

Minutes of the Organizational Meeting
October 28, 2024 – 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 Dortch 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;

85-24

Councillor Preston 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

Committee of the Whole meetings will be held as needed

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

86-24

Deputy Mayor Reid-Mickler motioned to accept the remuneration rates, travel, subsistence and out of pocket expenses to be paid to councillors and members at large. Policy attached.

Carried Unanimously

6. Any such other business as is required by the Act; - none
7. Annual appointment of professionals including but not limited to Assessor, Auditor, Legal Advisor, Engineer, Weed Inspector, CPO's and Banking Services.

87-24

Councillor Dortch motioned for the following appointment of professionals:

Assessor – Ryan Vogt - Benchmark Assessments

Auditor – Johnson Morrison & Hunter

Legal Advisor – Mclean Weideman & Stringham LLP

Engineer – CIMA

Planning Commission – Oldman River Regional Service Corporation

Accountant – Sharon Zacharias

Bylaw Enforcement Officers – Kent Torkelson & John Nesbitt & Randal Burgess

Development Officer – Kent Torkelson & John Nesbitt & Randal Burgess

Designated Officer – Kent Torkelson & John Nesbitt & Randal Burgess

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

SDAB- Sara Wallace & Tina Preston

Carried Unanimously

88-24

Councillor Dortch 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.

89-24 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. Duchess Library	Stephen Dortch	<i>alt</i> Shanda Smith/Tina Preston
3. Shortgrass Library	Shanda Smith	<i>alt</i> Deborah Reid-Mickler/ Tina Preston
4. FCSS/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. Duchess Fire	Tony Steidel & Stephen Dortch	<i>alt</i> Deborah Reid-Mickler/Shanda Smith
9. Duchess 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
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 Member at large Sara Wallace
- 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. Duches Library Board members Stephen Dortch, Lorraine Saamis, Charmaine Loewen, Yvonne Cosh, Brenda Owen, Amanda Philpott & Lorna Morishita

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.

90-24 Deputy Mayor Reid Mickler motioned to appoint Stephen Dortch to the Duches Library board for his 2nd term from 2024 to 2027.

Carried Unanimously

- 11. Review the Code of Conduct for Elected Officials – Bylaw 471-18
- 12. Review the Procedural Bylaw – Bylaw 495-21 Make changes and bring back for three readings

91-24 Mayor Steidel motioned to appoint Yvonne Cosh as the CAO for the Village of Duches.

Carried Unanimously

Mayor
Tony Steidel

CAO
Yvonne Cosh

Adjourned @ 6:55 pm