VILLAGE OF CHAUVIN

ORGANIZATIONAL COUNCIL MEETING

Monday, October 12, 2026, 2026

Council Chambers, Chauvin Village Office

Directly following the completion of the Regular Council Meeting

Attendance:
Mayor Alan Dow, Deputy Mayor Don Prokopetz, Councillor Sheila Donally, Councillor Frank Snow, CAO Martina Skinner, Foreman Ian Schmidt

CALL TO ORDER		CAO called the meeting to order at 7:35 p.m.
PRESENT		Councillor Sheila Donally, Councillor Alan Dow, Councillor Don Prokopetz, Councillor Allan Skinner, CAO Martina Skinner, Returning Officer/Assistant Administrator Lisa Waters.
AGENDA	164.	MOVED by Councillor Prokopetz that the Village of Chauvin accept the agenda for the organizational meeting as presented. CARRIED
NOMINATIONS FOR MAYOR		CAO called for Nominations for Mayor. Councillor Skinner nominated Councillor Dow for Mayor. CAO declared Councillor Dow to be Mayor for the remainder of 2026 and until the next organizational meeting in October of 2027. Councillor Dow accepted the office of Mayor for the upcoming year. Mayor Dow takes chair for the remainder of the meeting.
NOMINATION FOR DEPUTY MAYOR	165.	MOVED by Councillor Prokopetz that the position of Deputy Mayor be rotated quarterly. Councillors deemed the rotation of Councillors for Deputy Mayor for 2026-2027 will be as follows: November, December, January – Councillor Skinner February, March, April – Councillor Snow May, June, July – Councillor Donally August, September, October – Councillor Prokopetz CARRIED
COUNCIL PORTFOLIOS	166.	MOVED by Councillor Skinner that the Council Portfolios be as follows: Battle River Lodge – Councillor Skinner/Alternate-Councillor Donally Chauvin Recreation Board – Councillor Prokopetz/Alternate-Councillor Snow Family & Comm. Service – Councillor Donally/Alternate-Councillor Skinner Regional Comm./Ambulance – Mayor Dow/Alternate-Councillor Prokopetz EC911 – Councillor Snow/Alternate-Councillor Prokopetz Regional Emerg. Advisory Committee – Mayor Dow/Alternate-Councillor Prokopetz Village of Chauvin Library Board – Councillor Donally – term expiry October 11, 2027 Northern Lights Library System – Assistant Administrator Lisa Waters Chauvin Museum Board – Councillor Skinner/Alternate-Mayor Dow BRAED/Go East of Edmonton – Mayor Dow/Alternate-Councillor Prokopetz School Council – Councillor Snow/Alternate-Councillor Donally Chauvin Fire Department – Councillor Snow/Alternate-Councillor Prokopetz CEDDI – Councillor Prokopetz/Alternate-Councillor Skinner Municipal Planning Comm. – Mayor Dow, Councillor Prokopetz, Councillor Skinner ICE Committee – Council as a whole ICE Equipment Committee Rep – CAO and Councillor Prokopetz Councillor Rep for Village Foreman – Councillor Prokopetz Direct Payment Monitoring - Councillor Donally Bylaw Enforcement Officer Managers – Mayor Dow, Councillor Prokopetz CARRIED

167. MOVED by Councillor Snow that the members of the Joint Subdivision and Development Appeal Board are as follows:
Public Members: John Fleming, Raymond Pare, Alysha Grosky, Holly James, Stephanie Spornitz, alternate Kevin MacKay and the clerk Laura Campbell.
CARRIED

168. MOVED by Councillor Donally that the members of the Regional Assessment Review Board are as follows:

Member	Doug Rawluk
Member	Gillian Adamson
Member	Sandra Creech
Member	Holly James

Clerk: Kelly Larson, CAO for Village of Irma CARRIED

169. MOVED by Councillor Snow that Councillor Donally be appointed to deal with the Natural Gas Functions with Councillor Prokopetz being named the alternate and Jack Goodall appointed as a delegate for the Village of Chauvin for a four-year term, ending in 2027. CARRIED

170. MOVED by Councillor Skinner that Brian King Professional Corporation remains our auditor for the ensuing year. CARRIED

171. MOVED by Councillor Skinner to appoint the following to the Village of Chauvin Library Board for specified terms:
Oscar Buck – Term Expiry October 31, 2027
Shantell Skinner – Term Expiry October 31, 2029
Sheila Donally – Term Expiry October 31, 2027 CARRIED

172. MOVED by Mayor Dow that Larry James, Wainwright Assessment Group remain as our assessor for the ensuing year. CARRIED

173. MOVED by Councillor Snow to appoint CAO, Martina Skinner as the Bylaw Enforcement Officer for the Village of Chauvin. CARRIED

174. MOVED by Mayor Dow that June Dauphinee, Municipal Planning Services (2009) Ltd., be appointed the Subdivision Authority for the ensuing year.
CARRIED

175. MOVED by Councillor Skinner that Jon Koroluk be appointed the Director of Emergency Management for the Village of Chauvin for 2027. CARRIED

176. MOVED by Councillor Prokopetz that Alvin Gordon be appointed the Village of Chauvin Deputy Director of Emergency Management for 2027. CARRIED

177. MOVED by Councillor Skinner that the following matters will be dealt with by Council as a whole:

General Government Services	Protective Services
Transportation	Environmental Health Services
Public Health & Welfare Services	Recreation and Cultural Services
Fiscal Service	

CARRIED

Councillor Donally declared an interest as she is employed by Vision Credit Union. Councillor Donally remained in the meeting and voted on the motion below.

178. MOVED by Mayor Dow that the signing authority for the Village business conducted at the Vision Credit Union, the ATB Financial, Provost Branch for the Natural Gas Account and the Village of Chauvin be assigned to any two of the following three: the CAO, Councillor Donally and Councillor Snow.
CARRIED

179. MOVED by Councillor Snow that the Village Council meeting in regular sessions from 6:30pm – 10:30pm on each second Monday of every month. If these dates should fall on a holiday, the council may pass a motion to reschedule the meetings if necessary. CARRIED

180. MOVED by Mayor Dow that when the Mayor or Councillors attend Village functions, they be paid by the Village a per diem of $325.00 per day plus meals supported by voucher, plus mileage, at the approved rate, for full day meeting and for one-half day meetings, the per diem shall be $165.00 plus meals supported by voucher, plus mileage at the approved rate. CARRIED

181. MOVED by Mayor Dow that Councillors and the Mayor receive an honorarium in the amount of $75.00/month with an additional $125.00/month for attendance at council meetings plus a fee of $100.00 per meeting for out of Village meetings and $26.00 per hour for in Village meetings, Standing Committee work, and Virtual Meetings, to be paid when a voucher is submitted and that the Mayor, Councillors and other village employees be paid for: Mileage at $.80/km for use of a personal vehicle for out of village business, meals, accommodations, parking and taxi fares supported by voucher. Registration for functions regarding village business. CARRIED

182. MOVED by Councillor Donally that this meeting adjourn at 7:55pm.

_____ Mayor

_____ CAO