

**Town of Norman Wells
Regular Council Meeting**

**Minutes of the Regular Meeting of Council held Tuesday, February 03, 2015,
in the Council Chambers.**

Present:	Nathan Watson Sherry Hodgson Frank Pope Ann Marie Tout Renee Closs	Deputy Mayor (Chairperson) Councillor (Via Telephone) Councillor Councillor Councillor (Via Telephone)
Regrets:	Gregor Harold McGregor Tim Melnyk	Mayor Councillor
Administration:	Eric Whitworth Karel Meulenbroek Keith Mc Donald	Town Manager Town Clerk Public Works Manager

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Deputy Mayor Watson.

2. DECLARATION OF CONFLICT OF INTEREST

- Councillor Hodgson declared a conflict on item 6c)

3. REVIEW AND ADOPTION OF AGENDA

Motion: No. 15-32

Moved by: Councillor Pope

Seconded by: Councillor Tout

'Be it resolved that the Agenda for the Regular Meeting of Council, dated February 03, 2015, is hereby adopted as presented.'

Motion Carried

4. Delegation

- a) Monthly Mayor's Policing Report –December 2014
Presented by: Cpl. Dieter Ludlow

5. Minutes

- a) Regular Meeting of Council, January 20, 2015

Motion: No. 15-33

Moved by: Councillor Pope

Seconded by: Councillor Tout

'Be it resolved that the Minutes for the Regular Meeting of Council, dated January 20, 2015, are hereby adopted as amended.'

Motion Carried

- b) Special Meeting of Council, January 27, 2015

Motion: No. 15-34

Moved by: Councillor Pope

Seconded by: Councillor Tout

'Be it resolved that the Minutes for the Special Meeting of Council, dated January 27, 2015, are hereby adopted as amended.'

Motion Carried

- c) Special Meeting of Council, January 30, 2015

Motion: No. 15-35
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that the Minutes for the Special Meeting of Council, dated January 30, 2015, are hereby adopted as amended.
Motion Carried

6. Old Business

- a) Action Items.

Councillor Pope commented that Council should add this item to a Committee of the Whole Agenda to have Administration and Council work together on a process for the action sheet. There was general agreement.

- b) Credit Card By-Law 15-01
(3rd Reading)

Motion: No. 15-36
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that Third Reading be given to By-Law 15-01.'
Motion Carried

- c) Land Acquisition By-Law 15-03

Motion: No. 15-37
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that First Reading be given to By-Law 15-03.'
Motion Carried

Motion: No. 15-38
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that Second Reading be given to By-Law 15-03.'
Motion Carried

- d) Land acquisition by-Law 15-04 Lot 643 Plan 4598

Motion: No. 15-39
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that First Reading be given to By-Law 15-04.'
Motion Carried

Motion: No. 15-40
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that Second Reading be given to By-Law 15-04.'
Motion Carried

- e) Land acquisition by-Law 15-05 Lot 268, Plan1521

Motion: No. 15-41
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that First Reading be given to By-Law 15-05.'
Motion Carried

Motion: No. 15-42
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that Second Reading be given to By-Law 15-05.'
Motion Carried

- f) Repeal of By-Law 08-33 "Signing Authority", By-Law 15-06

Motion: No. 15-43
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that First Reading be given to By-Law 15-06.'
Motion Carried

Motion: No. 15-44
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that Second Reading be given to By-Law 15-06.'
Motion Carried

- g) Repeal of By-Law 97-07 town square cleanup, By-Law 15-07

Motion: No. 15-45
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that First Reading be given to By-Law 15-07.'
Motion Carried

Motion: No. 15-46
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that Second Reading be given to By-Law 15-07.'
Motion Carried

- h) Repeal of By-Law 12-33, By-Law 15-08 Service Rates

Motion: No. 15-47
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that First Reading be given to By-Law 15-08.'
Motion Carried

Motion: No. 15-48
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that Second Reading be given to By-Law 15-08.'
Motion Carried

- i) Town Manager – Annual Vacation (amended)

Motion: No. 15-49
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that the Council of the Town of Norman Wells hereby amends approval of the Town Manager's request for Annual Vacation from March 20, 2015 2:00pm to March 30, 2015 12:00pm'
Motion Carried

7. New Business

- a) Request for Spring Fling Dates
Motion: No. 15-50
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that the Council of the Town of Norman Wells, hereby authorize March 27, 28, and 29, 2015, as the dates for the annual "Spring Fling" event.'

Motion Carried

- b) Declaration of Civic Holiday in support of Spring Fling 2015
Motion: No. 15-51
Moved by: Councillor Pope
Seconded by: Councillor Tout
'Be it resolved that the Council of the Town of Norman Wells, hereby authorize the Mayor to declare Friday March 27, 2015, as of 12:00 noon to 5:00 pm., a civic holiday in support of "Spring Fling" weekend.'

Motion Carried

- c) Schedule of Accounts

- d) Ad-Hoc Personnel Committee Update
Discussion:
Councillor Tout is looking for direction that the new performance evaluation policy be discussed with staff as required. Councillor Tout Just put together all of the documentation because the November 28, memo was discussed in December by council and agreed to in principal, but the document itself was never referenced in the minutes so this is just to have a reference to it in the minutes. And when the committee met on the 23rd it also talked about developing a revised code of conduct and it was our feeling that we would rather have the staff provide comment on what they would like to see in a code of conduct. If council concurs, then they can also ask the SAO to bring that back to staff and to solicit comments. We did note that the customer service policy can probably get eliminated once we have a new code of conduct because it deals primarily with protocols around answering the telephone right now, and hopefully the code of conduct will apply both internally and externally. Council is in agreement to have the Town Manager take what has been presented here back to staff and gather input around the code of conduct.

8. Committee Reports

- a) Recreation
 - i) none
- b) Town Planning
 - i) none
- c) Resource Development Impact Group
 - i) none
- d) Emergency Measures Organization
 - i) none
- e) Ad Hoc Personnel Committee
 - i) none

9. Departmental Reports

- a) Public Works – December / January Report
- b) Water & Sewer – December / January Report
- c) Recreation – January / February Report
- d) Lands – January Report
- e) Finance – none

10. Council Forum

- | | | |
|---------------------|----|--|
| Councillor Closs | -- | Question on Staffing update from the Town Manager. The Town Manager responded that the admin assistant position was posted internally as per the guidelines and also the water operator training position which is the approved position that has been reduced by 20% for one year. The internal positions are out right now. After the internal position postings, these positions will be advertised locally if no internally qualified staff apply. |
| Councillor Hodgson | -- | None |
| Councillor Pope | -- | Question on the daycare building. Councillor Closs hopes to distribute a proposal for Council's review. |
| | -- | Date and type of meetings, where did we go with that? The Town Manager replied that starting March 1, the first and third Tuesday of every month would be a Council meeting and the second and fourth Tuesday would be a Committee of the Whole meeting. This item will be on the February 09 special meeting agenda as a resolution. |
| | -- | Will be gone the next two Tuesdays. |
| Deputy Mayor Watson | -- | None |
| Councillor Tout | -- | Where are we with the whole issue of the restructuring? The Town Manager replied that he met with the Public Works Manager last Thursday and that they are going to set up meetings with the employee affected in the Water Department and the employee affected in the Public Works Department. We bantered around what we thought we could come up with, and I think we have what we think is the best and we are going to discuss it with the staff that is affected and see what happens. Then we will bring it back to council. |
| | -- | on Process, if the direction ends up being to create new positions rather than promoting people into existing and having them in an acting capacity will the new positions not have to be posted to be compliant with our hiring procedures, if so, how do we meet with affected staff in advance of potentially creating positions that they would have to bid on. The Town Manager responded that he can put the Utility Manager's job out and that he was just |

trying to promote from within. The Town Manager does not think that the hiring policy or guidelines precludes us from doing anything like this because it is internal staff.

That's the only option I can see if we don't move forward with something like this for short term positions. Deputy Mayor Watson summed things up by stating that the Town Manager is trying to come up with a slightly different proposal based on input from affected staff. If that does not move forward, by default, we would just put out for a manager.

- Councillor Tout asked for a date that we can ask something to come back for final resolution. The Town Manager would like to have something come back to Council by Tuesday for discussion at Committee of the Whole.
- Is there a regular garbage pickup schedule or is it "as and when"? Keith McDonald responded that the public works department can be contacted if garbage is not being picked up regularly.

11. Correspondence to Council

- a) Oral Question 505-17(5) Fuel Subsidies for Hunters and Trappers Information
- b) Schedule for our Planned 'Oil & Gas 101' Community Presentations Information
- c) 2014 MACA updates Information

12. Correspondence from Council

- a) None

13. In Camera

- a) None

14. Adjourn

Motion: No. 15-52
Moved by: Councillor Tout
'Be it resolved that we hereby adjourn the time being 8:17 pm.'
Motion Carried



Nathan Watson
Deputy Mayor



Eric Whitworth
Town Manager