



Village of Lougheed Organizational Meeting Minutes November 3, 2025.

An Organizational Council Meeting was held at the Village of Lougheed in Council Chambers, 5004-50 Street, at 5:00 p.m.

ATTENDANCE

John Cole, Paul Looser, & Shawn Sieben.
Richard Lavoie - C.A.O.

CALL TO ORDER

Richard Lavoie, C.A.O., Village of Lougheed,
called the meeting to order at 4:56 p.m.

ACCEPTANCE OF AGENDA

The November 3, 2025, agenda was presented
for acceptance.

150/25 **MOVED** by Councilor John Cole THAT the
agenda be accepted as presented.

CARRIED

REQUESTS FOR

C.A.O. Richard Lavoie called for nominations for Mayor.

DECISION

Councilor Paul Looser nominated Councilor Sieben for Mayor.

Council Sieben accepted. C.A.O. Richard Lavoie's second call

for Mayor, none. Third and final call for the position of Mayor, none.

Councilor Paul Looser called for a halt to the nominations.

RFD 25-11-070

Appointment of Mayor.

151/25 **MOVED** by Councilor Paul Looser "THAT the
Village of Lougheed appoint Shawn Sieben as
Mayor for the Village of Lougheed commencing
November 3, 2025, and up to October 15, 2026."

CARRIED

Mayor Sieben assumed the chair at 4:58 p.m. Mayor Sieben called for nominations for Deputy Mayor. Councilor John Cole nominated Councilor Paul Looser for Deputy Mayor. Councilor Paul Looser accepted. Mayor Sieben's second call for Deputy Mayor. None. Third and final call for Deputy Mayor. Councilor John Cole called for a halt to the nominations.

RFD 25-11-071 Appointment of Deputy Mayor.

152/25 **MOVED** by Mayor Sieben "THAT the Village of Lougheed appoint Councilor Paul Looser as the Deputy Mayor for the Village of Lougheed commencing November 6, 2025, and up to October 15, 2026."

CARRIED

C.A.O. Richard Lavoie completed the Official Oath of Office swearing-in procedure.

RFD 25-11-072 Appointment of Council Members to Committees.

The Council discussed which committees they would manage this year and who would be a delegate to each committee.

153/25 **MOVED** by Deputy Mayor Looser "THAT the Village of Lougheed appoints the following council members to sub-committee positions, as herein listed & described."

Flagstaff Regional Housing
Group F.R.H.G. Deputy Mayor
Looser. Alternate Mayor Sieben.

Flagstaff Regional Solid Waste
Management Association.
F.R.S.W.M.A. Councilor Cole.
Alternate Mayor Sieben.

Lougheed and District Library
Board. Deputy Mayor Looser.

Flagstaff Family Community
Services F.F.C.S. Mayor Sieben.
Alternate Councilor Cole.



Battle River Alliance for Economic Development. B.R.A.E.D.
Councillor Cole. Alternate Mayor Sieben.

Flagstaff Regional Emergency Services Society. F.R.E.S.S.
Mayor Sieben. Alternate Deputy Mayor Looser.

Parkland Regional Library None Appointed. Discuss next meeting.

Disaster Emergency Services Committee - All of the Councillors.
Emergency Response Plan - C.A.O. Richard Lavoie. C.E.O. Sieben.
Lougheed Fire Chief & D.E.M. Jarret Hayes.

RCMP - Community Crime - Deputy Mayor Looser.
Alternate Councillor Cole.

Lougheed Agricultural Society. Mayor Sieben. Alternate Councillor Cole.

RFD 25-11-073 Dates and Times and Location for Regular Meetings.

154/25 MOVED by Mayor Sieben "THAT the Village of Lougheed declare the third Thursday of each month as its Regular Council Meeting commencing at **6:00 p.m.** in the Village of Lougheed, Council Chambers located at 5004-50 Street, Lougheed, Alberta. **CARRIED**

RFD 25-11-074 Legislative Policy LE 001 Remuneration for the Councillors and Compensation Paid.

155/25 MOVED by Mayor Sieben "THAT Council approve the Remuneration for Councillors & Compensation paid as per Legislative Policy LE 001, herein revised & attached.

CARRIED

RFD 25-11-075 Councillor Code of Conduct

156/25 MOVED by Deputy Mayor Looser THAT Council acknowledges Bylaw 744-15, which contains the Councillor Code of Conduct Policy. Councillors will individually execute the "Acknowledgment," and a copy will be held on file at the Village office. Councillors will retain a copy for their records as required by the M.G.A. requirements. **CARRIED**

RL 

RFD 25-11-076 ATB Financial - Signing Officers

157/25 MOVED by Councilor Cole "THAT the Village of Loughheed Instruct the C.A.O. to complete the banking forms at ATB Financial to change the Deputy Mayor from John Johnsen - Paul Looser, which will allow the transition of the signing transition of the signing officers as required."

CARRIED

RFD 25-11-077 Village of Loughheed - Appointment of the Disaster

Emergency Manager, D.E.M.

158/25 MOVED by Deputy Mayor Looser THAT the Village of Loughheed approves Jarret Hayes as the Disaster Emergency Manager, D.E.M. for the Village of Loughheed, continuing November 3, 2025.

CARRIED

ADJOURNMENT:

159/25 MOVED by Mayor Sieben to adjourn the meeting at 5:34 p.m.

CARRIED

Shawn Sieben, Mayor

Richard Lavoie, C.A.O.