

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 26, 2023
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>5 members of the public were in-person attendance and 2 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 and acknowledged that the meeting was being held on Treaty 6 Land.
2.	COUNCILS LEGISLATIVE RESPONSIBILITIES Motion #287/23	<p>MOVED by Councillor Lisa Johnson that pursuant to Section 208(1)(d) of the Municipal Government Act that the following information outlining Council's legislative responsibilities be acknowledged as received and reviewed in 2023: What Every Councillor Needs to Know (updated 2021 Sept); Pecuniary Interest for Municipal Councillors (Jan 2021); Roles and Responsibilities of Municipal Officials; Commissioner for Oaths Regulation; Council Code of Conduct Bylaw 791-21; Council and Committee Procedural Bylaw 792-21 (updated Dec 2021); Public Participation Policy C-COU-PAR-1; and the Municipal Government Act.</p> <p style="text-align: right;">CARRIED</p>
3.	AGENDA Motion #288/23	<p>MOVED by Councillor Lenard Kwasny that Council adopt the agenda of the Organizational Meeting of Thursday, October 26, 2023 as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	METHOD OF VOTING Motion #289/23	<p>MOVED by Councillor Robin Murray 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>

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 26, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

5.	NOMINATIONS FOR MAYOR	<p>Chief Administrative Officer Jennifer Thompson called for nominations for the position of Mayor.</p> <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>Motion #290/23 MOVED by Councillor Bridgitte Coninx that nominations for Mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Chief Administrative Officer Jennifer Thompson declared Councillor Lenard Kwasny elected as Mayor for the Town of Onoway.</p> <p>Edward Gallagher, Lawyer, Patriot Law administered the Oath of Office for Mayor.</p> <p>Mayor Lenard Kwasny assumed the Chair.</p>
6.	NOMINATIONS FOR DEPUTY MAYOR	<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>Motion #291/23 MOVED by Councillor Robin Murray that nominations for Deputy Mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Mayor Lenard Kwasny declared Councillor Lisa Johnson elected as Deputy Mayor for the Town of Onoway.</p>

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 26, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

		Edward Gallagher, Lawyer, Patriot Law administered the Oath of Office for the position of Deputy Mayor. Council recessed from 9:40 a.m. until 9:45 a.m.
7.	COUNCILLOR COMMITTEE APPOINTMENTS Motion #292/23	<p>Appointments to Quasi-Judicial Boards</p> <p>MOVED by Councillor Robin Murray that Council approve the appointments to the Assessment Review Board (ARB) as follows: as per contract with Capital Region Assessment Services Commission, appoint Board members ARB Chairman Raymond Ralph; Certified ARB Clerk Geryl Amorin; Certified Panelists: Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles and Raymond Ralph.</p> <p style="text-align: right;">CARRIED</p>
	Motion #293/23	<p>MOVED by Councillor Sheila Pockett 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 Jason Shewchuk, Rainbow Williams, John Roznicki, Denis Meier, Jamie Krale, John McIvor, Gerald Stark, Chris Zaplotinsky, Kerry McElroy; Charles Clow and. appoint Designated Officers (Clerks) Emily House and Janet Zaplotinsky.</p> <p style="text-align: right;">CARRIED</p>
	Motion #294/23	<p>Appointments to Statutory Committees</p> <p>MOVED by Deputy Mayor Lisa Johnson 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 #295/23	<p>Appointments to Regional Service Commissions</p> <p>MOVED by Deputy Mayor Lisa Johnson 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 #296/23	<p>MOVED by Deputy Mayor Lisa Johnson 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>

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 26, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

		<p>Councillor Robin Murray and Councillor Bridgitte Coninx both let their names stand for appointment as Council's representative to the West Inter Lake District (WILD) Regional Water Services Commission. One secret ballot vote was conducted and Councillor Robin Murray was elected.</p> <p>Motion #297/23 MOVED by Deputy Mayor Lisa Johnson that the appointments to the West Inter Lake District (WILD) Regional Water Services Commission be Councillor Robin Murray as representative and Councillor Bridgitte Coninx as alternate.</p> <p style="text-align: right;">CARRIED</p>
		<p>At 9:50 a.m. Edward Gallagher, President, Royal Canadian Legion Onoway Branch presented the first poppies to members of Council.</p> <p>Edward Gallagher left the meeting at 9:55 a.m.</p>
7.	<p>COUNCILLOR COMMITTEE APPOINTMENTS Motion #298/23</p> <p>Motion #299/23</p> <p>Motion #300/23</p> <p>Motion #301/23</p> <p>Motion #302/23</p>	<p>Appointments to Regional Boards</p> <p>MOVED by Deputy Mayor Lisa Johnson that the appointments to the Lac Ste. Anne East End Bus Society be Councillor Robin Murray as Council's representative and Deputy Mayor Lisa Johnson as alternate.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lisa Johnson that the appointments to Yellowhead East Community Futures be Councillor Robin Murray as representative and Councillor Bridgitte Coninx as alternate.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lisa Johnson that Mayor Lenard Kwasny be appointed as Council's representative to the Lac Ste. Anne Foundation.</p> <p style="text-align: right;">CARRIED</p> <p>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>MOVED by Deputy Mayor Lisa Johnson 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>

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 26, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	Motion #303/23	<p>MOVED by Councillor Robin Murray that Council's appointments to the Community Policing Advisory Committee (CPAC) be Deputy Mayor Lisa Johnson as representative and Councillor Sheila Pockett as the alternate.</p> <p style="text-align: right;">CARRIED</p>
	Motion #304/23	<p>MOVED by Councillor Bridgitte Coninx 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>
	Motion #305/23	<p>MOVED by Deputy Mayor Lisa Johnson 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> <p>Deputy Mayor Lisa Johnson, Councillor Bridgitte Coninx and Councillor Sheila Pockett let their names stand for appointment as Council's representative to the Onoway Regional Fire Services Committee. One secret ballot vote was conducted and Deputy Mayor Lisa Johnson was elected.</p>
	Motion #306/23	<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.)</p> <p style="text-align: right;">CARRIED</p>
	Motion #307/23	<p>MOVED by Councillor Robin Murray 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>
	Motion #308/23	<p>MOVED by Councillor Bridgitte Coninx that the Revenue and Cost Sharing Study Committee be struck from the list of Committees requiring Council appointments as Alberta Beach has advised the Town that the grant is complete and this Committee is no longer active.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 26, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

		<p style="text-align: center;">Appointments to Local Boards</p>
	<p>Motion #309/23</p>	<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>
	<p>Motion #310/23</p>	<p>MOVED by Councillor Bridgitte Coninx that the Region 1 Recreation and FCSS Board be Council as a Whole.</p> <p style="text-align: right;">CARRIED</p>
	<p>Motion #311/23</p>	<p>MOVED by Councillor Robin Murray that Council's appointments to the Onoway and District Chamber of Commerce be Bridgitte Coninx as representative and Councillor Sheila Pockett as alternate.</p> <p style="text-align: right;">CARRIED</p>
	<p>Motion #312/23</p>	<p>MOVED by Councillor Bridgitte Coninx that Council's appointments to the Onoway Beautification Committee be Councillor Sheila Pockett as representative and Councillor Bridgitte Coninx as alternate.</p> <p style="text-align: right;">CARRIED</p>
	<p>Motion #313/23</p>	<p>MOVED by Councillor Bridgitte Coninx 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>
	<p>Motion #314/23</p>	<p>MOVED by Councillor Sheila Pockett that Council's appointments to the Onoway Facility Enhancement Association (OFEA) (Community Hall) be Councillor Robin Murray as representative and Deputy Mayor Lisa Johnson as alternate.</p> <p style="text-align: right;">CARRIED</p>
	<p>Motion #315/23</p>	<p>MOVED by Deputy Mayor Lisa Johnson that Council's appointments to the Onoway and District Historical Guild be Deputy Mayor Lisa Johnson as representative and Councillor Robin Murray as alternate.</p> <p style="text-align: right;">CARRIED</p>
	<p>Motion #316/23</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>

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 26, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	<p>Motion #317/23 MOVED by Councillor Bridgitte Coninx that the Onoway Ball Diamonds Committee be struck from the list of Committees requiring Council appointments as a Town representative is not required.</p> <p style="text-align: right;">CARRIED</p>
	<p>Motion #318/23 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>Motion #319/23 MOVED by Councillor Robin Murray that Council's appointments to the Onoway Economic Development and Tourism Committee be Mayor Lenard Kwasny and Deputy Mayor Lisa Johnson as representatives.</p> <p style="text-align: right;">CARRIED</p>
	<p>Motion #320/23 MOVED by Councillor Bridgitte Coninx that the Onoway Interagency Committee be moved as a sub-Committee of the Onoway Economic Development and Tourism Committee and Council representatives be Mayor Lenard Kwasny and Deputy Mayor Lisa Johnson.</p> <p style="text-align: right;">CARRIED</p>
	<p style="text-align: center;">Miscellaneous Council Appointments</p>
	<p>Motion #321/23 MOVED by Councillor Robin Murray that Council's appointments to the Inter Municipal Development Plan Negotiating Committee be Councillor Bridgitte Coninx as representative and Councillor Sheila Pockett as alternate.</p> <p style="text-align: right;">CARRIED</p>
	<p>Motion #322/23 MOVED by Councillor Sheila Pockett that Council's appointments on the Highway 43 Functional Planning Study – Technical Review Committee be Councillor Bridgitte Coninx and Deputy Mayor Lisa Johnson as alternate.</p> <p style="text-align: right;">CARRIED</p>
8.	<p style="text-align: center;">FINANCIAL CONFIRMATION Motion #323/23</p> <p>MOVED by Deputy Mayor Lisa Johnson 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, Director of Corporate and Community Services and Municipal Clerk - 2 signatures required - 1 signature to be any member of Council

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 26, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

		<p>- 1 signature to be one of either Chief Administrative Officer Jennifer Thompson, Director of Corporate and Community Services Gino Damo or Municipal Clerk Penny Frizzell</p> <p>Banking Authority ATB Financial</p> <p style="text-align: right;">CARRIED</p>
9.	APPOINTMENT OF AUDITOR Motion #324/23	<p>MOVED by Councillor Bridgitte Coninx that the Auditor appointment be confirmed as Metrix Group for the Town of Onoway for the 2023 Audit year.</p> <p style="text-align: right;">CARRIED</p>
10.	APPOINTMENT OF ASSESSOR Motion #325/23	<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 #326/23	<p>MOVED by Deputy Mayor Lisa Johnson that the Weed Inspector appointment be confirmed as Jackie Gamblin.</p> <p style="text-align: right;">CARRIED</p>
12.	CHIEF ADMINISTRATIVE OFFICER Motion #327/23	<p>MOVED by Deputy Mayor Lisa Johnson that the Chief Administrative Officer appointment be confirmed as Jennifer Thompson.</p> <p style="text-align: right;">CARRIED</p>
13.	DEVELOPMENT OFFICER Motion #328/23	<p>MOVED by Councillor Bridgitte Coninx that the Development Officer appointment be confirmed as Tony Sonnleitner.</p> <p style="text-align: right;">CARRIED</p>
14.	INVESTIGATOR Motion #329/23	<p>MOVED by Deputy Mayor Lisa Johnson that, as per Council Code of Conduct Bylaw 791-21, a third party investigator may be appointed (Section 2.1(e)). Section 2.1(e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 26, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

15.	SOLICITOR CONFIRMATION Motion #330/23	MOVED by Deputy Mayor Lisa Johnson that Patriot Law Group Onoway and Brownlee LLP, Edmonton be confirmed as Solicitors for the Town of Onoway. CARRIED
16.	MUNICIPAL PLANNING COMMISSION Motion #331/23	MOVED by Councillor Bridgitte Coninx that the Municipal Planning Commission be confirmed as All of Council. CARRIED
17.	FOIP COORDINATOR CONFIRMATION Motion #332/23	MOVED by Councillor Robin Murray 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 #333/23	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 (CPO), Officer Craig DOW (CPO), Officer Jendrick (CPO), Officer Martin (CPO), Officer Town (Bylaw Officer), Officer Harder (Bylaw Officer), Officer Sroka (Bylaw Officer). CARRIED
19.	FIRE CHIEF Motion #334/23	MOVED by Councillor Sheila Pockett that the Fire Chief appointment be confirmed as Chief David Ives. CARRIED
20.	MEETING DATES / TIMES/ LOCATIONS Motion #335/23	MOVED by Councillor Robin Murray 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
21.	MUNICIPAL OFFICE LOCATION Motion #336/23	MOVED by Deputy Mayor Lisa Johnson that the Municipal Office location for the Town of Onoway be confirmed as:

TOWN OF ONOWAY
ORGANIZATIONAL MEETING MINUTES
THURSDAY, OCTOBER 26, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

		Onoway Civic Centre, 4812 – 51 Street, within the Town of Onoway. CARRIED
22.	REQUIREMENT FOR ADVERTISING OF MEETINGS Motion #337/23	MOVED by Councillor Robin Murray that Council meetings continue to be advertised in Onowaves, the Town of Onoway website and the Civic Centre bulletin board. CARRIED
23.	COUNCIL EXPENSE CLAIMS Motion #338/23	MOVED by Councillor Robin Murray that Council confirms their reimbursement to be as per the following policies: Policy C-COU-REM-1 – Councillor, Committee and Board Member Remuneration Policy Policy C-FIN-REI-1 – Reimbursement and Expense Claims Policy CARRIED
24.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the meeting adjourned at 10:44 a.m.

Signed by Mayor Lenard Kwasny

Signed by Debbie Giroux
Recording Secretary