

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, NOVEMBER 10<sup>TH</sup>, 2021  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM  
COMMENCING AT 9:30 A.M.

	<b>PRESENT</b>	<p>Mayor: Lenard Kwasny  Deputy Mayor: Lisa Johnson  Councillor: Bridgitte Coninx  Councillor: Robin Murray  Councillor: Robert Winterford</p> <p>Administration: Wendy Wildman, Chief Administrative Officer  Jason Madge, Assistant Chief Administrative Officer/Public Works Manager  Debbie Giroux, Recording Secretary</p> <p>5 members of the public were in-person attendance and 3 members of the public joined the meeting via Zoom.</p>
1.	<b>CALL TO ORDER</b>	Mayor Lenard Kwasny called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded.
2.	<b>AGENDA Motion #448/21</b>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that Council adopt the agenda of the regular Council meeting of Wednesday, November 10th, 2021, as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES Motion #449/21</b>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that the minutes of the following meetings be adopted as presented:</p> <ul style="list-style-type: none"> <li>- October 28, 2021 Organizational Meeting</li> <li>- October 28, 2021 Regular Council Meeting</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	<p>At 9:32 a.m., Sheila Doka, Gail Vaughan and Terri Miller-Ryan attended the meeting to discuss the draft lease agreement between the Town and the Onoway Facility Enhancement Association (OFEA) to operate the Onoway Community Hall.</p> <p style="text-align: center;"><b>Motion #450/21</b></p> <p><b>MOVED</b> by Councillor Bridgitte Coninx that Administration arrange a meeting with the owners of the Onoway Regional Medical Clinic Building and Alberta Health Services Building to discuss alleviating parking concerns expressed by the OFEA.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p style="text-align: center;"><b>Motion #451/21</b></p> <p><b>MOVED</b> by Councillor Bridgitte Coninx that the lease agreement discussion be deferred to a future meeting agenda, allowing amendments to 5.1 to be drafted and time to address parking concerns.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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		<p>The discussion regarding the Onoway Community Hall was completed at 11:15 a.m.  The meeting recessed from 11:15 a.m. to 11:25 a.m.</p>
<b>5.</b>	<b>FINANCIAL REPORTS</b>	n/a
<b>6.</b>	<b>POLICIES &amp; BYLAWS</b>	
	<b>Motion #452/21</b>	<p><b>MOVED</b> by Councillor Robert Winterford that Bylaw 792-21, Council and Council Committee Procedural Bylaw be amended to reflect that written Councillor reports be provided to Administration by 9:00 a.m. on the Monday morning prior to the Council meeting being held that week.</p> <p style="text-align:right"><b>CARRIED</b></p>
	<b>Motion #453/21</b>	<p><b>MOVED</b> by Councillor Robin Murray that Bylaw 792-21, Council and Council Committee Procedural Bylaw, be amended to include audio/video recordings of Council meetings, as presented.</p> <p style="text-align:right"><b>CARRIED</b></p>
	<b>Motion #454/21</b>	<p><b>MOVED</b> by Mayor Lenard Kwasny that Administration bring Bylaw 792-21 to the next Council meeting with amendments as noted above.</p> <p style="text-align:right"><b>CARRIED</b></p>
<b>7.</b>	<b>ACTION ITEMS</b>	
	<b>Motion #455/21</b>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that the discussion regarding Covid-19 be accepted for information, that Council and Administration continue to monitor developments, and Administration bring this item back to the next Council meeting for further discussion and remain as a standing item on Council agendas.</p> <p style="text-align:right"><b>CARRIED</b></p>
	<b>Motion #456/21</b>	<p><b>MOVED</b> by Mayor Lenard Kwasny that Council Policy C-COU-AUTH-1, Signing or Authorization of Municipal Documents Policy, be confirmed as is (all Council having signing authority).</p> <p style="text-align:right"><b>CARRIED</b></p>
	<b>Motion #457/21</b>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council Policy C-COU-AUTH-1 be updated to reflect Council's review of this policy during their November 10, 2021 meeting, without making any revisions.</p> <p style="text-align:right"><b>CARRIED</b></p>

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	<b>Motion #458/21</b>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that Administration prepare financial documents for Council as per the information that the Town of Mayerthorpe provides to their Council, being: statement of revenue and expenses (operating and capital in a budget to actual comparison and in a department level format, including a variance column); balance sheet (when available); and a cheque listing (within FOIP guidelines). Note: a bank reconciliation is not required.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #459/21</b>	<p><b>MOVED</b> by Mayor Lenard Kwasny that Council accept the report regarding Council Honorariums for information and revisit Council honorariums and monthly expense reimbursement during the 2022 budget deliberations.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #460/21</b>	<p><b>MOVED</b> by Councillor Robert Winterford that a Council meeting be scheduled for Thursday, January 27, 2022 at 9:30 a.m. to discuss Strategic Planning matters, including (but not limited to) the following: What Council Heard during their Campaign; Council personal goals over the 4 year term.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #461/21</b>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that the 2021 Election Summary report prepared by Returning Officer Dwight Moskalyk and related documents be accepted for information, and that I have proven my citizenship.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #462/21</b>	<p><b>MOVED</b> by Councillor Robin Murray that the 2022 Muniware Software Support Agreement and Software License Agreement be approved and authorize execution of both documents.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #463/21</b>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that the information from the Government of Alberta Municipal Sustainability Initiative (MSI) Grant Funding for 2022 and 2023 showing a dramatic decrease in the capital allocations be accepted for information and Council review opportunities on an on-going basis.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #464/21</b>	<p><b>MOVED</b> by Councillor Robin Murray that the January 6, 2022 Council meeting be cancelled.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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8.	<b>COUNCIL, COMMITTEE &amp; STAFF REPORTS</b> <b>Motion #465/21</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Council further discuss the merits of organizing a meeting with all local community groups, and potentially a facilitator, at the December 2 Council meeting.  <b>CARRIED</b>
	<b>Motion #466/21</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that the verbal Council and Committee Reports, along with the verbal and written Staff Reports, be accepted for information.  <b>CARRIED</b>
9.	<b>INFORMATION ITEMS</b> <b>Motion #467/21</b>	<b>MOVED</b> by Councillor Robin Murray that the following items be accepted for information:  a) Town of Onoway Development Permit 21DP13-24 – operation of a retail auto parts sales and auto repair business; b) Alberta Beach – Organizational Meeting Results c) Yellowhead East Community Futures – November 5, 2021 email on regional business events and news  <b>CARRIED</b>
10.	<b>CLOSED SESSION</b> <b>Motion #468/21</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that, pursuant to Section 197(2) of the Municipal Government Act and Section 27 of the Freedom of Information and Protection of Privacy Act (FOIP), Council move into a Closed Session at 2:30 p.m. to discuss the following item:  “Legal – Privileged Information Solicitor Client Privilege”  <b>CARRIED</b>  Council recessed from 2:30 p.m. to 2:35 p.m.
	<b>Motion #469/21</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Council move out of Closed Session at 2:50 p.m.  <b>CARRIED</b>  Council recessed from 2:50 p.m. until 2:55 p.m.
	<b>Motion #470/21</b>	<b>MOVED</b> by Councillor Robin Murray that Council accept the legal advice that was provided, for information.  <b>CARRIED</b>

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<b>11.</b>	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the regular council meeting adjourned at 2:55 p.m.		
<b>12.</b>	<b>UPCOMING EVENTS</b>	November 17-19, 2021	AUMA Convention	Edmonton
		November 25, 2021	Regular Council Meeting	9:30 a.m.
		December 2, 2021	Regular Council Meeting	9:30 a.m.
		December 16, 2021	Regular Council Meeting	9:30 a.m.
		January 20, 2022	Regular Council Meeting	9:30 a.m.
		January 27, 2022	Strategic Planning Workshop	9:30 a.m.

Signed by Mayor Lenard Kwasny

Signed by Debbie Giroux  
Recording Secretary