



**ORGANIZATIONAL MEETING AGENDA**  
**OCTOBER 21, 2024**  
**Following the Regular County Council Meeting**

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Nominations/Elections**
  - 3.1 Review of Secret Ballot Process
  - 3.2 Nomination/Election of Reeve
  - 3.3 Administration Oath of Office of Reeve
  - 3.4 Nomination/Election of Deputy Reeve
  - 3.5 Administer Oath of Office of Deputy Reeve
  - 3.6 Destroy Secret Ballots
- 4. Routine Resolutions**
- 5. Requests for Decision**
  - 5.1 2025 Meeting Schedule
  - 5.2 2024/2025 Boards and Committee Appointments
  - 5.3 Annual Conferences, Conventions and Activities
- 6. Adjournment**



# Council Request for Decision (RFD)

Title: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

Prepared By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_



**COMMITTEE OF THE WHOLE  
AND COUNCIL MEETING DATES FOR 2025**

Committee of the Whole Meeting	January 15
County Council Meeting	January 23
Committee of the Whole Meeting	February 12
County Council Meeting	February 18
Committee of the Whole Meeting	March 12
County Council Meeting	March 20
Committee of the Whole Meeting	April 16
County Council Meeting	April 22
Committee of the Whole Meeting	May 14
County Council Meeting	May 14
Committee of the Whole Meeting	June 11
County Council Meeting	June 16
Committee of the Whole Meeting	July 16
County Council Meeting	July 21
Committee of the Whole Meeting	August 13
County Council Meeting	August 18
Committee of the Whole Meeting	September 10
County Council Meeting	September 10
Committee of the Whole Meeting	October 15
County Council Meeting	October 15
Council Swearing-in Ceremony and Organizational Meeting	October 27
Committee of the Whole Meeting	November 12
County Council Meeting	November 24
Committee of the Whole Meeting	December 10
County Council Meeting	December 15



## **2025 IMPORTANT DATES**

Agriculture Services Board Conference	January 20-22
Alberta Association of Agriculture Societies Conference	February 6-8
Rural Municipalities of Alberta Spring Convention	March 17-19
Alberta Seniors & Community Housing Association Convention	March 30 – April 2
Economic Development Association Conference	April 9-11
Federation of Canadian Municipalities Conference	May 29 – June 1
Close of Nominations for Municipal Election	September 22
Municipal Election Day	October 20
Municipal Election Results Day	October 24
Mandatory Elected Official Training	October 23, 28 & 29 November 4 & 6

COW Meeting  
 Council Meeting  
 COW and Council Meeting

Close of Nominations  
 Election Day  
 Organizational Meeting

Conference

# 2025

## January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	30	31				

## April

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## July

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## August

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

## September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30	31	

## November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



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**Recommendation:**

**Background:**

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Prepared By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

## County of Minburn - Internal Boards and Committee Appointments

Committee or Board	# of Members Required	Meeting Date	2023/2024 Appointments	2024/2025 Appointments
Committee of the Whole	All of Council	Third Wednesday of the month	All of Council	All of Council
Subdivision Authority	All of Council	Call of the Reeve	All of Council	All of Council
Agriculture Service Board	All of Council Chairperson Vice Chairperson	Call of the Reeve	All of Council Councillor Anderson Councillor Wowdzia	All of Council
CAO Performance Evaluation Committee	All of Council	Annually at the Call of the Reeve	All of Council	All of Council
RMA District 5	Reeve or Deputy Reeve	Two meetings per year in January and September	All of Council	All of Council
Community Progress Scholarship Committee	Division 4 Councillor Division 6 Councillor Division 7 Councillor	Once a year	Councillor Wowdzia Councillor Ogrodnick Councillor Bentley	
Soil Conservation Appeal Board	Three Councillors	Call of the Reeve	Reeve Konieczny (Chair) Deputy Reeve Kuzio Councillor Bentley	
Wapasu Committee	Three Councillors	Call of the Chair	Deputy Reeve Kuzio (Chair) Councillor Anderson Councillor Wowdzia	
Intermunicipal Committee (Vegreville)	Reeve Two Councillors	As requested by either party	Reeve Konieczny Councillor Anderson Councillor Wowdzia	
Intermunicipal Committee (Innisfree)	Reeve Two Councillors	As requested by either party	Reeve Konieczny Councillor Anderson Councillor Wowdzia	
Intermunicipal Committee (Mannville)	Reeve Two Councillors	As requested by either party	Reeve Konieczny Councillor Anderson Councillor Nafziger	
Intermunicipal Committee (Rural)	Reeve Two Councillors	As requested by either party	Reeve Konieczny Councillor Anderson Councillor Bentley	
Regional Emergency Advisory Committee	One Councillor plus Alterate	Two to four times a year at call of Chair	Councillor Nafziger Councillor Bentley (Alt)	

## County of Minburn - External Boards and Committee Appointments

Committee or Board	# of Members Required	Meeting Date	2023/2024 Appointments	2024/2025 Appointments
Alberta Central East Water Corporation - Zone 1 Director	One Councillor Three year term	Six to twelve times a year, third Wednesday of the Month	Councillor Wowdzia	Councillor Wowdzia (expires Nov. 2025)
Alberta HUB	One Councillor plus Alternate	Four to six times a year at call of Chair	Councillor Nafziger Councillor Anderson (Alt)	
Crossroads Economic Development Alliance	One Councillor	Six times a year at call of Chair	Councillor Nafziger	
East Central 911	One Councillor plus Alternate	Three to four times a year at call of Chair	Councillor Anderson Councillor Nafziger (Alt)	
FCSS (Mannville-Minburn-Innisfree)	One Councillor	Four to six times a year at call of Chair	Councillor Nafziger	
FCSS (Vegreville)	One Councillor	Third Monday of the month	Councillor Wowdzia	
Minburn Foundation	Two Councillors	Monthly, second Thursday of the month	Deputy Reeve Kuzio Councillor Ogradnick	
Northern Lights Library System	One Councillor plus Alternate	Three times per year in Feb/Mar, Sept, Nov	Reeve Konieczny Councillor Nafziger (Alt)	
Seed Cleaning Plant Liaison (Innisfree)	One Councillor plus Alternate	Four to five times a year at call of Chair	Councillor Anderson Reeve Konieczny	
Seed Cleaning Plant Liaison (Vegreville)	One Councillor plus Alternate	Six to eight times a year at call of Chair	Councillor Wowdzia Councillor Bentley	
St. Joseph's Hospital Board	One Councillor	Five to six times a year, third Wednesday of the month	Deputy Reeve Kuzio	
Vegreville and District Chamber of Commerce	One Councillor	Once a month, first Wednesday of the month	Councillor Ogradnick	
Vegreville Region Physician Attraction and Retention Committee	One Councillor	Monthly, September to June and at the call of the Chair	Deputy Reeve Kuzio	
Vermilion and District Physicians Recruitment and Retention Committee	One Councillor	Call of the Chair	Councillor Anderson	
Vermilion River Watershed Alliance	One Councillor	Four to six times a year at call of Chair	Councillor Bentley	
Town of Vegreville Regional Recreation Feasibility Study Steering Committee	One Councillor plus Alternate	Call of the Chair	NEW	

## County of Minburn - External Boards and Committee Appointments

<b>Committee or Board</b>	<b># of Members Required</b>	<b>Meeting Date</b>	<b>2023/2024 Appointments</b>	<b>2024/2025 Appointments</b>
Composite Assessment Review Board	One Provincial Member Two Public Members	As Needed	Rachel Pichoch Vacant	Rachel Pichoch Vacant
Local Assessment Review Board	Three Public Members	As Needed	Rachel Pichoch Vacant Vacant	Rachel Pichoch Vacant Vacant
FCSS Advisory Board	One Public Member	Fourth Monday of the month	Brenda Patterson	Brenda Patterson
Pest Control Appeal Board	Three Public Members	As Needed	Bob Logan Sal Anweiller Brent Wyllie	Bob Logan Sal Anweiller Brent Wyllie
Subdivision and Development Appeal Board	Three Public Members	As Needed	Bob Logan Sal Anweiller Ron Maher	Bob Logan Sal Anweiller Ron Maher
Weed Control Appeal Board	Three Public Members	As Needed	Bob Logan Sal Anweiller Brent Wyllie	Bob Logan Sal Anweiller Brent Wyllie

*\*The Reeve is Ex-officio to all Council Boards and Committees as outlined in Council Procedural Bylaw No. 1290-19*



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**Implementation Timeline:**

**Attachments:**

Prepared By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

## **SCHEDULE "B"**

### **Pre-Approved Conferences and Conventions**

Funds will be budgeted annually for Elected Officials to attend the following pre-approved events (includes travel and conference fees):

<b>Conference/Activity</b>
ASB Provincial Conference
ASB Regional Conference
Rural Municipalities of Alberta Conventions (Spring and Fall)

*Note: County representation is encouraged, however, attendance by all Councillors is not required.*

Others pre-approved by Council at the annual Organization Meeting:

<b>Conference/Activity</b>
Federation of Canadian Municipalities Conference (FCM) – 2 members of Council
Alberta Economic Development Conference – 1 member of Council