

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 15, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	PRESENT	<p>Councillor: Lisa Johnson Councillor: Lynne Tonita Councillor: Judy Tracy Councillor: Pat St. Hilaire</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Assistant Chief Administrative Officer and Public Works Manager Debbie Giroux, Recording Secretary</p>
	ABSENT	Councillor: Jeff Mickle
1.	CALL TO ORDER	Chief Administrative Officer Wendy Wildman called the meeting to order at 9:30 a.m.
2.	AGENDA Motion #302/20	<p>MOVED by Councillor Judy Tracy that Council adopt the agenda of the Organizational Meeting of Thursday, October 15, 2020, as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	METHOD OF VOTING Motion #303/20	<p>MOVED 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;">CARRIED</p>
4.	NOMINATIONS FOR MAYOR Motion #304/20	<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>MOVED by Councillor Lynne Tonita that nominations for Mayor cease.</p> <p style="text-align: right;">CARRIED</p>

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		<p>Chief Administrative Officer Wendy Wildman declared Councillor Judy Tracy elected as Mayor for the Town of Onoway.</p> <p>Chief Administrative Officer Wendy Wildman administered the Oath of Office for the position of Mayor, and swore in Mayor Judy Tracy.</p> <p>Mayor Judy Tracy assumed the Chair.</p>
5.	NOMINATIONS FOR DEPUTY MAYOR	<p>Mayor Judy Tracy called for nominations for the position of Deputy Mayor.</p> <p>Councillor Pat St. Hilaire nominated Councillor Lynne Tonita for the position of Deputy Mayor.</p> <p>Councillor Lynne Tonita accepted the nomination.</p> <p>Councillor Lynne Tonita nominated Councillor Lisa Johnson for the position of Deputy Mayor.</p> <p>Councillor Lisa Johnson declined the nomination.</p> <p>Mayor Judy Tracy called for nominations for the position of Deputy Mayor for the second time.</p> <p>Mayor Judy Tracy called for nominations for the position of Deputy Mayor for the third and final time.</p> <p>Motion #305/20 MOVED by Councillor Pat St. Hilaire that nominations for Deputy Mayor cease.</p> <p style="text-align:right">CARRIED</p> <p>Mayor Judy Tracy declared Councillor Lynne Tonita elected as Deputy Mayor for the Town of Onoway. Chief Administrative Officer Wendy Wildman administered the Oath of Office for the position of Deputy Mayor, and swore in Deputy Mayor Lynne Tonita.</p>
6.	COUNCILLOR COMMITTEE APPOINTMENTS Motion #306/20	<p>Appointments to Quasi-Judicial Boards</p> <p>MOVED by Councillor Pat St. Hilaire that the appointments to the Quasi-Judicial Boards be as follows:</p> <p>Assessment Review Board - As per the contract with Lac Ste. Anne County, the Town of Onoway appoints Reanne Kronewitt-Springer, Wayne Borle and Gina Fowler as Board members; and Stacey Wagner and Trinity Hindes as Designated Officers (Clerks).</p>

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		<p>Subdivision and Development Appeal Board (SDAB) - As per the agreement with Milestone Municipal Services, the Town of Onoway appoints Denis Meier, Rainbow Williams, Don Dobing and John Roznicki as Board members; and Emily House and Cathy McCartney as Designated Officers (Clerks). <p style="text-align: right;">CARRIED</p> <p>Appointments to Statutory Committees</p> <p>Motion #307/20 MOVED by Deputy Mayor Lynne Tonita 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> <p>Appointments to Regional Service Commissions</p> <p>Motion #308/20 MOVED by Councillor Lisa Johnson that Council approve the appointments to the Regional Service Commissions as follows:</p> <ul style="list-style-type: none"> - Capital Regional Assessment Services Commission (Councillor Pat St. Hilaire as representative and Deputy Mayor Lynne Tonita as alternate) - Highway 43 East Waste Commission (Councillor St. Hilaire as representative and Councillor Jeff Mickle as alternate) - West Inter Lake District (WILD) Regional Water Services Commission (Mayor Judy Tracy as representative and Councillor Pat St. Hilaire as alternate) <p style="text-align: right;">CARRIED</p> <p>Appointments to Regional Boards</p> <p>Motion #309/20 MOVED by Councillor Pat St. Hilaire that Council approve the appointments to the Regional Boards as follows:</p> <ul style="list-style-type: none"> - East End Bus Society (Councillor Lisa Johnson as representative and Deputy Mayor Lynne Tonita as alternate) - Yellowhead East Community Futures (Mayor Judy Tracy as representative and Deputy Mayor Lynne Tonita as alternate) </p>
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		<ul style="list-style-type: none"> - Lac Ste. Anne Foundation (Councillor Pat St. Hilaire as representative) - Yellowhead Regional Library Board (Councillor Pat St. Hilaire as representative) - Economic Development Committee/Partnership Committee (Councillor Lisa Johnson and Deputy Mayor Lynne Tonita as representatives and Mayor Judy Tracy as alternate) - Community Policing Advisory Committee (CPAC) (Councillor Lisa Johnson as representative and Mayor Judy Tracy as alternate) - Onoway Regional Medical Clinic / Physician Recruitment Retention Committee (Mayor Judy Tracy as representative and Councillor Pat St. Hilaire as alternate) - North Saskatchewan Watershed Alliance (Deputy Mayor Lynne Tonita as representative; Jason Madge to the Technical Committee) - Regional Emergency Services Committee/Fire Services (Mayor Judy Tracy as representative and Councillor Pat St. Hilaire as alternate; Chief Administrative Officer or designate to attend) - Emergency Management/ Disaster Services Committee (Mayor Judy Tracy and Deputy Mayor Lynne Tonita as representatives) - Revenue and Cost Sharing Study Committee (Mayor Judy Tracy as representative and Deputy Mayor Lynne Tonita as alternate; Chief Administrative Officer or designate to attend) <p style="text-align: right;">CARRIED</p> <p>Appointments to Local Boards</p> <p>Motion #310/20 MOVED by Councillor 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 Lynne Tonita and Councillor Pat St. Hilaire as representatives) - Region 1 Recreation and FCSS Board (Councillor Jeff Mickle as representative and Deputy Mayor Lynne Tonita as alternate) - Onoway and District Chamber of Commerce (Mayor Judy Tracy as representative and Councillor Lisa Johnson as alternate)
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		<ul style="list-style-type: none"> - 2 signatures required - 1 signature to be any member of Council - 1 signature to be one of 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>
8.	APPOINTMENT OF AUDITOR Motion #314/20	MOVED by Deputy Mayor Lynne Tonita that Metrix Group be appointed as the Auditing firm for the Town of Onoway. <p style="text-align: right;">CARRIED</p>
9.	APPOINTMENT OF ASSESSOR Motion #315/20	MOVED by Councillor Lisa Johnson 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. <p style="text-align: right;">CARRIED</p>
10.	APPOINTMENT OF WEED INSPECTOR Motion #316/20	MOVED by Deputy Mayor Lynne Tonita that Jackie Gamblin be appointed as the Weed Inspector for the Town of Onoway. <p style="text-align: right;">CARRIED</p>
11.	CHIEF ADMINISTRATIVE OFFICER Motion #317/20	MOVED by Councillor Pat St. Hilaire that Wendy Wildman be appointed as Chief Administrative Officer for the Town of Onoway. <p style="text-align: right;">CARRIED</p>
12.	DEVELOPMENT OFFICER Motion #318/20	MOVED by Deputy Mayor Lynne Tonita that Tony Sonnleitner be appointed as Development Officer for the Town of Onoway. <p style="text-align: right;">CARRIED</p>

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13.	INTEGRITY COMMISSIONER Motion #319/20	MOVED by Councillor Lisa Johnson that Victoria Message be appointed as Integrity Commissioner for the Town of Onoway. CARRIED
14.	SOLICITOR CONFIRMATION Motion #320/20	MOVED by Deputy Mayor Lynne Tonita that Patriot Law Group Onoway be confirmed as Solicitor for the Town of Onoway. CARRIED
15.	MUNICIPAL PLANNING COMMISSION Motion #321/20	MOVED by Deputy Mayor Lynne Tonita that All of Council be appointed as members of the Municipal Planning Commission. CARRIED
16.	FOIP COORDINATOR CONFIRMATION Motion #322/20	MOVED by Councillor Pat St. Hilaire that the Chief Administrative Officer also be confirmed as the FOIP Coordinator. CARRIED
17.	COMMUNITY PEACE OFFICER Motion #323/20	MOVED 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, Kristina SHEPANSKY and Jane ROXBURGH. CARRIED
18.	FIRE CHIEF Motion #324/20	MOVED by Deputy Mayor Lynne Tonita that Dave Ives be confirmed as Fire Chief, as per the agreement with North West Fire and Rescue. CARRIED

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19.	MEETING DATES / TIMES/ LOCATIONS Motion #325/20	<p>MOVED by Deputy Mayor Lynne Tonita 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>
20.	MUNICIPAL OFFICE LOCATION Motion #326/20	<p>MOVED by Deputy Mayor Lynne Tonita that the Municipal Office location for the Town of Onoway continue to be:</p> <p>4812 – 51 Street, within the Town of Onoway</p> <p style="text-align: right;">CARRIED</p>
21.	REQUIREMENT FOR ADVERTISING OF MEETINGS Motion #327/20	<p>MOVED 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;">CARRIED</p>
22.	COUNCIL EXPENSE CLAIMS Motion #328/20	<p>MOVED by Councillor Lisa Johnson that Council be reimbursed as follows:</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 and Councillors 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

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		<p>- 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> <p style="text-align: right;">CARRIED</p> <p>Motion #329/20 MOVED by Councillor Pat St. Hilaire that Policy C-COU-REM-1 be revised to reflect the direction of Council that all Councillors are to receive an additional \$75.00 per day when attending 3 or more meetings.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #330/20 MOVED by Deputy Mayor Lynne Tonita that Administration research what per diems are paid to elected Councillors in other Alberta jurisdictions similar to Onoway, and bring back a report to Council outlining this information.</p> <p style="text-align: right;">CARRIED</p>
23.	<p style="text-align: center;">BYLAWS</p> <p>Motion #331/20</p> <p>Motion #332/20</p>	<p>MOVED by Councillor Pat St. Hilaire that Bylaw 744-18, the Council Code of Conduct Bylaw, be acknowledged and accepted for information.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire 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 acknowledged and accepted for information.</p> <p style="text-align: right;">CARRIED</p>
24.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 10:25 a.m.

Signed by Mayor Judy Tracy

Signed by Debbie Giroux
Recording Secretary