

**Village of Delburne Council Minutes**

**Annual Organizational Meeting of October 28, 2025**

**A)**

**Call to Order**

The Chief Administrative Officer called the Annual Organizational Meeting to order at 5:00 p.m. in the Village Office with the following being present:

Councillors:	Jeff Bourne Jim Ellis Kathy Faulk Dustin Gillespie Jason Reckseidler
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Chief Administrative Officer:	Karen Fegan
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**B)**

**Adoption of Agenda**

**#2025-239** Moved by Councillor J. Bourne that the Agenda for the October 28, 2025 Annual Organizational Meeting of Council for the Village of Delburne be adopted as presented.

**CARRIED UNANIMOUSLY**

**C)**

**Swearing In of Councillors** – *was performed on October 25, 2025.*

**D)**

**Election of Mayor**

The Chief Administrative Officer called for nominations for Mayor.

Councillor J. Bourne was nominated for position of Mayor by Councillor J. Reckseidler. Councillor J. Bourne accepted the nomination.

Councillor K. Faulk was nominated for position of Mayor by Councillor J. Ellis. Councillor K. Faulk accepted the nomination.

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

**#2025-240** Moved by Councillor J. Ellis that nominations cease.

**CARRIED UNANIMOUSLY**

*JEB  
CAF*

The Chief Administrative Officer declared nominations closed.  
Councillor J. Bourne was declared elected as Mayor.

**E) Appointment of Deputy Mayor**

**#2025-241** Moved by Councillor D. Gillespie that the term of Deputy Mayor be served quarterly as follows:

Councillor K. Faulk	– October 29, 2025 to October 27, 2026
Councillor J. Ellis	– October 28, 2026 to October 26, 2027
Councillor D. Gillespie	– October 27, 2027 to October 24, 2028
Councillor J. Reckseidler	– October 25, 2028 to October 23, 2029

**CARRIED UNANIMOUSLY**

**F) Dates and Times of Regular Council Meetings 2025-2026**

**#2025-242** Moved by Councillor K. Faulk that the Council meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month with the meeting time of 5:00 PM as per dates set out in the attached schedule.

**CARRIED UNANIMOUSLY**

**G) Council/Administration Appointments to Boards and Committees**

**1. Municipal Planning Commission (*Whenever required*)**

- a. Councillor K. Faulk
- b. Councillor D. Gillespie
- c. Councillor J. Reckseidler
- d. CAO K. Fegan
- e. Alternate: Mayor J. Bourne

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

- a. Councillor K. Faulk
- b. Deputy Administrator H. Overwater
- c. Alternate: D. Gillespie

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

- a. Mayor J. Bourne
- b. Alternate: Councillor J. Reckseidler

**4. Parkland Foundation (*Meets monthly*)**

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



5. **Parkland Regional Library** (*Meets quarterly*)
  - a. Councillor D. Gillespie
  - b. Alternate: Councillor J. Ellis
6. **Delburne Municipal Library Board** (*Meets monthly*)
  - a. Councillor D. Gillespie
7. **Delburne & District Chamber of Commerce** (*Meets monthly*)
  - a. Councillor J. Ellis
  - b. Alternate: Councillor K. Faulk
8. **Central Alberta Economic Partnership (CAEP)** (*Meets twice/year*)
  - a. Councillor J. Reckseidler
  - b. CAO K. Fegan
  - c. Alternate: D. Gillespie
9. **Budget Committee** (*Meets when required*)
  - a. All of Council
10. **Police Advisory Committee** (*Meets bi-monthly*)
  - a. Councillor J. Ellis
  - b. CAO K. Fegan
  - c. Alternate: Mayor J. Bourne
11. **Regional Police Advisory Committee** (*Meets quarterly*)
  - a. Mayor J. Bourne
  - b. Alternate: Councillor J. Ellis
12. **Emergency Management Committee** (*Meets when required*)
  - a. Councillor J. Bourne
  - b. CAO K. Fegan
  - c. Alternate: Councillor D. Gillespie
13. **Delburne & District Community Hall Board** (*Meets monthly*)
  - a. Councillor D. Gillespie
  - b. Alternate: Councillor K. Faulk
14. **Central Waste Management** (*Meets twice/year*)
  - a. Councillor J. Reckseidler
  - b. Alternate: Mayor J. Bourne
15. **Intermunicipal Committee** (*Meets when required*)
  - a. Mayor J. Bourne
  - b. Councillor D. Gillespie
  - c. CAO K. Fegan
  - d. Alternate: Councillor J. Reckseidler



**16. Economic Development Committee**

*(Meeting rotation undecided)*

- a. Councillor J. Ellis
- b. Councillor K. Faulk
- c. Councillor D. Gillespie
- d. CAO K. Fegan
- e. Alternate: Councillor J. Reckseidler

**17. Red Deer River Municipal Users Group**

*(Meets every other month)*

- a. Mayor J. Bourne
- b. Alternate: Councillor D. Gillespie

**18. Red Deer River Watershed Alliance** *(Meets monthly)*

- a. Councillor J. Reckseidler
- b. Alternate: Councillor D. Gillespie

**#2025-243** Moved by Councillor J. Ellis that Council approve the committee appointments as listed above.

**CARRIED UNANIMOUSLY**

**H) Other Appointments**

Solicitors

- 1. Warren Sinclair as Village Solicitors for 2025-2026 as well as Reynolds Mirth Richards Farmer.

Newspapers

- 2. Red Deer Advocate 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 2024-2025.

Administration Appointments

- 5. That the Chief Administrative Officer (Karen Fegan) be appointed as:
  - Economic Development Officer
  - Business License Inspector
  - Bylaw Enforcement Officer (via Red Deer County contracted services)
  - Development Officer

Auditors

- 6. Gitzel & Company as the Village Auditors for 2025-2026.

**#2025-244** Moved by Councillor J. Reckseidler that Council approve the other appointments as listed above.

**CARRIED UNANIMOUSLY**

Members-At-Large Appointments

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

- 1. Mary Chaffin
- 2. Philip Massier
- 3. Cassidy Chambers
- 4. Louise Smith
- 5. Garth Nickorik
- 6. Red Deer County Councillor

**b. Delburne Municipal Library (10 Appts.)**

- 1. Lorna Goddard
- 2. Helen Overwater
- 3. Chanel Annabelle
- 4. Laura Hamlyn
- 5. Anita Jones
- 6. Jackie Smith
- 7. Brenda Knights
- 8. Deb Hotvedt
- 9. Catherine Lefebvre

**c. CAEP Business Representative**

- 1. Jomin Rathapilly

**d. Municipal Planning Commission**

- 1. Debbie Ellis
- 2. *Vacant*

**e. Delburne Community Hall Committee (9 Appts.)**

- 1. Ray Miller
- 2. JP Paquette
- 3. Elks Member
- 4. Rod McDonald
- 5. Laura Hamlyn
- 6. Jomin Rathapilly
- 7. Vanessa Wall

**f. Budget Committee (3 Appts.)**

Currently no appointments.

**#2025-245** Moved by Councillor K. Faulk that Council approve the Members-at-Large Appointments as listed above.

**CARRIED UNANIMOUSLY**

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**#2025-246** Moved by Councillor J. Reckseidler that the 2025 Annual Organizational Meeting adjourn at 5:45 PM.

**CARRIED UNANIMOUSLY**



Jeff Bourne  
Mayor



Karen M. Fegan, *CLGM, GT*  
Chief Administrative Officer

**ATTACHMENT “A” TO October 28, 2025 MINUTES**

**Village of Delburne Council Meetings 2025-2026  
 Priorities & Governance (P & G) Committee  
2025**

Tuesday	Oct 28	Organizational Mtg	5:00 PM
Monday	Nov 03	Council Meeting	5:00 PM
Tuesday	Nov 11	STATUTORY HOLIDAY (Office Closed)	
Tuesday	Nov 18	Council Meeting	5:00 PM
Tuesday	Dec 09	Council Meeting	5:00 PM
Tuesday	Dec 16	Council Meeting	5:00 PM
Dec. 24 – 31		Office Closed	

**2026**

Thursday	Jan 01	STATUTORY HOLIDAY (Office Closed)	
Friday	Jan 02	Office Closed	
Tuesday	Jan 13	Council Meeting	5:00 PM
Tuesday	Jan 22	P & G Committee	5:00 PM
Tuesday	Jan 27	Council Meeting	5:00 PM
Tuesday	Feb 10	Council Meeting	5:00 PM
Monday	Feb 16	STATUTORY HOLIDAY (Office Closed)	
Tuesday	Feb 17	P & G Committee	5:00 PM
Tuesday	Feb 24	Council Meeting	5:00 PM
Tuesday	Mar 10	Council Meeting	5:00 PM
Tuesday	Mar 17	P & G Committee	5:00 PM
Tuesday	Mar 24	Council Meeting	5:00 PM
Friday	Apr 03	STATUTORY HOLIDAY (Office Closed)	
Monday	Apr 06	STATUTORY HOLIDAY (Office Closed)	
Tuesday	Apr 14	Council Meeting	5:00 PM
Tuesday	Apr 21	P & G Committee	5:00 PM
Tuesday	Apr 28	Council Meeting	5:00 PM
Tuesday	May 12	Council Meeting	5:00 PM
Monday	May 18	STATUTORY HOLIDAY (Office Closed)	
Tuesday	May 19	P & G Committee	5:00 PM
Tuesday	May 26	Council Meeting	5:00 PM

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Tuesday	Jun 09	Council Meeting	5:00 PM
Tuesday	Jun 16	P & G Committee	5:00 PM
Tuesday	Jun 23	Council Meeting	5:00 PM
Wednesday	Jul 01	STATUTORY HOLIDAY (Office Closed)	
Tuesday	Jul 14	Council Meeting	5:00 PM
Tuesday	Jul 28	P & G Committee	5:00 PM
Monday	Aug 03	STATUTORY HOLIDAY (Office Closed)	
Tuesday	Aug 11	Council Meeting	5:00 PM
Tuesday	Aug 25	P & G Committee	5:00 PM
Monday	Sep 07	STATUTORY HOLIDAY (Office Closed)	
Tuesday	Sep 08	Council Meeting	5:00 PM
Tuesday	Sep 15	P & G Committee	5:00 PM
Monday	Sep 22	Council Meeting	5:00 PM
Monday	Oct 12	STATUTORY HOLIDAY (Office Closed)	
Tuesday	Oct 13	Council Meeting	5:00 PM
Tuesday	Oct 20	P & G Committee	5:00 PM
<b>Tuesday</b>	<b>Oct 27</b>	<b>ANNUAL ORGANIZATIONAL MEETING</b>	

