

**Town of St. Brieux**  
**Meeting Minutes**  
**March 13, 2025 - Special Meeting of Council - 03:00 PM**

In Attendance: Mayor Tammy Leray, Deputy Mayor Dan Clifford, Councillors Gerry Miller, Justin Assie and Max Mueller.

Regrets: CAO Erinn Schreiner.

Staff in Attendance: Assistant Administrator Alanna Strangway.

**1. CALL TO ORDER**

With a quorum being present, Mayor Tammy Leray called the Special Meeting to order at 3:00pm.

**2. CONFLICT OF INTEREST DECLARATIONS**

No conflicts of interest were made at this meeting.

**3. APPROVAL OF THE AGENDA**

**Resolution No:** 2025-0474

**Moved By:** Dan Clifford

THAT Council approves the agenda as presented.

Carried

**4. NEW BUSINESS**

**4.1 Appointment of Acting Administrator**

**Resolution No:** 2025-0475

**Moved By:** Gerry Miller

THAT Council appoints Alanna Strangway as the Acting Administrator for the Town of St. Brieux for up to 3 months.

Carried

**4.2 Appointment of Mentor for Acting Administrator**

**Resolution No:** 2025-0476

**Moved By:** Dan Clifford

THAT Council appoints Debra Parry, Administrator of the Village of Annaheim, as Alanna Strangway's UMAAS mentor for the term of Acting Administrator. Council agrees to pay Debra Parry \$50.00 per hour plus mileage for a minimum of 1 day per month as long as the term extends for the Acting Administrator.

Carried

**4.2.1 Office Hours**

**Resolution No:** 2025-0477

**Moved By:** Tammy Leray

THAT Council instructs the Acting Administrator to close the office as needed for training purposes. In addition, the Acting Administrator will change the current office hours from being open to the public 5 days per week to being open to the public 4 days per week to allow for mentorship.

Carried

## **5. IN-CAMERA**

**Resolution No:** 2025-0478

**Moved By:** Tammy Leray

THAT Council suspends it's Special Meeting at 3:15pm to enter into an In-Camera session to discuss HR matters.

Carried

## **6. OUT OF CAMERA**

**Resolution No:** 2025-0479

**Moved By:** Tammy Leray

THAT Council closes it's In-Camera session at 4:12pm and resumes its Special Meeting.

Carried

## **7. ADJOURNMENT**

**Resolution No:** 2025-0480

**Moved By:** Justin Assie

THAT this Special Meeting of Council be adjourned at 4:15pm.

Carried