

**MINUTES OF THE ELECTRONIC ORGANIZATIONAL  
MEETING OF COUNCIL  
of the Town of Whitecourt**

held on Monday, October 25, 2021 at the Town Office Large Boardroom

Present: Mayor Pickard; Councillors Baker, Chauvet, Lapointe, Lanctot, McAree and Schlosser; Chief Administrative Officer Smyl; and Recording Secretary Gallant.

Call to Order: The meeting was called to order at 4:01pm, Mayor Pickard presiding. Mayor Pickard extended a welcome to both new and returning Council members and the administrative team.

Council/CAO Covenant: The Chief Administrative Officer advised that per Policy 11-001 – Council-Chief Administrative Officer Covenant, elected officials and the Chief Administrative Officer enter into a covenant at the beginning of each elected term.

21-362 Moved by Deputy Mayor Schlosser

That Council and the Chief Administrative Officer enter into the Council-Chief Administrative Officer Covenant.

- CARRIED UNANIMOUSLY.

Appointment of Deputy Mayor: The Chief Administrative Officer advised that pursuant to Procedure Bylaw 1556, a Deputy Mayor is appointed on a rotational basis.

21-363 Moved by Councillor Chauvet

That Council appoint Councillor Derek Schlosser to serve as Deputy Mayor from October 26, 2021 to January 31, 2022.

- CARRIED UNANIMOUSLY.

Board and Committee Appointments – Council Members: The Mayor noted that the proposed Council Committee appointment list had been circulated to Council and asked if there were any changes required.

21-364 Moved by Councillor McAree

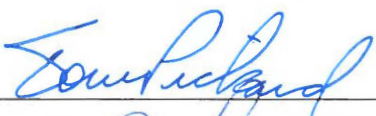
That the Council appointments to Council Committees for 2021/2022 be approved as attached to and forming a part of these minutes.

- CARRIED UNANIMOUSLY.

Adjournment: 21-365 Moved by Deputy Mayor Schlosser

That the Organizational Meeting of Council be adjourned. Time: 4:06pm.

- CARRIED UNANIMOUSLY.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer



## Council-Chief Administrative Officer Covenant

**We, as members of Council, will:**

1. Carry out our responsibilities as set out in the applicable legislation to the best of our abilities.
2. Make decisions that we believe to be in the best interests of the citizens of the Town of Whitecourt.
3. Review the background information and advice made available to us by the administration prior to rendering a decision.
4. Seek further input when we are unsure of the issues or uncertain as to the preferred course of action.
5. Refer any significant complaints, either written or verbal, about the decisions of Council or the actions of administration, to the Chief Administrative Officer for review, comment and follow-up (as appropriate).
6. Refrain from making any commitments on behalf of Council to individual citizens or groups other than to take the request up with the Council or Chief Administrative Officer and to respond appropriately.
7. Seek to participate actively in the decision-making process.
8. Refrain from any public or private criticism of our administration wherein individual employees are identified.
9. Act as good stewards of the Town and as public servants of our citizens through ethical conduct.
10. Provide effective leadership through guiding the corporation and the municipality through annual or longer term goals and priorities, through the budget approval process and by agreeing to reasonable policies which reflect, in our views, the best interests of a majority of our citizens.
11. Ensure that we formally evaluate the performance of the Chief Administrative Officer at least once annually and involve the Chief Administrative Officer in this process so as to ensure a full understanding of the Council's candid assessment.

Mayor Pickard

Councillor Baker

Councillor Chauvet

Councillor Lanctot

Councillor Lapointe

Councillor McAree

Councillor Schlosser



**I, the Chief Administrative Officer will:**

1. Conduct myself as your chief policy advisor in an honest and ethical manner.
2. Ensure that the Mayor and Councillors are accorded respect in all of my personal and public comments.
3. Provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council.
4. Guide the actions of the administration so that they are in accordance with the policies and objectives of Council.
5. Act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council of the Town of Whitecourt.
6. Forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured.
7. Ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendation as your Chief Administrative Officer.
8. Seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises.
9. Maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of the Provincial and Federal governments.
10. Admit to any mistakes of substance made by myself or my staff and take corrective action.
11. Listen carefully to the concerns of Council vis-à-vis my performance and seek to improve any deficiencies on an ongoing basis.
12. Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

Chief Administrative Officer



## OATH OF OFFICE

I, Tom Pickard, affirm that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Mayor of the Town of Whitecourt.

DATED this 23<sup>rd</sup> day of October, A.D. 2021.

Tom Pickard

Administered by Arnold Viersen, MP  
Peace River - Westlock

Arnold Viersen, MP

Administered by Martin Long, MLA  
West Yellowhead Constituency

Martin Long, MLA



## OATH OF OFFICE

I, Tara Baker, affirm that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Councillor of the Town of Whitecourt.

DATED this 23<sup>rd</sup> day of October, A.D. 2021.

*Tara Baker*

Tara Baker

Administered by Arnold Viersen, MP  
Peace River - Westlock

*A. L. Viersen*

Arnold Viersen, MP

Administered by Martin Long, MLA  
West Yellowhead Constituency

*M. Long*

Martin Long, MLA



## OATH OF OFFICE

I, Paul Chauvet, affirm that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Councillor of the Town of Whitecourt.

DATED this 23<sup>rd</sup> day of October, A.D. 2021.

Paul Chauvet

Administered by Arnold Viersen, MP  
Peace River - Westlock

Arnold Viersen, MP

Administered by Martin Long, MLA  
West Yellowhead Constituency

Martin Long, MLA



## OATH OF OFFICE

I, Braden Lanctot, affirm that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Councillor of the Town of Whitecourt.

DATED this 23<sup>rd</sup> day of October, A.D. 2021.

Braden Lanctot

Administered by Arnold Viersen, MP  
Peace River - Westlock

Arnold Viersen, MP

Administered by Martin Long, MLA  
West Yellowhead Constituency

Martin Long, MLA



## OATH OF OFFICE

I, Serena Lapointe, affirm that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Councillor of the Town of Whitecourt.

DATED this 23<sup>rd</sup> day of October, A.D. 2021.

\_\_\_\_\_  
Serena Lapointe

Administered by Arnold Viersen, MP  
Peace River - Westlock

\_\_\_\_\_  
Arnold Viersen, MP

Administered by Martin Long, MLA  
West Yellowhead Constituency

\_\_\_\_\_  
Martin Long, MLA

(





## OATH OF OFFICE

I, Bill McAree, affirm that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Councillor of the Town of Whitecourt.

DATED this 23<sup>rd</sup> day of October, A.D. 2021.

---

Bill McAree

Administered by Arnold Viersen, MP  
Peace River - Westlock

---

Arnold Viersen, MP

Administered by Martin Long, MLA  
West Yellowhead Constituency

---

Martin Long, MLA



## OATH OF OFFICE

I, Derek Schlosser, affirm that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Councillor of the Town of Whitecourt.

DATED this 23<sup>rd</sup> day of October, A.D. 2021.




Derek Schlosser

Administered by Arnold Viersen, MP  
Peace River - Westlock



Arnold Viersen, MP

Administered by Martin Long, MLA  
West Yellowhead Constituency




Martin Long, MLA




## OFFICIAL AFFIRMATION

I, Derek Schlosser, do affirm that I will diligently, faithfully, and to the best of my ability, execute according to the law, the office of Deputy Mayor for the Town of Whitecourt, for the period of October 26, 2021 – January 31, 2022.

AFFIRMED BEFORE ME at the Town of )  
Whitecourt, in the Province of Alberta )  
this 26 day of October, 2021. )

  
\_\_\_\_\_  
Wendy Grimstad-Davidson )  
Commissioner for Oaths - Alberta )  
Expiry Date: April 18, 2023 )

  
\_\_\_\_\_  
Derek Schlosser

**W.K. Grimstad-Davidson**  
**Commissioner for Oaths - Alberta**  
**Expiry Date: April 18, 2023**



5004 52 Avenue, Box 509, Whitecourt AB T7S 1N6

Phone /780.778.2273 Fax /780.778.4166

www.whitecourt.ca