

# ORGANIZATIONAL MEETING AGENDA

Standard Village Office 5:00 PM

Wednesday OCTOBER 31<sup>st</sup> , 2022

## AGENDA

- 1.0 CALL TO ORDER
- 2.0 GUEST Commissioner of Oaths
- 3.0 NOMINATIONS
  - 3.1 Mayor's Office
  - 3.2 Deputy Mayor
  - 3.3 Signing of Oaths
- 4.0 DISCUSSION OF DUTIES
  - 4.1 Appointments and Alternates
  - 4.2 Other Council Appointments
- 5.0 COUNCIL MEETINGS
  - 5.1 Date, Time and Location
  - 5.2 Procedural Changes for 2022
    - Recorded Vote
    - Meeting Waiver
    - Public Hearings
    - MPC Meetings
    - Passing Bylaws
    - CRA-CPP Deduction
    - Disclosure of Pecuniary Interest
  - 5.3 Per Diems
    - Regular & Committee Meetings
    - Meetings over 4 hours
    - Meetings under 1 hour
    - Mileage
    - Renumeration for ARB & SDAB Members at Large
    - Renumeration for CAO on ARB & SDAB Hearings
  - 5.4 Signing Authority
- 6.0 OTHER ORGANIZATIONAL MEETING BUSINESS
  - 6.1 Code of Conduct Review and Signing
  - 6.2 Appoint Auditor
  - 6.3 Ongoing Projects
  - 6.4 Records of Destruction
  - 6.5 Annual Xmas Light Competition
  - 6.6 Campaign Disclosure Statements (ADDED)
  - 6.7 Palliser Virtual Presentation for Council Nov 3 (ADDED)
  - 6.8 ATCO Gas (ADDED URGENT)
- 7.0 NEXT ORGANIZATIONAL MEETING
  - Wednesday October 4<sup>th</sup> 2023
- 8.0 ADJOURN

**ORGANIZATIONAL MEETING MINUTES**  
**Standard Village Office 4:45 PM**  
**Wednesday October 31<sup>st</sup>, 2022**

**PRESENT** Councillor Martin Gauthier  
Councillor Carol Allard  
Councillor Adam Sommerfeldt  
Councillor Larry Casey  
Councillor Richard Bryan  
CAO Yvette April

**1.0 CALL TO ORDER**

Chair Y. April called the Organizational meeting to order at 4:40pm

**2.0 GUEST Commissioner of Oaths:** Donna Nelson arrived at 4:45pm

**3.0 NOMINATIONS**

**3.1 Mayor's Office**

Y. April opened nominations for Mayor

R. Bryan nominates M. Gauthier for Mayor

Y. April calls for motion to cease nominations for Mayor

22-10-31-1 R. Bryans moved that nominations cease for Mayor  
CARRIED

22-10-31-2 R. Bryan moved that M. Gauthier be elected as Mayor  
CARRIED

**3.2 Deputy Mayor**

Y. April opened nominations for Deputy Mayor

R. Bryan nominates A. Sommerfeldt for Deputy Mayor

Y. April calls for motion to cease nominations for Deputy Mayor

22-10-31-3 R. Bryan move that nominations cease for Mayor  
CARRIED

22-10-31-4 R. Bryan moved that A. Sommerfeldt be elected as Deputy Mayor  
CARRIED

**3.3 Signing of Oaths**

Oaths of office for all Councillor positions were signed and witnessed by Commissioner of Oaths, Donna Nelson.

Commissioner of Oaths Donna Nelson left the Organizational Meeting at 4:50pm

**4.0 DISCUSSION OF DUTIES**

**4.1 Appointments and Alternates**

22-10-31-5 L. Casey moved that Councillors and Alternates duties be assigned as listed below.  
CARRIED

2022/2023 Committee / Board Appointments

Committee/ Board	Councillor	Alternate
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DDSWMA Drumheller & District Solid Waste Management	Carol Allard	Larry R. Casey
PRMS Palliser Regional Municipal Services	Adam Sommerfeldt	Carol Allard
WADEMSA Wheatland & District Emergency Medical Services Association	Adam Sommerfeldt	Martin Gauthier
WFCSS Wheatland Family & Community Support Services	Richard Bryan	Martin Gauthier
WHMB Wheatland Housing Management Body	Martin Gauthier	Larry R. Casey
WRC Wheatland Regional Corporation	Martin Gauthier	Larry R. Casey
CFWR Community Futures Wild Rose	Richard Bryan	Adam Sommerfeldt
WREMP Wheatland Regional Emergency Advisory Committee	Larry R. Casey	Carol Allard
ICF / IDP Intermunicipal Collaboration Framework Intermunicipal Development Plan	Larry R. Casey, Carol Allard	M. Gauthier
Municipal Planning Commission	All Councillors	
Wheatland Regional Partnership	All Councillors	
Three Villages Meetings	All Councillors	
Ag Society AGM	Martin Gauthier	
Disaster Services Committee	All Councillors	
Standard Fire Department AGM	Adam Sommerfeldt	
Standard Community Facility Enhancement Society Beautification Group/Memory Lane	Richard Bryan	
Rodeo Society	Larry R. Casey	

## 5.0 COUNCIL MEETINGS

### 5.1 Date, Time, and Location

22-10-31-6 M. Gauthier moved that the Regular Council meeting be held at the Standard Village  
CARRIED Office every 2<sup>nd</sup> Wednesday of the Month at 7pm.

### 5.2 Procedural Changes as directed by Municipal Affairs with MAP Review

#### Recorded Vote

Must request the recorded vote prior to the vote and noted before the vote otherwise it's  
Defeated or Carried

#### Meeting Waiver

Only meetings called within 24hrs of the meeting need to have a waiver signed otherwise  
it's a regular agenda presented.

### Public Hearing

Public Hearings are part of a regular Council meeting and do not need a separate agenda

### MPC Meetings

Municipal Planning Commission (Council) must have its own Agenda and Minutes

### Passing Bylaws

Passing Bylaws all in one meeting Council must provide and state in the minutes that the consent is unanimous to move to 3<sup>rd</sup> and final reading.

### CRA-CPP Deduction

Upon a PIER review with CRA it was noted that Councillors making over \$3500.00 in remunerations are subject to CPP deductions

### Disclosure of Pecuniary Interest

Legal at BrownLee investigated into the matter of having J. Sommerfeldt doing and being Approved to do administration duties and there is no pecuniary interest with Councillor A. Sommerfeldt and therefore he should have voted and Brownlee stated that he has to vote.

22-10-31-7 R. Bryan moved that the procedural changes as discussed above be accepted as  
CARRIED presented.

## **5.3 Per Diems for Councillors**

22-10-31-8 L. Casey moved that the per diem for Council meetings be paid as listed below and  
CARRIED that mileage expense be paid at the current Alberta Government rate.

- Regular & Committee Meetings \$80.00/meeting
- Meetings over 4 hours \$120.00/meeting
- Meetings under 1 hour \$40.00

### **Per Diems for ARB & SDAB Members at Large**

22-10-31-9 A. Sommerfeldt moved that the per diem for ARB & SDAB Members at large be set at  
CARRIED \$120.00 per day and mileage expense to be paid at the current Alberta Government rate.

### **Per Diems for CAO for ARB & SDAB Hearings**

22-10-31-10 A. Sommerfeldt moved that the per diem for the CAO attending ARB & SDAB Hearings  
CARRIED be at the current CAO Salary/ Hourly rate and the mileage expense be paid at the current Alberta Government Rate.

## **5.4 Signing Authority**

22-10-31-11 C. Allard moved that Councillors M. Gauthier, A. Sommerfeldt, C. Allard,  
CARRIED L. R. Casey, R. Bryan and CAO Y. April have signing authority for the Village.

## **6.0 OTHER ORGANIZATIONAL MEETING BUSINESS**

### **6.1 Code of Conduct Review and Signing**

22-10-31-12 L. R. Casey moved that the Code of Conduct Bylaw 2022-06 be given 1<sup>st</sup> reading.  
CARRIED

22-10-31-13 M. Gauthier moved that the Code of Conduct Bylaw 2022-06 be given 2<sup>nd</sup> reading.  
CARRIED

22-10-31-14 C. Allard moved to Introduce Code of Conduct Bylaw 2022-06 for 3<sup>rd</sup> reading  
CARRIED Unanimously

22-10-31-15 A. Sommerfeldt moved to give 3<sup>rd</sup> and final reading to Bylaw 2022-06.  
CARRIED

All Councillors Signed Code of Conduct Annual Review

## **6.2 Appoint Auditor**

22-10-31-16 L.R. Casey moved to Appoint Gregory Harriman & Associates for the audit for  
CARRIED the 2022 Financial year.

## **6.3 Ongoing Projects Reports**

### 2021

Infrastructure Project 2021 – Ongoing  
Industrial Subdivision Project – Ongoing (waiting for Agrium for easement agreement)  
Village internet Setup - Completed  
Cemetery Survey – Completed  
Sidewalks – Completed (Yearly)  
Policy Manual – Ongoing (on hold with other projects needing attention)

### 2022

Campground Electrical Upgrade – In Progress  
Land Use Review – In Progress  
Municipal Accountability Program – Completed waiting for report from Municipal Affairs  
Bylaw Review – Ongoing  
Firehall loadout – Waiting for re-quote  
Firehall approaches – Waiting for re-quotes  
2<sup>nd</sup> Street ditch remediation – Waiting for tenders  
Sidewalks – Completed (Yearly)  
Cemetery Mapping – Ongoing (load to Palliser GIS map)  
Rural Internet – Ongoing (waiting for Rural equipment)

### 2023

Staff & Council ideas to be presented at the next meeting.

22-10-31-17 C. Allard moved to accept the ongoing projects report presented as information  
CARRIED

## **6.4 Records of Destruction for 2015**

22-10-31-18 L.R. Casey moved to approve the records of destruction for 2015 as presented  
CARRIED

## **6.5 Annual Xmas Light Competition**

Staff to contact Rockyford to Judge competition for the other Municipality

## **6.6 Campaign Disclosure**

Campaign Disclosure Statements must be signed by all candidates that submitted  
nomination papers even if they did not campaign.  
Disclosure Statements signed by all candidates

## **6.7 Palliser Virtual Presentation**

Presentation for Council November 3<sup>rd</sup> at 7pm on the PRMS Enhancement Project on  
Recommended Funding Structure

## **6.8 ATCO Gas**

22-10-31-19 M. Gauthier moved to have ATCO Gas add Rider A at 4% for 2023 and to add back  
CARRIED Rider B to the schedule to allow ATCO Gas to collect property taxes from the residents

On their monthly gas billings.

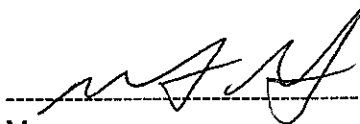
**7.0 Next Organizational Meeting**

Next Organizational meeting scheduled for Wednesday October 4<sup>th</sup>, 2023

**8.0 ADJOURN**

22-10-31-20 R. Bryan moved to adjourn the Organizational meeting at 5:23pm

These minutes were approved on the 9<sup>th</sup> day of November 2022.

  
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Mayor

  
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CAO