AGENDA
VILLAGE OF ACME
ORGANIZATIONAL MEETING
Monday, October 26, 2026
6:00 p.m
Acme Village Office

CALL TO ORDER CONFIRMATION OF QUORUM AND DECLARATION OF CONFLICT OF INTEREST

1. ADOPTION OF THE ORGANIZATIONAL MEETING AGENDA

1.1 Additions/Deletions to the Agenda

1.2 Approval of the Agenda

2 REVIEW OF MAYOR AND DEPUTY MAYOR ELECTION PROCEDURES

2.1 Review of Election Procedures

3 ELECTION OF MAYOR

3.1 Election of Mayor for the 2026/2027 term

4. OATH OF OFFICE FOR MAYOR

4.1 Commissioner of Oaths to administer Official Oath for Mayor 2026/2027 year

5. ELECTION OF DEPUTY MAYOR

5.1 Election of Deputy Mayor 2026/2027

6. OATH OF OFFICE FOR DEPUTY MAYOR

6.1 Commissioner of Oaths to administer Official Oath for Deputy Mayor 2026/2027 year

7. SIGNING AUTHORITY

7.1 Designation of signing authority for the Village of Acme

8. COUNCIL MEETING DATES

8.1 Designate dates and times for Regular Council Meetings.

9. COMMITTEE APPOINTMENTS

9.1 Committee Appointments

10. ADJOURNMENT

REQUEST FOR DECISION

ORGANIZATIONAL MEETING ITEM
2.1

Subject:	**Review of Mayor and Deputy Mayor Election Procedures**
Meeting Date:	Monday, October 26, 2026
Presented By:	Mike Haugen, Advisor

Recommended Motion:	That Council accept the procedures for the election of Mayor and Deputy Mayor as presented.

Background	Each year at the Organizational Meeting the Mayor and Deputy Mayor and chosen for a one (1) year term. The Village's Procedural Bylaw outlines the following: 4.3 The Council of the Village of Acme shall hold an Organizational Meeting annually pursuant to the Municipal Government Act and shall include: a. appointment of a Mayor from among the Councillors, who must take an additional Oath of Office of Mayor with the appointment effective immediately, and expiring immediately as follows: i. prior to the annual organization Meeting; or ii. by resolution of Council; b. appointment of a Deputy Mayor from among the Councillors, who must take an additional Oath of Office of Deputy Mayor with the appointment effective immediately, and expiring immediately as follows: i. prior to the annual organization Meeting; or ii. by resolution of Council; c. in the event that more than one councillor is nominated for the position of Mayor and/or Deputy Mayor, then selection is to be done by secret ballot with all councillors in attendance voting. i. all ballots are to be destroyed following the appointment of the Mayor and/or Deputy Mayor; d. appointment of Council members to Committees; e. adoption, by resolution, of Council's regular meeting schedule for the full period until and including the next annual Organizational Meeting; and f. any other business required by the Municipal Government Act. Of note, the Bylaw outlines the use of secret ballots in the instance that more than one person is nominated and that the ballots will be destroyed afterwards. In addition to the Bylaw, the following process is generally used: The CAO will call a first time for nominations The CAO will call a second time for nominations The CAO will call a third time for nominations A vote for (or acclimation of) the position of Mayor will take place. The CAO will announce the results. The Mayor will then take the Oath of Office following which the CAO will relinquish the Chair to the Mayor.

	The vote for Deputy Mayor will follow the same order with the exception that the Mayor will call each time for nominations. For both votes, a person who is nominated will be asked if they wish to accept the nomination. Should they refuse, their name will not be put forward for consideration during the vote. Should an election occur and no candidate receive a majority, the candidate with the fewest votes will be eliminated and another round of voting will occur until one candidate receives a majority of votes.

Approval:
Mike Haugen, Advisor

REQUEST FOR DECISION

ORGANIZATIONAL MEETING ITEM
3.1

Subject:	**Election of Mayor**
Meeting Date:	Monday, October 26, 2026
Presented By:	Mike Haugen, Advisor

Recommended Motion:	NA

Background	Each year at the Organizational Meeting the Mayor is elected for a one (1) year term. The CAO will use the following process: The CAO will call a first time for nominations The CAO will call a second time for nominations The CAO will call a third time for nominations A vote for (or acclimation of) the position of Mayor will take place. The CAO will announce the results. The Mayor will then take the Oath of Office following which the CAO will relinquish the Chair to the Mayor. A person who is nominated will be asked if they wish to accept the nomination. Should they refuse, their name will not be put forward for consideration during the vote. Should an election occur and no candidate receive a majority, the candidate with the fewest votes will be eliminated and another round of voting will occur until one candidate receives a majority of votes.

Approval:
Mike Haugen, Advisor

REQUEST FOR DECISION

ORGANIZATIONAL MEETING ITEM
4.1

Subject:	**Oath of Office - Mayor**
Meeting Date:	Monday, October 26, 2026
Presented By:	Mike Haugen, Advisor

Recommended Motion:	NA

Background	The elected Mayor will take the Oath of Office following which the CAO will relinquish the Chair to the Mayor. The Oath (of solemn affirmation) is prescribed under the Oaths of Office Act.

Approval:
Mike Haugen, Advisor

OFFICIAL OATH OF OFFICE

MAYOR

Pursuant to the Municipal Government Act and the Alberta Oaths of Office Act

I, _____, swear that I will diligently, faithfully, and to the best of my ability execute according to law the office MAYOR for the Village of Acme.

So help me God.

Sworn (or Affirmed) before me in the Province of Alberta this _____ day of _____, 20____.

_____ Signature

_____ Commissioner for Oaths (or Authorized Official)

Established 1910
Accountable Reliable Proactive

REQUEST FOR DECISION

ORGANIZATIONAL MEETING ITEM
5.1

Subject:	**Election of Deputy Mayor**
Meeting Date:	Monday, October 26, 2026
Presented By:	Mike Haugen, Advisor

Recommended Motion:	NA

Background	Each year at the Organizational Meeting the Mayor is elected for a one (1) year term. The Mayor will use the following process: The Mayor will call a first time for nominations The Mayor will call a second time for nominations The Mayor will call a third time for nominations A vote for (or acclimation of) the position of Deputy Mayor will take place. The CAO will announce the results. The Deputy Mayor will then take the Oath of Office. A person who is nominated will be asked if they wish to accept the nomination. Should they refuse, their name will not be put forward for consideration during the vote. Should an election occur and no candidate receive a majority, the candidate with the fewest votes will be eliminated and another round of voting will occur until one candidate receives a majority of votes.

Approval:
Mike Haugen, Advisor

REQUEST FOR DECISION

ORGANIZATIONAL MEETING ITEM
4.1

Subject:	**Oath of Office - Mayor**
Meeting Date:	Monday, October 26, 2026
Presented By:	Mike Haugen, Advisor

Recommended Motion:	NA

Background	The elected Mayor will take the Oath of Office following which the CAO will relinquish the Chair to the Mayor. The Oath (of solemn affirmation) is prescribed under the Oaths of Office Act.

Approval:
Mike Haugen, Advisor

OFFICIAL OATH OF OFFICE

DEPUTY MAYOR

Pursuant to the Municipal Government Act and the Alberta Oaths of Office Act

I, _____, swear that I will diligently, faithfully, and to the best of my ability execute according to law the office DEPUTY MAYOR for the Village of Acme.

So help me God.

Sworn (or Affirmed) before me in the Province of Alberta this _____ day of _____, 20____.

_____
Member Signature

_____
Commissioner for Oaths
(or Authorized Official)

Municipal Seal (Optional)

Established 1910
Accountable Reliable Proactive

REQUEST FOR DECISION

ORGANIZATIONAL MEETING ITEM
7.1

Subject:	**Signing Authority**
Meeting Date:	Monday, October 26, 2026
Presented By:	Mike Haugen, Advisor

Recommended Motion:	That signing authority for the Village of Acme be any two of the following: Mayor --- _____, Deputy Mayor _____, Councillor _____, the CAO, Finance Manager Colleen Herrera for the purposes of signing on the account held at the Bank of Montreal in Acme and all other official documents requiring two signatures, effective October 26, 2026.

Background	Each year at the Organizational Meeting the Village designates its signing authorities for the upcoming year. This is required for the Village to process functions such as accounts payable and other financial operations.

Approval:
Mike Haugen, Advisor

REQUEST FOR DECISION

ORGANIZATIONAL MEETING ITEM
8.1

Subject:	**Designate Council Meeting Dates**
Meeting Date:	Monday, October 26, 2026
Presented By:	Mike Haugen, Advisor

Recommended Motion:	That Regular Council Meetings be held at the Village of Acme Office on the second and fourth Monday of each month at 6:00 p.m., excepting December 28th, 2026 and excepting the months of July and August in which the Regular Council Meetings shall be held on July 5, 2027 and August 30, 2027. And further, that should a scheduled Monday fall on a Statutory Holiday (or day in lieu) the meeting will be held the following Tuesday at 6:00 p.m.

Background	Each year at the Organizational Meeting Council determines the dates of their Regular Council Meetings. Administration is proposing that Council maintain its current practice including holding only one meeting in December as well as scheduling a summer break by only holding one meeting in each of July and August. A calendar is attached for Council's information.

Approval:
Mike Haugen, Advisor

2027 Council Meetings

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

REQUEST FOR DECISION

ORGANIZATIONAL MEETING ITEM
9.1

Subject:	**Committee Appointments**
Meeting Date:	Monday, October 26, 2026
Presented By:	Mike Haugen, Advisor

Recommended Motion:	That the following Committee appointments be made until the next Organizational Meeting unless otherwise stated.

Background	Each year at the Organizational Meeting Council determines its representatives to various boards and committees. This year, Administration is recommending that Council make all Library Board appointments, including members at large, so that they align with the annual Organizational Meeting. Further, Administration is recommending that the terms of the Library Board members at large be staggered in one, two, and three year terms to promote continuity. A listing of Committees is attached.

Approval:
Mike Haugen, Advisor

2026/2027 Village of Acme Committee Appointments October 26, 2026			
	COMMITTEE	**COUNCIL REPRESENTATIVE**	**ALERNATIVE REPRESENTATIVE**
	Committee of the Whole	All of Council	
Bylaw	**Acme Municipal Library Board - Council**		
	Acme Municipal Library Board - Members at Large	Colleen Herrera (1 year) Heather Berreth (1 year) Daniel Leronowich (1 year) Annette Peacock (2 years) Lanesha Dobson (2 years) Jaelyn Dobson (2 years) Teresa Moss (3 years) Dana Christiansen (3 years)	
	Municipal Planning Commission		
Local	**Acme Hall Board**		
	Acme Parent/School Council (PAC)		
	Agricultural Society		
	Asset Management Committee		
	Sports Day Committee		
Regional	**Aqua 7 Regional Water Commission**		
	Community Futures Wild Rose		
	Drumheller District Solid Waste		
	FCSS		
	Intermunicipal Collaboration Framework		
	Intermunicipal Development Plan		
	Joint Regional Assessment Review Board		
	Kneehill Housing Corporation		
	Kneehill Regional Partnership		
	Medical Clinic Stabilization Committee		
	Medical Recruitment and Retention Task Force		
	Palliser Economic Partnership		
	Palliser Regional Municipal Services		
	Red Deer River Municipal User Group		
	Regional Emergency Management Advisory Committee		
	Subdivision Development Appeal Board		
Appointment	**Director of Emergency Management**	Brian Fradgley	
	Deputy Director of Emergency Management	Deb Grosfield	