

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 24, 2024
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	PRESENT	<p>Councillor: Bridgitte Coninx Councillor: Lisa Johnson Councillor: Lenard Kwasny Councillor: Robin Murray Councillor: Sheila Pockett</p> <p>Administration: Jennifer Thompson, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services Debbie Giroux, Recording Secretary</p> <p>6 members of the public attended the meeting in person and 3 members of the public joined the meeting via Zoom.</p>
1.	CALL TO ORDER	Chief Administrative Officer Jennifer Thompson called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded.
2.	COUNCILS LEGISLATIVE RESPONSIBILITIES Motion #306/24	<p>MOVED by Councillor Bridgitte Coninx that pursuant to Section 208(1)(d) of the Municipal Government Act that the following information outlining Council's legislative responsibilities be acknowledged as reviewed in 2024: What Every Councillor Needs to Know (updated 2021 Sept); Pecuniary Interest for Municipal Councillors (unchanged); Roles and Responsibilities of Municipal Officials (updated 2022); Commissioner for Oaths Regulation; Council Code of Conduct Bylaw 791-21; Council and Committee Procedural Bylaw 792-21 (unchanged from update Dec 2021); Public Participation Policy C-COU-PAR-1; and the Municipal Government Act (Council has been provided).</p> <p style="text-align: right;">CARRIED</p>
3.	AGENDA Motion #307/23	<p>MOVED by Councillor Robin Murray that Council adopt the agenda of the Organizational Meeting of Thursday, October 24, 2024 as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	METHOD OF VOTING	<p>CAO Jennifer Thompson advised that all voting during the Organizational Meeting be done by secret ballot, and in the case of a tie vote, the lowest vote count will be eliminated from the next round of voting and all ballots be destroyed after the count is completed.</p> <p style="text-align: right;">CARRIED</p>
5.	NOMINATIONS FOR MAYOR	Chief Administrative Officer Jennifer Thompson called for nominations for the position of Mayor.

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		<p>Councillor Lisa Johnson nominated Councillor Lenard Kwasny for the position of Mayor.</p> <p>Councillor Lenard Kwasny accepted the nomination.</p> <p>Chief Administrative Officer Jennifer Thompson called for nominations for the position of Mayor for the second time.</p> <p>Chief Administrative Officer Jennifer Thompson called for nominations for the position of Mayor for the third time.</p> <p>As no other nominations were received, Chief Administrative Officer Jennifer Thompson declared Councillor Lenard Kwasny elected as Mayor for the Town of Onoway.</p> <p>Michelle Gallagher, Lawyer, Patriot Law administered the Oath of Office for Mayor.</p> <p>Mayor Lenard Kwasny assumed the Chair.</p>
6.	<p style="text-align: center;">NOMINATIONS FOR DEPUTY MAYOR</p>	<p>Mayor Lenard Kwasny called for nominations for the position of Deputy Mayor.</p> <p>Councillor Robin Murray nominated Councillor Lisa Johnson for the position of Deputy Mayor.</p> <p>Councillor Lisa Johnson accepted the nomination.</p> <p>Mayor Lenard Kwasny called for nominations for the position of Deputy Mayor for the second time.</p> <p>Mayor Lenard Kwasny called for nominations for the position of Deputy Mayor for the third time.</p> <p>As no other nominations were received, Mayor Lenard Kwasny declared Councillor Lisa Johnson elected as Deputy Mayor for the Town of Onoway.</p> <p>Michelle Gallagher, Lawyer, Patriot Law administered the Oath of Office for the position of Deputy Mayor.</p>
	<p style="text-align: center;">ROYAL CANADIAN LEGION POPPY PRESENTATION</p> <p style="text-align: center;">Motion #308/24</p>	<p>Richard Moses and Steve Wright attended the meeting at 9:40 a.m. until 9:50 a.m. for the Onoway Royal Canadian Legion Branch 132 First Poppy Presentation to Mayor Kwasny and Council.</p> <p>MOVED by Councillor Bridgitte Coninx that the First Poppy Presentation to Mayor Kwasny and Council be accepted for information. CARRIED</p>

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7.	COUNCILLOR COMMITTEE APPOINTMENTS Motion #309/24	Appointments to Quasi-Judicial Boards <p>MOVED by Deputy Mayor Lisa Johnson that Council approve the appointments to the Assessment Review Board (ARB) as follows: as per contract with Capital Region Assessment Services Commission (expires end of 2027), appoint Board members/Certified Panelists: Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meier and Raymond Ralph; appoint Certified ARB Clerk Gerryl Amorin and ARB Chairman Raymond Ralph.</p> <p style="text-align: right;">CARRIED</p>
	Motion #310/24	<p>MOVED by Councillor Robin Murray that Council approve the appointments to the Subdivision and Development Appeal Board (SDAB) as follows: as per agreement with Milestone Municipal Services, appoint Board Members Emily House; Janet Zaplotinsky; Jason Shewchuk, John Roznicki, Rainbow Williams; Denis Meier, Jamie Kraley, John McIvor, Chris Zaplotinsky, and appoint Designated Officers (Clerks) Emily House and Janet Zaplotinsky.</p> <p style="text-align: right;">CARRIED</p>
	Motion #311/24	<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>
	Motion #312/24	<p>Appointments to Regional Service Commissions</p> <p>MOVED by Councillor Sheila Pockett that the appointments to the Capital Region Assessment Services Commission be Councillor Robin Murray as Council's representative and Deputy Mayor Lisa Johnson as alternate.</p> <p style="text-align: right;">CARRIED</p>
	Motion #313/24	<p>MOVED by Councillor Robin Murray that the appointments to the Highway 43 East Waste Commission be Mayor Lenard Kwasny as Council's representative and Deputy Mayor Lisa Johnson as alternate.</p> <p style="text-align: right;">CARRIED</p>
		<p>Councillor Robin Murray nominated Mayor Lenard Kwasny for appointment as Council's representative to the West Inter Lake District (WILD) Regional Water Services Commission.</p>

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		<p>Councillor Sheila Pockett nominated Bridgitte Coninx for appointment as Council's representative. One secret ballot vote was conducted and Mayor Lenard Kwasny was elected as Council's representative.</p> <p>Motion #314/24 MOVED by Deputy Mayor Lisa Johnson that the appointments to the West Inter Lake District (WILD) Regional Water Services Commission be Mayor Lenard Kwasny as representative and Councillor Bridgitte Coninx as alternate.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #315/24 MOVED by Councillor Bridgitte Coninx that the appointments to the Lac Ste. Anne East End Bus Society be Councillor Sheila Pockett as Council's representative and Deputy Mayor Lisa Johnson as alternate.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #316/24 MOVED by Councillor Sheila Pockett that the appointments to Community Futures Yellowhead East be Councillor Robin Murray as representative and Councillor Bridgitte Coninx as alternate.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #317/24 MOVED by Councillor Bridgitte Coninx that Deputy Mayor Lisa Johnson be appointed as Council's representative to the Lac Ste. Anne Foundation.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #318/24 MOVED by Deputy Mayor Lisa Johnson that Councillor Bridgitte Coninx be appointed as Council's representative to the Yellowhead Regional Library Board.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #319/24 MOVED by Councillor Bridgitte Coninx that Council's appointments to the Economic Development/Partnership Committee be Councillor Bridgitte Coninx and Councillor Robin Murray as representatives and the alternate be Councillor Sheila Pockett.</p> <p style="text-align: right;">CARRIED</p> <p>The Community Policing Advisory Committee (CPAC) was disbanded in 2024 therefore it is no longer required to choose Council representatives.</p>
	<p>Motion #320/24</p>	<p>MOVED by Councillor Robin Murray that Council's appointments to the Onoway Regional Medical Clinic/Physician Recruitment Retention Committee be Councillor Bridgitte Coninx as representative and Councillor Sheila Pockett as the alternate.</p> <p style="text-align: right;">CARRIED</p>

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	Motion #321/24	<p>MOVED by Councillor Sheila Pockett that Council's appointments to the North Saskatchewan Watershed Alliance be Councillor Bridgitte Coninx as representative and the Public Works Manager be appointed to the Technical Committee.</p> <p style="text-align: right;">CARRIED</p>
	Motion #322/24	<p>MOVED by Councillor Robin Murray that Deputy Mayor Lisa Johnson be appointed as the representative on the Onoway Regional Fire Services Committee and Councillor Sheila Pockett be the alternate. (Chief Administrative Officer or designate to attend meetings.)</p> <p style="text-align: right;">CARRIED</p>
	Motion #323/24	<p>MOVED by Councillor Sheila Pockett that Council's appointments to the Emergency Management/ Disaster Services Committee be Deputy Mayor Lisa Johnson and Councillor Bridgitte Coninx as representatives.</p> <p style="text-align: right;">CARRIED</p> <p>Appointments to Local Boards</p>
	Motion #324/24	<p>MOVED by Deputy Mayor Lisa Johnson that Council's appointments to the Town of Onoway Library Board be Councillor Bridgitte Coninx and Councillor Sheila Pockett as representatives.</p> <p style="text-align: right;">CARRIED</p>
	Motion #325/24	<p>MOVED by Councillor Bridgitte Coninx that Council's appointments to the Onoway and District Chamber of Commerce be Councillor Sheila Pockett as representative and Deputy Mayor Lisa Johnson as alternate.</p> <p style="text-align: right;">CARRIED</p>
	Motion #326/24	<p>MOVED by Councillor Bridgitte Coninx that Council's appointments to the Onoway Beautification Committee be Councillor Bridgitte Coninx and Councillor Sheila Pockett as representatives.</p> <p style="text-align: right;">CARRIED</p>
	Motion #327/24	<p>MOVED by Councillor Robin Murray that Council's appointments to the Onoway and District Agricultural Society (ODAS) (Arena) be Councillor Bridgitte Coninx as representative and Deputy Mayor Lisa Johnson as alternate.</p> <p style="text-align: right;">CARRIED</p>
	Motion #328/24	<p>MOVED by Councillor Sheila Pockett that Council's appointments to the Onoway Facility Enhancement Association (OFEA) (Community Hall) be Deputy Mayor Lisa Johnson as representative and Councillor Bridgitte Coninx as alternate.</p> <p style="text-align: right;">CARRIED</p>

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	<p>Motion #329/24</p> <p>Motion #330/24</p> <p>Motion #331/24</p> <p>Motion #332/24</p> <p>Motion #333/24</p>	<p>MOVED by Councillor Bridgitte Coninx that Council's appointments to the Onoway and District Historical Guild be Councillor Robin Murray as representative and Deputy Mayor Lisa Johnson as alternate.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Robin Murray that Council's appointments to the Regional Wastewater Line Committee be Mayor Lenard Kwasny as representative, Deputy Mayor Lisa Johnson as alternate and CAO Jennifer Thompson be appointed to the Technical Committee.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Sheila Pockett that Council's appointments to the Regional Trail Committee be Deputy Mayor Lisa Johnson and Councillor Bridgitte Coninx as representatives.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lisa Johnson that Council's appointments to the Onoway Economic Development and Tourism Committee be Mayor Lenard Kwasny and Deputy Mayor Lisa Johnson as representatives; and that they also be appointed as Council's representatives on the Onoway Interagency Committee (sub-Committee of the Onoway Economic Development and Tourism Committee).</p> <p style="text-align: right;">CARRIED</p> <p>Miscellaneous Council Appointments</p> <p>The Inter Municipal Development Plan Negotiating Committee is inactive therefore it is no longer required to choose Council representatives.</p> <p>MOVED by Councillor Robin Murray that Council's appointments to the Enforcement Review Committee be Deputy Mayor Lisa Johnson, Councillor Bridgitte Coninx and Councillor Sheila Pockett.</p> <p style="text-align: right;">CARRIED</p> <p>The Highway 43 Functional Planning Study Technical Review Committee work is complete and the Committee has been disbanded.</p>
8.	<p style="text-align: center;">FINANCIAL CONFIRMATION Motion #334/24</p>	<p>MOVED by Councillor Bridgitte Coninx 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 Director of Corporate and Community Services

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	Motion #335/24	<ul style="list-style-type: none"> - 2 signatures required - 1 signature to be any member of Council - 1 signature to be one of either Chief Administrative Officer Jennifer Thompson or Director of Corporate and Community Services Gino Damo <p>MOVED by Councillor Sheila Pockett that the Banking Authority be confirmed as ATB Financial.</p> <p style="text-align: right;">CARRIED</p>
9.	APPOINTMENT OF AUDITOR Motion #336/24	<p>MOVED by Councillor Bridgitte Coninx that the Auditor appointment be confirmed as Metrix Group for the Town of Onoway for the 2024 Audit year.</p> <p style="text-align: right;">CARRIED</p>
10.	APPOINTMENT OF ASSESSOR Motion #337/24	<p>MOVED by Councillor Robin Murray 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 Clark of KCL Consulting Inc.</p> <p style="text-align: right;">CARRIED</p>
11.	APPOINTMENT OF WEED INSPECTOR Motion #338/24	<p>MOVED by Councillor Bridgitte Coninx that the Weed Inspector appointment be confirmed as Jackie Gamblin.</p> <p style="text-align: right;">CARRIED</p>
12.	CHIEF ADMINISTRATIVE OFFICER Motion #339/24	<p>MOVED by Councillor Bridgitte Coninx that the Chief Administrative Officer appointment be confirmed as Jennifer Thompson.</p> <p style="text-align: right;">CARRIED</p>
13.	DEVELOPMENT OFFICER Motion #340/24	<p>MOVED by Councillor Sheila Pockett that the Development Officer appointment be confirmed as Tony Sonnleitner.</p> <p style="text-align: right;">DEFEATED</p>
14.	INVESTIGATOR Motion #341/24	<p>MOVED by Councillor Bridgitte Coninx that, as per Council Code of Conduct Bylaw 791-21, Council appoint Strategic Steps Inc. as a third party investigator (Section 2.1(e)) and use on retainer.</p> <p style="text-align: right;">CARRIED</p>

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15.	SOLICITOR CONFIRMATION Motion #342/24	MOVED by Councillor Sheila Pockett that Patriot Law Group Onoway and MLT Aiken LLP, be confirmed as Solicitors for the Town of Onoway. CARRIED
16.	MUNICIPAL PLANNING COMMISSION Motion #343/24	MOVED by Councillor Bridgitte Coninx that the Municipal Planning Commission be confirmed as All of Council. CARRIED
17.	FOIP COORDINATOR CONFIRMATION Motion #344/24	MOVED by Councillor Bridgitte Coninx that the Freedom of Information and Protection of Privacy (FOIP) Coordinator be confirmed as the Director of Corporate and Community Services. CARRIED
18.	COMMUNITY PEACE OFFICER Motion #345/24	MOVED by Councillor Bridgitte Coninx that, as per the Community Policing Agreement with Lac Ste. Anne County, Community Policing services to be provided by: Sgt. Dallas CHOMA (Enforcement Services Manager/CPO), Officer Craig DOW (CPO), Officer Dustin Jendrick (CPO), Officer Jenna Sroka (Bylaw Officer), Officer Daniel Town (Bylaw Officer). CARRIED
19.	FIRE CHIEF Motion #346/24	MOVED by Deputy Mayor Lisa Johnson that the Fire Chief appointment be confirmed as Chief David Ives until March 7, 2025. CARRIED
20.	MEETING DATES / TIMES/ LOCATIONS Motion #347/24	MOVED by Councillor Bridgitte Coninx that one of the Council meetings per month start at 2:30 p.m. DEFEATED
	Motion #348/24	MOVED by Deputy Mayor Lisa Johnson that Council meetings be scheduled as follows: 2 nd and 4 th Thursday of the Month at 9:30 a.m. at the Town of Onoway Civic Centre, Council Chambers. CARRIED

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21.	MUNICIPAL OFFICE LOCATION Motion #349/24	<p>MOVED by Councillor Bridgitte Coninx that the Municipal Office location for the Town of Onoway be confirmed as:</p> <p>Onoway Civic Centre, 4812 – 51 Street, within the Town of Onoway.</p> <p style="text-align: right;">CARRIED</p>
22.	REQUIREMENT FOR ADVERTISING OF MEETINGS Motion #350/24	<p>MOVED by Deputy Mayor Lisa Johnson that Council meetings continue to be advertised in Onowaves, the Town of Onoway website and the Civic Centre bulletin board.</p> <p style="text-align: right;">CARRIED</p>
23.	COUNCIL EXPENSE CLAIMS Motion #351/24	<p>MOVED by Deputy Mayor Lisa Johnson that Council confirms their reimbursement to be as per the following policies:</p> <p>Policy C-COU-REM-1 – Councillor, Committee and Board Member Remuneration Policy</p> <p>Policy C-FIN-REI-1 – Reimbursement and Expense Claims Policy</p> <p style="text-align: right;">CARRIED</p>
24.	ADJOURNMENT	<p>As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the meeting adjourned at 10:21 a.m.</p>

Signed by Mayor Lenard Kwasny

Signed by Jennifer Thompson
Chief Administrative Officer