

**Special Council Meeting  
February 9, 2021 – 5:00 p.m.**

Minutes of the Special Meeting of the Municipal Council of the Town of Crossfield, in the Province of Alberta, held in Council Board room with the following:

**PRESENT**

Mayor Tennant  
Deputy Mayor Price  
Councillor Gustafson  
Councillor Harris  
Appointed collective acting CAO Merel Jarvis  
Appointed collective acting CAO Russ Nash (via electronic means)  
Appointed collective acting CAO Mustafa Hashimi (via electronic means)  
Finance Officer Lori Heikkila  
Recording Secretary Nash

**CONSENT TO MEETING**

Pursuant to the provisions of the Municipal Government Act, and amendments thereto, the Chief Elected Official, Jo Tennant has called a Special Meeting of Council under Section 194 (3). Written public notification was provided by electronic means giving at least 24 hours prior to the special meeting.

**CALL TO ORDER**

Mayor Tennant called the special council meeting to order at 5:00 p.m.

**CLOSED SESSION**

**037-2021 MOVED by Councillor Harris that council enter closed session at 5:00 p.m. to discuss:**

**Personnel Matters - Section 17 (1) (Disclosure harmful to personal privacy) *Freedom of Information and Protection of Privacy Act.***

**CARRIED**

*Finance Officer Lori Heikkila entered the meeting at 5:48 p.m.*

*Finance Officer Lori Heikkila left the meeting at 5:52 p.m.*

*Appointed collective acting CAO Merel Jarvis entered the meeting at 5:52 p.m.*

*Appointed collective acting CAO Merel Jarvis left the meeting at 6:04 p.m.*

**038-2021 MOVED by Deputy Mayor Price that council leave closed session at 6:08 p.m.**

**CARRIED**

Finance Officer Lori Heikkila, appointed collective acting CAO Merel Jarvis, appointed collective acting CAO Russ Nash, appointed collective acting CAO Mustafa Hashimi and Recording secretary Lindsey Nash returned to the meeting at 6:08 p.m.

## ACTION AND DECISION

Offer of acceptance      **039-2021 MOVED** by Mayor Tennant that council accept CAO Ken Bosman's offer to pay out his current contract as requested, effective February 9, 2021 and the amount is to be adjusted with the appropriate deductions and holiday considerations. **CARRIED UNANIMOUSLY**

Appointment of  
Interim Chief  
Administrative  
Officer      **040-2021 MOVED** by Mayor Tennant that Merel Jarvis be appointed interim Chief Administrative Officer. **CARRIED UNANIMOUSLY**



Human Resources  
review      **041-2021 MOVED** by Councillor Harris that council appoint Councillor Gustafson to be the town representative for any correspondence, reports, contracts, etc. regarding the Human Resources review conducted by Russell Farmer and Associates. **CARRIED UNANIMOUSLY**

Provincial  
Government  
Representative      **042-2021 MOVED** by Councillor Gustafson that effective February 9, 2021 council as a whole will deal directly with provincial government representatives and Councillor Harris will be appointed the town representative with respect to the citizen's petition and the review by Alberta Municipal Affairs. **CARRIED UNANIMOUSLY**

## ADJOURN

**043-2021 MOVED** by Deputy Mayor Price that Council adjourn at 6:12 p.m.

**CARRIED UNANIMOUSLY**

  
Mayor Tennant  
  
Interim CAO  
Merel Jarvis