

**Village of Delburne Council Minutes**

**Annual Organizational Meeting of October 25, 2016**

**A)**

**Call to Order**

The Chief Administrative Officer called the Annual Organizational Meeting to order at 4:00 p.m. in the Village Office with the following being present:

Councilors:

Ray Reckseidler  
Darlene Dushanek  
Tim Wilson  
Kathy Faulk  
Bill Chandler

Chief Administrative Officer: Karen Fegan

**B)**

**Adoption of Agenda**

#2016-186 Moved by Councilor B. Chandler that the Agenda for the October 25, 2016 Annual Organizational Meeting of Council for the Village of Delburne be adopted as presented.  
CARRIED UNANIMOUSLY

**C)**

**Swearing In of Councilors**

**D)**

**Election of Mayor**

The Chief Administrative Officer called for nominations for the Mayor's term for 2016-2017.

#2016-187 Moved by Councilor K. Faulk that Councilor Reckseidler be nominated as Village of Delburne Mayor for the 2016-2017 term.

#2016-188 Moved by Councilor T. Wilson that nominations cease.  
CARRIED UNANIMOUSLY

The Chief Administrative Officer declared nominations closed.

Councilor Reckseidler was declared elected as Mayor for 2016-2017 term.

R.R.

SK

**E) Appointment of Deputy Mayor**

#2016-189 Moved by Councilor K. Faulk that the terms of Deputy Mayor be served quarterly, as follows:

| Deputy Mayor       | 2016-2017 Term          |  |
|--------------------|-------------------------|--|
| Councilor Chandler | Oct. 26/16 – Jan. 31/17 |  |
| Councilor Dushanek | Feb. 1/17 – April 30/17 |  |
| Councilor Wilson   | May 1/17 – July 31/17   |  |
| Councilor Faulk    | Aug. 1/17 – Oct. 25/17  |  |

CARRIED UNANIMOUSLY

**F) Signing Authorities**

#2016-190 Moved by Councilor T. Wilson that the 2016-2017 signing officers be as follows:

Mayor Reckseidler or Councilor Dushanek and  
 Karen Fegan, CAO or Helen Overwater, Assistant Administrator.  
 CARRIED UNANIMOUSLY

**G) Dates and Times of Regular Council Meetings 2016-2017**

#2016-191 Moved by Councilor B. Chandler that the Council meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month as per times set out in the attached schedule.

CARRIED UNANIMOUSLY

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

- Darlene Dushanek
- Kathy Faulk
- Tim Wilson
- Alternate: Bill Chandler

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

- Ray Reckseidler
- Alternate: Bill Chandler

**3. John Pisko Memorial Recreation Board** *(Meets twice/year)*

- Darlene Dushanek
- alternate: Kathy Faulk

R.R.

JK

- 4. Red Deer and District FCSS Board** (*Meets monthly*)
  - a. Tim Wilson
  - b. – alternate: Ray Reckseidler
- 5. Parkland Foundation** (*Meets monthly*)
  - a. Tim Wilson
  - b. – alternate: Bill Chandler
- 6. Delburne Elk Haven Management Body** (*Meets quarterly*)
  - a. Tim Wilson
  - b. – alternate: Darlene Dushanek
- 7. Parkland Regional Library** (*Meets quarterly*)
  - a. Darlene Dushanek
  - b. – alternate: Kathy Faulk
- 8. Delburne Municipal Library Board** (*Meets monthly*)
  - a. Darlene Dushanek
  - b. – alternate: Kathy Faulk
- 9. Boomtown Trail**
- 10. Delburne Economic Development Committee**
- 11. Delburne & District Chamber of Commerce** (*Meets montly*)
  - a. Ray Reckseidler
  - b. – alternate: Darlene Dushanek
- 12. Delburne Neighborhood Place** (*Meets monthly*)
  - a. Kathy Faulk
  - b. – alternate: Ray Reckseidler
- 13. Central Alberta Economic Partnership (CAEP)** (*Meets twice/year*)
  - a. Ray Reckseidler
  - b. – alternate: Bill Chandler
- 14. Budget Committee** (*Meets when required*)
  - a. All of Council
- 15. Red Deer River Basin/Water Management/Watershed Alliance** (*Meets montly or bi-monthly*)
  - a. Ray Reckseidler
  - b. – alternate: Tim Wilson

R.R.



**16. Community Action Committee** (*Meets bi-monthly*)

- a. Bill Chandler
- b. –alternate: Tim Wilson

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

- a. Kathy Faulk
- b. – alternate: Darlene Dushanek

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

- a. Bill Chandler
- b. –alternate: Kathy Faulk

**19. Delburne & District Fire & Rescue** (*Meets when required*)

- a. Tim Wilson

#2016-192 Moved by Councilor K. Faulk that Council approve the committee appointments as listed above.  
CARRIED UNANIMOUSLY

**I) Other Appointments**

Solicitors

- a. Warren Sinclair as Village Solicitors for 2016 - 2017, for general legal services including land sales and contracts.

Auditors

- a. Gitzel & Company as the Village Auditors for 2016-2017.

Newspapers

- a. Red Deer Advocate as the official means of advertising legal notices and that the Delburne and District News and ~~Chitqua~~ will be used as required.

Chautauqua

Fire Chief

- a. Sherry Marsellus be appointed as Fire Chief.

Emergency Management

- a. That Dan Marsellus be appointed the Director of Emergency Management; Ric Henderson and \_\_\_\_\_ be appointed as Deputy Directors of Emergency Management for 2016-2017.

R.R.

JK

Weed Inspector

- a. That Gary Rusaw be appointed as the Village Weed Inspector for 2016-2017.

Building Inspector

- a. That IJD Inspections Ltd. (Red Deer) be appointed as Village Building Inspectors for 2016-2017.

Administration Appointments

- a. 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

Members-At-Large Appointments

- a. **Subdivision and Development Appeal Board (2 Appts.)**  
To be determined.

- b. **John Pisko Memorial Recreation Board (5 Appts.)**

- |                    |                  |
|--------------------|------------------|
| 1. Phillip Massier | 2. Robin Ritchie |
| 3. Tracy Kozey     | 4. Mary Chaffin  |
| 5. Dawn McKenzie   |                  |

- c. **Delburne Municipal Library (10 Appts.)**

- |                      |                        |
|----------------------|------------------------|
| 1. Alice Lonsdale    | 2. Lin Norris Wagstaff |
| 3. John Perry        | 4. Peter Wagstaff      |
| 5. Bonnie Stephenson | 6. Dawn McKenzie       |

- d. **Elk Haven Management Board (1 Appts.)**

Jeanette Gabrielson

- e. **CAEP (Business Appt.)**

1. Karen Grant

- f. **Economic Development Committee (10 Appts.)**

- g. **Budget Committee (3 Appts.)**

Geoff Gunter, Bernice Danielson

R.R

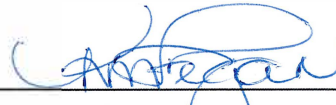
af

#2016-193 Moved by Councilor B. Chandler that Council approve the appointments as listed above.  
CARRIED UNANIMOUSLY

#2016-194 Moved by Councilor T. Wilson that the 2016 Annual Organizational Meeting adjourn at 4:35 PM.  
CARRIED UNANIMOUSLY



Ray Reckseidler  
Mayor



Karen M. Fegan, CLGM, CT  
Chief Administrative Officer

**ATTACHMENT “A” TO OCTOBER 25, 2016 MINUTES****Village of Delburne Council Meetings 2016-2017  
2016**

|              |        |                                   |                                     |
|--------------|--------|-----------------------------------|-------------------------------------|
| Tuesday      | Nov 08 | Council Meeting                   | 1:00                                |
| Friday       | Nov 11 | STATUTORY HOLIDAY (Office Closed) |                                     |
| Tuesday      | Nov 22 | Council Meeting                   | 1:00                                |
| Tuesday      | Dec 13 | Council Meeting                   | 1:00 (One meeting held in December) |
| Dec. 24 – 31 |        | Office Closed                     |                                     |

**2017**

|              |        |                                   |                                   |
|--------------|--------|-----------------------------------|-----------------------------------|
| Jan. 01 - 02 |        | Office Closed                     |                                   |
| Tuesday      | Jan 10 | Council Meeting                   | 1:00                              |
| Tuesday      | Jan 24 | Council Meeting                   | 1:00                              |
| Tuesday      | Feb 14 | Council Meeting                   | 1:00                              |
| Monday       | Feb 20 | STATUTORY HOLIDAY (Office Closed) |                                   |
| Tuesday      | Feb 28 | Council Meeting                   | 1:00                              |
| Tuesday      | Mar 14 | Council Meeting                   | 1:00                              |
| Tuesday      | Mar 28 | Council Meeting                   | 1:00                              |
| Tuesday      | Apr 11 | Council Meeting                   | 5:00                              |
| Friday       | Apr 14 | STATUTORY HOLIDAY (Office Closed) |                                   |
| Monday       | Apr 17 | STATUTORY HOLIDAY (Office Closed) |                                   |
| Tuesday      | Apr 25 | Council Meeting                   | 5:00                              |
| Tuesday      | May 09 | Council Meeting                   | 5:00                              |
| Monday       | May 22 | STATUTORY HOLIDAY (Office Closed) |                                   |
| Tuesday      | May 23 | Council Meeting                   | 5:00                              |
| Tuesday      | Jun 13 | Council Meeting                   | 5:00                              |
| Tuesday      | Jun 27 | Council Meeting                   | 5:00                              |
| Monday       | Jul 03 | STATUTORY HOLIDAY (Office Closed) |                                   |
| Tuesday      | Jul 18 | Council Meeting                   | 5:00(One meeting held in July)    |
| Monday       | Aug 07 | STATUTORY HOLIDAY (Office Closed) |                                   |
| Tuesday      | Aug 15 | Council Meeting                   | 5:00 (One meeting held in August) |

---

|                |               |                                      |
|----------------|---------------|--------------------------------------|
| Monday         | Sep 04        | STATUTORY HOLIDAY (Office Closed)    |
| Tuesday        | Sep 12        | Council Meeting 5:00                 |
| Tuesday        | Sep 26        | Council Meeting 5:00                 |
| Monday         | Oct 09        | STATUTORY HOLIDAY (Office Closed)    |
| Tuesday        | Oct 10        | Council Meeting 5:00                 |
| Monday         | Oct 16        | Election Day                         |
| <b>Tuesday</b> | <b>Oct 24</b> | <b>ANNUAL ORGANIZATIONAL MEETING</b> |

---