



# ORGANIZATIONAL MEETING

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**Location:** Council Chambers  
Village of Andrew  
5021 - 50 Street  
Andrew, AB T0B 0C0

**Date:** October 30, 2024

**Time:** 7:00pm

## **AGENDA:**

### **1) Call to Order**

As we gather here today, we acknowledge we are on Treaty 6 Territory and the homeland of the Metis. We pay our respect to the First Nations and Metis ancestors of this place and reaffirm our relationship with one another.

### **2) Adoption of the Agenda**

### **3) New Business**

- 3.1 Appointment of Mayor
- 3.2 Appointment of Deputy Mayor
- 3.3 Council Committee Appointments
- 3.4 Council Meeting Schedule 2024/2025
- 3.5 General Housekeeping Appointments
- 3.6 Appointment of Subdivision Authority

### **4) Adjournment of Meeting**



**COUNCIL  
REQUEST FOR DECISION**

<b>MEETING DATE:</b>	October 30, 2024 ORG	<b>PRESENTED BY:</b>	Kylie Rude, CAO
<b>TITLE:</b>	Committee Appointments		
<b>AGENDA ITEM:</b>	3.3		

**BACKGROUND/ PROPOSAL**

To align with the Procedural Bylaw, Council is to select committee appointments at the annual Organizational meeting.

Attached is the 2023/2024 appointment list.

Administration has removed committees that do not formally exist; however, is recommending the same appointments unless Council otherwise directs.

**DISCUSSION / OPTIONS**

**RECOMMENDED ACTION**

That the councillors be appointed to committees for a one-year term, in accordance with the attached schedule.



**Village of Andrew**  
**Portfolios and Committee Appointments**  
**2024-2025**

<b>Portfolio Name</b>	<b>Councilor</b>	<b>Substitute</b>
Northern Lights Library System	Barry Goertz	N/A
Andrew Library Board	Barry Goertz	N/A
St. Michael Regional Landfill	Chris Lupul	Tammy Pickett
Lamont County Regional Emergency Services (Regional Emergency Management Advisory Committee)	Chris Lupul	John VanVyfeyken
Lamont County Food Bank	John VanVyfeyken	Barry Goertz
NorthEast Alberta Hub	Merwin Haight	N/A
NAAGO – Northeast Alberta Alliance for Growth and Development	Merwin Haight	N/A
Lamont County Housing Foundation	Tammy Pickett	N/A
Lamont County FCSS	Tammy Pickett	John VanVyfeyken
Andrew Rainbow Club	Chris Lupul	N/A
Andrew Ag Society	Merwin Haight	N/A
Andrew ACCA & Curling Club	Barry Goertz	N/A



**Village of Andrew**  
**Portfolios and Committee Appointments**  
**2023-2024**

<b>Portfolio Name</b>	<b>Councilor</b>	<b>Substitute</b>
Northern Lights Library System	Barry Goertz	N/A
St. Michael Regional Landfill	Chris Lupul	Tammy Pickett
Lamont County Regional Emergency Services	Chris Lupul	John VanVyfeyken
Lamont County Food Bank	John VanVyfeyken	Barry Goertz
NorthEast Alberta Hub	Merwin Haight	N/A
Lamont County Housing Foundation	Tammy Pickett	N/A
Lamont County FCSS	Tammy Pickett	John VanVyfeyken
Finance and Taxation	Merwin Haight	Barry Goertz
Parks and Recreation	Tammy Pickett	John VanVyfeyken
Bylaw and Policy	Barry Goertz	Chris Lupul
EIPS	Merwin Haight	Chris Lupul
Andrew Rainbow Club	Chris Lupul	N/A
Andrew Ag Society	Merwin Haight	N/A
Andrew ACCA & Curling Club	Barry Goertz	N/A

# Portfolio description & expectations

prepared by Mayor Goertz & CAO Kylie Rude

## Northern Lights Library

Paid by Village

This group is the foundation for all Libraries in Northern Alberta , they have a board and a manager that looks after all operations.

- expectation is to attend all 3 virtual meetings
- expectation is to attend the 1 face to face meeting w/ virtual as a back up
- bring any / all information requiring decisions to local council
- specifically bring the budget amount to local council for ratification
- attend the local library board meetings
- bring any / all information requiring decisions to local council
- work with local board to create ways to promote the library

## St. Michael Regional Landfill

Paid by Commission

This board creates the policies & procedures for the operation of the Landfill.

The Landfill has 1 Manager, and 3 employees that provide the service for Lamont county

We pay an annual requisition based on the weight of garbage from our Community

- Attend all meeting
- bring any / all information requiring decisions to local council
- specifically bring the budget amount to local council for ratification
- Review all local garbage & recycle procedures
- work with CAO to create efficiencies
- keep informed on any / all new procedures that we may use
- investigate the new recycle fees & policies coming

## Regional Emergency Management Advisory Committee

Paid by Village

This regional committee creates the policies & procedures for Emergency management

It is comprised of 1 member from each municipality & the county FC & CAO

- Attend all meetings
- bring any / all information requiring decisions to local council
- create annual budget for this position - provide to the CAO
- specifically bring the budget amount to local council for ratification
- Work with CAO to read and advise on any REAC decisions
- Work with CAO to read and advise on any / all Fire bylaws & other into
- Advise the CAO on any possible fire or emergency issues within the village
- Work with CAO to establish Firesmart procedures

## Lamont County & area Food Bank

Paid by Village

This group meets 3 times per year at the Lamont Lions Den but the food dispersal operates out of the Lamont Alliance Church on thursdays only

The municipaly reps are not board members but members at large.

- Attend all meetings
- bring any / all information requiring decisions to local council

create annual budget for this position - provide to the CAO  
Be proactive with the group and their directions on a building  
Create local drop off bins  
Create advertising for Andrew drop off and ordering info  
Arrange to deliver goods received  
Arrange for any orders to be delivered

## **HUB**

Paid by Village

Meets quarterly around the region to discuss investment and other economic development opportunities and partnerships

Attend all meetings  
bring any / all information requiring decisions to local council  
create annual budget for this position - provide to the CAO  
Meeting information is to be written and provided to council as required  
Any / All grant info is to be directed to CAO  
devise ways to promote locally

## **Seniors Foundation**

Paid by Commission

Attend all meetings  
bring any / all information requiring decisions to local council  
create annual budget for this position - provide to the CAO  
Review the local housing and report any issues to CAO  
determine how to promote locally & regionally in order to keep 100% capacity

## **FCSS**

Paid by Village

Attend all meetings  
bring any / all information requiring decisions to local council  
create annual budget for this position - provide to the CAO  
Keep council informed prior to any / all events being held in Andrew  
determine how to promote locally

## **Local Groups -- Rainbow Club, ACCA, AG Society**

Covered by honorarium

Attend all meetings  
bring any / all information requiring decisions to local council  
Review the operating agreement annually  
Do the annual building inspection & Emergency plans with group  
provide this document to the CAO for all requirements



## **COUNCIL REQUEST FOR DECISION**

<b>MEETING DATE:</b>	October 30, 2024 ORG	<b>PRESENTED BY:</b>	Kylie Rude, CAO
<b>TITLE:</b>	Meeting Schedule		
<b>AGENDA ITEM:</b>	3.4		

### **BACKGROUND/ PROPOSAL**

Council meetings have been held twice per month, on the second and fourth Wednesday starting at 7:00 pm.

As previously discussed by Council, changing to one council meeting per month still allows for business to be completed. Should emergencies arise, Council can have a special meeting at any time. Furthermore, having one council meeting will allow for time for other less formal meetings such as:

- Lunch and learn sessions
- Administration briefing meetings (whereby the CAO invites Council to an Administration meeting to gather information)
- Committee of the Whole meetings

These meetings could occur during the day (if Council is available) or in the evening.

### **DISCUSSION / OPTIONS**

Council can decide on the date and time of meetings. Some municipalities have evening meetings, others have daytime meetings – it is dependent on both individual councillor schedules and the public aspect of accommodating a time that the public is able to attend.

### **RECOMMENDED ACTION**

That regular Council meetings be held at xxx on the following days:

- **November 27, 2024**
- **December 18, 2024 (moved from the regular day due to Christmas)**
- **January 22, 2025**
- **February 26, 2025**
- **March 26, 2025**
- **April 23, 2025**
- **May 28, 2025**
- **June 25, 2025**
- **July 23, 2025**
- **August 27, 2025**
- **September 24, 2025**
- **October 29, 2025 & Organizational Meeting** (moved from regular day as the election is on October 22 and results are not final until October 24)



**COUNCIL  
REQUEST FOR DECISION**

<b>MEETING DATE:</b>	October 30, 2024 ORG	<b>PRESENTED BY:</b>	Kylie Rude, CAO
<b>TITLE:</b>	Housekeeping / General Appointments		
<b>AGENDA ITEM:</b>	3.5		

**BACKGROUND/ PROPOSAL**

The following are a number of general appointments/designations that should be made at the organizational meeting:

- ✓ Designate signing authority
- ✓ Appoint Legal Counsel
- ✓ Re-establish municipal office address
- ✓ Designate financial institutions

**RECOMMENDED ACTION**

That the Mayor and Deputy Mayor be the signing authorities on behalf of the Village of Andrew.

That Alberta Counsel be appointed as legal counsel for the Village of Andrew.

That the Municipal Office for the Village of Andrew be re-confirmed as 5021 - 50 Street.

That ATB and Servus Credit Union be designated as financial institutions for the Village of Andrew.





## **COUNCIL REQUEST FOR DECISION**

<b>MEETING DATE:</b>	October 30, 2024 ORG	<b>PRESENTED BY:</b>	Kylie Rude, CAO
<b>TITLE:</b>	Subdivision Authority		
<b>AGENDA ITEM:</b>	3.6		

### **BACKGROUND/ PROPOSAL**

The Village's Subdivision Authority Bylaw indicates that the Subdivision Authority will be appointed by Council resolution. Administration has been unable to locate the last time this was done.

### **DISCUSSION / OPTIONS**

It appears that the Village has worked with Municipal Planning Services in the past based on information I located. I also have experience dealing with this third party and highly recommend their services. There have only been a handful of subdivisions in the past 15 years from the information I can locate; however, it is important to have this in place and to comply with existing bylaws.

By appointing Municipal Planning Services (Jane Dauphinee), any subdivision applications that are received by the Village can be directed to this third party to handle and ensure all requirements are met. There is no direct cost in this appointment; the subdivision fees that an applicant pays are paid directly to the third party to cover the cost of this service. An added perk of this third party is that if additional advise related to planning and development in general can be access on an as needed basis. So for example, should Council find it important to have additional capacity to re-write the Land Use Bylaw, the Village could ask Municipal Planning Services for a quote for this service to see if it is something that Council would like to budget for. Some other villages that use Municipal Planning Services for either Subdivision authority or Development authority, or both include: Alliance, Amisk, Boyle, Chauvin, Chipman, Clyde, Czar Edgerton, Forestburg, Glendon, Heisler, Holden, Hughenden, Innisfree, Irma, Kitscoty, Loughheed, Mannville, Marwayne, Myrnam, Paradise Valley, Ryley, Spring Lake, Vilna ,Waskatenau.

Currently, I am appointed as Development Authority and I am not proposing any changes to that; however, it is helpful to have an expert to reach out to should a complicated application arise. This has been done in the past for new development in Andrew (ie: when the gas station was built, the Village contracted Municipal Planning Services for advise).

### **RECOMMENDED ACTION**

That Jane Dauphinee of Municipal Planning Services, or alternate as outlined through agreement, be appointed as Subdivision Authority for the Village of Andrew.