


Organizational Meeting Agenda

*Council Chamber, Leduc County Centre, Nisku, AB
Tuesday, October 13, 2020*

- 1. Order - 9:00 a.m.**
- 2. Appointment of Mayor and Review Deputy Mayor - Terms of Office** D. Coleman
 - a) Selection procedure for appointment of Mayor - Sections 150(2), 159 & 185.1 ✓
 - b) Appointment of scrutineers - secret ballot elections ✓
 - c) Appointment of Mayor
 - d) Oath of Office - Mayor
 - e) Re-affirm Deputy Mayor appointments & terms of office (8 months) ✓
- 3. Adoption of agenda**
- 4. Leduc County Appointments** D. Coleman
 - a) Appointments to internal boards and committees (note - appointments of chair/vice chair for internal committees will be done at first committee meeting following organizational meeting) ✓
 - i) Review members at large appointments ✓
 - b) Council representations to external boards and committees ✓
 - c) Solicitor ✓
 - d) Appoint returning officer and substitute returning officer ✓
- 5. Regular meeting dates** ✓ D. Coleman
 - a) County council meetings (Governance & Priorities, Regular & Workshop)
 - b) Public Works Committee meetings
 - c) Agricultural Service Board meetings
 - d) Subdivision Authority meetings
- 6. Other business**
 - a) Destroying of ballots - secret ballot elections (if required)
- 7. Adjournment**

✓ Attachment Provided

Leduc County is dedicated to serving its citizens and will create an enhanced quality of life through effective leadership, committed partnerships and open, transparent communication.



Organizational Meeting Minutes

*Council Chamber, Leduc County Centre, Nisku, AB
Tuesday, October 13, 2020*

Order and roll call

The meeting was called to order at 9:00 a.m. on Tuesday, October 13, 2020, by County Manager Duane Coleman with council members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Tanni Doblanko, Glenn Belozar and Ray Scobie present.

Other attendees

- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager - Financial and Corporate Services
- Joyce Gavan, Legislative Coordinator
- Grant Bain, Director of Planning & Development

Welcome

County Manager Duane Coleman welcomed those in attendance to the 2020 Organizational meeting of the council for Leduc County.

Term of office

Mr. Coleman confirmed the following 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	October 16, 2017	October, 2021
Kelly-Lynn Lewis	Electoral Division No. 2	October 16, 2017	October, 2021
Kelly Vandenberghe	Electoral Division No. 3	October 16, 2017	October, 2021
Larry Wanchuk	Electoral Division No. 4	October 16, 2017	October, 2021
Tanni Doblanko	Electoral Division No. 5	October 16, 2017	October, 2021
Glenn Belozar	Electoral Division No. 6	October 16, 2017	October, 2021
Raymond Scobie	Electoral Division No. 7	October 16, 2017	October, 2021

Selection procedure/appointment of mayor

Mr. Coleman outlined the procedure for the selection/appointment of mayor as outlined in Bylaw No. 11-15 Regulate Meeting Proceedings and Sections 150(2), 159 and 185.1 of the Municipal Government Act.

Appointment of scrutineers - secret ballot elections

232-20 Councillor Belozar – 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 Deputy County Manager Rick Thomas be appointed to act as scrutineers for the secret ballot elections, if required.

Carried Unanimously



Nominations for mayor

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

Councillor Scobie nominated Councillor Tanni Doblanko for the position of Mayor.

Councillor Lewis nominated Councillor Kelly-Lynn Lewis for the position of Mayor.

Nominations cease - mayor

233-20 Councillor Belozar -- that nominations cease for the position of mayor.

Carried Unanimously

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

A secret ballot vote was conducted.

Appointment of mayor

Mr. Coleman announced Councillor Tanni 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.

Destroying of Ballots

234-20 Councillor Wanchuk – that Leduc County council authorizes the secret ballot votes be destroyed.

Carried Unanimously

Terms of office - deputy mayor

235-20 Councillor Smith -- that council re-affirms the appointments of deputy mayor for an eight-month rotational term as follows:

<u>Councillor</u>	<u>Division</u>	<u>Term</u>
Glenn Belozar	Division 6 -	July 1, 2020 to February 28, 2021
Raymond Scobie	Division 7 -	March 1, 2021 to October, 2021 Org. Meeting

Carried Unanimously

Agenda adoption

236-20 Councillor Scobie – that the agenda for the October 13, 2020 Organizational meeting be adopted as circulated.

Carried Unanimously

Process for councillor appointments to boards, committees and/or commissions

237-20 Councillor Smith -- that administration explore options for the councillor appointments to boards, committees and/or commissions for the 2021 year and bring forward to the Municipal Policy Review Committee.

Carried Unanimously



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

238-20 Councillor Smith – to re-affirm 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 & Priorities and Regular Council**
 - All seven council members
- 3. Council Sponsorships and Grants Committee**
 - Councillor Kelly-Lynn Lewis
 - Councillor Kelly Vandenberghe
- 4. Emergency Management Advisory Committee**
 - All seven council members
- 5. Family & Community Support Services (FCSS) Advisory Committee**
 - Councillor Ray Scobie
 - Councillor Rick Smith
- 6. Leduc County Library Board**
 - Councillor Kelly-Lynn Lewis
 - Councillor Rick Smith
- 7. Municipal Policy Review Committee (MPRC)**
 - Mayor Tanni Doblanko
 - Councillor Kelly-Lynn Lewis
 - Councillor Kelly Vandenberghe
- 8. New Sarepta District Recreation Advisory Committee**
 - Councillor Rick Smith
 - Councillor Kelly-Lynn Lewis
- 9. Parks and Recreation Advisory Committee (PRAC)**
 - Mayor Tanni Doblanko
 - Councillor Kelly-Lynn Lewis
- 10. Protective Services Committee**
 - Councillor Kelly-Lynn Lewis
 - Councillor Ray Scobie
 - Councillor Kelly Vandenberghe
 - Councillor Larry Wanchuk
- 11. Public Works Committee**
 - All seven council members
- 12. Subdivision Authority**
 - Mayor Tanni Doblanko
 - Councillor Kelly-Lynn Lewis
 - Councillor Kelly Vandenberghe
 - Councillor Glenn Beloner
 - Councillor Ray Scobie



13. Vehicle Axle Weight Committee

- Mayor Tanni Doblanko
- Councillor Ray Scobie
- Councillor Larry Wanchuk

14. Warburg Fire District - Borderless Fire Services Model Update Committee

- Mayor Tanni Doblanko
- Councillor Glenn Belozar
- Councillor Ray Scobie

Carried Unanimously

Members at large - Leduc county council boards and committees and Quasi-Judicial - Intermunicipal Subdivision and Development Appeal Board

239-20 Mayor Doblanko – that Leduc County council authorizes administration to advertise for public members at large vacancies and/or positions expiring December 31, 2020 for the following boards, committees and Intermunicipal Subdivision and Development Appeal Board (Quasi-Judicial Board):

1. Agricultural Service Board
 - two members at large - expiring Dec. 31, 2022
2. Family & Community Support Services (FCSS) Local Advisory Committee
 - Rural West - one member community at large - expiring Dec. 31, 2022
3. Leduc County Library Board
 - one member community at large - expiring December 31, 2023
4. Parks and Recreation Advisory Committee (PRAC)
 - one member appointee from Devon Region – expiring December 31, 2022
5. Public Works Committee
 - two members at large - expiring December 31, 2022
6. Intermunicipal Subdivision and Development Appeal Board
 - three members at large - expiring December 31, 2023

Carried Unanimously

Administration was requested to bring back a process to the Municipal Policy Review Committee for orientation of new public members appointed to Leduc County committees and/or boards.

Councillor appointments to external boards/committees/representations

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

240-20 Councillor Lewis – that Leduc County council re-affirm council member appointments to the external boards/committees/ representations as noted below:

1. **Alberta Capital Region Wastewater Commission (ACRWC) - Term Expires 2021**
 - Councillor Rick Smith
2. **Alternative Land Use Services (ALUS), Partnership Advisory Committee (PAC)**
 - Councillor Kelly Vandenberghe
 - (Alternate) Councillor Glenn Belozar



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 2021**
 - Councillor Rick Smith
 - Councillor Kelly Vandenberghe
 - (Alternate) Councillor Kelly-Lynn Lewis
 - (Alternate) Mayor Tanni Doblanko
6. **Edmonton Global**
 - Councillor Kelly Vandenberghe
 - (Alternate) Mayor Tanni Doblanko
7. **Edmonton International Airport Noise Advisory Committee**
 - Councillor Larry Wanchuk
 - Councillor Kelly Vandenberghe
8. **Edmonton Metropolitan Region Board**
 - Mayor Tanni Doblanko
 - (Alternate) Kelly-Lynn Lewis

Committees:

 - Executive Committee: (Alternate) Councillor Kelly Lynn-Lewis
 - Audit & Finance Committee: (Alternate) Councillor Kelly Lynn-Lewis
 - Metropolitan Region Servicing Plan (MRSP) Standing Committee: Councillor Kelly Vandenberghe and (Alternate) Mayor Doblanko
 - Regional Agriculture Master Plan (RAMP) Task Force Committee: (Alternate) Councillor Larry Wanchuk
 - Shared Investment Shared Benefit (SISB) Task Force Committee: (Alternate) Councillor Rick Smith
9. **Edmonton Region Waste Advisory Committee**
 - Councillor Kelly Vandenberghe
10. **Edmonton Regional Airports Authority Appointer Representative**
 - 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**
 - Mayor Tanni Doblanko
 - Councillor Kelly-Lynn Lewis
 - Councillor Kelly Vandenberghe
 - (Alternate) Councillor Rick Smith

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- 13. Intermunicipal Planning Framework (IPF) Oversight Committee**
 - Councillor Kelly Vandenberghe
- 14. Leduc and Region Chamber of Commerce**
 - Councillor Kelly-Lynn Lewis
 - (Alternate) Councillor Kelly Vandenberghe
- 15. Leduc & District Regional Waste Management Authority (LDRWMA)**
 - Councillor Glenn Belozar
 - (Alternate) Councillor Kelly-Lynn Lewis
- 16. Leduc (City) Parks, Recreation and Culture Board**
 - Councillor Larry Wanchuk
 - (Alternate) Councillor Ray Scobie
- 17. Leduc Regional Housing Foundation (Leduc Foundation) – Term Expires 2021**
 - Councillor Kelly-Lynn Lewis
 - Councillor Ray Scobie
- 18. North Saskatchewan Watershed Alliance (NSWA)**
 - Councillor Kelly Vandenberghe
 - Councillor 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

Solicitor

241-20 Councillor Smith – that Leduc County council appoints the firm Brownlee LLP as the primary, but not exclusive, solicitors for the year 2021.

Carried Unanimously

Appoint returning officer and substitute returning officer

242-20 Councillor Lewis – that Leduc County council appoints Joyce Gavan as the returning officer and Rick Thomas as the substitute returning officer for 2021.

Carried Unanimously

Regular meeting dates

243-20 Councillor Belozar – that Leduc County council approves the following committee meeting dates for 2021:

1. Governance & 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

Adjournment

244-20 Councillor Vandenberghe – that the Organizational meeting be adjourned.

Carried Unanimously

The Organizational meeting adjourned at 10:02 a.m.



Mayor



County Manager