

OCTOBER 7, 2019 AT 5:00 PM ORGANIZATIONAL MEETING

Present: Mayor Brian Peterson
Deputy Mayor Craig Hewitt
Councillors: Bill Guise
Ed Smith
CAO: Leona Hanson
Recording Secretary: Chelsea de Ruiter

Regrets: Councillor Sandra Miller

1. Mayor Peterson called the meeting to order at 4:58 p.m.
2. **MOVED** by Councillor Guise to adopt the meeting agenda. **CARRIED 10/19/210**
3. **MOVED** by Deputy Mayor Hewitt that Mayor Peterson be appointed Mayor. **CARRIED 10/19/211**
4. **MOVED** by Councillor Smith that Deputy Mayor Hewitt be appointed Deputy Mayor. **CARRIED 10/19/212**
5. Committee Appointments
Council reviewed the Appointments to Organizations, Boards and Committees.
MOVED by Mayor Peterson to accept the committee appointments as presented with the addition of Deputy Mayor Hewitt appointed to the West County Health Facility Committee (as attached) **CARRIED 10/19/213**
6. Council Meeting Dates
Council discussed continuing to have the Regular Council Meetings every second Monday with the exception of Mondays that fall on a holiday, those meetings will be held the following Tuesday at 5:00 pm.

Council discussed dates for Budget Deliberation Meetings in November and agreed on the dates of Monday, November 25 from 6-9 pm and Thursday, November 28th from 6-9 pm.

Council discussed the Christmas Holiday Schedule and decided to close the Village office and public works on Tuesday, December 24 at noon and reopen on Monday December 30 for regular business hours. The office and public works will also be closed January 1 as it is a statutory holiday.

MOVED by Deputy Mayor Hewitt to accept the Council Meeting Dates, the Organizational Council Meeting times and the Christmas Holiday Schedule as presented with the edit of December 24 as amended (as attached). **CARRIED 10/19/214**
7. Staff Reporting Schedule
Administration presented Council information for implementing a staff reporting schedule to provide a format to deliver effective and timely information to Council at Regular Council Meetings. CAO Leona Hanson proposed that the first meeting of the month would include a report on the activities of all departments of the organization. This may include

presentation from Department and/or Positions Leads as required. A Financial report will be presented to Council at the second meeting of the month, including capital and operating expenditures, revenue from all sources, and budget to actual variance reporting.

MOVED by Mayor Peterson to accept the Staff Reporting Schedule as discussed.
CARRIED 10/19/215

8. Adjournment

MOVED by Mayor Peterson that the meeting be adjourned. **CARRIED 10/19/216**

Time of adjournment was 5:21 p.m.