

Organizational Meeting Agenda





**Organizational Council Meeting Agenda
Monday, October 28, 2024 at 5:00 p.m.
Town of Stony Plain Council Chambers
4905 – 51 Avenue**

1. **Call to Order**
2. **Adoption of Agenda**
3. **Appointment of Deputy Mayor**
 - 3.1 Appointment of Deputy Mayor
4. **Council Meeting Schedule**
 - 4.1 2024 - 2025 Council Meeting Schedule
5. **Council Appointments to Agencies, Boards and Commissions**
 - 5.1 2024 - 2025 Council Appointments to Agencies, Boards & Commissions
6. **Appointments**
 - 6.1 2025 Citizen at Large Board Appointments
7. **Adjournment**

Appointment of Deputy Mayor





**REQUEST FOR DECISION
PUBLIC SESSION**

ORGANIZATIONAL MEETING

MEETING DATE: October 28, 2024

SUBJECT: Appointment of Deputy Mayor

EXECUTIVE SUMMARY

The Deputy Mayor is a member of Council who is appointed by Council to act as Mayor in the absence or incapacity of the Mayor. The Deputy Mayor position is appointed to each Councillor in a rotation. The next member to serve as Deputy Mayor is Councillor Justin Anderson.

RECOMMENDATION

That Town Council appoint Councillor Justin Anderson as Deputy Chief Elected Official for the term of October 28, 2024 to February 28, 2025 or until the appointment of the next Deputy Chief Elected Official.

BACKGROUND

Section 152, of the *Municipal Government Act*, RSA 2000, c M-26 states that Council must appoint one or more Councillors as Deputy Chief Elected Official. The Deputy Chief Elected Official shall be given the titles of “Deputy Mayor”.

The position of Deputy Mayor shall be four months in duration and shall be undertaken by each member of Council two times within a Council term. Members of Council shall serve in the order determined by the drawing of names at the beginning of the Council term starting with the first Organizational Council Meeting following a general election. The order determined shall be limited only by the provision that the first member to serve in a Council term shall not be a newly elected Member of Council.

The Deputy Mayor serving terms, approved at the October 25, 2021 Organizational Council meeting shall be as follows:

Councillor Eric Meyer	October 25, 2021 – February 28, 2022
Councillor Harold Pawlechko	March 1, 2022 – June 30, 2022
Councillor Justin Laurie	July 1, 2022 – October 31, 2022
Councillor Justin Anderson	November 1, 2022 – February 28, 2023
Councillor Pat Hansard	March 1, 2023 – June 30, 2023
Councillor Melanie Loyns	July 1, 2023 – October 31, 2023
Councillor Eric Meyer	November 1, 2023 – February 29, 2024
Councillor Harold Pawlechko	March 1, 2024 – June 30, 2024
Councillor Justin Laurie	July 1, 2024 – October 31, 2024
Councillor Justin Anderson	November 1, 2024 – February 28, 2025
Councillor Pat Hansard	March 1, 2025 – June 30, 2025
Councillor Melanie Loyns	July 1, 2025 – October 31, 2025

STRATEGIC ALIGNMENT & KEY ACTIONS

Stony Plain Strategic Plan 2024-2027:

- Governance & Partners

Relevant Statutes/Master Plans/Documents

Municipal Government Act

Procedural Bylaw 2695/G/24

COMMUNICATION

This item will be included in the Council Highlights news release.

ATTACHMENTS

- I. Oath of Deputy Mayor

Prepared by: Christina Michaud, Legislative Coordinator

Reviewed by: Teresa Olsen, Manager, Legislative Services

Reviewed by: Ann Laing, General Manager, Corporate Services

Approved by: Tom Goulden, Chief Administrative Officer



**TOWN OF STONY PLAIN
IN THE PROVINCE OF ALBERTA**

OATH OF DEPUTY MAYOR

I, **COUNCILLOR JUSTIN ANDERSON**, swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of **DEPUTY MAYOR** for the Town of Stony Plain in the Province of Alberta.

So help me God.

SWORN before me at the Town of)
Stony Plain in the Province of Alberta,)
this 28th day of October, A.D., 2024)

Councillor Justin Anderson

Mayor William Choy
Commissioner For Oaths

END OF ITEM



Council Meeting Schedule





AGENDA ITEM NO.:

**REQUEST FOR DECISION
PUBLIC SESSION**

ORGANIZATIONAL MEETING

MEETING DATE: October 28, 2024

SUBJECT: Council Meeting Schedule 2024 - 2025

EXECUTIVE SUMMARY

To approve the 2024 – 2025 Council meeting schedule.

RECOMMENDATION

That Town Council approve the 2024 – 2025 Council meeting schedule as presented with:

1. All Governance & Priorities Committee and Regular Council meetings beginning at 5:00 p.m. at the Town Office Council Chambers at 4905 – 51 Avenue, Stony Plain, Alberta; and,
2. The Corporate Plan Meetings beginning at 4:30 p.m. at the Town Office Council Chambers at 4905 – 51 Avenue, Stony Plain, Alberta.

BACKGROUND

At the Organizational Meeting, Council is required to set the dates, times and locations of all Governance & Priorities Committee and Regular Council meetings for the remainder of 2024 up to and including the Organizational Meeting of 2025.

STRATEGIC ALIGNMENT & KEY ACTIONS

Stony Plain Strategic Plan 2024-2027:

- Governance & Partners

Relevant Statutes/Master Plans/Documents

Municipal Government Act

Procedural Bylaw 2695/G/24

COMMUNICATION

Council meeting dates will be posted on the Town website.

ATTACHMENTS

1. 2024 – 2025 Council Meeting Schedule
-

Prepared by: Christina Michaud, Legislative Coordinator

Reviewed by: Teresa Olsen, Manager, Legislative Services

Reviewed by: Ann Lang, General Manager, Corporate Services

Approved by: Tom Goulden, Chief Administrative Officer

2024 – 2025 COUNCIL MEETING SCHEDULE

2024

November 4, 5 & 6 - Proposed Corporate Plan

November 12 - Tuesday

November 25

December 2 (G&P)

December 9

2025

January 13

January 27

February 3 (G&P)

February 10

February 24

March 3 (G&P)

March 10

March 24

April 7 (G&P)

April 14

April 28

May 5 (G&P)

May 12

May 26

June 2 (G&P)

June 9

June 23

July 7 (G&P)

July 14

August 25

September 2 (G&P) - Tuesday

September 8

September 22

October 6 (G&P)

October 14 - Tuesday

November 3 - Organizational Council Meeting

END OF ITEM



Council Appointments to Agencies, Boards and Commissions





AGENDA ITEM NO.:

**REQUEST FOR DECISION
PUBLIC SESSION**

ORGANIZATIONAL MEETING

MEETING DATE: October 28, 2024

SUBJECT: Council Appointments to Agencies, Boards, and Commissions

EXECUTIVE SUMMARY

To appoint Council members to Agencies, Boards, and Commissions.

RECOMMENDTION

That Town Council appoint members of Council to Agencies, Boards, and Commissions as presented for a term of October 28, 2024 to October 31, 2025 or until the next Organizational Council meeting.

BACKGROUND

Annually, Council establishes appointments for Council members to sit on various Agencies, Boards, and Commissions. These appointments are for the remainder of 2024 until the Organizational meeting of 2025, or when amended by Council resolution.

STRATEGIC ALIGNMENT & KEY ACTIONS

Stony Plain Strategic Plan 2024-2027:

- Governance & Partners
 - Ensure Stony Plain's interests are represented on local and regional committees, boards, and visible in plans.

Relevant Statutes/Master Plans/Documents

Procedural Bylaw 2695/G/24

COMMUNICATION

Administration will send a letter to each Agency, Board, and Commission to confirm the appointments.

ATTACHMENTS

- I. 2024 – 2025 Council Agencies, Boards, and Commissions appointment list.

Prepared by: Christina Michaud, Legislative Coordinator

Reviewed by: Teresa Olsen, Manager, Legislative Services

Reviewed by: Ann Laing, General Manager, Corporate Services

Approved by: Tom Goulden, Chief Administrative Officer



**2024-2025
COUNCIL AGENCIES, BOARDS & COMMISSIONS
APPOINTMENT LIST**

Board	Member	Alternate
Arrow Utilities	Mayor William Choy	N/A
Capital Region Assessment Services Commission (CRASC)	Councillor Pat Hansard	Councillor Justin Laurie
Capital Region Parkland Water Services Commission (CRPWSC)	Councillor Pat Hansard Councillor Eric Meyer	Councillor Melanie Loyns
Community and Social Development Roundtable	Councillor Melanie Loyns	Councillor Pat Hansard
Cultural Roundtable (CRT)	Councillor Melanie Loyns	Councillor Pat Hansard
Edmonton Global	Mayor William Choy	Councillor Harold Pawlechko
Edmonton Metropolitan Region Board (EMRB)	Mayor William Choy	Councillor Harold Pawlechko
Edmonton Region Waste Advisory Committee (ERWAC)	Councillor Justin Laurie	Councillor Harold Pawlechko
Growth & Commerce Committee (G&CC)	Councillor Pat Hansard Councillor Justin Anderson Councillor Eric Meyer	N/A
Heritage Agricultural Society	Councillor Justin Anderson	Councillor Eric Meyer
Meridian Housing Foundation Board	Councillor Melanie Loyns	N/A
Mid-Sized Cities Mayor's Caucus (MCMC)	Mayor William Choy	Deputy Mayor
Stony Plain & Parkland Pioneer Museum	Councillor Eric Meyer	Councillor Justin Anderson
Stony Plain Library Board (SPLB)	Councillor Harold Pawlechko	N/A
Subdivision & Development Appeal Board (SDAB)	Councillor Justin Anderson Councillor Eric Meyer	N/A
TransAlta Tri Leisure Centre Board (TLC)	Councillor Justin Laurie	Councillor Justin Anderson
Yellowhead Regional Library Board (YRL)	Councillor Harold Pawlechko	Councillor Eric Meyer

*N/A – An Alternate is not required per the Agency, Board, or Commission

END OF ITEM



Appointments





**REQUEST FOR DECISION
PUBLIC SESSION**

ORGANIZATIONAL COUNCIL MEETING

MEETING DATE: October 28, 2024

SUBJECT: 2025 Citizen-at-Large Board Appointments

EXECUTIVE SUMMARY

Each year Council appoints Citizen-at-Large members to fill various vacancies on Council appointed boards and committees.

RECOMMENDATION

That Town Council appoint the individuals as presented to fill various vacancies on the noted Council appointed boards & committees.

BACKGROUND

After being reviewed by the respective Boards and Committees, the following individuals are being recommended to Council for appointment. Appointments are effective January 1, 2025.

Cultural Roundtable (One Public Member Opening)

No applications were received for the public member vacancy. The following individuals are being appointed to fill the cultural organization representative seats per the terms of reference.

The Cultural Roundtable is recommending the appointment of:

Applicant	Term	Start of Term	Expiry
Red Brick Common Melissa Heartley Sandra Teves - Alternate	2 Year Term – 1 st Term	January 1, 2025	December 31, 2026
Stony Plain & Parkland Pioneer Museum David Fielhaber Patty Mackay - Alternate	2 Year Term – 1 st Term	January 1, 2025	December 31, 2026
Stony Plain Public Library Bonnie Daley Laina Kelly - Alternate	2 Year Term – 1 st Term	January 1, 2025	December 31, 2026
Parkland Potters Guild Marian Majeau Cathy Nimmons - Alternate	2 Year Term – 1 st Term	January 1, 2025	December 31, 2026

Town of Stony Plain Library Board (One Opening)

Five applications were received.

The Stony Plain Library Board is recommending the appointment of:

Applicant	Term	Start of Term	Expiry
Donna Saidler	3 Year Term – 1 st Term	January 1, 2025	December 31, 2027

Tri-Municipal Leisure Facility Corporation Board (One Opening)

Three applications were received.

The Tri-Municipal Leisure Facility Corporation Board is recommending the appointment of:

Applicant	Term	Start of Term	Expiry
Roxanne Kits	3 Year Term – 2 nd Term	January 1, 2025	December 31, 2027

Planning Advisory Committee (Four Openings)

Nine applications were received.

The Planning Advisory Committee is recommending the appointment of:

Applicant	Term	Start of Term	Expiry
Joe Baker	2 Year Term – 1 st Term	January 1, 2025	December 31, 2026
Chaymie Hintz	2 Year Term – 1 st Term	January 1, 2025	December 31, 2026
Jenilee Caterina	2 Year Term – 1 st Term	January 1, 2025	December 31, 2026
Manoj Ravichandraraj	2 Year Term – 1 st Term	January 1, 2025	December 31, 2026

Subdivision & Development Appeal Board (Three Openings)

Six applications were received.

The Subdivision & Development Appeal Board is recommending the appointment of:

Applicant	Term	Start of Term	Expiry
Loralee Johnson	3 Year Term – 2 nd Term	January 1, 2025	December 31, 2027
Tim Monds	3 Year Term – 2 nd Term	January 1, 2025	December 31, 2027
Jason Moodie	3 Year Term – 1 st Term	January 1, 2025	December 31, 2027

STRATEGIC ALIGNMENT & KEY ACTIONS

Stony Plain Strategic Plan 2024-2027:

- Governance & Partners
 - Ensure Stony Plain's interests are represented on local and regional committees, boards, and visible in plans.
- Community Development
 - Enhance civic engagement opportunities through volunteerism, neighbourhood development, and leadership opportunities.

Relevant Statutes/Master Plans/Documents

Committee Governance Framework Bylaw 2684/G/24

COMMUNICATION

All vacancies were advertised in the Stony Plain Reporter, on the Town website and social media channels.

Once approved by Council, a complete list of all Board and Committee members will be placed on the Town website.

ATTACHMENTS

- I. List of all Town of Stony Plain Council appointed Board and Committee members effective January 1, 2025.

Prepared by: Christina Michaud, Legislative Coordinator

Reviewed by: Teresa Olsen, Manager, Legislative Services

Reviewed by: Ann Laing, General Manager, Corporate Services

Approved by: Tom Goulden, Chief Administrative Officer



2025 Citizen-at-Large Board Appointments

Updated January 1, 2025

Board Name of Member	Appointment Term	Eligible for Another Term	Expires
Community and Social Development Roundtable		2 Year Term – 3 Consecutive Terms	
Tim Monds	2 Year – 2 nd Term	Yes	December 31, 2025
Diane Ries	2 Year – 1 st Term	Yes	December 31, 2025
Vacant			
Vacant			
Vacant			
Vacant			
Vacant			
Vacant			
Vacant			
Vacant			
Vacant			
Vacant			
Cultural Roundtable		2 Year Term – 3 Consecutive Terms	
Brenda Reeve	2 Year – 2 nd Term	Yes	December 31, 2025
Patty Mackay	2 Year – 2 nd Term	Yes	December 31, 2025
Kelsey McEwan	2 Year – 1 st Term	Yes	December 31, 2025
Grace Chychul	2 Year – 1 st Term	Yes	December 31, 2025
Judy Bennett	2 Year – 1 st Term	Yes	December 31, 2025
Kim Wild	2 Year – 1 st Term	Yes	December 31, 2025
Vacant – Public Member			
David Fielhaber	2 Year – 1 st Term	Yes	December 31, 2026
Melissa Heartley	2 Year – 1 st Term	Yes	December 31, 2026
Bonnie Daley	2 Year – 1 st Term	Yes	December 31, 2026
Marian Majeau	2 Year – 1 st Term	Yes	December 31, 2026
Vacant – Cultural Organization			
Planning Advisory Committee		2 Year Term – Potential for 1-Year Extensions	
Hugh Ritchie	2 Year – 1 st Term	Yes	December 31, 2025
Joe Baker	2 Year – 1 st Term	Yes	December 31, 2026
Chaymie Hintz	2 Year – 1 st Term	Yes	December 31, 2026
Jenilee Caterina	2 Year – 1 st Term	Yes	December 31, 2026
Manoj Ravichandraraj	2 Year – 1 st Term	Yes	December 31, 2026
Stony Plain Public Library Board		3 Year Term – 3 Consecutive Terms	
Milene Albers	2 Year – 1 st Term	Yes	December 31, 2025
Dawn Horne	3 Year – 1 st Term	Yes	December 31, 2025
Jane MacDiarmid	2 Year – 1 st Term	Yes	December 31, 2025
Brenda Spitzer	3 Year – 3 rd Term	No	December 31, 2026
Claire Callbeck	3 Year – 2 nd Term	Yes	December 31, 2026
Kelly Eros	3 Year – 2 nd Term	Yes	December 31, 2026
Laurie Haak	3 Year – 1 st Term	Yes	December 31, 2026
Hina Noaman	3 Year – 1 st Term	Yes	December 31, 2026
Donna Saidler	3 Year – 1 st Term	Yes	December 31, 2027



2025 Citizen-at-Large Board Appointments

Updated January 1, 2025

Board Name of Member	Appointment Term	Eligible for Another Term	Expires
Subdivision & Development Appeal Board		3 Year Term – 2 Terms Only	
Jennifer Badry	3 Year – 1 st Term	Yes	December 31, 2025
Nico Wyngaarden	3 Year – 2 nd Term	No	December 31, 2025
Donna Hayward	3 Year – 2 nd Term	No	December 31, 2026
Jason Moodie	3 Year – 1 st Term	Yes	December 31, 2027
Tim Monds	3 Year – 2 nd Term	No	December 31, 2027
Loralee Johnson	3 Year – 2 nd Term	No	December 31, 2027
Tri-Municipal Leisure Facility Corporation Board		3 Year Term – 2 Terms Only	
Todd Haist	3 Year – 2 nd Term	No	December 31, 2026
Roxanne Kits	3 Year – 2 nd Term	No	December 31, 2027

END OF ITEM

