

The Regular Meeting of the Village of Mannville Council was held in the Council Chambers of the Mannville Village Office on Tuesday, November 19, 2024.

<b>Present</b>	Rex Smith	Mayor
	Jocelyne Lanovaz	Deputy Mayor
	Dan Lyster	Councillor
	Shantell Bielesch	Councillor
	Jim Jackson	Councillor
	Jennifer Hodel	Chief Administrative Officer
	Brooke Magosse	Assistant CAO & Recording Secretary

**Call to Order** Mayor Smith called the meeting to order at 6:30 p.m.

**Agenda** **MOTION** by Councillor Lyster that the agenda be approved as presented. **CARRIED.**  
2024.11.19/01

**Minutes:** Council reviewed the October 15, 2024 Organizational Meeting Minutes and the October 15, 2024 Regular Council Meeting Minutes as presented.

**2024.11.19/02** **MOTION** by Deputy Mayor Lanovaz that Council approve the minutes of the October 15, 2024, Organizational Council meeting as presented. **CARRIED.**

**2024.11.19/03** **MOTION** by Councillor Bielesch that Council approve the minutes of the October 15, 2024, Council meeting as presented. **CARRIED.**

**Financial Statement:** Council reviewed the Monthly Bank Reconciliation as presented.

**2024.11.19/04** **MOTION** by Councillor Lyster that Council approve the Bank Reconciliation for the month ending September 30, 2024. **CARRIED.**

**Accounts:** Council reviewed the Accounts Payable listing as presented.

**2024.11.19/05** **MOTION** by Councillor Bielesch that Council approve Accounts Payable cheques #20240846 to 20240916 and 20240918 to 20240956, totaling \$226,238.65 for the month ending September 30, 2024, for information. **CARRIED.**

**Departure** Councillor Lyster exited the chambers at 6:39 p.m.

2024.11.19/06 **MOTION** by Councillor Bielesch that Council approve Accounts Payable cheque #20240917 totaling \$800.00 for the month ending September 30, 2024, for information.

**CARRIED.**

**Return** Councillor Lyster returned to the chambers at 6:40 p.m.

**MasterCard:** Council reviewed the Credit Union MasterCard Statement as presented.

2024.11.19/07 **MOTION** by Deputy Mayor Lanovaz that Council approve the Credit Union MasterCard Statement dated September 30, 2024, totaling \$5,554.85 for information.

**CARRIED.**

**Revenue/Expense Report:** Council reviewed the Revenue and Expense Report as presented.

2024.11.19/08 **MOTION** by Councillor Lyster that Council approve the Revenue and Expense Report for the period ending October 31, 2024.

**CARRIED.**

**Bylaws/Policies** Council reviewed the proposed Golf Course Manager Job Description Policy 1900-24.

2024.11.19/09 **MOTION** by Councillor Bielesch that Council endorse Golf Course Job Description Policy 1900-24 with the following amendments:

- Page 2 "*Key Responsibilities/Duties – Operations Management: Remove third bulletin stating "Ensure excellent course conditions including fairways, greens, bunkers, and landscaping through coordination with the greens superintendent";*
- Page 2 "*Key Responsibilities/Duties – Staff Supervision and Development: Remove "including groundskeeper" from "Hire, train and manage all golf course staff, including groundskeeper, pro shop attendants, and food & beverage staff."*

**CARRIED.**

**Business**

**Returning Officer** Council to appoint a Returning Officer for the 2025 Municipal Election.

2024.11.19/10 **MOTION** by Deputy Mayor Lanovaz that Council appoint Jennifer Hodel as the Returning Officer for the 2025 Municipal Election.

**CARRIED.**

**Substitute Returning Officer** Council to appoint a Substitute Returning Officer for the 2025 Municipal Election.

- 2024.11.19/11      **MOTION** by Councillor Jackson that Council appoint Brooke Magosse as the Substitute Returning Officer for the 2025 Municipal Election. **CARRIED.**
- North Saskatchewan Watershed Alliance Request for Annual Contribution**      Council reviewed a request from the North Saskatchewan Watershed Alliance (NSWA) inviting the Village of Mannville to become a supporting member of the NSWA, by contributing an annual contribution.
- 2024.11.19/12      **MOTION** by Councillor Lyster that Council receive the North Saskatchewan Watershed Alliance letter and invoice as information. **CARRIED.**
- Audit Planning Letter**      Council reviewed the 2024 Audit Planning Letter from JMD Group LLP.
- 2024.11.19/13      **MOTION** by Councillor Jackson that Council receive the 2024 Audit Planning Letter from JMD Group LLP for information. **CARRIED.**
- December Council Meeting Date**      Council reviewed a request to change the December 2024 Council meeting date.
- 2024.11.19/14      **MOTION** by Deputy Mayor Lanovaz that Council approve that the December Regular Meeting date be changed from December 17, 2024 to December 10, 2024. **CARRIED.**
- MOU for GIS Services**      Council reviewed a request to enter into an agreement (MOU) with the County of Minburn for the County to host Village of Mannville geographic information system (GIS) data on their system.
- 2024.11.19/15      **MOTION** by Councillor Bielesch that Council direct Jennifer Hodel, Chief Administrative Officer to execute the proposed Agreement between the Village of Mannville and County of Minburn for the provision of GIS services to the Village of Mannville. **CARRIED.**
- Staff/Committee Reports:**
- PW Report**      Public Works Foreman, Mark McLaughlin and Public Works Foreman In-Training, Jesse Keyes, provided a Public Works report.
- 2024.11.19/16      **MOTION** by Councillor Lyster that Council accept the Public Works report as information. **CARRIED.**

RS    GH  
CEO    CAO

**Fire Services Report**

County Fire Chief, Mike Fundytus provided a Protective Services report.

**2024.11.19/17**

**MOTION** by Councillor Bielesch that Council accept the Protective Services report as information.

**CARRIED.**

**GC Report**

Council reviewed the Golf Course reports as presented.

**2024.11.19/18**

**MOTION** by Councillor Jackson that Council accept the Golf Course reports as information.

**CARRIED.**

**Councillor Reports****Councillor Bielesch**

Councillor Bielesch provided a Committee report on the following:

- November 6, 2024 – Village of Mannville Budget Planning Session
- November 12, 2024 – Mannville Library Board

**Councillor Jackson**

Councillor Jackson provided a Committee report on the following:

- October 18, 2024 – Mannville Seniors
- October 19, 2024 – Fire Department Pancake Breakfast
- October 29, 2024 – East Central 9-1-1
- November 6, 2024 – Village of Mannville Budget Planning Session
- November 15, 2024 – Mannville Seniors
- November 19, 2024 – MD of Minburn Foundation

**Councillor Lanovaz**

Councillor Lanovaz provided a Committee report on the following:

- October 19, 2024 – Fire Department Pancake Breakfast
- October 29, 2024 – NE Alberta HUB
- October 30, 2024 – Crossroads Economic Development Alliance
- November 6, 2024 – Village of Mannville Budget Planning Session
- November 7, 2024 – MMI-FCSS
- November 7, 2024 – Mannville Chamber of Commerce

**Councillor Lyster**

Councillor Lyster provided a Committee report on the following:

- November 6, 2024 – Village of Mannville Budget Planning Session
- November 6, 2024 – Mannville & District AG Society
- November 14, 2024 – ACE AGM

**Mayor Smith**

Mayor Smith provided a Committee report for the following:

- October 23, 2024 – Ace Meeting
- November 14, 2024 – ACE AGM

**2024.11.19/19** MOTION by Deputy Mayor Lanovaz to accept the Council Committee Reports as information.

**CARRIED.**

**CAO Report** CAO Hodel provided an Administration Report as presented.

**2024.11.19/20** MOTION by Councillor Lyster to accept the Chief Administrative Officer Report for November 2024 as information.

**CARRIED.**

**Correspondence:** Council reviewed the Correspondence List for the period ending October 31, 2024.


**2024.11.19/21** MOTION by Councillor Lyster that Council accept the Correspondence List as information.

**CARRIED.**

**Adjournment** There being no further business to be brought before Council, Mayor Smith declared the meeting adjourned at 7:44 p.m.



Rex Smith, Mayor



Jennifer Hodel, CAO