



Organizational Meeting Agenda

Council Chamber, Leduc County Centre, Nisku, AB
Tuesday, October 24, 2023

1. Order - 9:00 a.m.
2. Appointment of Mayor and Review Deputy Mayor - Terms of Office
 - a) Selection procedures for appointment of Mayor ✓ D. Coleman
- *Municipal Government Act (MGA) Sections 150(2), 159*
 - b) Appointment of scrutineers (for secret ballot elections, S. 185.1) ✓
 - c) Appointment of Mayor
 - d) Oath of Office - Mayor
 - e) Affirm Deputy Mayor appointments & terms of office (*8 months*) ✓
- Oath of Office - Larry Wanchuk (Nov. 1, 2023 to June 30, 2024)
3. Adoption of agenda
4. Leduc County appointments
 - a) Appointments of Council members to: D. Coleman
 - i) Internal boards and committees ✓
 - ii) External boards, commissions and committees ✓
- Review members at large appointments ✓
 - iii) Quasi-Judicial Board: Leduc County Regional Subdivision and Development Appeal Board (LCRSDAB) ✓
 - b) Solicitor ✓
5. Regular committee meeting dates for 2024
 - a) Regular committee meetings (Governance and Priorities, Regular and Workshop; Agricultural Service Board, Public Works Committee and Subdivision Authority) ✓ D. Coleman
 - i) Review of scheduled meeting dates - 2024 ✓
6. Other business
 - a) Destroying of ballots - secret ballot elections (if required)
7. Adjournment

✓ Attachment Provided

Leading the way for people and business to thrive.





Organizational Meeting Minutes

Council Chamber, Leduc County Centre, Nisku, AB
Tuesday, October 24, 2023

Order

The meeting was called to order at 9:00 a.m. on Tuesday, Oct. 24, 2023, by County Manager Duane Coleman with Council members Rick Smith, Kelly-Lynn Lewis, Dal Viridi, Larry Wanchuk, Tanni Doblanko, Glenn Belozar and Ray Scobie present.

Other attendees

- Renee Klimosko, General Manager - Financial and Corporate Services
- Alan Grayston, General Manager - Development and Community Services
- Joyce Gavan, Legislative Coordinator
- Katherine Degaust, Communications Coordinator
- Jason McNabb, Manager – Information Management and Technology

Welcome

County Manager Duane Coleman welcomed those in attendance to the 2023 Organizational meeting of the Council for Leduc County.

Term of office

The term of office for the Councillors of Leduc County:

<u>Councillor</u>	<u>Electoral Division</u>	<u>Date of Election</u>	<u>Term Expires</u>
Rick Smith	Electoral Division No. 1	Oct. 18, 2021	Oct. 2025
Kelly-Lynn Lewis	Electoral Division No. 2	Oct. 18, 2021	Oct. 2025
Dal Viridi	Electoral Division No. 3	Dec. 12, 2022	Oct. 2025
Larry Wanchuk	Electoral Division No. 4	Oct. 18, 2021	Oct. 2025
Tanni Doblanko	Electoral Division No. 5	Oct. 18, 2021	Oct. 2025
Glenn Belozar	Electoral Division No. 6	Oct. 18, 2021	Oct. 2025
Raymond Scobie	Electoral Division No. 7	Oct. 18, 2021	Oct. 2025

Selection procedure/appointment of Mayor

Mr. Coleman outlined the procedure for the selection/appointment of mayor as outlined in Bylaw No. 04-23 Regulate Meeting Proceedings and Sections 150(2), 159 and 185.1 of the *Municipal Government Act*.

Nominations for mayor

Mr. Coleman called for nominations for the position of Mayor.

Councillor Wanchuk nominated Councillor Doblanko for the position of Mayor.

Councillor Lewis nominated Councillor Lewis for the position of Mayor.

Nominations cease - Mayor

223-23 Councillor Belozar -- that nominations cease for the position of Mayor.

County Manager Coleman declared nominations cease for the position of Mayor.

Carried Unanimously

Appointment of scrutineers - secret ballot elections

224-23 Councillor Doblanko – that Leduc County Council:

- 1) conduct a vote by secret ballot if more than one nomination is received for the position of mayor; and where any other appointment(s) for council appointees to any council committee(s), board(s) or commission(s) is required; and
- 2) that County Manager Duane Coleman and General Manager Renee Klimosko be appointed to act as scrutineers for the secret ballot elections, if required.

Carried Unanimously

A secret ballot vote was conducted for Mayor.

Appointment of Mayor

Mr. Coleman announced Councillor Doblanko elected as Mayor.

Oath of office - Mayor

The oath of office for the position of Mayor was administered to Tanni Doblanko.

Mayor Doblanko assumed the Chair

Mayor Doblanko expressed appreciation, assumed the Chair and proceeded to chair the balance of the Organizational meeting.

Deputy Mayor appointments and terms of office - Deputy Mayor

225-23 Councillor Smith -- that Leduc County Council affirms the appointments of deputy mayor for an eight-month rotational term as follows:

<u>Councillor</u>	<u>Division</u>	<u>Term</u>
Councillor Dal Virdi	Division 3 -	March 1, 2023, to Oct. 31, 2023
Larry Wanchuk	Division 4 -	Nov. 1, 2023, to June 30, 2024
Glenn Belozer	Division 6 -	July 1, 2024, to Feb. 28, 2025
Raymond Scobie	Division 7 -	March 1, 2025, to Oct. 2025, Org. mtg.

Carried Unanimously

Oath of Office – Deputy Mayor

The oath of office for the position of Deputy Mayor was administered to Councillor Wanchuk for the term Nov. 1, 2023 to June 30, 2024.

Agenda adoption

226-23 Councillor Scobie – that the agenda for the Oct. 24, 2023, Organizational meeting be adopted as circulated.

Carried Unanimously

Councillor appointments to internal boards and committees

Council reviewed its listing of appointments to internal council boards and committees.

227-23 Councillor Lewis – to approve council member appointments to the internal boards and committees of Leduc County as noted below:

1. **Agricultural Service Board**
- All seven council members
2. **Council Committees: Council Workshop, Governance and Priorities and Regular Council**
- All seven council members



3. **Council Sponsorships and Grants Committee**
 - Councillor Kelly-Lynn Lewis
 - Councillor Rick Smith
4. **Emergency Management Advisory Committee**
 - All seven council members
5. **Family and Community Support Services (FCSS) Advisory Committee**
 - Councillor Kelly-Lynn Lewis
 - Councillor Ray Scobie
6. **Leduc County Library Board**
 - Councillor Rick Smith
 - Councillor Dal Viridi
7. **Municipal Policy Review Committee (MPRC)**
 - Mayor Tanni Doblanko
 - Councillor Kelly-Lynn Lewis
 - Councillor Ray Scobie
8. **Parks and Recreation Advisory Committee (PRAC)**
 - Mayor Tanni Doblanko
 - Councillor Dal Viridi
9. **Protective Services Committee**
 - Councillor Kelly-Lynn Lewis
 - Councillor Ray Scobie
 - Councillor Dal Viridi
 - Councillor Larry Wanchuk
10. **Public Works Committee**
 - All seven council members
11. **Subdivision Authority**
 - Mayor Tanni Doblanko
 - Councillor Glenn Belozar
 - Councillor Ray Scobie
 - Councillor Rick Smith
 - Councillor Dal Viridi
- ~~12. **Warburg Fire District – Borderless Fire Services Model Update Committee**~~
 - ~~- Mayor Tanni Doblanko~~
 - ~~- Councillor Kelly-Lynn Lewis~~
 - ~~- Councillor Ray Scobie~~

Carried Unanimously

Councillor appointments to external boards/committees/representations

Council reviewed its listing of appointments to external boards/committees/representations.

228-23 Councillor Belozar – that Leduc County council approves council member appointments to the external boards/committees/representations as noted below:



1. **Arrow Utilities Commission** (formerly Alberta Capital Region Wastewater Commission)- *Term Expires 2025*
 - Councillor Rick Smith
2. **Alternative Land Use Services (ALUS), Partnership Advisory Committee (PAC)**
 - Councillor Glenn Beloner
 - (Alternate) Councillor Larry Wanchuk
3. **Alliance of Pigeon Lake Municipalities**
 - Councillor Glenn Beloner
 - (Alternate) Councillor Ray Scobie
4. **Beaver Hills Biosphere / Beaver Hills Initiative Coordinating Committee**
 - Councillor Kelly-Lynn Lewis
 - (Alternate) Councillor Rick Smith
5. **Capital Region Southwest Water Services Commission – Term Expires 2025**
 - Councillor Kelly-Lynn Lewis
 - Councillor Rick Smith
 - (Alternate) Councillor Dal Viridi
 - (Alternate) Mayor Tanni Doblanko
6. **Cost Share Planning and Consultation Committees:**
 - i) **City of Beaumont**
 - Councillor Kelly-Lynn Lewis
 - Councillor Dal Viridi
 - ii) **City of Leduc**
 - Mayor Tanni Doblanko
 - Councillor Rick Smith
7. **Edmonton Global**
 - Mayor Tanni Doblanko
 - (Alternate) Councillor Dal Viridi
8. **Edmonton International Airport Noise Advisory Committee**
 - Councillor Larry Wanchuk
 - Councillor Rick Smith
9. **Edmonton Metropolitan Region Board**
 - Mayor Tanni Doblanko
 - (Alternate) Councillor Dal Viridi

Committees:

 - o Committee of the Whole: (Alternate) Councillor Dal Viridi
 - o Audit and Finance Committee: (Alternate) Councillor Dal Viridi
 - o Governance and Human Resources: (Alternate) Councillor Dal Viridi
10. **Edmonton Regional Airports Authority (Appointer Reps)**
 - Mayor Tanni Doblanko
11. **Edmonton Regional Airports Authority, City of Edmonton, Leduc County and City of Leduc - Airport Accord Oversight Committee**
 - Mayor Tanni Doblanko

12. **Intermunicipal Liaison Committee**
 - Councillor Kelly-Lynn Lewis
 - Councillor Larry Wanchuk
 - Councillor Dal Virdi
 - (Alternate) Mayor Tanni Doblanko
13. **Intermunicipal Planning Framework (IPF) Oversight Committee**
 - Councillor Kelly-Lynn Lewis
14. **The Chamber Leduc-Nisku-Wetaskiwin Regions**
 - Councillor Kelly-Lynn Lewis
 - (Alternate) Councillor Rick Smith
15. **Leduc and District Regional Waste Management Commission (LDRWMC)**
 - Councillor Glenn Belozar
 - (Alternate) Councillor Larry Wanchuk
16. **Leduc (City) Parks, Recreation and Culture Board**
 - Councillor Larry Wanchuk
 - (Alternate) Councillor Ray Scobie
17. **Leduc Regional Housing Foundation (Leduc Foundation) – Term Expires 2025**
 - Councillor Ray Scobie
 - Councillor Dal Virdi
18. **North Saskatchewan Watershed Alliance (NSWA)**
 - Councillor Glenn Belozar
 - (Alternate) Ray Scobie
19. **Pembina River District No. 3**
 - All seven council members
20. **Pigeon Lake Watershed Steering (PLWS) Committee**
 - Councillor Glenn Belozar
21. **Warburg Seed Cleaning Co-op Ltd. Board of Directors**
 - Councillor Glenn Belozar
 - (Alternate) Councillor Ray Scobie

Carried Unanimously

Members at large – Internal and External Boards/Committees

229-23 Councillor Virdi -- that administration advertise for public members at large vacancies and/or position expiring Dec. 31, 2023 for the following internal boards and committees:

1. Family and Community Support Services (FCSS) Advisory Committee
 - Rural East - one member community at large - expiring Dec. 31, 2025
2. Parks and Recreation Advisory Committee (PRAC)
 - five members at large (Beaumont, Calmar, New Sarepta, Thorsby and Warburg) - expiring Dec. 31, 2025
3. Edmonton International Airport (EIA) Noise Advisory Committee
 - one member community at large - expiring Dec. 31, 2025

Carried Unanimously



Quasi-Judicial – Leduc County Regional Subdivision and Development Appeal Board

230-23 Councillor Lewis – that administration advertise for public members at large for the Leduc County Regional Subdivision and Development Appeal Board.

Carried Unanimously

Solicitor

231-23 Councillor Scobie – that Leduc County council appoints the firm Brownlee LLP as the primary, but not exclusive, solicitors for the year 2024.

Carried Unanimously

Regular committee meeting dates for 2024

232-23 Councillor Belazer – that Leduc County council approves the following committee meeting dates for 2024:

1. Governance and Priorities Committee – the first Tuesday of each month commencing at 10:00 a.m. – 3:30 p.m. (or at the call of Chair);
2. Regular Council – the second and fourth Tuesday of each month commencing at 1:30 p.m. (or at the call of Chair);
3. Council Workshop – the second and fourth Tuesday of each month commencing at 10:00 a.m. and, if required, the fourth Thursday of each month commencing at 10:00 a.m. (or at the call of the Chair);
4. Agricultural Service Board – to commence at 10:00 a.m. the second Monday of the months of January, March, April, June, September, November and December, or at the call of the Chair;
5. Public Works Committee - the second Monday of each month, commencing at 1:30 p.m., or at the call of the Chair; and
6. Subdivision Authority - the third Tuesday of each month, commencing at 1:30 p.m.; or at the call of the Chair.

Carried Unanimously

Review of 2024 scheduled council meeting dates

233-23 Councillor Wanchuk -- that Leduc County Council approves:

1. Cancellation of the following 2024 scheduled meeting dates for Council Workshop, Regular Council and Governance & Priorities Committee meetings:
 - Jan. 23, 2024 (*Provincial ASB Conference*)
 - July 23, 2024 (*Summer Break*)
 - July 25, 2024 Workshop (*Summer Break*)
 - Aug. 13, 2024 (*Summer Break*)
 - Nov. 26, 2024 (*Budget meeting*)
 - Nov. 28, 2024 Workshop (*Budget meeting*)
 - Dec. 24, 2024 (*Christmas schedule*)
 - Dec. 26, 2024 Workshop (*Christmas schedule*)
2. That the 2024 Organizational meeting be scheduled for Tuesday, Oct. 22, 2024, commencing at 9:00 a.m. - 10:00 a.m.
3. That Leduc County Council approves the 2024 Christmas office closure as follows:
 - Friday, Dec. 27, 2024
4. That the 2025 Leduc County Budget meeting dates be confirmed as follows:
 - 0930 a.m. – 4:30 p.m., Monday, Nov. 25, 2024

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- 0930 a.m. – 4:30 p.m., Tuesday, Nov. 26, 2024
 - 0930 a.m. – 4:30 p.m., Thursday, Nov. 28, 2024

Carried Unanimously

Destroying of Ballots

234-23 Councillor Belozor – that Leduc County council authorizes the secret ballot votes be destroyed.

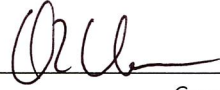
Carried Unanimously

Adjournment

Mayor Doblanko adjourned the Organizational meeting at 9:24 a.m.



Mayor



County Manager

