

<div>MINUTES OF AN ORGANIZATIONAL MEETING OF THE COUNCIL OF THE</div> <div>TOWN OF FALHER</div> <div>IN THE PROVINCE OF ALBERTA, HELD ON MONDAY, NOVEMBER 03, 2025</div> <div>IN THE COUNCIL CHAMBERS OF THE MUNICIPAL OFFICE</div>		
PRESENT:		
	Councillors:	Donna Buchinski Lindsay Brown Trevor Carrier Kelsie Fournier Lynn Skrepnek
	Administration:	James Bell Florita Perez
CALL TO ORDER	James Bell called the meeting to order at 7:00 p.m.	
ACCEPTANCE OF AGENDA		
Res. 25-313	Moved by Councillor Buchinski to accept agenda. <div>CARRIED</div>	
LAND ACKNOWLEDMENT		
	Land acknowledgment read by Chief Administrative Officer James Bell: “We acknowledge Treaty 8 territory—the traditional and ancestral territory of the Cree and Dene. We acknowledge that this territory is home to the Métis Settlements and the Métis Nation of Alberta, Regions 1, 4, 5 and 6 within the historical Northwest Métis Homeland. We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.”	
OFFICIAL OATH	All council members recited and signed the Oath of Office Pledge. Council group photo was taken.	
ELECTION DEBRIEF, PLATFORMS & INTRODUCTIONS	Councillors briefly introduced themselves to one another and the Chief Administrative Officer. Councillors discussed the issues and concerns they heard from the community in the lead up to the October 2025 election, any platforms they communicated to the public. As applicable, members advocated for their intentions to become Mayor or Deputy Mayor.	
APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER AS CHAIRPERSON DURING APPOINTMENT OF MAYOR		

Res. 25-314	Moved by Councillor Carrier to appoint Chief Administrative Officer James Bell as Chairperson during the Nomination and Election Process for Mayor.
	<p><b><u>Election Process</u></b></p> <p><b>Agreement</b></p> <p>1. The election procedures included herein are to be included within a Council motion prior to the nomination and selection process. Passing of this motion shall form approval and agreement from all Councillors in attendance that the processes outlined herein are agreeable to select a Chief Elected Officer (Mayor) and a Deputy Chief Elected Officer (Deputy Mayor).</p> <p><b>Nominations</b></p> <p>2. Chief Administrative Officer James Bell will call for Nominations a minimum of three times.</p> <p>3. Councillors nominated for the position may accept or decline the nomination.</p> <p><b>Acclamation</b></p> <p>4. Should only 1 nomination be received, the nominee will be appointed/acclaimed to the position.</p> <p>4.1. The Chief Administrative Officer as Chair, shall declare the name of the Councillor acclaimed as Mayor/Deputy Mayor with this declaration serving as a motion that is "Carried Unanimously" in the minutes of the meeting.</p> <p><b>Vote</b></p> <p>5. Should more than 1 nomination be received a vote will be held.</p> <p>5.1. Each Councillor will receive a blank ballot.</p> <p>5.2. All ballots are confidential to ensure a fair and impartial selection process.</p> <p>5.3. Councillors will write in their choice privately and submit their completed ballot into a container.</p> <p>5.4. The Chief Administrative Officer and Accounting Clerk will leave the room to count the ballots.</p> <p>5.5. In the event of a tie, additional rounds of voting will take place until a majority is achieved.</p> <p>5.5.1. Each round of voting shall be recorded in the minutes with the results of each vote recorded.</p> <p>5.6. Upon return, the Chief Administrative Officer as Chair, shall declare the name of the Councillor receiving the majority of votes as Mayor/Deputy Mayor.</p> <p><b>Ballot as Vote on Motion</b></p> <p>6. As Chair, a declaration of a Mayor/Deputy Mayor as a result of a blind vote shall be recorded in the minutes as a Carried Motion. Votes in the majority for the Mayor shall be numbered and listed as "In Favour" of the motion, with all other votes shall numbered and listed as "Opposed" to the motion.</p> <p>CARRIED</p>
MAYOR	
	Chief Administrative Officer James Bell called for nominations for the position of Mayor. Councillor Carrier nominated Councillor Buchinski for the position of Mayor. Councillor Buchinski accepted the nomination.

	Chief Administrative Officer James Bell called for nominations for the position of Mayor a second time. There were no further nominations.
	Chief Administrative Officer James Bell called for nominations for the position of Mayor a third time. There were no further nominations.
	With no further nominations Chief Administrative Officer James Bell closed nominations for Mayor.
	Chief Administrative Officer James Bell called nominations complete for the position of Mayor, with only 1 nomination received.
<b>Res. 25-315</b>	Chair James Bell declared the position of Mayor for Donna Buchinski.  CARRIED
<b>DEPUTY MAYOR</b>	
	Chief Administrative Officer James Bell called for nominations for the position of Deputy Mayor. Councillor Carrier nominated Councillor Brown for the position of Deputy Mayor. Councillor Brown accepted the nomination.
	Chief Administrative Officer James Bell called for nominations for the position of Deputy Mayor a second time. There were no further nominations.
	Chief Administrative Officer James Bell called for nominations for the position of Deputy Mayor a third time. There were no further nominations.
	With no further nominations Chief Administrative Officer James Bell closed nominations for Deputy Mayor.
	Chief Administrative Officer James Bell called nominations complete for the position of Deputy Mayor, with only 1 nomination received.
<b>Res. 25-316</b>	Chair James Bell declared the position of Deputy Mayor for Lindsay Brown.  CARRIED
<b>Official Oaths for Mayor &amp; Deputy Mayor</b>	
	Mayor Buchinski recited and signed the Oath of Office Pledge.
	Deputy Mayor Brown recited and signed the Oath of Office Pledge.
<b>COUNCIL &amp; MEETINGS</b>	
<b>Regular Meeting Schedule</b>	

<b>Res. 25-317</b>	Moved by Councillor Fournier that the 2025 -2026 Regular Meeting of Council Schedule be adopted as follows, with meetings occurring at 7:00 p.m. in the Council Chambers at the Town of Falher Municipal Office.
	<p>Wednesday, November 26, 2025</p> <p>Wednesday, December 10, 2025</p> <p>Monday, December 15, 2025</p> <p>Wednesday, January 21, 2026</p> <p>Wednesday, February 11, 2026</p> <p>Wednesday, March 11, 2026</p> <p>Wednesday, April 15, 2026</p> <p>Wednesday, May 6, 2026</p> <p>Wednesday, June 10, 2026</p> <p>Wednesday, July 22, 2026</p> <p>Wednesday, September 2, 2026</p> <p>Wednesday, October 7, 2026</p> <p>Wednesday, November 10, 2026</p> <p>Wednesday, December 9, 2026</p> <p style="text-align: right;">CARRIED</p>
<b>Meeting Procedures</b>	
	Council reviewed and discussed the current Meeting Procedures - Bylaw 25-02.
	Council further discussed their intentions in general terms for meeting procedures moving forward.
<b>Res. 25-318</b>	Moved by Councillor Carrier that the Meeting Procedures – Bylaw 25-02. Be brought back to the next council meeting with the recommended amendments.  <p style="text-align: right;">CARRIED</p>
<b>Logistics &amp; Housekeeping</b>	
<b>Email &amp; Technology</b>	
	Chief Administrative Officer provided orientation on the current policies regarding Email & Technology; use of Councillor owned devices, Town of Falher Email and Microsoft app access, etc.
<b>Res.25-319</b>	Moved by Councillor Skrepnek to have all councillors sign Policy 503 Electronic Equipment; Appendix H – Councillors Acknowledgement and Responsibilities Agreement.  <p style="text-align: right;">CARRIED</p>
<b>Reports</b>	
	Chief Administrative Officer provided orientation on the current policies regarding the requirement for written reports for Councillor remunerated items, their purpose and availability to Council & Public, etc.
<b>Parking &amp; Keys</b>	
<b>Seating</b>	

	General discussion on seating arrangements/order at the Council table.
<b>GOVERNANCE DISCUSSION</b>	
<b>Review Of George Cuff &amp; Munis101 Sessions</b>	
	General discussion, question and answers for any related items for review from recently attended Councillor training sessions.
	<b><u>George Cuff Session</u></b>
<b>Res. 25-320</b>	Moved by Councillor Brown to direct administration to draft a voluntary Code of Conduct for Council to review at the next Regular Council Meeting on November 26, 2025. <div>CARRIED</div>
	<b><u>Munis 101 Session</u></b>
<b>Res. 25-321</b>	Moved by Councillor Carrier to accept item as information. <div>CARRIED</div>
<b>AGENCIES, BOARDS, &amp; COMMITTEES</b>	
<b>Appointment to Committee &amp; Boards</b>	
<b>Res. 25-322</b>	Moved by Councillor Skrepnek that Council appoint the Council representatives as per the attached Boards & Committees list dated November 3, 2025 and that all appointments be effective from November 3, 2025 until the Town of Falher's next Organizational Meeting in 2026. <div>CARRIED</div>
<b>Appointment to Regional Appeal and Review Boards</b>	
<b>Res. 25-323</b>	MOVED by Councillor Brown to appoint Jason Doris, Gilles Roy, Darren Isert and Tammy Fleming as Members of the Regional Assessment Review Board to hear LARB or CARB and furthermore, that Jason Doris be appointed Chair and Gilles Roy as Vice-Chair of the Regional Assessment Review Board. <div>CARRIED</div>
<b>Res. 25-324</b>	MOVED by Councillor Skrepnek to appoint Sowbhagya Pagadala as Clerk and Lorraine Willier and Kate Romyn as alternate clerks on the Regional Assessment Review Board. <div>CARRIED</div>
<b>Falher Intermunicipal Library Board - Internal</b>	
<b>Res. 25-325</b>	Moved by Councillor Carrier that Council appoint Councillor Lindsay Brown to the Falher Intermunicipal Library Board for a 7 <sup>th</sup> Consecutive term, effective November 3, 2025, until the Town of Falher's next Organizational Meeting in 2026. <div>CARRIED</div>

	Councillor Brown requested that the vote be recorded.
	IN FAVOUR: Councillor Brown Councillor Carrier Councillor Fournier Councillor Skrepnek Mayor Buchinski  OPPOSED: None
Falher Intermunicipal Library Board - External	
Res. 25-326	Moved by Councillor Brown that Council appoint Christine Griffin to the Falher Intermunicipal Library Board effective November 3, 2025 until December 31, 2026 in recognition of the Municipal District of Smoky River No. 130's regional support and use of the Falher Library/ Bibliothèque Dentinger conditional upon commitment from the Municipal District of Smoky River No. 130 to restore annual funding to the Falher Intermunicipal Library Board for 2026 onwards.  CARRIED
OVERSIGHT GOVERNANCE	
Disqualification of Councillor	
Pecuniary and Conflict of Interest for Councillors	
	Chief Administrative Officer provided orientation on current legislation relating to matters of Councillor Disqualification and Councillor Pecuniary & Conflict of Interest.
Res. 25-327	Moved by Councillor Carrier to accept item as information.  CARRIED
CAO PORTFOLIO	
	CAO provided orientation to Council on current documents related to the Council - CAO relationship.
	<b><u>In Closed Session</u></b>
Res. 25-328	Moved by Councillor Skrepnek at 9:11 p.m. that the council go into a closed session discussion as per: <ul style="list-style-type: none"><li>Access to Information Act, SA 2024, c A-1.4, s 19</li></ul> CARRIED
	<b><u>Out of Closed Session</u></b>
Res. 25-329	Moved by Councillor Carrier that the council come out of the closed session at 9:15 p.m.  CARRIED

<b>STRATEGIC PLANNING</b>	
	Council reviewed information related to Strategic Planning Options for new Council.
<b>Res. 25-330</b>	Moved by Councillor Fournier to direct administration to contact the other regional municipalities to gauge their interest in partnering on an ACP grant application for strategic planning. CARRIED
<b>REVIEW OF MAJOR DOCUMENTS</b>	
	CAO provided orientation to Council on current major documents: Public Participation Policy ; Policy 617 Budget Intermunicipal Development Plan Municipal Development Plan Land Use Bylaw Intermunicipal Collaboration Framework
<b>Res. 25-331</b>	Moved by Councillor Skrepnek to accept item as information. CARRIED
<b>SIGNING AUTHORITIES</b>	
<b>Res. 25-332</b>	Moved by Councillor Carrier that the signing authorities for the Town of Falher bank accounts be as follows: Mayor Buchinski or Deputy Mayor Brown AND James Bell or Florita Perez CARRIED
<b>MUNICIPAL ACCOUNTS</b>	
<b>Res. 25-333</b>	Moved by Councillor Brown to designate the Falher ATB Financial as the Town of Falher's primary financial institute; and the Falher Vision Credit Union will be utilized when required for investments. CARRIED
<b>LOCATION OF MUNICIPAL OFFICE</b>	
<b>Res. 25-334</b>	Moved by Councillor Carrier to name the Town of Falher Municipal Office located at #011 Central Avenue S.W. Falher, AB as its municipal office. CARRIED
<b>MEETING WITH MINISTER WILLIAMS – REVIEW OF DRAFT MESSAGING</b>	
<b>Res. 25-335</b>	Moved by Councillor Fournier to accept item as information CARRIED
	<b><u>Extend Meeting</u></b>
<b>Res. 25- 336</b>	Moved by Councillor Brown at 10:05 p.m. to extend the meeting. CARRIED

	<b><u>Remembrance Day Ceremony</u></b>
<b>Res. 25- 337</b>	Moved by Councillor Brown that Councillor Fournier be authorized to attend the Remembrance Day Ceremony on November 11, 2025 in McLennan, Alberta. <div>CARRIED</div>
	<b><u>Northwestern Polytechnic Fairview Campus Closure</u></b>
<b>Res. 25- 338</b>	Moved by Councillor Brown that this item be added to Agenda as item No. 17 Northwestern Polytechnic Fairview Campus Closure. <div>CARRIED</div>
<b>Res. 25- 339</b>	Moved by Councillor Fournier that a letter expressing Council's concern regarding the recent announcement of the closure of Northwestern Polytechnic School in Fairview, Alberta be sent to: <ul style="list-style-type: none"><li>• The Honourable Danielle Smith, Premier of Alberta</li></ul> with a copy (cc) to: <ul style="list-style-type: none"><li>• Board of Governors, Northwestern Polytechnic</li><li>• The Honourable Todd Loewen, MLA, Central Peace–Notley</li><li>• The Honourable Myles McDougall, Minister of Advanced Education</li><li>• The Honourable Demetrios Nicolaides, Minister of Education</li></ul> <div>CARRIED</div>
	<b><u>Next Meeting</u></b>
	Regular Meeting – November 26, 2025
<b>ADJOURMENT</b>	Mayor Buchinski adjourned the meeting at 10:28 p.m.
	<div>_____</div> Mayor
	<div>_____</div> Municipal Administrator



	TOWN OF FALHER		
	COUNCIL COMMITTEE AND BOARDS		
	2025-2026		
	Resolution 25-322		
		Council	Members-at-Large or Alternate
1	Alberta Bilingual Municipality Association	Kelsie Fournier	NO APPOINTMENT
2	Employee Relations Committee	Trevor Carrier	
		Donna Buchinski	
3	Falher Intermunicipal Library Board	Refer to Separate Resolution (25-325)	No Alternate as per Library Act
4	Falher Recreation Committee	Kelsie Fournier	
		Trevor Carrier	
5	Heart River Housing	Donna Buchinski	
6	Intermunicipal Committee	Donna Buchinski	
		Lindsay Brown	
7	Mackenzie Municipal Services Agency	Donna Buchinski	James Bell Alt
8	Mighty Peace Tourism Association	Lynn Skrepnek	
9	Peace Library System	Lindsay Brown	Lynn Skrepnek Alt
10	Peace Region Economic Development Alliance	Donna Buchinski	
11	Peace Regional Subdivision and Development Appeal	Refer to Separate Resolution (24-306)	
	Board		
12	Policy Review Committee	Kelsie Fournier	
		Trevor Carrier	
13	Regional Assessment Review Board	Refer to Separate Resolution (25-323)	
14	Smoky River Emergency Management	Trevor Carrier	
		Donna Buchinski	
15	Smoky River Family and Community Support Services	Lindsay Brown	
16	Smoky River Regional Airport Committee	Donna Buchinski	
		Trevor Carrier	
17	Smoky River Regional Committee	Donna Buchinski	
		Trevor Carrier	

18	Smoky River Regional Economic Development	Donna Buchinski		Amanda Vanden Bosch
19	Smoky River Regional Health Care Professionals Attraction & Retention Committee	Lindsay Brown		
20	Smoky River Regional Waste Commission	Kelsie Fournier		
		Lindsay Brown		
21	Smoky River Regional Water Commission	Donna Buchinski		
		Lindsay Brown		
22	Smoky River Transportation Committee	Donna Buchinski		

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
Municipal Administrator