

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 28, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	PRESENT	<p>Councillor: Bridgitte Coninx Councillor: Lisa Johnson Councillor: Lenard Kwasny Councillor: Robin Murray Councillor: Robert Winterford</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Assistant Chief Administrative Officer and Public Works Manager Debbie Giroux, Recording Secretary</p> <p>3 members of the public were in-person attendance and 2 members of the public joined the meeting via Zoom.</p>
1.	CALL TO ORDER	Chief Administrative Officer Wendy Wildman called the meeting to order at 9:30 a.m.
2.	OATH OF OFFICE	Chief Administrative Officer Wendy Wildman administered the Oath of Office to all 5 Councillors.
3.	COUNCILS LEGISLATIVE RESPONSIBILITIES Motion #398/21	<p>MOVED by Councillor Lenard Kwasny that pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council’s legislative responsibilities, the following documents were received by all of Council: Roles and Responsibilities of Municipal Officials; Pecuniary Interest for Municipal Councillors, What Every Councillor Needs to Know; Council Code of Conduct Bylaw 791-21; Council and Committee Procedural Bylaw 763-19, along with a Municipal Government Act.</p> <p style="text-align: right;">CARRIED</p>
	Motion #399/21	<p>MOVED by Councillor Lisa Johnson that Administration prepare amendments to the Procedural Bylaw 763-19 to include: audio recording of meetings and video recording when able; Council and Administration to provide written Committee reports for inclusion on meeting agendas, to be brought back to the next meeting.</p> <p style="text-align: right;">CARRIED</p>
4.	AGENDA Motion #400/21	<p>MOVED by Councillor Robert Winterford that Council adopt the agenda of the Organizational Meeting of Thursday, October 28, 2021 with the following addition:</p> <ul style="list-style-type: none"> - Committee listing – Onoway Curling Club; Onoway Legion; Heritage Days Society <p style="text-align: right;">CARRIED</p>

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	Motion #403/21	<p>MOVED by Councillor Bridgitte Coninx that nominations for Deputy Mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Mayor Lenard Kwasny declared Councillor Lisa Johnson elected as Deputy Mayor for the Town of Onoway.</p> <p>Chief Administrative Officer Wendy Wildman administered the Oath of Office for the position of Deputy Mayor.</p>
		<p>At 10:05 a.m., two Royal Canadian Legion Onoway Branch members attended the meeting, and Ric Moses presented the first poppy to Mayor Lenard Kwasny.</p> <p>The two Legion members left the meeting at 10:10 a.m.</p>
8.	<p>COUNCILLOR COMMITTEE APPOINTMENTS Motion #404/21</p> <p>Motion #405/21</p> <p>Motion #406/21</p>	<p>Appointments to Quasi-Judicial Boards</p> <p>MOVED by Councillor Robin Murray that the appointments to the Assessment Review Board be as follows: as per contract with Capital Region Assessment Services Corporation, appoint Board members Darlene Chartrand, Tina Groszko, Stew Hennig, Richard Knowles and Ray Ralph. Appoint Designated Officer (Clerk) Richard Barham.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Robert Winterford that the appointments to the Subdivision and Development Appeal Board (SDAB) be as follows: as per agreement with Milestone Municipal Services, appoint Board Members Jamie Kralej, John McIvor, Denis Meier, John Roznicki, Jason Shewchuk, Gerald Stark, Rainbow Williams and Chris Zaplotinsky. Appoint Designated Officers (Clerks) Emily House and Cathy McCartney.</p> <p style="text-align: right;">CARRIED</p> <p>Appointments to Statutory Committees</p> <p>MOVED by Councillor Bridgitte Coninx that Council approve the appointments to the Statutory Committees as follows:</p> <ul style="list-style-type: none"> - Municipal Planning Commission (Council as a Whole) - Subdivision Authority (Council as a Whole) <p style="text-align: right;">CARRIED</p>

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		<p style="text-align: center;">Appointments to Regional Service Commissions</p> <p>Motion #407/21 MOVED by Councillor Bridgitte Coninx that the appointments to the Capital Region Assessment Services Commission be Councillor Robin Murray as Council’s representative and Councillor Robert Winterford as alternate. <p style="text-align: right;">CARRIED</p> <p>Motion #408/21 MOVED by Councillor Robert Winterford that the appointments to the Highway 43 East Waste Commission be Mayor Lenard Kwasny as representative and Councillor Bridgitte Coninx as alternate. <p style="text-align: right;">CARRIED</p> <p>Motion #409/21 MOVED by Councillor Robert Winterford that the appointments to the West Inter Lake District (WILD) Regional Water Services Commission be Councillor Bridgitte Coninx as representative and Mayor Lenard Kwasny as alternate. <p style="text-align: right;">CARRIED</p> <p style="text-align: center;">Appointments to Regional Boards</p> <p>Motion #410/21 MOVED by Deputy Mayor Lisa Johnson that Council approve the appointments to the Regional Boards as follows:</p> <ul style="list-style-type: none"> - East End Bus Society (Councillor Robert Winterford as representative and Councillor Robin Murray as alternate) - Yellowhead East Community Futures (Councillor Robin Murray as representative and Deputy Mayor Lisa Johnson as alternate) - Lac Ste. Anne Foundation – both Mayor Lenard Kwasny and Councillor Bridgitte Coninx let their names stand for the Lac Ste. Anne Foundation. 1 (one) secret ballot was conducted and Mayor Lenard Kwasny was declared the representative. (Mayor Lenard Kwasny as representative) - Yellowhead Regional Library Board (Councillor Robert Winterford as representative) - Economic Development Committee/Partnership Committee (Councillor Robert Winterford and Councillor Bridgitte Coninx as representatives and Councillor Robin Murray as alternate) - Community Policing Advisory Committee (CPAC) (Councillor Robin Murray as representative and Mayor Len Kwasny as alternate) </p></p></p>
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		<ul style="list-style-type: none"> - Onoway Regional Medical Clinic / Physician Recruitment Retention Committee (Deputy Mayor Lisa Johnson as representative and Councillor Robert Winterford as alternate) - North Saskatchewan Watershed Alliance (Mayor Lenard Kwasny as representative; Jason Madge to the Technical Committee) - Onoway Regional Fire Services (Mayor Lenard Kwasny as representative and Councillor Bridgitte Coninx as alternate; Chief Administrative Officer or designate to attend) - Emergency Management/ Disaster Services Committee (Deputy Mayor Lisa Johnson and Councillor Bridgitte Coninx as representatives) - Revenue and Cost Sharing Study Committee (Councillor Robert Winterford as representative and Councillor Bridgitte Coninx as alternate; Chief Administrative Officer or designate to attend) <p style="text-align: right;">CARRIED</p> <p>Appointments to Local Boards</p> <p>Motion #411/21 MOVED by Deputy Mayor Lisa Johnson that Council approve the appointments to Local Boards as follows:</p> <ul style="list-style-type: none"> - Onoway Public Library Board (Deputy Mayor Lisa Johnson and Councillor Robert Winterford as representatives) - Onoway and District Chamber of Commerce (Councillor Robert Winterford as representative and Deputy Mayor Lisa Johnson as alternate) - Onoway Beautification Committee (Councillor Robert Winterford as representative and Councillor Bridgitte Coninx as alternate) - Onoway and District Agricultural Society (ODAS) - (Arena) (Councillor Bridgitte Coninx as representative and Deputy Mayor Lisa Johnson as alternate) - Onoway Facility Enhancement Association (OFEA) – Community Hall (Councillor Robert Winterford as representative and Deputy Mayor Lisa Johnson as alternate)
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		<ul style="list-style-type: none"> - Onoway and District Historical Guild (Deputy Mayor Lisa Johnson as representative and Councillor Robin Murray as alternate) - Regional Wastewater Line Committee (Mayor Lenard Kwasny as representative and Deputy Mayor Lisa Johnson as alternate) - Onoway Ball Diamonds Committee (Councillor Bridgitte Coninx and Councillor Robert Winterford as representatives, Chief Administrative Officer or alternate Jason Madge to attend) <p style="text-align: right;">CARRIED</p> <p>Motion #412/21 MOVED by Councillor Bridgitte Coninx that the Region 1 Recreation and FCSS Local Board be removed from the list of appointments to Local Boards and have Council as a whole determine the funding allocations.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #413/21 MOVED by Councillor Bridgitte Coninx that Administration contact the Onoway Curling Club, the Onoway Legion, the Heritage Days Society and the Onoway Minor Ball and Soccer Association to inquire if they would like Town Council representative(s) to participate on their respective Boards.</p> <p style="text-align: right;">CARRIED</p> <p>Miscellaneous Council Appointments</p> <p>Motion #414/21 MOVED by Deputy Mayor Lisa Johnson that Council approve Miscellaneous Council appointments as follows:</p> <ul style="list-style-type: none"> - Inter Municipal Development Plan Negotiating Committee (Councillor Robert Winterford as representative and Councillor Bridgitte Coninx as alternate) - Highway 43 Functional Planning Study – Technical Review Committee (Mayor Lenard Kwasny as representative and Deputy Mayor Lisa Johnson as alternate) - Onoway Interagency Committee (Councillor Robert Winterford as representative and Councillor Robin Murray as alternate) <p style="text-align: right;">CARRIED</p>
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9.	FINANCIAL CONFIRMATION Motion #415/21	<p>MOVED by Mayor Lenard Kwasny that the Financial Confirmation be as follows, as presented:</p> <p>Signing Authority</p> <ul style="list-style-type: none"> - all of Council and Chief Administrative Officer and Assistant Chief Administrative Officer/Public Works Manager - 2 signatures required - 1 signature to be any member of Council - 1 signature to be one of either Chief Administrative Officer Wendy Wildman or Assistant Chief Administrative Officer/Public Works Manager Jason Madge <p>Banking Authority ATB Financial</p> <p style="text-align: right;">CARRIED</p>
	Motion #416/21	<p>MOVED by Mayor Lenard Kwasny that Council discuss the presentation of the Financial Reporting documents at the next regular Council meeting in November.</p> <p style="text-align: right;">CARRIED</p>
10.	APPOINTMENT OF AUDITOR Motion #417/21	<p>MOVED by Mayor Lenard Kwasny that the Auditor appointment be confirmed as Metrix Group for the Town of Onoway for the 2021 Audit year.</p> <p style="text-align: right;">CARRIED</p>
11.	APPOINTMENT OF ASSESSOR Motion #418/21	<p>MOVED by Councillor Bridgitte Coninx that the Town's Assessment Firm appointment be confirmed as Capital Region Assessment Services Commission, and the Assessor appointment for the Town of Onoway be confirmed as Grant Clarke of KCL Consulting Inc.</p> <p style="text-align: right;">CARRIED</p>
12.	APPOINTMENT OF WEED INSPECTOR Motion #419/21	<p>MOVED by Councillor Bridgitte Coninx that the Weed Inspector appointment be confirmed as Jackie Gamblin.</p> <p style="text-align: right;">CARRIED</p>

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13.	CHIEF ADMINISTRATIVE OFFICER Motion #420/21	MOVED by Councillor Bridgitte Coninx that the Chief Administrative Officer appointment be confirmed as Wendy Wildman. CARRIED
14.	DEVELOPMENT OFFICER Motion #421/21	MOVED by Councillor Robin Murray that the Development Officer appointment be confirmed as Tony Sonnleitner. CARRIED
15.	INTEGRITY COMMISSIONER Motion #422/21	MOVED by Councillor Bridgitte Coninx that the Integrity Commissioner appointment be confirmed as Victoria Message. CARRIED
16.	SOLICITOR CONFIRMATION Motion #423/21	MOVED by Councillor Robert Winterford that Patriot Law Group Onoway be confirmed as Solicitor for the Town of Onoway. CARRIED
17.	MUNICIPAL PLANNING COMMISSION Motion #424/21	MOVED by Councillor Bridgitte Coninx that the Municipal Planning Commission be confirmed as All of Council. CARRIED
18.	FOIP COORDINATOR CONFIRMATION Motion #425/21	MOVED by Councillor Bridgitte Coninx that the Freedom of Information and Protection of Privacy (FOIP) Coordinator be confirmed as the Chief Administrative Officer. CARRIED

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19.	COMMUNITY PEACE OFFICER Motion #426/21	<p>MOVED by Councillor Bridgitte Coninx that the Town of Onoway continue the Agreement with Lac Ste. Anne County for Community Policing services to be provided by Community Peace Officers Dallas CHOMA, Craig DOW, Denzel NOLET, Jane ROXBURGH and Andrew STEWART.</p> <p style="text-align: right;">CARRIED</p>
20.	FIRE CHIEF Motion #427/21	<p>MOVED by Councillor Bridgitte Coninx that the Fire Chief appointment be confirmed as Chief Dave Ives, as per the agreement with North West Fire and Rescue.</p> <p style="text-align: right;">CARRIED</p>
21.	MEETING DATES / TIMES/ LOCATIONS Motion #428/21	<p>MOVED by Deputy Mayor Lisa Johnson that Council meetings be scheduled as follows: 1st and 3rd Thursday of the Month at 9:30 a.m. at the Town of Onoway Civic Centre</p> <p style="text-align: right;">CARRIED</p>
	Motion #429/21	<p>MOVED by Deputy Mayor Lisa Johnson that the Thursday, November 4 regular Council meeting be rescheduled to Wednesday, November 10 and the Thursday, November 18 regular Council meeting be rescheduled to Thursday, November 25, with both meetings starting at 9:30 a.m.</p> <p style="text-align: right;">CARRIED</p>
22.	MUNICIPAL OFFICE LOCATION Motion #430/21	<p>MOVED by Councillor Robin Murray that the Municipal Office location for the Town of Onoway be confirmed as:</p> <p>4812 – 51 Street, within the Town of Onoway</p> <p style="text-align: right;">CARRIED</p>
23.	REQUIREMENT FOR ADVERTISING OF MEETINGS Motion #431/21	<p>MOVED by Deputy Mayor Lisa Johnson that Council meetings continue to be advertised in Onowaves and on the Town of Onoway website, and that Administration research the costs for adding regular advertising of meetings in The Bulletin and Council to revisit this at their next meeting.</p> <p style="text-align: right;">CARRIED</p>

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24.	COUNCIL EXPENSE CLAIMS Motion #432/21	<p>MOVED by Councillor Bridgitte Coninx that Council be reimbursed as follows, and reimbursement be further reviewed by Council during budget deliberations:</p> <p>Regular Council Meetings</p> <ul style="list-style-type: none"> - Mayor and Councillors \$175.00 per Council meeting <p>Any meeting other than a Regular Council Meeting</p> <ul style="list-style-type: none"> - Mayor and Councillors \$25.00 per hour to a maximum of \$175.00 per day - Mayor to receive an additional \$75.00 per day when attending 3 or more meetings in the same day - Billable time is to be rounded up to the nearest 30 minute increment. Minimum pay will be 4 hours. <p>Reimbursement</p> <ul style="list-style-type: none"> - Mayor shall receive \$400.00 per month as reimbursement for personal cell phone use, personal internet costs and other costs incurred in exercising duties as an elected official, as well as personal time required for the preparation for all of their meetings - All Councillors shall receive \$250.00 per month as reimbursement for personal internet costs incurred in exercising their duties as an elected official, as well as personal time required for the preparation for all their meetings. <p style="text-align: right;">CARRIED</p>
25.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the meeting adjourned at 11:25 a.m.

Signed by Mayor Lenard Kwasny

Signed by Debbie Giroux
Recording Secretary