

Village of Delburne Council Minutes

Annual Organizational Meeting of October 22, 2019

A)

Call to Order

The Chief Administrative Officer called the Annual Organizational Meeting to order at 5:03 p.m. in the Village Office with the following being present:

Councillors: Jeff Bourne
Bill Chandler
Darlene Dushanek
Daphne Warner
Tim Wilson

Chief Administrative Officer: Karen Fegan

B)

Adoption of Agenda

#2019-206 Moved by Councillor Chandler that the Agenda for the October 22, 2019 Annual Organizational Meeting of Council for the Village of Delburne be adopted as presented.
CARRIED UNANIMOUSLY

C)

Swearing In of Councillors

Not Required.

D)

Election of Mayor

The Chief Administrative Officer called for nominations for the Mayor's term for 2019-2020.

Councillor Chandler was nominated for Mayor for the 2019 – 2020 term by Councillor Dushanek.

Councillor Chandler accepted the nomination.

The Chief Administrative Officer called for nominations two more times. There were no other nominations.

#2019-207 Moved by Councillor Wilson that nominations cease.
CARRIED UNANIMOUSLY

The Chief Administrative Officer declared nominations closed.

Councillor Chandler was declared elected as Mayor for 2019-2020 term.



E) Appointment of Deputy Mayor

#2019-208 Moved by Councillor Bourne that the term of Deputy Mayor be served quarterly as follows:

Councillor Jeff Bourne – October 23, 2019 to January 31, 2020
Councillor Darlene Dushanek – February 1, 2020 to April 30, 2020
Councillor Daphne Warner – May 1, 2020 to July 31, 2020
Councillor Tim Wilson – August 1, 2020 to October 22, 2020

CARRIED UNANIMOUSLY

F) Dates and Times of Regular Council Meetings 2019-2020

#2019-209 Moved by Councillor Warner that the Council meetings will be held on the 2nd and 4th Tuesday of the month as per times set out in the attached schedule.

CARRIED UNANIMOUSLY

G) Council/Administration Appointments to Boards and Committees**1. Municipal Planning Commission (*Whenever required*)**

- a. Jeff Bourne
- b. Darlene Dushanek
- c. Tim Wilson
- d. Karen Fegan, CAO
- e. Alternate: Bill Chandler

2. Subdivision and Development Appeal Board (*Whenever required*)

Red Deer County

3. Delburne Community Support Grant (*Meets twice/year*)

- a. Daphne Warner
- b. Helen Overwater, Ast. CAO
- c. Alternate: Tim Wilson

4. Red Deer and District FCSS Board (*Meets monthly*)

- a. Jeff Bourne
- b. Alternate: Tim Wilson

5. Parkland Foundation (*Meets monthly*)

- a. Tim Wilson
- b. Alternate: Bill Chandler



6. Delburne Elk Haven Management Body (*Meets quarterly*)

- a. Tim Wilson
- b. Darlene Dushanek
- c. Alternate: Bill Chandler

7. Parkland Regional Library (*Meets quarterly*)

- a. Darlene Dushanek
- b. Alternate: Bill Chandler

8. Delburne Municipal Library Board (*Meets monthly*)

- a. Darlene Dushanek
- b. Alternate: Bill Chandler

9. Boomtown Trail (*Meets monthly*)

- a. Bill Chandler
- b. Karen Fegan, CAO
- c. Alternate: Jeff Bourne

10. Delburne Economic Development Committee (*Not Active*)**11. Delburne & District Chamber of Commerce** (*Meets monthly*)

- a. Tim Wilson
- b. Alternate: Darlene Dushanek

12. Delburne Neighborhood Place (*Meets monthly*)

- a. Daphne Warner
- b. Alternate: Darlene Dushanek

13. Central Alberta Economic Partnership (CAEP) (*Meets twice/year*)

- a. Tim Wilson
- b. Alternate: Bill Chandler

14. Budget Committee (*Meets when required*)

- a. All of Council

15. Red Deer River Basin/Water Management/Watershed Alliance (*Meets monthly or bi-monthly*)

- a. Bill Chandler
- b. Alternate: Tim Wilson

16. Police Advisory Committee (*Meets bi-monthly*)

- a. Bill Chandler
- b. Karen Fegan, CAO
- c. Alternate: Jeff Bourne



17. Emergency Management Committee (*Meets when required*)

- a. Jeff Bourne
- b. Karen Fegan, CAO
- c. Alternate: Daphne Warner

18. Delburne & District Community Hall Board (*Meets monthly*)

- a. Daphne Warner
- b. Helen Overwater, Ast. CAO
- c. Alternate: Bill Chandler

19. Central Waste Management (*Meets twice/year*)

- a. Bill Chandler
- b. Alternate: Jeff Bourne

20. Highway 21 Corridor Crime Watch (*Meets monthly*)

- a. Darlene Dushanek
- b. Alternate: Tim Wilson

21. Restorative Justice (*Meets bi-monthly*)

- a. Jeff Bourne
- b. Alternate: Bill Chandler

22. Intermunicipal Committee (*Meets when required*)

- a. Bill Chandler
- b. Jeff Bourne
- c. Karen Fegan, CAO
- d. Alternate: Tim Wilson

#2019-210 Moved by Councillor Bourne that Council approve the committee appointments as listed above.
CARRIED UNANIMOUSLY

H) Other AppointmentsSolicitors

- 1. Warren Sinclair as Village Solicitors for 2019 – 2020 as well as Reynolds Mirth Richards Farmer

Newspapers

- 2. Red Deer Advocate as the official means of advertising legal notices and that the Village Voice and Delburne and District News will be used as required.



Emergency Management

3. That Dan Marsellus be appointed as the Director of Emergency Management for 2019-2020.

Weed Inspector

4. That Gary Rusaw be appointed as the Village Weed Inspector for 2019-2020.

Administration Appointments

5. That the Chief Administrative Officer (Karen Fegan) be appointed as:
- Head of the Local Public Body (MGA Section 208)
 - Economic Development Officer
 - Business License Inspector
 - Bylaw Enforcement Officer (via Red Deer County contracted services)
 - Development Officer
 - FOIP Coordinator

Auditors

6. Gitzel & Company as the Village Auditors for 2019-2020.

Building Inspector

7. That IJD Inspections Ltd. (Red Deer) be appointed as Village Building Inspectors for 2019-2020.

#2019-211 Moved by Councillor Wilson that Council approve the other appointments as listed above.
CARRIED UNANIMOUSLY

Members-At-Large Appointments**a. Delburne Community Support Grant Committee (6 Appts.)**

- | | |
|--------------------|---------------------|
| 1. Phillip Massier | 2. Darlene Dushanek |
| 3. Tracy Kozey | 4. Mary Chaffin |
| 5. Carol Craig | 6. Susan Nielsen |

b. Delburne Municipal Library (10 Appts.)

- | | |
|-------------------|--------------------|
| 1. Alice Lonsdale | 2. Tanya O'Donahue |
| 3. Deb Ellis | 4. Melanie Timms |
| 5. Lorna Goddard | 6. Dawn McKenzie |
| 7. Susan Tyndall | |

c. CAEP Business Representative

1. Karen Grant



d. Delburne Community Hall Committee (9 Appts.)

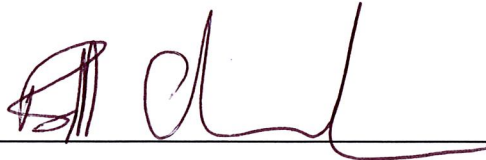
- | | |
|---------------------|-------------------|
| 1. Elks Member | 2. Ray Miller |
| 3. Dustin Gillespie | 4. Amy Ritchie |
| 5. Robb Smith | 6. Jamie Cummings |
| 7. Susan Nielsen | 8. Mary Chaffin |


e. Budget Committee (3 Appts.)

1. Geoff Gunter
2. Bernice Danielson

#2019-212 Moved by Councillor Dushanek that Council approve the Members-At-Large Appointments as listed above.
CARRIED UNANIMOUSLY

#2019-213 Moved by Councillor Bourne that the 2019 Annual Organizational Meeting adjourn at 5:24 PM.
CARRIED UNANIMOUSLY



Bill Chandler
Mayor

Karen M. Fegan, CLGM, CT
Chief Administrative Officer

ATTACHMENT “A” TO OCTOBER 22, 2019 MINUTES**Village of Delburne Council Meetings 2019-2020****2019**

Monday	Nov 11	STATUTORY HOLIDAY (Office Closed)
Tuesday	Nov 12	Council Meeting 6:00
Tuesday	Nov 26	Council Meeting 6:00
Tuesday	Dec 10	Council Meeting 6:00
Dec. 24 – 31		Office Closed

2020

Jan. 01		Office Closed
Thursday	Jan. 02	Office Closed, but staff working
Tuesday	Jan 14	Council Meeting 6:00
Tuesday	Jan 28	Council Meeting 6:00
Tuesday	Feb 11	Council Meeting 6:00
Monday	Feb 17	STATUTORY HOLIDAY (Office Closed)
Tuesday	Feb 25	Council Meeting 6:00
Tuesday	Mar 10	Council Meeting 6:00
Tuesday	Mar 24	Council Meeting 6:00
Friday	Apr 10	STATUTORY HOLIDAY (Office Closed)
Monday	Apr 13	STATUTORY HOLIDAY (Office Closed)
Tuesday	Apr 14	Council Meeting 6:00
Tuesday	Apr 28	Council Meeting 6:00
Monday	May 11	Council Meeting 6:00
Monday	May 18	STATUTORY HOLIDAY (Office Closed)
Tuesday	May 26	Council Meeting 6:00
Tuesday	Jun 09	Council Meeting 6:00
Tuesday	Jun 23	Council Meeting 6:00
Wednesday	Jul 01	STATUTORY HOLIDAY (Office Closed)
Tuesday	Jul 14	Council Meeting 6:00
Monday	Aug 03	STATUTORY HOLIDAY (Office Closed)
Tuesday	Aug 04	Council Meeting 6:00
Tuesday	Aug 25	Council Meeting 6:00

Monday	Sep 07	STATUTORY HOLIDAY (Office Closed)
Tuesday	Sep 08	Council Meeting 6:00
Tuesday	Sep 22	Council Meeting 6:00
Monday	Oct 12	STATUTORY HOLIDAY (Office Closed)
Tuesday	Oct 13	Council Meeting 6:00
Tuesday	Oct 27	ANNUAL ORGANIZATIONAL MEETING

