

MINUTES OF AN ORGANIZATIONAL MEETING OF THE COUNCIL OF THE

TOWN OF FALHER

IN THE PROVINCE OF ALBERTA, HELD ON MONDAY, NOVEMBER 03, 2025

IN THE COUNCIL CHAMBERS OF THE MUNICIPAL OFFICE

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. CARRIED
LAND ACKNOWLEDGMENT	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><u>Election Process</u></p> <p>Agreement</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>Nominations</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>Acclamation</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>Vote</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>Ballot as Vote on Motion</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>
MAYOR	CARRIED
	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.
Res. 25-315	Chair James Bell declared the position of Mayor for Donna Buchinski.
	CARRIED
DEPUTY MAYOR	
	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.
Res. 25-316	Chair James Bell declared the position of Deputy Mayor for Lindsay Brown.
	CARRIED
Official Oaths for Mayor & Deputy Mayor	
	Mayor Buchinski recited and signed the Oath of Office Pledge.
	Deputy Mayor Brown recited and signed the Oath of Office Pledge.
COUNCIL & MEETINGS	
Regular Meeting Schedule	

Res. 25-317	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.
	Wednesday, November 26, 2025 Wednesday, December 10, 2025 Monday, December 15, 2025 Wednesday, January 21, 2026 Wednesday, February 11, 2026 Wednesday, March 11, 2026 Wednesday, April 15, 2026 Wednesday, May 6, 2026 Wednesday, June 10, 2026 Wednesday, July 22, 2026 Wednesday, September 2, 2026 Wednesday, October 7, 2026 Wednesday, November 10, 2026 Wednesday, December 9, 2026
	CARRIED
Meeting Procedures	
	Council reviewed and discussed the current Meeting Procedures - Bylaw 25-02.
	Council further discussed their intentions in general terms for meeting procedures moving forward.
Res. 25-318	Moved by Councillor Carrier that the Meeting Procedures – Bylaw 25-02. Be brought back to the next council meeting with the recommended amendments.
	CARRIED
Logistics & Housekeeping	
Email & Technology	
	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.
Res.25-319	Moved by Councillor Skrepnek to have all councillors sign Policy 503 Electronic Equipment; Appendix H – Councillors Acknowledgement and Responsibilities Agreement.
	CARRIED
Reports	
	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.
Parking & Keys	
Seating	

	General discussion on seating arrangements/order at the Council table.	
GOVERNANCE DISCUSSION		
Review Of George Cuff & Munis101 Sessions		
	General discussion, question and answers for any related items for review from recently attended Councillor training sessions.	
	<u>George Cuff Session</u>	
Res. 25-320	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.	CARRIED
	<u>Munis 101 Session</u>	
Res. 25-321	Moved by Councillor Carrier to accept item as information.	CARRIED
AGENCIES, BOARDS, & COMMITTEES		
Appointment to Committee & Boards		
Res. 25-322	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.	CARRIED
Appointment to Regional Appeal and Review Boards		
Res. 25-323	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.	CARRIED
Res. 25-324	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.	CARRIED
Falher Intermunicipal Library Board - Internal		
Res. 25-325	Moved by Councillor Carrier that Council appoint Councillor Lindsay Brown to the Falher Intermunicipal Library Board for a 7 th Consecutive term, effective November 3, 2025, until the Town of Falher's next Organizational Meeting in 2026.	CARRIED

	Councillor Brown requested that the vote be recorded.	
	<p>IN FAVOUR:</p> <p>Councillor Brown Councillor Carrier Councillor Fournier Councillor Skrepnek Mayor Buchinski</p> <p>OPPOSED:</p> <p>None</p>	
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.	
	<u>In Closed Session</u>	
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"> • Access to Information Act, SA 2024, c A-1.4, s 19 	CARRIED
	<u>Out of Closed Session</u>	
Res. 25-329	Moved by Councillor Carrier that the council come out of the closed session at 9:15 p.m.	CARRIED

STRATEGIC PLANNING	
	Council reviewed information related to Strategic Planning Options for new Council.
Res. 25-330	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
REVIEW OF MAJOR DOCUMENTS	
	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
Res. 25-331	Moved by Councillor Skrepnek to accept item as information.
	CARRIED
SIGNING AUTHORITIES	
Res. 25-332	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
MUNICIPAL ACCOUNTS	
Res. 25-333	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
LOCATION OF MUNICIPAL OFFICE	
Res. 25-334	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
MEETING WITH MINISTER WILLIAMS – REVIEW OF DRAFT MESSAGING	
Res. 25-335	Moved by Councillor Fournier to accept item as information
	CARRIED
	<u>Extend Meeting</u>
Res. 25- 336	Moved by Councillor Brown at 10:05 p.m. to extend the meeting.
	CARRIED

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

TOWN OF FALHER			
COUNCIL COMMITTEE AND BOARDS			
2025-2026			
Resolution 25-322			
		<u>Council</u>	<u>Members-at-Large or Alternate</u>
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 Board	Refer to Separate Resolution (24-306)	
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