



**AGENDA
ORGANIZATIONAL MEETING OF THE
BARRHEAD TOWN COUNCIL
TO BE HELD TUESDAY, OCTOBER 27, 2020 @ 7:00 P.M.
IN THE BARRHEAD AGRENA'S
CHARLES GODBERSON ROTARY ROOM**

Present

Others Present

Absent

1. Call to Order
2. Consideration of Agenda (additions - deletions)
3. Deputy Mayor Appointments for 2020-2021
4. Council Appointments to Boards, Committees and Commissions
 - (a) Standing Committees
 - (b) Representatives to Boards, Commissions and Committees
 - (c) Other Appointments
 - Substitute Returning Officer
5. Members at Large - Committees and Commissions
6. Adjournment of Organizational Meeting

Town of Barrhead
Deputy Mayor and Committee Appointments
2019-2020

Deputy Mayor Appointments

November – December	2019	Cr. Oswald
January – February	2020	Cr. Smith
March – April	2020	Cr. Assaf
May – June	2020	Cr. Kluin
July – August	2020	Cr. Klumph
September – October	2020	Cr. Penny

Council Standing Committees

Regional Landfill	Cr. Klumph and Cr. Penny
-------------------	--------------------------

Note: Chairperson of Standing Committees to be rotated on an annual basis, unless determined otherwise by that Committee.

Representatives to Boards, Commissions & Committees

Agricultural Society	Cr. Klumph (Alt. Cr. Oswald)
Barrhead Accessibility Coalition	Cr. Kluin
Barrhead Cares Coalition	Cr. Kluin
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie
Barrhead & District Social Housing Authority	Cr. Penny
Barrhead Regional Fire Services	Cr. Assaf and Cr. Smith (Alt. Cr. Kluin)
Barrhead Regional Airport Committee	Mayor McKenzie (Alt. Cr. Assaf)
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith
Capital Region Assessment Services Commission	Cr. Penny
Chamber of Commerce	Cr. Assaf
Community Futures Yellowhead East	Cr. Penny (Alt. Cr. Assaf)
Economic Development Committee	Committee of the Whole
Enhanced Policing School Resource Officer Committee	Cr. Oswald (Alt. Mayor McKenzie)
Family & Community Support Services Society	Cr. Kluin and Cr. Penny
Library Board	Cr. Klumph (Alt. Cr. Oswald)
Municipal Planning Commission	Cr. Assaf, Cr. Klumph and Cr. Smith (Alt. Mayor McKenzie)
Subdivision & Development Appeal Board	Cr. Penny
Twinning Committee	Cr. Oswald
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Penny)

Other Appointments

Assessor	Mike Krim, Tanmar Consulting
Assessment Review Board	Capital Regional Assessment Services Commission (CRASC)
Assistant Director, Emergency Management	Cheryl Callihoo
Auditor	Wayne Ellerington, Ellerington LLP
Business Licensing Officer	Cheryl Callihoo
Clerk – Assessment Review Board	Capital Regional Assessment Services Commission (CRASC)
Development Officer	Cheryl Callihoo
Director Emergency Management	Chief Administrative Officer (CAO)
Returning Officer	Cheryl Callihoo
Secretary – Municipal Planning Commission	As delegated by the (CAO) or his designate
Clerk – Subdivision & Development Appeal Board	(CAO) or his designate
Solicitor	At the discretion of the (CAO) or his designate
Subdivision Authority	Municipal Planning Services (2009) Ltd.

Note: The Mayor is ex-officio, a Member of all Boards and Committees, excluding MPC.

Regular Meetings

Regular meetings are held every second (2nd) and fourth (4th) Tuesday of the month at 5:30 p.m., in the Town of Barrhead Administration Building Council Chambers. Where a Regular meeting date falls on a holiday, the meeting will be held on the following Wednesday. There will only be one meeting held during July, August and December in each year, which will fall on the second Tuesday of that month.



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: October 27, 2020

Re: 2021 General Municipal Election

1.0 PURPOSE:

For Council to appoint a substitute returning officer for the 2021 General Municipal Election.

2.0 BACKGROUND AND DISCUSSION:

Recent changes to the Local Authorities Election Act require Council to appoint, by resolution, a substitute returning Officer at the same time as the appointment of the Returning Officer.

3.0 ALTERNATIVES:

3.1 Council appoint Kathy Vickery as the substitute Returning Officer for the 2021 General Municipal Election.

3.2 Council appoints another individual as the substitute Returning Officer for the 2021 General Municipal Election.

4.0 FINANCIAL IMPLICATIONS:

Not applicable.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not applicable.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Limited.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Limited.

8.0 ATTACHMENTS:

Local Authorities Election Act Technical Amendments.

9.0 RECOMMENDATIONS:

Council appoint Kathy Vickery as the substitute Returning Officer for the 2021 General Municipal Election.

(Original signed by the CAO)
Edward LeBlanc
CAO

Implementation Fact Sheet

General Clarifying and Technical Amendments

Local Authorities Election Act, 2018 and 2020

Substitute Returning Officer

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 13, s. 17

Previous requirement:

The *LAEA* allowed for the chief elected official (mayor, reeve, or board chair) to appoint a substitute returning officer in the event that the returning officer was unable to fulfill their duties.

What has changed?

The *LAEA* requires a substitute returning officer be appointed by the municipal council or school board at the time a returning officer is appointed for the purpose of general elections, by-elections, or votes on a question or bylaw.

In the instance where a chief administrative officer (CAO) or a secretary of a school board assumes the responsibility of the returning officer, a council or school board must make a resolution identifying a substitute returning officer in the event the CAO is unable to fulfill the duties of returning officer.

What do municipalities and school boards need to know?

All municipalities and school boards must appoint a substitute returning officer at the same time the returning officer has been appointed, regardless of whether the chief administrative officer or secretary of a school board has assumed the role of returning officer.

When do these changes take place?

The amendments to the *LAEA* came into force January 1, 2019 and September 1, 2020.

*Amendments passed in July 2020 under Bill 29: The Local Authorities Election Amendment Act



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: October 27, 2020

Re: Appointments - Members at Large

1.0 PURPOSE:

Members at Large for 2020 -2021

2.0 BACKGROUND AND DISCUSSION:

Each year at the organizational meeting Council reviews the Boards, Committees and Commission's members and instruct Administration to advertise for Members-at-Large on the various committees.

3.0 ALTERNATIVES:

3.1 Council instructs Administration to advertise for Members-at-Large for the following:

Municipal Planning Commission – two members and one alternate
Barrhead Regional Fire Services Committee – one member
Twinning Committee – four members

4.0 FINANCIAL IMPLICATIONS:

None, as the Members-at-Large currently do not receive any honorariums.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The applicable municipal departments would be involved as per the respective appointments.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not applicable

8.0 ATTACHMENTS:

None

9.0 RECOMMENDATIONS:

Council instructs Administration to advertise for members-at-large for the following:

Municipal Planning Commission – two members and one alternate
Barrhead Regional Fire Services Committee – one member
Twinning Committee – four members

(Original signed by the CAO)

Edward LeBlanc
CAO