

TOWN OF ONOWAY  
ORGANIZATIONAL MEETING MINUTES  
THURSDAY, OCTOBER 24, 2019  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	<b>PRESENT</b>	<p>Councillor: Judy Tracy  Councillor: Pat St. Hilaire  Councillor: Jeff Mickle  Councillor: Lynne Tonita</p> <p>Administration: Wendy Wildman, Chief Administrative Officer  Debbie Giroux, Recording Secretary</p>
	<b>ABSENT</b>	<p>Councillor: Wade Neilson  Administration: Jason Madge, Public Works Manager</p>
<b>1.</b>	<b>CALL TO ORDER</b>	<p>Chief Administrative Officer Wendy Wildman called the meeting to order at 7:04 p.m.  1 member of the public was in attendance.</p>
<b>2.</b>	<b>AGENDA Motion #278/19</b>	<p><b>MOVED</b> by Councillor Lynne Tonita that Council adopt the agenda of the Organizational Meeting of Thursday, October 24, 2019, as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>3.</b>	<b>METHOD OF VOTING Motion #279/19</b>	<p><b>MOVED</b> by Councillor Pat St. Hilaire 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;"><b>CARRIED</b></p>
<b>4.</b>	<b>NOMINATIONS FOR MAYOR  Motion #280/19</b>	<p>Chief Administrative Officer Wendy Wildman called for nominations for the position of Mayor.</p> <p>Councillor Lynne Tonita nominated Councillor Judy Tracy for the position of Mayor.</p> <p>Councillor Judy Tracy accepted the nomination.</p> <p>Chief Administrative Officer Wendy Wildman called for nominations for the position of Mayor for the second time.</p> <p>Chief Administrative Officer Wendy Wildman called for nominations for the position of Mayor for the third and final time.</p> <p><b>MOVED</b> by Councillor Pat St. Hilaire that nominations for Mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p>





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		<ul style="list-style-type: none"> <li>- <b>Economic Development Committee (previously known as the Industrial Investment Attraction Committee)</b></li> <li>- (Mayor Judy Tracy and Deputy Mayor Lynne Tonita as representatives and Councillor Pat St. Hilaire as alternate)</li> <li>- <b>Community Policing Advisory Committee (CPAC)</b> (Mayor Judy Tracy as representative and Councillor Pat St. Hilaire as alternate)</li> <li>- <b>Onoway Regional Medical Clinic / Physician Recruitment Retention Committee</b> (Mayor Judy Tracy as representative and Councillor Pat St. Hilaire as alternate)</li> <li>- <b>North Saskatchewan Watershed Alliance</b> (Deputy Mayor Lynne Tonita as representative and Councillor Wade Neilson as alternate; Jason Madge to the Technical Committee)</li> <li>- <b>Regional Emergency Services Committee/Fire Services</b> (Mayor Judy Tracy as representative and Councillor Pat St. Hilaire as alternate; Chief Administrative Officer or designate to attend)</li> <li>- <b>Emergency Management Disaster Services Committee</b> (Mayor Judy Tracy and Deputy Mayor Lynne Tonita as representatives)</li> <li>- <b>Revenue and Cost Sharing Study Committee</b> (Mayor Judy Tracy as representative and Deputy Mayor Lynne Tonita as alternate; Chief Administrative Officer or designate to attend)</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Appointments to Local Boards</b></p> <p><b>Motion #286/19</b> <b>MOVED</b> by Deputy Mayor Lynne Tonita that Council approve the appointments to Local Boards as follows:</p> <ul style="list-style-type: none"> <li>- <b>Town of Onoway Library Board</b> (appoint Lynne Tonita and Pat St. Hilaire as Town representatives and appoint the following members at large: Lorne Olsvik, Larry Villneff, Marge Hanssen, Mary Rehill, Glen Usselman, and George Vaughan)</li> <li>- <b>Region 1 Recreation and FCSS Board</b> (Councillor Jeff Mickle as representative and Deputy Mayor Lynne Tonita as alternate)</li> <li>- <b>Onoway and District Chamber of Commerce</b> (Mayor Judy Tracy as representative and Councillor Jeff Mickle as alternate)</li> </ul>
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	<p style="text-align: center;"><b>Motion #287/19</b></p>	<ul style="list-style-type: none"> <li>- <b>Onoway Beautification Committee</b> (Councillor Pat St. Hilaire as representative and Deputy Mayor Lynne Tonita as alternate)</li> <li>- <b>Onoway and District Agricultural Society (ODAS) - (Arena)</b> (Councillor Wade Neilson as representative and Councillor Pat St. Hilaire as alternate)</li> <li>- <b>Onoway Facility Enhancement Association (OFEA) – Community Hall</b> (Councillor Wade Neilson as representative and Mayor Judy Tracy as alternate)</li> <li>- <b>Onoway Historical Guild</b> (Councillor Wade Neilson as representative and Councillor Pat St. Hilaire as alternate)</li> <li>- <b>Regional Wastewater Line Committee (new)</b> (Deputy Mayor Lynne Tonita as representative and Councillor Jeff Mickle as alternate)</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Miscellaneous Council Appointments</b></p> <p><b>MOVED</b> by Councillor Pat St. Hilaire that Council approve Miscellaneous Council appointments as follows:</p> <ul style="list-style-type: none"> <li>- <b>Inter Municipal Development Plan Negotiating Committee</b> (Councillor Jeff Mickle and Councillor Wade Neilson as representatives and Councillor Pat St. Hilaire as alternate)</li> <li>- <b>Highway 43 Functional Planning Study</b> (Councillor Wade Neilson as representative and Councillor Pat St. Hilaire as alternate)</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
<p>7.</p>	<p style="text-align: center;"><b>FINANCIAL CONFIRMATION</b> <b>Motion #288/19</b></p>	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that the Financial Confirmation be as follows:</p> <p><b>Signing Authority</b></p> <ul style="list-style-type: none"> <li>- all of Council and Chief Administrative Officer and Assistant Chief Administrative Officer</li> <li>- 2 signatures required</li> <li>- 1 signature to be any member of Council</li> <li>- 1 signature to be one of Chief Administrative Officer Wendy Wildman or Assistant Chief Administrative Officer Robin Murray</li> </ul> <p><b>Banking Authority</b> ATB Financial</p> <p style="text-align: right;"><b>CARRIED</b></p>

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	<b>Motion #289/19</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that Council approve Policy C-COU-AUTH-1; Signing or Authorization of Municipal Documents Policy; a new policy that delegates signing authority to the Chief Administrative Officer (CAO).  <b>CARRIED</b>
<b>8.</b>	<b>APPOINTMENT OF AUDITOR</b> <b>Motion #290/19</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that Metrix Group be appointed as the Auditing firm for the Town of Onoway.  <b>CARRIED</b>
<b>9.</b>	<b>APPOINTMENT OF ASSESSOR</b> <b>Motion #291/19</b>	<b>MOVED</b> by Councillor Pat St. Hilaire that Capital Regional Assessment Services Commission be appointed the Town's Assessment Firm, with Grant Clarke of KCL Consulting Inc. being appointed Assessor for the Town of Onoway.  <b>CARRIED</b>
<b>10.</b>	<b>APPOINTMENT OF WEED INSPECTOR</b> <b>Motion #292/19</b>	<b>MOVED</b> by Councillor Jeff Mickle that Jackie Gamblin be appointed as the Weed Inspector for the Town of Onoway.  <b>CARRIED</b>
<b>11.</b>	<b>CHIEF ADMINISTRATIVE OFFICER</b> <b>Motion #293/19</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that Wendy Wildman be appointed as Chief Administrative Officer for the Town of Onoway.  <b>CARRIED</b>
<b>12.</b>	<b>DEVELOPMENT OFFICER</b> <b>Motion #294/19</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that Tony Sonnleitner be appointed as Development Officer for the Town of Onoway.  <b>CARRIED</b>
<b>13.</b>	<b>INTEGRITY COMMISSIONER</b> <b>Motion #295/19</b>	<b>MOVED</b> by Councillor Pat St. Hilaire that Victoria Message be appointed as Integrity Commissioner for the Town of Onoway.  <b>CARRIED</b>

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14.	<b>SOLICITOR CONFIRMATION Motion #296/19</b>	<b>MOVED</b> by Councillor Jeff Mickle that Patriot Law Group Onoway be confirmed as Solicitor for the Town of Onoway.  <b>CARRIED</b>
15.	<b>MUNICIPAL PLANNING COMMISSION Motion #297/19</b>	<b>MOVED</b> by Councillor Pat St. Hilaire that All of Council be appointed as members of the Municipal Planning Commission.  <b>CARRIED</b>
16.	<b>FOIP COORDINATOR CONFIRMATION Motion #298/19</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that the Chief Administrative Officer also be confirmed as the FOIP Coordinator.  <b>CARRIED</b>
17.	<b>COMMUNITY PEACE OFFICER Motion #299/19</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita 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, Andrew STEWART, David WHITE, Craig DOW and Kristina SHEPANSKY.  <b>CARRIED</b>
18.	<b>MEETING DATES / TIMES/ LOCATIONS Motion #300/19</b>	<b>MOVED</b> by Councillor Jeff Mickle that Council meetings be scheduled as follows: 1 <sup>st</sup> and 3 <sup>rd</sup> Thursday of the Month at 9:30 a.m. at the Town of Onoway Civic Centre  <b>CARRIED</b>
19.	<b>MUNICIPAL OFFICE LOCATION Motion #301/19</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that the Municipal Office location for the Town of Onoway continue to be:  4812 – 51 Street, within the Town of Onoway  <b>CARRIED</b>

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<b>20.</b>	<b>REQUIREMENT FOR ADVERTISING OF MEETINGS</b> <b>Motion #302/19</b>	<p><b>MOVED</b> by Councillor Pat St. Hilaire that Council meetings continue to be advertised in Onowaves and on the Town of Onoway website.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>21.</b>	<b>COUNCIL EXPENSE CLAIMS</b> <b>Motion #303/19</b>	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that Council be reimbursed as follows:</p> <p><b>Regular Council Meetings</b></p> <ul style="list-style-type: none"> <li>- Mayor and Councillors \$175.00 per Council meeting</li> </ul> <p><b>Any meeting other than a Regular Council Meeting</b></p> <ul style="list-style-type: none"> <li>- Mayor and Councillors \$25.00 per hour to a maximum of \$175.00 per day</li> <li>- Mayor to receive an additional \$75.00 per day when attending 3 or more meetings in the same day</li> <li>- Billable time is to be rounded up to the nearest 30 minute increment. Minimum pay will be 4 hours.</li> </ul> <p><b>Reimbursement</b></p> <ul style="list-style-type: none"> <li>- 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</li> <li>- 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.</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p> <p style="text-align: center;"><b>Motion #304/19</b></p> <p><b>MOVED</b> by Deputy Mayor Lynne Tonita that Council approve Policy C-COU-REM-1 – Council Remuneration and Expense Reimbursement Policy. This revised policy (and specifically Schedule A) reflects the motion passed at the March 21, 2019 Council meeting to increase the remuneration for the Mayor, and the minimum pay of 4 hours.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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<b>22.</b>	<b>BYLAWS</b>	
	<b>Motion #305/19</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that Bylaw 744-18, the Council Code of Conduct Bylaw be acknowledged and accepted for information.  <b>CARRIED</b>
	<b>Motion #306/19</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that Bylaw #763-19, a bylaw to regulate the proceedings and the conduct of business at the Town of Onoway Council and Committee meetings, be given first reading.  <b>CARRIED</b>
	<b>Motion #307/19</b>	<b>MOVED</b> by Councillor Pat St. Hilaire that Bylaw #763-19 be given second reading.  <b>CARRIED</b>
	<b>Motion #308/19</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that Bylaw #763-19 be considered for third reading.  <b>CARRIED UNANIMOUSLY</b>
	<b>Motion #309/19</b>	<b>MOVED</b> by Councillor Jeff Mickle that Bylaw #763-19 be given third and final reading.  <b>CARRIED</b>
<b>23.</b>	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 7:33 p.m.

Signed by Mayor Judy Tracy

Signed by Debbie Giroux  
Recording Secretary