

Village of Warburg:

Minutes of an Organizational Meeting of the Council of the Village of Warburg held Wednesday, October 21, 2020 in Council Chambers, Village of Warburg Municipal Office.

Call to Order

Mayor K. Maine called the meeting to order at 6:58 p.m. with the following in attendance.

COUNCIL members PRESENT at commencement:

Kevin Maine	Mayor
Dwayne Mayr	Deputy Mayor
Ivan Laing	Councillor
Tina Smith	Councillor
Steven Swartz	Councillor

Present from Administration:

Christine Pankewitz Municipal Administrator

1. Adoption of the Agenda:

The Chairman called for additions/ deletions/changes to the agenda.

R7655-10-20

D. Mayr MOVED:

That the agenda be approved as presented.

Carried

2. Mayor

Mayor Maine declared nominations open for the position of Mayor.

Deputy Mayor Smith nominated Mayor Maine.

No further nominations were received.

Mayor Maine MOVED that nominations cease.

Carried

Mayor Maine declared Mayor of the Village of Warburg for a period of one year.

Mayor Maine then took his Oath of Office.

3. Deputy Mayor

Mayor Maine declared nominations open for the position of Deputy Mayor.

Mayor Maine nominated Deputy Mayor Smith.

Councillor Laing nominated Councillor Mayr.

No further nominations were received.

Mayor Maine MOVED that nominations cease.

Carried

Councillor Smith was declared Deputy Mayor for a period of one year.

Deputy Mayor Smith then took her Oath of Office.

4. **Appointments**
R7656-10-20

T. Smith MOVED:

The following committees, representatives and directors were appointed for the forthcoming year:

Public Relations and Media	Mayor
Director to Leduc Regional Housing Foundation	Kevin Maine
Alternate Director to Leduc Regional Housing Foundation	Dwayne Mayr
Warburg & District Recreation Board Representative	Steven Swartz
Warburg & District Recreation Board Rep. Alternate	Tina Smith
Warburg & District Recreation Board Members (3)	Tricia Carstairs Kaitlynn Pawlick Shelley Davis
FCSS Advisory Board Representative	Tina Smith
Alternate FCSS Advisory Board Representative	Ivan Laing
FCSS Advisory Board Representative (County)	Tina Smith
Alternate FCSS Board Representative (County)	Ivan Laing
FCSS Advisory Board Members	Joan Hall Kim Westlin Ousana Brackley Gail O'Neill Shauna Schwindt Kaitlynn Pawlick
Library Board Trustee	Dwayne Mayr
Library Board Trustee (6)	Sandra Kelly Giselle Klein Tami Tubbs Nikki Webber Robin Duiker Pamela Wattie
Yellowhead Regional Library Board Representative	Dwayne Mayr
Yellowhead Regional Library Board Alternate	Kevin Maine
Fire Department Representative	Kevin Maine
Alternate Fire Department Representative	Steven Swartz
Fire Department Committee	Kevin Maine Steven Swartz
Fire Chief	Ivan Laing
Deputy Fire Chief (Voted by Firefighters)	Neil Filipic
Director of Emergency Management	John Wipf
Alternate Director of Emergency Management	Kevin Maine
Emergency Management Committee	Dwayne Mayr Kevin Maine Dwayne Mayr
Economic Development Representative	Ivan Laing
Alternate Economic Development Representative	Dwayne Mayr
Budget/Finance Committee	Ivan Laing
Assessment Review Board	All Council Kevin Maine Ivan Laing Thomas Davey
Policy/Planning Excellence Committee	All Council
Development & Subdivision Appeal Board Members (3)	Ivan Laing Steven Swartz Kevin Maine Rick Hart
Community Hall Board Representative	Tina Smith
Community Hall Board Representative Alternate	Dwayne Mayr
Arena Board Representative	Steven Swartz
Alternate Arena Board Representative	Ivan Laing
Bloomin' Buddies	Steven Swartz
Alternate Bloomin' Buddies	Dwayne Mayr
Staff Relations (2)	Tina Smith Dwayne Mayr
39/20 Alliance Project Representatives	Kevin Maine Ivan Laing
Medical Attraction & Retention Committee	Dwayne Mayr
Medical Attraction & Retention Committee Alternate	Ivan Laing
Cost Sharing Agreement Planning & Consultation Committee (2)	
Development Officer	CAO
School Liaison Representative	Ivan Laing

Carried

MEETINGS
R7657-10-20

S. Swartz MOVED:
That the regular meetings of Council be held on the second Monday of each month except for the months of January, February, March, and April when two regular meetings may be held on the second and fourth Mondays of said months. When the Council Meeting falls on a holiday it will be held on the following Tuesday. Meetings to begin at 7:00 p.m in the Council Room. All Council meetings are open to the public.

Carried

SIGNING AUTHORITY
R7658-10-20

T. Smith MOVED:
That Mayor Kevin Maine, Deputy Mayor Tina Smith, Councillor Steven Swartz and Municipal Administrator, Christine Pankewitz, be authorized as signing authority for the Village of Warburg.

Carried

MEETING FEES
R7659-10-20

D. Mayr MOVED:
That regular Council meeting fees paid to the Councillors and to the Administrator, be set at \$150.00 (to include the Organizational meeting if it is a separate meeting) and that the meeting fee for the Mayor be set at \$200.00 (to include the Organizational meeting if it is a separate meeting); and that a fee of \$100.00 be paid for each additional meeting. For meetings lasting over three hours a fee of \$150.00 will be paid.

Carried

EXPENSES

R7660-10-20

D. Mayr MOVED:
That the rate for authorized persons attending conventions and workshops while acting on Village matters shall be \$250.00, plus accommodations costs, plus meals to a maximum of \$50.00 per day, if not provided.

Carried

MILEAGE
R7661-10-20

D. Mayr MOVED:
That the rate paid for mileage expenses for authorized persons be set at \$.55 per km., provided their own vehicle has been used.

Carried

ADJOURNMENT
R7662-10-20


K. Maine MOVED:
That the Council meeting be adjourned (7:43 p.m.)

carried

These minutes approved this 9th day of November 2020.



Mayor Kevin Maine



Christine Pankewitz
Municipal Administrator

Village of Warburg:

Minutes of a Special meeting of the Council of the Village of Warburg held Wednesday, October 21, 2020 in Council Chambers, Village of Warburg Municipal Basement.

Call to Order

Mayor K. Maine called the meeting to order at 7:43 p.m. with the following in attendance.

COUNCIL members PRESENT at commencement:

Kevin Maine	Mayor
Tina Smith	Deputy Mayor
Dwayne Mayr	Councillor
Ivan Laing	Councillor

Present from Administration:

Christine Pankewitz	Municipal Administrator
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Acceptance of Agenda

The Chairman called for additions/deletions/changes to the agenda.

R7663-10-20

I. Laing MOVED:
That the agenda be adopted.

Carried

3. New Business

R7664-10-20

a) Martin Deerline
T. Smith MOVED:
That the Public Works be authorized to grade Martin Deerline's driveway.

Carried

R7665-10-20

b) Policy #70/11 – Sidewalk Inspection, Maintenance and Repair Policy
I. Laing MOVED:
That Policy #70/11 be approved as amended.

Carried

R7666-10-20

c) Policy #76/12 – Council iPad/Laptop Policy
T. Smith MOVED:
That Policy #76/12 be approved as amended.

Carried

R7667-10-20

d) Policy #77/13 – Council Attendance at Non-Board/Committee Conferences/Meetings
D. Mayr MOVED:
That Policy #77/13 be approved as amended.

Carried

R7668-10-20

e) Policy #78/15 – Health & Dental Coverage
D. Mayr MOVED:
That Policy #78/15 be approved as amended.

Carried

R7669-10-20

f) Policy #79/13 – Boulevard Trees
T. Smith MOVED:
That Policy #79/13 be approved as amended.

Carried

R7670-10-20

g) Policy #80/15 – Village of Warburg Vehicle & Equipment Policy
S. Swartz MOVED:
That Policy #80/15 be approved as amended.

Carried

R7671-10-20

h) Policy #81/15 – Cell Phone Policy-Public Works, CAO and Mayor
T. Smith MOVED:
That Policy #81/15 be approved as amended.

Carried

R7672-10-20 **i) Policy #82/16 – Health & Safety Policy**
I. Laing MOVED:
That Policy #82/16 be approved as amended. Carried

R7673-10-20 **j) Policy #83/16 – Full Time Public Works Boot and Clothing Allowance Policy**
I. Laing MOVED:
That Policy #83/16 be approved as amended. Carried

R7674-10-20 **k) Policy #84/16 – Boulevard Trees Causing Sewer Line Damage**
T. Smith MOVED:
That Policy #84/16 be approved as amended. Carried

R7675-10-20 **l) Policy #85/15 – Employee Training Policy**
K. Maine MOVED:
That Policy #85/15 be approved as amended. Carried

R7676-10-20 **m) Policy #86/17- Municipal Basement Meeting Room Rental**
D. Mayr MOVED:
That Policy #86/17 be approved as amended. Carried

R7677-10-20 **n) Policy #87/18 – Recruitment, Selection & Hiring of Employees**
K. Maine MOVED:
That Policy #87/17 be approved as amended. Carried

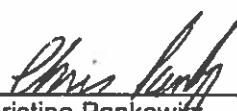
R7678-10-20 **o) Development Permit – Warburg Seed**
K. Maine MOVED:
That the Village of Warburg approve the Development Permit for the overhead bin structure, the addition of sea cans, the removal of trees & topsoil on the UFA property as well as install a 90' truck scale; and that the Village of Warburg approve the extension of the culvert and widen their approach on condition that Select Engineering is contracted by the applicant, at their cost, for the designing and engineering of the approach and that based on the engineers report there maybe additional costs added such as an insurance bond, an agreement that Warburg Seed Cleaning Co-op would be liable for any road damages on 53rd street or a Road Use Agreement. Carried

Adjournment
R7679-10-20 K. Maine MOVED:
That the Council meeting be adjourned at 8:24 p.m. carried

These minutes approved this 9th day of November 2020.



Mayor Kevin Maine



Christine Pankewitz
Municipal Administrator