

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF CHAUVIN  
held October 14, 2024, at the Village Office directly following the regular meeting of council.

- CALL TO ORDER                      CAO called the meeting to order at 6:30 p.m.
- PRESENT                                Councillor Sheila Donally, Councillor Alan Dow, Councillor Don Prokopetz,  
Councillor Allan Skinner, CAO Martina Skinner, Foreman Ian Schmidt
- AGENDA                                01.    MOVED by Councillor Prokopetz that the Village of Chauvin accept the  
agenda for the organizational meeting as presented.                      CARRIED
- NOMINATIONS FOR  
MAYOR                                CAO called for Nominations for Mayor.  
Councillor Prokopetz nominated Councillor Dow for Mayor.  
CAO declared Councillor Dow to be Mayor for the remainder of 2023 and until  
the next organizational meeting in October of 2024.  
Councillor Dow accepted the office of Mayor for the upcoming year.  
Mayor Dow takes chair for the remainder of the meeting.
- NOMINATION FOR  
DEPUTY MAYOR                      02.    MOVED by Mayor Dow that the position of Deputy Mayor be rotated quarterly.  
CARRIED  
Councillors deemed the rotation of Councillors for Deputy Mayor for  
2023-2024 will be as follows:  
November, December, January – Councillor Skinner  
February, March, April – Councillor Snow  
May, June, July – Councillor Donally  
August, September, October – Councillor Prokopetz
- OATH OF OFFICE                      All members of Council declared their Oath of Office in Council Chambers at  
the Village of Chauvin on October 14, 2024.
- COUNCIL  
PORTFOLIOS                            03.    MOVED by Councillor Donally that the Council Portfolios be as follows:  
Battle River Lodge – Councillor Skinner/Alternate-Councillor Donally  
Chauvin Recreation Board – Councillor Prokopetz/Alternate-Councillor Snow  
Family & Comm. Service – Councillor Donally/Alternate-Councillor Skinner  
Regional Comm./Ambulance – Mayor Dow/Alternate-Councillor Prokopetz  
EC911 – Councillor Snow/Alternate-Councillor Prokopetz  
Regional Emerg. Advisory Committee – Mayor Dow/Alternate-Councillor Prokopetz  
Chauvin Municipal Library Board – Councillor Donally/Alternate-Councillor Snow  
Northern Lights Library System – Councillor Prokopetz/Alternate-Councillor Snow  
Chauvin Museum Board – Councillor Skinner/Alternate-Mayor Dow  
BRAED/Go East of Edmonton – Mayor Dow/Alternate-Councillor Prokopetz  
School Council – Councillor Snow/Alternate-Councillor Donally  
Chauvin Fire Department – Councillor Snow/Alternate-Councillor Prokopetz  
CEDDI – Councillor Skinner/Alternate-Councillor Prokopetz  
Municipal Planning Comm. – Mayor Dow, Councillor Prokopetz, Councillor Skinner  
ICE Committee – Council as a whole  
ICE Equipment Committee Rep – CAO and Councillor Prokopetz  
Councillor Rep for Village Foreman – Councillor Prokopetz  
Direct Payment Monitoring – Councillor Donally  
Bylaw Enforcement Officer Managers – Mayor Dow, Councillor Prokopetz    CARRIED

04. **MOVED** by Mayor Dow that the members of the Joint Subdivision and Development Appeal Board are as follows:  
Public Members: John Fleming, Raymond Pare, Stephanie Spornitz, Alysha Grosky, Holly James, alternate Kevin MacKay  
Clerk: Mackenzie Bethune **CARRIED**
05. **MOVED** by Councillor Donally that the members of the Regional Assessment Review Board are as follows:  
Member Doug Rawluk  
Member Gillian Adamson  
Member Sandra Creech  
Member Holly James  
Member Councillor Eric Nissen  
Member Councillor Bruce Cummins  
Clerk: Kelly Larson, CAO for Village of Irma **CARRIED**
06. **MOVED** by Councillor Skinner that Councillor Donally be appointed to deal with the Natural Gas Functions with Councillor Prokopetz being named the alternate and Jack Goodall appointed as a delegate for the Village of Chauvin for a four-year term, ending in 2025. **CARRIED**
07. **MOVED** by Councillor Skinner that Brian King Professional Corporation remains our auditor for the ensuing year. **CARRIED**
08. **MOVED** by Councillor Snow that Larry James, Wainwright Assessment Group remain as our assessor for the ensuing year. **CARRIED**
09. **MOVED** by Councillor Prokopetz to appoint CAO, Martina Skinner as the Bylaw Enforcement Officer for the Village of Chauvin. **CARRIED**
10. **MOVED** by Mayor Dow that June Dauphinee, Municipal Planning Services (2009) Ltd., be appointed the Subdivision Authority for the ensuing year. **CARRIED**
11. **MOVED** by Councillor Donally that Jon Koroluk be appointed the Director of Emergency Management for the Village of Chauvin for 2025. **CARRIED**
12. **MOVED** by Councillor Skinner that Al Gordon be appointed the Village of Chauvin Deputy Director of Emergency Management for 2025. **CARRIED**
13. **MOVED** by Councillor Snow that the following matters will be dealt with by Council as a whole:
- |                                  |                                  |
|----------------------------------|----------------------------------|
| General Government Services      | Protective Services              |
| Transportation                   | Environmental Health Services    |
| Public Health & Welfare Services | Recreation and Cultural Services |
| Fiscal Service                   |                                  |
- CARRIED**

Councillor Donally declared an interest as she is employed by Vision Credit Union. Councillor Donally remained in the meeting and voted on the below motion.

14. **MOVED** by Councillor Prokopetz that the signing authority for the Village business conducted at the Vision Credit Union, the ATB Financial, Provost

Branch for the Natural Gas Account and the Village of Chauvin be assigned to any two of the following three: the CAO, Councillor Donally and Councillor Snow. CARRIED

Councillor Donally returned to the meeting at 6:47pm

- 15. MOVED by Councillor Snow to set the 2025 Organizational Meeting date as Wednesday, October 22, 2025. CARRIED
- 16. MOVED by Councillor Prokopetz that the Village Council meeting in regular sessions from 6:30pm – 10:30pm on each second Monday of every month. If these dates should fall on a holiday, the council may pass a motion to reschedule the meetings if necessary. CARRIED
- 17. MOVED by Deputy Mayor Prokopetz that the office hours for the Village of Chauvin office will be Monday to Friday from 9:00am to 4:00pm. CARREID
- 18. MOVED by Councillor Snow that when the Mayor or Councillors attend Village functions, they be paid by the Village a per diem of \$325.00 per day plus meals supported by voucher, plus mileage, at the approved rate, for full day meeting and for one-half day meetings, the per diem shall be \$165.00 plus meals supported by voucher, plus mileage at the approved rate. CARRIED
- 19. MOVED by Councillor Snow that Councillors and the Mayor receive an honorarium in the amount of \$75.00/month with an additional \$125.00/month for attendance at council meetings plus a fee of \$100.00 per meeting for out of Village meetings and \$26.00 per hour for in Village meetings, Standing Committee work, and Virtual Meetings, to be paid when a voucher is submitted and that the Mayor, Councillors and other village employees be paid for: Mileage at \$.65/km for use of a personal vehicle for out of village business, meals, accommodations, parking and taxi fares supported by voucher. Registration for functions regarding village business. CARRIED

COUNCIL CODE OF CONDUCT REVIEW

The Chauvin Council reviewed the Chauvin Council Code of Conduct Bylaw and asked any questions on the document to the Village Administration. All Council members agree to sign the minutes stating that they reviewed the bylaw.

_____	_____	_____
Mayor Dow	Councillor Donally	Councillor Prokopetz
_____	_____	
Councillor Skinner	Councillor Snow	

- 20. MOVED by Councillor Prokopetz that this meeting adjourn at 6:57pm.

\_\_\_\_\_ Mayor

\_\_\_\_\_ CAO