

# VILLAGE OF INNISFREE

## SPECIAL COUNCIL MEETING MINUTES of July 3, 2025

A SPECIAL meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Thursday, July 3, 2025.

### CALL TO ORDER

Mayor Raycraft called the meeting to order at 4:07 PM

### PRESENT

#### Attendance in-person

Mayor E. Raycraft  
Deputy-Mayor D. McMann  
Councillor J. Johnson

T. Rogers, Interim CAO  
L. Han, Incoming CAO

### CLOSED MEETING 2025-07-03/01

MOVED by Mayor E. Raycraft that the meeting go into a closed session at 4:08 pm pursuant to the *Freedom of Information and Protection of Privacy Act*, to discuss Personnel, excluding all persons except Council and the Administration Staff.

CARRIED

### OPEN MEETING 2025-07-03/02

MOVED by Clr. J. Johnson to revert to an Open Meeting at 4:11 pm

CARRIED.

### CAO APPOINTMENT 2025-07-03/03

MOVED by Clr. D. McMann to appoint Shuang Han as the Chief Administrative Officer for the Village of Innisfree, effective July 4, 2025.

CARRIED.

### CLOSED MEETING 2025-07-03/04

MOVED by Clr. D. McMann that the meeting go into a closed session at 4:14 pm pursuant to the *Freedom of Information and Protection of Privacy Act*, to discuss Legal Matters, excluding all persons except Council and the Administration Staff.

CARRIED

### OPEN MEETING 2025-07-03/05

MOVED by Mayor E. Raycraft that the meeting return to an open session at 4:39 pm.

CARRIED

### LEGAL MATTER 2025-07-03/06

MOVED by Mayor E. Raycraft to direct Administration to send the Legal Letter as discussed in the Closed Session.

CARRIED

### SIGNING AUTHORITIES 2025-07-03/06

Moved by Clr. J. Johnson that pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Mayor Evan Raycraft or Councillor Deborah McMann or Councillor Jennifer Johnson and Administrative Assistant Shannon Tarapaski or Chief Administrative Officer Shuang Han. Further that Interim Chief Administrative Officer T. Rogers be removed as signing authority on all financial instruments for the Village of Innisfree, effective July 3, 2025.

Additionally, that Council moves that pursuant to *MGA, Sections 213(1) – (3)* that Administrative Officer S. Han be authorized as the Designated Officer for all municipal documents.

CARRIED.

### ADJOURNMENT

MOVED by Clr. J. Johnson that the meeting be adjourned at 5:08 PM

**VILLAGE OF INNISFREE**  
**SPECIAL COUNCIL MEETING MINUTES of July 3, 2025**

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Mayor, Evan Raycraft

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Chief Administrative Officer, S. Han

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