

**AGENDA FOR THE SPECIAL MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, MAY 5, 2022 IN THE COUNCIL CHAMBERS OF THE
ONOWAY CIVIC CENTRE AND VIRTUALLY VIA ZOOM
COMMENCING AT 10:00 P.M.
MEETING IS BEING AUDIO/VIDEO RECORDED**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

*Recommendation:
approve agenda as presented*

3. ADOPTION OF MINUTES – n/a

4. APPOINTMENTS/PUBLIC HEARINGS – n/a

5. FINANCIAL REPORTS – n/a

**6. POLICIES & BYLAWS – Policy C-COU-AUTH-1
Signing or Authorization of Municipal Documents Policy**

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*Recommendation:
direction as given by Council at meeting time*

7. ACTION ITEMS – n/a

8. COUNCIL, COMMITTEE & STAFF REPORTS – n/a

9. INFORMATION ITEMS – n/a

10. CLOSED SESSION – Pursuant to Section 197(2) of the Municipal Government Act and Section 17 of the Freedom of Information and Protection of Privacy Act (FOIP):

- 1. "Personnel"

11. ADJOURNMENT

12. UPCOMING EVENTS

- May 12, 2022 – Regular Council Meeting 9:30 a.m.
- May 26, 2022 – Regular Council Meeting 9:30 a.m.
- June 9, 2022 – Regular Council Meeting 9:30 a.m.
- June 23, 2022 – Regular Council Meeting 9:30 a.m.



Town of Onoway

Council Policy

Number	Title			
C-COU-AUTH-1	SIGNING OR AUTHORIZATION OF MUNICIPAL DOCUMENTS POLICY			
Approval	Originally Approved		Last Revised/Reviewed	
(CAO initials)	Resolution No:	#289/19	Resolution No:	#456/21
	Date:	Oct. 24, 2019	Date:	Nov. 10, 2021

Purpose

Whereas Council for the Town of Onoway, having duly passed a Chief Administrative Officer (CAO) and /or Designated Officers bylaw which authorizes the CAO or Designated Officer(s) to exercise all of the powers, duties and functions assigned by Council and/or defined and assigned under the Municipal Government Act (MGA), Council further refines the critical duties of signing or authorizing municipal documents, as per Section 213 of the Act. Specifically, Council wishes to authorize the CAO/designated officer(s) to be granted sole authority to exercise certain instruments as allowed under 213(4). Doing so will ensure efficient execution of municipal business.

Policy Statement

- 1) Council, through various bylaws and policies or resolution of Council, duly passed, authorize the municipality to purchase, garner, solicit or otherwise engage and procure services or assets. As those actions often require the signed commitment of the municipality by way of an executed instrument, Council assigns, in certain instances, the authority to execute such documents where same have been previously authorized by Council, explicitly (as in an agreement) or implicitly (as through general budget approval).
- 2) For clarity:
 - a) Section 213(1) requires two signatures;
 - b) Section 213(2) requires two signatures;
 - c) Section 213(3) requires two signatures;



Town of Onoway

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d) Section 213(4) requires two signatures, except where (3) of this policy applies.

3) Issuing of sole authority to execute municipal documents, as per 213(4), shall be as follows:

CAO or designate may solely sign or authorize execution of:

- a) payment of services or procurements – as per purchasing policy as long they form part of the approved budget;
- b) letters or instruments of engagement, so long as they have been approved by Council in substance;
- c) policies, administrative correspondence and directives as applicable;
- d) any other agreement, cheque or negotiable instruments as long as the substance of same has been approved by Council.

Legal References: MGA Sections 207, 210; 213

Cross References:

Revisions:

Resolution Number	MM/DD/YY

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

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>