

Village of Delburne Council Minutes

Annual Organizational Meeting of October 24, 2023

A)

Call to Order

The Chief Administrative Officer called the Annual Organizational Meeting to order at 4:05 p.m. in the Village Office with the following being present:

Councillors:	Jeff Bourne Kathy Faulk Andy Folks Ray Reckseidler Tim Wilson
Chief Administrative Officer:	Karen Fegan
Executive Assistant - Recording Secretary	Melanie Timms
Public Works Assistant Foreman:	Steve Buckland

B)

Adoption of Agenda

#2023-276 Moved by Councillor K. Faulk that the Agenda for the October 24, 2023 Annual Organizational Meeting of Council for the Village of Delburne be adopted as presented.

CARRIED UNANIMOUSLY

C)

Election of Mayor

The Chief Administrative Officer called for nominations for the Mayor's term for 2023-2024.

Councillor T. Wilson was nominated for Mayor for the 2023-2024 term by Councillor R. Reckseidler.

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

#2023-277 Moved by Councillor K. Faulk that nominations cease.

CARRIED UNANIMOUSLY

The Chief Administrative Officer declared nominations closed.

Councillor T. Wilson was declared elected as Mayor for 2023-2024 term



D) Appointment of Deputy Mayor

#2023-278 Moved by Councillor A. Folks that the term of Deputy Mayor be served quarterly as follows:

Councillor R. Reckseidler – October 25, 2023 to January 31, 2024
Councillor A. Folks – February 1, 2024 to April 30, 2024
Councillor K. Faulk – May 1, 2024 to July 31, 2024
Councillor J. Bourne – August 1, 2024 to October 22, 2024

CARRIED UNANIMOUSLY

E) Dates and Times of Regular Council Meetings 2023-2024

#2023-279 Moved by Councillor J. Bourne that the Council meetings will be held on the 2nd and 4th Tuesday of the month with the meeting time of 5:00 PM as per dates set out in the attached schedule.

CARRIED UNANIMOUSLY

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

- a. Mayor T. Wilson
- b. Councillor K. Faulk
- c. Councillor A. Folks
- d. CAO K. Fegan
- e. Alternate: Councillor R. Reckseidler

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

- a. Councillor A. Folks
- b. Deputy Administrator H. Overwater
- c. Alternate: K. Faulk

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

- a. Councillor J. Bourne
- b. Alternate: Councillor K. Faulk

4. Parkland Foundation (*Meets monthly*)

- a. Mayor T. Wilson
- b. Alternate: Councillor J. Bourne

5. Parkland Regional Library (*Meets quarterly*)

- a. Councillor R. Reckseidler
- b. Alternate: Councillor A. Folks

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

- a. Councillor R. Reckseidler

- 7. Delburne & District Chamber of Commerce** (*Meets monthly*)
 - a. Councillor A. Folks
 - b. Alternate: Councillor R. Reckseidler

- 8. Central Alberta Economic Partnership (CAEP)** (*Meets twice/year*)
 - a. Mayor T. Wilson
 - b. CAO K. Fegan
 - c. Alternate: Councillor R. Reckseidler

- 9. Budget Committee** (*Meets when required*)
 - a. All of Council

- 10. Police Advisory Committee** (*Meets bi-monthly*)
 - a. Councillor J. Bourne
 - b. CAO K. Fegan
 - c. Alternate: Councillor K. Faulk

- 11. Regional Police Advisory Committee** (*Meets quarterly*)
 - a. Councillor J. Bourne
 - b. Alternate: Councillor K. Faulk

- 12. Emergency Management Committee** (*Meets when required*)
 - a. Councillor J. Bourne
 - b. CAO K. Fegan
 - c. Alternate: Councillor A. Folks

- 13. Delburne & District Community Hall Board** (*Meets monthly*)
 - a. Councillor K. Faulk
 - b. Alternate: Councillor J. Bourne

- 14. Central Waste Management** (*Meets twice/year*)
 - a. Councillor K. Faulk
 - b. Alternate: Councillor J. Bourne

- 15. Intermunicipal Committee** (*Meets when required*)
 - a. Mayor T. Wilson
 - b. Councillor J. Bourne
 - c. CAO K. Fegan
 - d. Alternate: Councillor A. Folks

- 16. Economic Development Committee** (*Meeting rotation undecided*)
 - a. Mayor T. Wilson
 - b. Councillor K. Faulk
 - c. Councillor A. Folks
 - d. CAO K. Fegan
 - e. Alternate: Councillor R. Reckseidler



- #2023-280** Moved by Councillor K. Faulk that Council approve the committee appointments as listed above.

CARRIED UNANIMOUSLY

G) Other Appointments

Solicitors

1. Warren Sinclair as Village Solicitors for 2023-2024 as well as Reynolds Mirth Richards Farmer.

Newspapers

2. East Central Review as the official means of advertising legal notices as well as the Village Voice as required.

Emergency Management

3. Director of Emergency Management –
Cst. Irv Heide, Red Deer County

Weed Inspector

4. That Gary Rusaw be appointed as the Village Weed Inspector for 2023-2024.

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 2023-2024.

- #2023-281** Moved by Councillor K. Faulk that Council approve the other appointments as listed above.

CARRIED UNANIMOUSLY

Members-At-Large Appointments

a. Delburne Community Support Grant Committee (6 Appts.)

1. Cassidy Chambers
2. Rod McDonald
3. Will fill prior to March 2024
- 4.
- 5.
6. Red Deer County Councillor

b. Delburne Municipal Library (10 Appts.)

- 1. Amy Ritchie
- 2. Susan Tyndall
- 3. Renee Rusaw
- 4. Lorna Goddard
- 5. Helen Overwater

c. CAEP Business Representative

- 1. Vacant

d. Delburne Economic Development Committee

Committee is currently inactive but will seek new members in the future.

e. Delburne Community Hall Committee (9 Appts.)

- 1. Ray Miller
- 2. JP Paquette
- 3. Dustin Gillespie
- 4. Roy Jamieson
- 5. Rob Smith
- 6. Jomin Rathapilly
- 7. Shari Caffet
- 8. Rod McDonald
- 9. Diane Kim

f. Budget Committee (3 Appts.)

- 1. Geoff Gunter
- 2. Bernice Danielson

#2023-282 Moved by Councillor A. Folks that Council approve the Members-at-Large Appointments as listed above.


CARRIED UNANIMOUSLY

#2023-283 Moved by Councillor K. Faulk that the 2023 Annual Organizational Meeting adjourn at 4:25 PM.

CARRIED UNANIMOUSLY



 Tim Wilson
 Mayor



 Karen M. Fegan, CLGM, CT
 Chief Administrative Officer

ATTACHMENT “A” TO October 24, 2023 MINUTES**Village of Delburne Council Meetings 2023-2024
Priorities & Governance (P & G) Committee****2023**

Monday	Oct 09	STATUTORY HOLIDAY (Office Closed)
Tuesday	Oct 10	Council Meeting 5:00 PM
Tuesday	Oct 17	P & G Committee 5:00 PM
Tuesday	Oct 24	Council Meeting 5:00 PM
Monday	Nov 13	STATUTORY HOLIDAY (Office Closed)
Tuesday	Nov 14	Council Meeting 5:00 PM
Tuesday	Nov 21	P & G Committee 5:00 PM
Tuesday	Nov 28	Council Meeting 5:00 PM
Tuesday	Dec 12	Council Meeting 5:00 PM
Dec. 24 – 31		Office Closed

2024

Monday	Jan 01	STATUTORY HOLIDAY (Office Closed)
Tuesday	Jan 09	Council Meeting 5:00 PM
Tuesday	Jan 16	P & G Committee 5:00 PM
Tuesday	Jan 23	Council Meeting 5:00 PM
Tuesday	Feb 13	Council Meeting 5:00 PM
Monday	Feb 19	STATUTORY HOLIDAY (Office Closed)
Tuesday	Feb 20	P & G Committee 5:00 PM
Tuesday	Feb 27	Council Meeting 5:00 PM
Tuesday	Mar 12	Council Meeting 5:00 PM
Tuesday	Mar 19	P & G Committee 5:00 PM
Tuesday	Mar 26	Council Meeting 5:00 PM
Friday	Mar 29	STATUTORY HOLIDAY (Office Closed)
Monday	Apr 01	STATUTORY HOLIDAY (Office Closed)
Tuesday	Apr 09	Council Meeting 5:00 PM
Tuesday	Apr 16	P & G Committee 5:00 PM
Tuesday	Apr 23	Council Meeting 5:00 PM
Tuesday	May 14	Council Meeting 5:00 PM
Monday	May 20	STATUTORY HOLIDAY (Office Closed)
Tuesday	May 21	P & G Committee 5:00 PM
Tuesday	May 28	Council Meeting 5:00 PM

Tuesday	Jun 11	Council Meeting	5:00 PM
Tuesday	Jun 18	P & G Committee	5:00 PM
Tuesday	Jun 25	Council Meeting	5:00 PM
Monday	Jul 01	STATUTORY HOLIDAY (Office Closed)	
Tuesday	Jul 16	Council Meeting	5:00 PM
Tuesday	Jul 30	P & G Committee	5:00 PM
Monday	Aug 05	STATUTORY HOLIDAY (Office Closed)	
Tuesday	Aug 13	Council Meeting	5:00 PM
Tuesday	Aug 27	P & G Committee	5:00 PM
Monday	Sep 02	STATUTORY HOLIDAY (Office Closed)	
Tuesday	Sep 10	Council Meeting	5:00 PM
Tuesday	Sep 17	P & G Committee	5:00 PM
Monday	Sep 24	Council Meeting	5:00 PM
Tuesday	Oct 08	Council Meeting	5:00 PM
Monday	Oct 14	STATUTORY HOLIDAY (Office Closed)	
Tuesday	Oct 15	P & G Committee	5:00 PM
Tuesday	Oct 22	ANNUAL ORGANIZATIONAL MEETING	

