

**MINUTES of the REGULAR MEETING
of the RURAL MUNICIPALITY of BUCHANAN No.304
held on Wednesday February 08 2023
Via Teleconference**

A Special Meeting was called on Wednesday, February 08 2023 for the purpose of appointing a Temporary Acting Administrator, as well as signing authority.

ORDER: Reeve Skoretz called the meeting to order at 9:00 a.m.

ATTENDANCE: Councillors - Terry Zavislak Division 1
 - Myron Kopec- Division 2
 - Sean Wilson- Division 3
 - Brian Brodziak Division 5
 - Brent Pelechaty Division 6

Reeve - Don Skoretz
Mun. Admin. - Keri Gardner

Absent: - Chris Walker- Division 4

Appointing Temporary Acting Administrator:

43/2023 Kopec "That Council of the RM of Buchanan No. 304 appoint Keri Gardner as Temporary Acting Administrator."

Carried

Councillor Zavislak requested a recorded vote for RES. 43/2023

Reeve – Don Skoretz	Yes	Div. 5 - Brian Brodziak	Yes
Div. 1 – Terry Zavislak	Yes	Div. 2 - Myron Kopec	Yes
Div. 3 – Sean Wilson	Abstained	Div. 6 – Brent Pelechaty	Yes

Signing Authority

44/2023 Brodziak "That Temporary Acting Administrator Keri Gardner and any one (1) of the following Reeve Don Skoretz or Deputy Reeve Sean Wilson, have authority to sign on behalf of the RM of Buchanan No. 304 for any of the accounts at Crossroads Credit Union effective Febraury 8, 2023; also that Keri Gardner be granted access to online banking to complete online transactions that require second approval online from Reeve Skoretz."

Carried

CRA Authorization

45/2023 Brodziak "That Keri Gardner has authorization to access Canada Revenue Agency Accounts including Source Deductions and GST on behalf of the RM of Buchanan No. 304."

Carried

Online Transactions

46/2023 Zavislak "That Keri Gardner is authorized to access online transactions on behalf of the RM of Buchanan No. 304, including online payments, payroll and online banking."

Carried

Retrieval of Keys / Passwords / File Access

47/2023 Zavislak "That Deputy Reeve contact Administrator to authorize the release of keys to the RM office, any passwords, codes, books and all records of the municipality including files, and documents to Temporary Acting Administrator Keri Gardner."

Carried

RM Temporary Office Hours

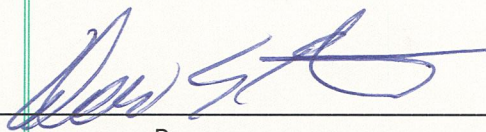
48/2023 Wilson: "That the RM office will be open to the public on Fridays from 8am-4pm temporarily."

Carried

ADJOURNMENT:

49/2023 Skoretz "That this meeting adjourn, time 9:57 a.m."

Carried.



Reeve



Acting Administrator