

Minutes of the Organizational Meeting
October 17, 2022 – 6:00pm
Village of Dutchess Council Chambers

Yvonne Cosh – chair	Tony Steidel	Deborah Reid-Mickler
Tina Preston	Stephen Dortch	Shanda Smith

1. Oaths of Office were signed and commissioned.
2. Selection of the Mayor – Yvonne Cosh called for nominations for the Mayoral position. No nominations were received and Councillors agreed that Mayor Steidel should remain in his position.

Tony Steidel was acclaimed Mayor of the Village of Dutchess.

Mayor Steidel assumed the Chair position.

3. Selection of the Deputy Mayor – Mayor Steidel called for nominations for the Deputy Mayor position. NO nominations were received and Councillors agreed that Deputy Mayor Deborah Reid-Mickler should remain in her position.

Deborah Reid-Mickler was acclaimed Deputy Mayor of the Village of Dutchess.

4. Establishing regular meeting dates, times and location for Council for the next twelve months;

102-22

Deputy Mayor Reid-Mickler motioned that Council meetings will be held:
3rd Monday of each month
7pm – 10pm
Village of Duchess Council Chambers 103 2nd Street East Duchess, Alberta
If virtual attendance is necessary it will be held via ZOOM platform
Carried Unanimously

5. Establish the remuneration, travel, subsistence and out of pocket expenses to be paid to Council members and members-at large; schedule C attached

103-22

Councillor Smith motioned to accept the remuneration rates as attached:

\$150 per meeting up to 4 hours long
\$250 for meetings over 4 hours long
Mileage of .60 cents per Kilometer outside of the County of Newell
Boundaries.
Meals and lodging will be reimbursed with receipts
Members at large are not paid

Carried Unanimously

6. Any such other business as is required by the Act;
7. Annual appointment of professionals including but not limited to Assessor, Auditor, Legal Advisor, Engineer, Weed Inspector, CPO's and Banking Services.

104-22

Mayor Steidel motioned for the following appointment of professionals:

Assessor – Ryan Vogt - Benchmark Assessments

Auditor – Johnson Morrison & Hunter

Legal Advisor – Orval Shantz Law & McLennan Ross LLP or as required

Engineer – CIMA

Planning Commission – Oldman River Regional Service Corporation

Accountant – Sharon Zacharias

Bylaw Enforcement Officers – Kent Torkelson & John Nesbitt & Devon Leeks

Development Officer – Kent Torkelson & John Nesbitt

ARB & LARB – County of Newell Committee

Inspection Services for Building, Residential & Commercial, gas, plumbing & electrical – Superior Safety Codes

Weed Inspector – Todd Green & Summer students as per the submitted list

supplied by the County of Newell annually

Carried Unanimously

105-22

Councillor Smith motioned to appoint the ATB Brooks Branch – Duchess Agency as the banking institute for the Village of Duchess. – 2 signers are required and may be any of the Councillors together or one Councillor and the CAO for all transactions.

Carried Unanimously

8. the Mayor will lead Council through the Boards & Committees list. If a Councillor wishes to be the representative or alternate on a particular board or committee they must verbally indicate their desire when that board or committee is being addressed. In the case of two or more Councillors wishing to be the representative or alternate to a board or committee, a vote of Council shall be taken, by either show of hands or secret ballot. The voting method shall be determined by show of hands.

106-22 Councillor Preston motioned that the following appointments to board and committees.
Carried Unanimously

Committees	Current Representative	Alternate
1. Newell Housing Foundation	Shanda Smith	<i>alt</i> Tina Preston
2. Duchess Library	Stephen Dortch	<i>alt</i> Shanda Smith
3. Shortgrass Library	Deborah Reid-Mickler	<i>alt</i> Tina Preston
4. FCSS/EXPO/Citizen of the Year	Tina Preston	<i>alt</i> Shanda Smith
5. Newell Regional Solid Waste	Tony Steidel	<i>alt</i> Deborah Reid-Mickler
6. 911	Tina Preston	<i>alt</i> Stephen Dortch
7. Newell Regional Services Corp	Deborah Reid-Mickler	<i>alt</i> Tony Steidel
8. Fire	Tony Steidel & Stephen Dortch	<i>alt</i> Deborah Reid-Mickler
9. Agricultural Society	Stephen Dortch	<i>alt</i> Tony Steidel
10. Recreation / Parks / Cultural	Tina Preston/Tony Steidel	<i>alt</i>
11. Mayor & Reeves	Tony Steidel	<i>alt</i> Deborah Reid-Mickler
12. Joint Shared Services	Tony Steidel	<i>alt</i> Deborah Reid-Mickler
13. Palliser Economic Partnership	Deborah Reid-Mickler	<i>alt</i> Tony Steidel
14. ORRSC	Stephen Dortch	<i>alt</i> Tina Preston
15. NRTA	Shanda Smith	<i>alt</i> Tina Preston
16. SAEWA	Tony Steidel	<i>alt</i>
17. Emergency Management	Tina Preston/ Deborah Reid-Mickler	<i>alt</i> Tony Steidel
18. Director of Emergency Management	– Stewart Luchies -County of Newell	

- | | |
|---|---|
| 19. Deputy Director of Emergency Management | – Yvonne Cosh – Duchess
- Sharon Zacharias- Rosemary
- Amanda Davis – Bassano - John Nesbitt – County of Newell |
| 20. Municipal Planning Commission | Tony Steidel, Deborah Reid-Mickler, Tina Preston, Stephen Dortch & Shanda Smith |
| 21. Intermunicipal Development Plan | Tony Steidel & Deborah Reid-Mickler <i>alt</i> Tina Preston, |
| 22. Duchess Library Board members | Stephen Dortch Lorraine Saamis, Charmaine Loewen, Yvonne Cosh, Brenda Owen, |

8. Should a Councillor dispute or disagree with an appointment recommendation, Council as a whole shall debate the appointment and, by majority vote, complete the final determination.
9. Establishing any *ad hoc* Council Committees;

No ad hoc committees are required at this time
10. Review the Code of Conduct for Elected Officials – Bylaw 471-18
11. Review the Procedural Bylaw – Bylaw 458-14

AUMA attendance was discussed (Mayor Steidel, Councillors Dortch & Smith) as well as the Elected Officials Education Program dates.

107-22 Deputy Mayor Reid-Mickler motioned to appoint Yvonne Cosh as the CAO for the Village of Duchess.
Carried Unanimously

Schedule "A"

Remuneration

Councillor Remuneration - Meetings on the approved listing attached will be paid at a rate of \$150.00 per meeting under 4 hours and \$250.00 per meeting over 4 hours.

Mileage will be paid for travel outside of the County of Newell boundaries for Council approved meetings at a rate of .60 cents per kilometer.

Attendance at Conferences - Each Councillor may attend 1 conference per year and any others must be approved via motion at a Council meeting.

Additionally, AUMA attendance will include up to 3 Councillors or 2 Councillor and 1 Administrative Staff. Attendance will be on a bi-annual rotation. Councillors that are unable to attend in their year may make arrangements to trade with other Councillors.

Out of pocket expenses

Hotels, meals, parking and other expenses will be reimbursed to Councillors and shall be kept to a reasonable amount per Councillor.

Technology Expenses – Councillors will be awarded up to \$1000 per 4 year term for technology. This expense may be to supply an ipad for Council meeting or in the case of a Councillor supplying their own ipad, accessories that may be required to enhance requirements for Council meetings.

Mayor

CAO

Adjourned @ 6:52pm