



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.



Passing bylaw

149(1) A bylaw passed under section 148 must be passed by December 31 of the year before the general election at which it is to take effect.

(2) If a bylaw is passed in the same year a general election is held, it takes effect at the 2nd general election after the date on which it is passed.

(3) A bylaw passed under section 148 must be advertised.

RSA 2000 cM-26 s149;2018 c23 s58

Election or appointment of chief elected official

150(1) The chief elected official of a city or town is to be elected by a vote of the electors of the municipality unless the council passes a bylaw

- (a) requiring council to appoint the chief elected official from among the councillors,
- (b) specifying when the appointment is to start, and
- (c) specifying the term of the appointment.

(2) The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.

(3) The chief elected official of a specialized municipality is to be elected under subsection (1) or appointed under subsection (2) as specified in the order that forms the specialized municipality.

(4) If a chief elected official is to be elected by a vote of the electors of the municipality, the *Local Authorities Election Act* applies to the election.

1994 cM-26.1 s150

Passing bylaw

151(1) A bylaw under section 150 must be passed by December 31 of the year before the general election at which it is to take effect.

(2) If a bylaw is passed in the same year a general election is held, it takes effect at the 2nd general election after the date on which it is passed.

(3) A bylaw passed under section 150 must be advertised.

RSA 2000 cM-26 s151;2018 c23 s58

Taking of oath

156 A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

1994 cM-26.1 s156

**Division 4
Term of Office****Local Authorities Election Act**

157 The term of office of councillors is governed by the *Local Authorities Election Act*.

1994 cM-26.1 s157

Extension of term

158(1) If the first election of a newly formed municipality, whether formed under this or another enactment, is less than 18 months before the date set by the *Local Authorities Election Act* for the next general election, the Minister may order that the next general election not take place.

(2) If the Minister makes an order under subsection (1), the terms of the offices are to continue until immediately before the beginning of the organizational meeting following the next general election.

1994 cM-26.1 s158

Appointed chief elected officials

159(1) A chief elected official who is to be appointed under section 150 must be appointed at each organizational meeting of the council, unless otherwise provided by bylaw.

(2) The term of office of an appointed chief elected official starts immediately on appointment and ends on the appointment of the next chief elected official.

(3) The term of office of an appointed chief elected official may not extend beyond the term of office of that person as councillor.

1994 cM-26.1 s159

**Division 5
Vacancies and Quorum****Positions unfilled at general election**

160(1) If at a general election persons are not elected to fill all the offices on council, the Minister may

- (a) fill the vacancies by appointing persons as councillors,

Abstention from voting on matter discussed at public hearing

184 When a public hearing on a proposed bylaw or resolution is held, a councillor

- (a) must abstain from voting on the bylaw or resolution if the councillor was absent from all of the public hearing, and
- (b) may abstain from voting on the bylaw or resolution if the councillor was only absent from a part of the public hearing.

1994 cM-26.1 s184

Recording of votes

185(1) Before a vote is taken by council, a councillor may request that the vote be recorded.

(2) When a vote is recorded, the minutes must show the names of the councillors present and whether each councillor voted for or against the proposal or abstained.

1994 cM-26.1 s185

Secret ballot

185.1(1) Despite sections 185 and 197, at a meeting at which a council

- (a) establishes a council committee or other body under section 145, or
- (b) appoints a chief elected official under section 150,

a secret ballot must be held if requested by any councillor present at the meeting.

(2) A vote by secret ballot under subsection (1) must be confirmed by a resolution of council.

1998 c24 s8

Tied vote

186 If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

1994 cM-26.1 s186

Passing a Bylaw**Bylaw readings**

187(1) Every proposed bylaw must have 3 distinct and separate readings.

(2) Each councillor present at the meeting at which first reading is to take place must be given or have had the opportunity to review



Recommendation to 2020 Organizational Meeting

REPORT NAME

Secret ballot elections - appointment of scrutineers

RECOMMENDATION

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.

IMPLICATIONS

Authority: Municipal Government Act (MGA), Section 185.1 (1) & (2) Secret Ballot

- (1) *Despite sections 185 and 197, at a meeting at which council*
 - (a) *establishes a council committee or other body under section 145, or*
 - (b) *appoints a chief elected official under section 150,*

A secret ballot must be held if requested by any councillor present at the meeting.
- (2) *A vote by secret ballot under subsection (1) must be confirmed by a resolution of council.*

ATTACHMENTS

None.

Submitted by: Joyce Gavan, Legislative Coordinator

Reviewed by: Duane Coleman, County Manager

Date: October 1, 2020

Nominations Cease - Mayor

337-19 Councillor Belozer -- that nominations cease for the position of Mayor for 2019.

Carried Unanimously

Deputy County Manager Thomas declared nominations cease for the position of Mayor.

A secret ballot vote was conducted.

Appointment of Mayor

Mr. Thomas 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.

Terms of Office - Deputy Mayor

338-19 Councillor Vandenberghe -- 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>
Rick Smith	Division 1 -	October 24, 2017 to June 30, 2018
Kelly-Lynn Lewis	Division 2 -	July 1, 2018 to February 28, 2019
Kelly Vandenberghe	Division 3 -	March 1, 2019 to October 31, 2019
Larry Wanchuk	Division 4 -	November 1, 2019 to June 30, 2020
Glenn Belozer	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

339-19 Councillor Lewis -- that the agenda for the October 22, 2019 Organizational meeting, be adopted as circulated.

Carried Unanimously

Review – Leduc County Internal Council Boards & Committees

Council reviewed its listing of Council Boards & Committees.

Appointments – Leduc County Internal Boards & Committees

340-19 Councillor Smith -- that Members of Council be re-affirmed to the Boards and Committees of Leduc County as noted below:

- 1. Agricultural Service Board**
- All Seven Council Members
- 2. Council Committees: Governance & Priorities, Council Workshop and Regular Council**
- All Seven Council Members



2020-2021 Appointments to Internal Boards & Committees

4. a)

	Committee / Board	Authority	Mayor / Councillor	Public Members at Large Administrative Staff /
1.	Agricultural Service Board	Bylaw 31-08	All council members	Two members at large (2 year term): ○ Roy Eckert - Dec. 31/2020 ✓ ○ Russell Kushinski - Dec. 31/20 ✓
2.	Council Committees: ○ Council Workshop ○ Governance & Priorities ○ Regular Council	○ Bylaw 49-07 ○ Bylaw 29-19	All council members	n/a
3.	Council Sponsorships and Grants Committee	Motion # 347-18	Kelly-Lynn Lewis Kelly Vandenberghe	Two administrative staff members
4.	Emergency Management Advisory Committee	Bylaw 37-19	All council members	n/a
5.	Family & Community Support Services Advisory Committee	Bylaw 09-17	Ray Scobie Rick Smith	Two members at large (2 year term): ○ Rural East - Erin Williams Dec. 31/2021 ○ Rural West - Giselle Messer Dec. 31/2020 ✓
6.	Leduc County Library Board	Bylaw 33-11	Kelly-Lynn Lewis Rick Smith	Members at large (3 year term): ○ Tessa Hutchings - Dec. 31/2020 ✓ ○ Lia Antochi - Dec. 31/2021 ○ Anne-Marie Anderson - Dec. 31/22 ○ Erika Lefevre - Dec. 31/2022 ○ Dana McFaull - Dec. 31/2022 ○ Barb Trempner - Dec. 31/2022

✓ Appointment Expiring



2020-2021 Appointments to Internal Boards & Committees

	Committee / Board	Authority	Mayor / Councillor	Public Members at Large Administrative Staff /
7.	Leduc County Recreation Cost Share Agreements Review - Beaumont & Leduc	Motion # 387-18	<u>Beaumont:</u> ○ Kelly-Lynn Lewis ○ Rick Smith <u>Leduc:</u> ○ Mayor Tanni Doblanko ○ Kelly Vandenberghe	n/a
8.	Municipal Policy Review Committee	Bylaw 34-17	Mayor Tanni Doblanko Kelly-Lynn Lewis Kelly Vandenberghe	n/a
9.	New Sarepta District Recreation Advisory Committee	Bylaw 1-12	Rick Smith Kelly-Lynn Lewis	<i>Note: Rural Recreation Board appointments will be ratified at a separate council meeting, as recommended by Parks & Recreation</i>
10.	Parks & Recreation Advisory Committee (PRAC)	Bylaw 58-07	Mayor Tanni Doblanko Kelly-Lynn Lewis	Members at large (2 year terms): <u>Beaumont Region:</u> Mary-Ann McDonald - Dec. 31/2021 <u>Devon Region</u> Ronald Patrick - Dec. 31/2020 ✓ <u>Leduc Region</u> Vic Moran - Dec. 31/2021 <i>Note: Rural Recreation Board appointments will be ratified at a separate council meeting, as recommended by Parks & Recreation</i>

✓ Appointment Expiring



2020-2021 Appointments to Internal Boards & Committees

	Committee / Board	Authority	Mayor / Councillor	Public Members at Large Administrative Staff /
11.	Protective Services Committee	Bylaw 02-19	Kelly-Lynn Lewis Ray Scobie Kelly Vandenberghe Larry Wanchuk	n/a
12.	Public Works Committee	Bylaw 16-18	All council members	Two members at large (2 year term): ○ Craig Millar - Dec. 31/2020 ✓ ○ Wayne Schneider - Dec. 31/2020 ✓
13.	Subdivision Authority	Bylaw 24-08	Mayor Tanni Doblanko Glenn Belozar Kelly-Lynn Lewis Ray Scobie Kelly Vandenberghe	n/a
14.	Vehicle Axle Weight Committee	Bylaw 62-07	Mayor Tanni Doblanko Ray Scobie Larry Wanchuk	n/a
15.	Warburg Fire District - Borderless Fire Services Model Update Committee	Motion #207-20, September 8, 2020	Mayor Tanni Doblanko Glenn Belozar Ray Scobie	Deputy County Manager Leduc County Fire Chief

✓ Appointment Expiring



Recommendation to Organizational Meeting

REPORT NAME

Members at Large Appointments – Leduc County Internal Boards and Committees

RECOMMENDATION

Leduc County Council authorizes administration to advertise for public members at large vacancies and/or positions expiring December 31, 2020 for the following internal boards and committees:

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

IMPLICATIONS

Reason: In accordance with bylaws for each committee/board

Authority (MGA/Bylaw/Policy): Bylaws for each committee/board

ATTACHMENTS

None

Submitted by: Joyce Gavan, Legislative Coordinator

Reviewed by: Duane Coleman, County Manager

Date: September 25, 2020



2020-2021 Appointments to External Boards/Committees/Commissions

	Board/Committee/Commission	Authority	Mayor / Councillor	Public Members at Large Administrative Staff /
1.	Alberta Capital Region Wastewater Commission (ACRWC)	Engineering & Utilities	Rick Smith Alternate: Kelly Vandenberghe <i>Term appt. until Oct., 2021</i>	n/a
2.	Alberta Hemp Alliance Steering Committee	Planning & Development	Glenn Belozer Alternate: Larry Wanchuk Alternate: Ray Scobie	Administrative staff as required
3.	Alternative Land Use Services (ALUS) Partnership Advisory Committee (PAC)	Agricultural Services	Kelly Vandenberghe Alternate: Glenn Belozer	
4.	Alliance of Pigeon Lake Municipalities (APLM)	Parks & Recreation	Glenn Belozer Alternate: Ray Scobie	n/a
5.	Beaver Hills Initiative (BHI) Coordinating Committee	Planning & Development	Kelly-Lynn Lewis Alternate: Rick Smith	n/a
6.	Capital Region Southwest Water Services Commission (CRSWSC)	Engineering & Utilities	Rick Smith Kelly Vandenberghe Alternate: Kelly-Lynn Lewis Alternate: Tanni Doblanko <i>Term appt. until Oct., 2021</i>	n/a
7.	Edmonton Global	Planning & Development	Kelly Vandenberghe Alternate: Tanni Doblanko	
8.	Edmonton International Airport (EIA) Noise Advisory Committee	Director, Planning & Development	Larry Wanchuk Kelly Vandenberghe	One member at large (2 year term): o Lance Wilson - Dec. 31/21

√ Appointment Expiring



	Committee / Board	Authority	Mayor / Councillor	Public Members at Large Administrative Staff /
9.	Edmonton Metropolitan Region Board (EMRB) ○ Executive Committee ○ Audit & Finance Committee ○ Metropolitan Region Servicing Plan (MRSP) Task Force Committee ○ Metropolitan Region Servicing Plan (MRSP) Standing Committee ○ Regional Agriculture Master Plan (RAMP) Task Force Committee ○ Shared Investment Shared Benefit (SISB) Task Force Committee	EMRB ○ (GP77-20 - July 7/2020)	○ Mayor Tanni Doblanko ○ Alternate appt by EMRB ○ Alternate: Kelly-Lynn Lewis ○ Alternate: Kelly Vandenberghe ○ Kelly Vandenberghe Alternate: Mayor Doblanko ○ Alternate: Larry Wanchuk ○ Alternate: Rick Smith	Mayor is rep on each committee The member municipality may determine the alternate
10.	Edmonton Region Waste Advisory Committee	Engineering & Utilities	Mayor Tanni Doblanko	n/a
11.	Edmonton Regional Airports Authority (Appointer Reps)	Cty Mgr's Office	Mayor Tanni Doblanko	One county appointee (4 year term): Tim Hofstra - Dec. 31/2024
12.	Edmonton Regional Airports Authority; City of Edmonton, Leduc County and City of Leduc - Airport Accord Oversight Committee	Cty Mgr's Office and Planning & Development	Mayor Tanni Doblanko	<i>CAO, or designate, also on Oversight Committee. The CAO's and a member of Authority's executive management, or designate, will perform functions of a steering committee if and when required, as determined by Oversight Committee. Working groups will be established as required under the authority of the Oversight Committee with Terms of Reference.</i>

√ Appointment Expiring



2020-2021 Appointments to External Boards/Committees/Commissions

	Committee / Board	Authority	Mayor / Councillor	Public Members at Large Administrative Staff /
13.	Intermunicipal Liaison Committee	Planning & Development	Mayor Tanni Doblanko Kelly-Lynn Lewis Kelly Vandenberghe Alternate: Rick Smith	n/a
14.	Intermunicipal Planning Framework (IFP) Oversight Committee	Cty Mgr's Office and Planning & Development	Kelly Vandenberghe	<i>County Mgr. also on Oversight Committee. Working Group Committee includes P&D staff.</i>
15.	Leduc and Region Chamber of Commerce	Leduc County Economic Development Coordinator	Kelly-Lynn Lewis Alternate: Kelly Vandenberghe	<i>The Chamber's Board of Directors helps to set the strategic direction of the Chamber and ensure that the Chamber's programs and services meet the needs of its members.</i>
16.	Leduc and District Regional Waste Management Authority (LDRWMA)	Engineering & Utilities	Glenn Belozer Alternate: Kelly-Lynn Lewis	n/a
17.	Leduc (City) Parks, Recreation and Culture Board	Parks & Recreation	Larry Wanchuk Alternate: Ray Scobie	<i>One County Public Member at Large is appointed by City of Leduc (City's bylaw):</i> ○ Rebecca Soch - Dec. 31/2020 ✓
18.	Leduc Regional Housing Foundation (Leduc Foundation)	Cty Mgr's Office	Kelly-Lynn Lewis Ray Scobie <i>Term appt. until Oct., 2021</i>	n/a
19.	Nisku Business Association (NBA) Board of Directors	Cty Mgr's Office	Kelly Vandenberghe Alternate: Larry Wanchuk	County Manager, or designate, also attends meetings

✓ Appointment Expiring



	Committee / Board	Authority	Mayor / Councillor	Public Members at Large Administrative Staff /
20.	North Saskatchewan Watershed Alliance (NSWA)	Parks & Recreation	Kelly Vandenberghe Ray Scobie	n/a
21.	Pembina River Association of Municipal Districts (District 3)	Cty Mgr's Office	All council members	n/a
22.	Pigeon Lake Watershed Steering Committee	Parks & Recreation	Glenn Belozer	n/a
23.	Regional Transit Services Committee (RTSC)	City of Edmonton	Rick Smith Mayor Tanni Doblanko	n/a
24.	Warburg Seed Cleaning Co-op Ltd. Board of Directors	Agricultural Services	Glenn Belozer Alternate: Ray Scobie	n/a
25.	West Central Airshed Society (WCAS)	Agricultural Services	Ray Scobie	n/a

√ Appointment Expiring



Recommendation to Organizational Meeting

REPORT NAME

Appointment of Leduc County Solicitor for 2021

RECOMMENDATION

That Leduc County council appoints the firm Brownlee LLP as the primary, but not exclusive, solicitors for the year 2021.

BACKGROUND

Leduc County council has previously considered the hiring of an in-house lawyer, however deemed to continue with Brownlee LLP as the primary, but not exclusive, solicitors for the County.

ATTACHMENTS

None

Submitted by: Joyce Gavan, Legislative Coordinator

Reviewed by: Duane Coleman, County Manager

Date: September 25, 2020



Recommendation to 2020 Organizational Meeting

REPORT NAME

Appointment of returning officer and substitute returning officer - 2021

RECOMMENDATION

That Leduc County council appoints Joyce Gavan as the Leduc County returning officer and Rick Thomas as the substitute returning officer for 2021.

IMPLICATIONS

Authority: Local Authorities Election Act, Revised Statutes of Alberta 2000 L-21, current as of November 22, 2019, 13(2.1)

BACKGROUND

- In accordance with the Local Authorities Election Act, current as of November 22, 2019 “*an elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs or, for a by-election, in the resolution or bylaw that fixes the date for the by-election.*”
- Administration is undertaking election duties such as the returning officer within the organization and Joyce Gavan will continue to be appointed as the Returning Officer.
- Administration has contacted Mrs. Gale Miller and have discussed the intent to have her participate as a “deputy returning officer” in the 2021 election.

ATTACHMENTS

None

Submitted by: Joyce Gavan, Legislative Coordinator
Reviewed by: Rick Thomas, Deputy County Manager
Date: October 1, 2020



Recommendation to Organizational Meeting

REPORT NAME

Regular meeting dates for 2021

RECOMMENDATION

The 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.

ATTACHMENTS

None

Submitted by: Joyce Gavan, Legislative Coordinator

Reviewed by: Duane Coleman, County Manager

Date: September 25, 2020