor Lehman as the representative and Deputy Mayor Wiechnik as the alternate representative on the Palliser Regional Municipal Planning to the Council appointed boards and committees list. CARRIED

Deputy Mayor Wiechnik informed Council that that the REAL program has not met for over a year and was unsure if continued participation on this Board was going to be necessary due to a change in their mandate and funding structure.

**C726(17/10/25)** RESOLUTION by Deputy Mayor Wiechnik that Council table the appointment on the REAL program for a future Council meeting. CARRIED

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**C727(17/10/25)** RESOLUTION by Councillor Walker that Council appoint Councillor Lazzari as the representative and Councillor Lehman as the alternate representative to the Red Deer River Municipal User Group on the Council appointed boards and committees list. CARRIED

**C728(17/10/25)** RESOLUTION by Councillor Hertz that Council appoint Councillor Lazzari as the representative and Councillor Lehman as the alternate representative on the Red Deer River Watershed Alliance on the Council appointed boards and committees list. CARRIED

**C729(17/10/25)** RESOLUTION by Councillor Lehman that Council appoint Deputy Mayor Wiechnik as the representative on the Regional Assessment Review Board on the Council appointed boards and committees list. CARRIED

**C730(17/10/25)** RESOLUTION by Councillor Walker that Council appoint Deputy Mayor Wiechnik and Councillor Hertz as the representatives to the SAMDA Economic Partnership on the Council appointed boards and committees list. CARRIED

**C731(17/10/25)** RESOLUTION by Councillor Lazzari that Council appoint Mayor Jones as the representative and Deputy Mayor Wiechnik as the alternate representative to the SE Mayors and Reeves Association on the Council appointed boards and committees list. CARRIED

**C732(17/10/25)** RESOLUTION by Deputy Mayor Wiechnik that Council table the appointments for the Special Areas Cultural Centre and the Victim Services Board for a future Council meeting. CARRIED

Councillor Hertz requested to be excused from the rest of the Organizational Meeting at 8:00 pm.

Appointment of  
Members at Large

Council was required to appoint or reaffirm members at large to the following:

Airport Commission	(1)
Big Country Recycling Society	(2)
Cemetery Committee	(7)
Economic Development/Tourism	(0)
Emergency Management Agency	(5)
FCSS Board	(7)
Municipal Library Board	(7)
Regional Assessment Review Board	(1)
SAMDA Economic Partnership	(2)

**C733(17/10/25)** RESOLUTION by Councillor Lehman that Council appoints Gordon Johnson as a Member at Large to the Airport Commission. CARRIED

**C734(17/10/25)** RESOLUTION by Councillor Walker that Council appoints Diana Walker and Manfred Schroeder as the Members at Large to the Big Country Recycling Society. CARRIED

**C735(17/10/25)** RESOLUTION by Councillor Hogan that Council appoints Keith MacLean, Donna Maclean, Kevin McBain, Joanne McBain, Debbie

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- C736(17/10/25)** Kovitch, John Van Otterloo, and Kim Walker as the Members at Large to the Cemetery Committee. **CARRIED**  
**RESOLUTION** by Councillor Lazzari that Council table the appointments for the Members at Large to the Economic Development and Tourism Committee for a future Council meeting. **CARRIED**
- C737(17/10/25)** **RESOLUTION** by Deputy Mayor Wiechnik that Council appoints Corporal Jamie Day as the RCMP Representative, Paul Lijdsman as the Fire Department Representative, Diane Swantz as the Alberta Health Services Representative, Michael Potter as the Public Works Representative, and Helen Reed as the Ministerial Association Representative for the Emergency Management Agency. **CARRIED**
- C738(17/10/25)** **RESOLUTION** by Councillor Walker that Council appoint Constable Leonard Beaton as the RCMP representative; appoint Sheila Anderson and Connie Hertz to October 2019; and appoint Glen Bamber, Debora Brockmann, Rhonda Evens, and Gerry Congram to October 2020 terms as Members at Large to the Oyen and District Family and Community Support Services Board. **CARRIED**
- C739(17/10/25)** **RESOLUTION** by Deputy Mayor Wiechnik that Council appoints Lois Bedwell, Valarie Evens, and Peter White to October 2018; Jean Kimber to October 2019; and Noreen Chiliak, Debbie Pearen, and Terry Pearen to October 2020 terms as Members at Large to the Oyen Municipal Library Board. **CARRIED**
- C740(17/10/25)** **RESOLUTION** by Councillor Hogan that Council reaffirms the appointments of Charmain Snell to the Regional Assessment Review Board. **CARRIED**
- C741(17/10/25)** **RESOLUTION** by Councillor Walker that Council appoints Doug Jones and Douglas Lehman as Members at Large to the SAMDA Economic Partnership. **CARRIED**
- Other Appointments Council is required to appoint individuals to the following positions:  
Development Officer  
Director of Emergency Management  
Deputy Director of Emergency Management  
FOIP Coordinator  
Fire Chief  
Licence Inspector
- C742(17/10/25)** **RESOLUTION** by Councillor Hogan that Council appoints the Chief Administrative Officer, Charmain Snell as the Development Officer. **CARRIED**
- C743(17/10/25)** **RESOLUTION** by Deputy Mayor Wiechnik that Council appoint the Chief Administrative Officer, Charmain Snell as the Director of Emergency Management. **CARRIED**
- C744(17/10/25)** **RESOLUTION** by Councillor Hogan that Council appoint Deputy Mayor Wiechnik as the Deputy Director of Emergency Management. **CARRIED**

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- C745(17/10/25)**      **RESOLUTION by Councillor Walker that Council appoint the Chief Administrative Officer, Charmain Snell as the Freedom of Information and Protection of Privacy Act (FOIP) Coordinator.      CARRIED**
- C746(17/10/25)**      **RESOLUTION by Councillor Lehman that Council appoint Paul Lijdsman as the Fire Chief for the Town of Oyen until October 2021.      CARRIED**
- C747(17/10/25)**      **RESOLUTION by Councillor Hogan that Council appoint the Chief Administrative Officer, Charmain Snell as License Inspector for the Town of Oyen.      CARRIED**
- Signing Authority      Council must authorize persons to sign all agreements, cheques and other negotiable instruments for 2017-2018.
- C748(17/10/25)**      **RESOLUTION by Councillor Lehman that Council appoints the Mayor or Deputy Mayor in conjunction with Chief Administrative Officer Charmain Snell or Tax/Utilities Clerk, Tanya Greenan as signing authorities on agreements, cheques and other negotiable instruments.      CARRIED**
- Date, Place and Time of Council and Committee Meetings      As per Procedural Bylaw 798-10, the location, dates, and commencement times of the meetings of Council shall commence as determined by resolution of Council at the annual Organizational meeting.
- C749(17/10/25)**      **RESOLUTION by Deputy Mayor Wiechnik that Council schedules regular Council meetings to be held beginning at 7:00 p.m. in the Town of Oyen Council Chambers on the 2<sup>nd</sup> (second) Wednesday of each month with the exception of the February and March, 2018 regular Council meeting which will be scheduled on Tuesday, February 13, 2018 and Tuesday, March 13, 2018 respectively.      CARRIED**
- Appointment of Professional Services      Council is requested to appoint the following professional services for the Town of Oyen in 2017/2018:  
Assessors  
Lawyers  
Planning Agency
- C750(17/10/25)**      **RESOLUTION by Councillor Lazzari that Council appoints Terry Willoughby of Municipal Property Consultants (2009) Ltd. as the Town of Oyen Assessor for the period of January 1, 2018 to December 31, 2018.      CARRIED**
- C751(17/10/25)**      **RESOLUTION by Councillor Lazzari that Council appoints Colin Kloot, Barrister and Solicitor, Herman, Kloot & Co as the Town of Oyen legal firm to prosecute bylaws for the period of January 1, 2018 to December 31, 2018.      CARRIED**
- C752(17/10/25)**      **RESOLUTION by Councillor Lehman that Council appoints Dan Smith, Barrister and Solicitor, Smith and Hersey Law Firm as the Town of Oyen legal firm for the period of January 1, 2018 to December 31, 2018.      CARRIED**

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C753(17/10/25)

**RESOLUTION by Councillor Hogan that Council appoints Palliser Regional Municipal Services as the Town of Oyen planning agency for the period of January 1, 2018 to December 31, 2019. CARRIED**

ADJOURNMENT

Mayor Jones adjourned the Organizational Meeting on October 25, 2017 at 8:56 pm.

*Original Signed by  
Doug Jones*

\_\_\_\_\_  
DATE

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MAYOR

*Original Signed by  
Charmain Snell*

\_\_\_\_\_  
DATE

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CHIEF ADMINISTRATIVE OFFICER (CAO)

Initials: \_\_\_\_\_  
Mayor

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CAO