

Minutes of the Organizational Meeting  
October 23, 2023 – 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  
Councillor Reid-Mickler nominated Councillor Tony Steidel.  
Tony Steidel accepted.  
No more nominations.

Tony Steidel is 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  
Councilor Preston nominated Councillor Debra Reid Mickler.  
Councillor Reid-Mickler accepted.  
No more nominations

Deborah Reid-Mickler is Deputy Mayor of the Village of Dutchess.

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

116-23

Councillor Preston motioned that Council meetings will be held:

3<sup>rd</sup> Monday of each month

7pm – 10pm

Village of Duchess Council Chambers - 103 2<sup>nd</sup> 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

117-23

Deputy Mayor Reid-Mickler motioned to accept the remuneration rates as attached:

\$150 per meeting up to 4 hours long and conference travel days over 2 hours

\$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.

118-23 Deputy Mayor Reid-Mickler motioned for the following appointment of professionals:

Assessor – Ryan Vogt - Benchmark Assessments

Auditor – Johnson Morrison & Hunter

Legal Advisor – to be agreed on at a later date

Engineer – CIMA

Planning Commission – Oldman River Regional Service Corporation

Accountant – Sharon Zacharias

Bylaw Enforcement Officers – Kent Torkelson & John Nesbitt

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

119-23 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.

**120-23** 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/Deborah Reid-Mickler
2. Dutchess Library	Stephen Dortch	<i>alt</i> Shanda Smith/Tina Preston
3. Shortgrass Library	Tina Preston	<i>alt</i> Deborah Reid-Mickler/ Shanda Smith
4. FCSS/EXPO/Citizen of the Year	Tina Preston	<i>alt</i> Tony Steidel/Shanda Smith
5. Newell Regional Solid Waste	Tony Steidel	<i>alt</i> Deborah Reid-Mickler/Stephen Dortch
6. 911	Tina Preston	<i>alt</i> Stephen Dortch
7. Newell Regional Services Corp	Deborah Reid-Mickler	<i>alt</i> Tony Steidel/Stephen Dortch
8. Dutchess Fire	Tony Steidel & Stephen Dortch	<i>alt</i> Deborah Reid-Mickler/Shanda Smith
9. Dutchess Agricultural Society	Stephen Dortch	<i>alt</i> Shanda Smith/ Tina Preston
10. Recreation / Parks / Cultural	Tony Steidel	<i>alt</i> Tina Preston/ Shanda <i>Smith</i>
11. Mayor & Reeves	Tony Steidel	<i>alt</i> Deborah Reid-Mickler
12. Joint Shared Services	Tony Steidel	<i>alt</i> Deborah Reid-Mickler/Shanda Smith
13. Palliser Economic Partnership	Tony Steidel	<i>alt</i> Stephen Dortch/Deborah Reid-Mickler
14. ORRSC	Stephen Dortch	<i>alt</i> Shanda Smith/Tina Preston
15. NRTA	Shanda Smith	<i>alt</i> Deborah Reid-Mickler/Tina Preston
16. SAEWA	Tony Steidel	<i>alt</i> Stephen Dortch
17. Emergency Management (REAC)	Tony Steidel	<i>alt</i> Deborah Reid-Mickler/Tina Preston

- 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
- 20. Subdivision Appeal Board Tina Preston/Shanda Smith
- 21. Municipal Planning Commission Tony Steidel, Deborah Reid-Mickler, Tina Preston, Stephen Dortch & Shanda Smith
- 22. Intermunicipal Development Plan Tony Steidel & Deborah Reid-Mickler *alt* Tina Preston,
- 23. Duchess Library Board members Stephen Dortch Lorraine Saamis, Charmaine Loewen, Yvonne Cosh, Brenda Owen, Amanda Philpott

9. Should a Councillor dispute or disagree with an appointment recommendation, Council as a whole shall debate the appointment and by a majority vote, complete the final determination.

121-23 Councillor Smith motioned to defer Library board Appointments to Regular Council meeting.  
Carried Unanimously

11. Review the Code of Conduct for Elected Officials – Bylaw 471-18

12. Review the Procedural Bylaw – Bylaw 495-21

AUMA attendance was discussed , CAO Yvonne Cosh, Councillors Preston and Reid-Mickler will attend.

122-23 Mayor Steidel motioned to appoint Yvonne Cosh as the CAO for the Village of Duchess.  
Carried Unanimously

123-23 Mayor Steidel motioned to move into camera at 7:20 pm

124-23 Councillor Preston motioned to come out of camera at 7:40 pm

## **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 and conference travel days over 2 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.

---

Deputy Mayor  
Deborah Reid-Mickler

---

CAO  
Yvonne Cosh

Adjourned @ 7:40pm