

**Town of Norman Wells
Town Council**

**Minutes of the Committee of the Whole held
Tuesday, November 25th, 2014, 7:00 p.m. in the Council Chambers.**

Present:	Tim Melnyk Nathan Watson Renee Closs Ann Marie Tout	Councillor (Chairperson) Deputy Mayor (via Telephone) Councillor Councillor
Regrets:	Gregor Harold McGregor Sherry Hodgson	Mayor Councillor
Administration:	Eric Whitworth Candi Gillis Conrad Hickey Sarah Ball	Town Manager Town Clerk Director of Finance Town Receptionist/Admin
Visitor:	Pascal Audet	

1. CALL TO ORDER

In the absence of the Mayor and Deputy Mayor, Mr. Eric Whitworth, Town Manager called for nominations from Council for a Councillor to chair the Committee of the Whole Meeting.

Moved by: Councillor Tout

Seconded by: Councillor Closs

'Be it resolved that the Committee of the Whole of the Town of Norman Wells appoint Councillor Melnyk to chair the Committee of the Whole meeting dated November 25th, 2014.'

Motion Carried

The meeting was called to order at 7:00 p.m. by Councillor Tim Melnyk

2. Declaration of Conflict of Interest

None

3. Review and Adoption of Agenda

Moved by: Councillor Tout

Seconded by: Councillor Closs

'Be it resolved that the Agenda for the Committee of the Whole meeting dated, November 25, 2014, is hereby adopted as amended to correct the numbering error in Section 7, New Business.

Motion Carried

4. Delegation

4.1 none

5. Minutes

5.1 Committee of the Whole Minutes November 4, 2014

Moved by: Councillor Closs

Seconded by: Councillor Tout

'Be it resolved that the minutes for the Committee of the Whole Meeting dated, November 4, 2014, is hereby adopted as amended to correct wording and add information under the Section 8, Council Forum''.

Motion Carried

6. Old Business

6.1 None

7. New Business

7.1 Quarry Pricing

Moved by: Councillor Closs

Seconded by: Councillor Tout

'Be it resolved that the Committee of the Whole recommends to the Council of the Town of Norman Wells to approve the Quarry Pricing as amended.'

Discussion:

The Director of Finance explained the breakdown of the current pricing. Costs were lowered a few years ago to encourage development, but the prices can be adjusted up. Funds in the quarry reserve stay to be used to pay for the next blast. Director of Finance estimated \$399,000.00 is in the Quarry Reserve. It was agreed that a 5% mark-up across the board would be reasonable.

Recommendation Carried

7.2 Recreation Recommendation - Snowmobile for
Cross-Country Ski Trail Grooming

Moved by: Councillor Closs

Seconded by: Councillor Tout

'Be it resolved that the Committee of the Whole recommends to the Council of the Town of Norman Wells, to approve the purchase of a snowmobile and track setter for the purpose of grooming the cross-country ski trails to the value of less than \$10,000.00.'

Discussion:

The Town Manager stated we have put it in the upcoming Capital Budget. Councillor Tout asked if the Town has assumed responsibility for the maintenance and liability. In the past it was done by volunteers so the Town was not liable. Councillor Melnyk said it was discussed about two months ago and was decided the Town would do this since many members who volunteered in the past have either moved or are unable to keep the trail maintained, so it has been taken over by staff. Councillor Watson suggested purchasing the equipment for donation to the Ski Club so we are not directly involved. Councillor Melnyk said previous members are not available and they did most of the work, now there is no functioning club. Councillor Watson said he saw on social media that someone is grooming the trails. Is it possible to have them take over? He would like to do as much as we can to keep this opportunity for people while mitigating liability. Councillor Closs responded, the individual on social media has no snowmobile, and the previous groomer was left to private owners. Councillor Tout commented she will not support a purchase of equipment for use by staff, but would support donating equipment for use by the club.

- Item deferred to future Committee of the Whole

7.3 Request for Donation – CANOL Branch #287 of the Royal
Canadian Legion, annual Children's Christmas Party

Moved by: Councillor Closs

Seconded by: Councillor Tout

'Be it resolved that the Committee of the Whole recommends to the Council of the Town of Norman Wells, to authorize the Town Manager to donate \$1,000.00 to the CANOL Branch #287 of the Royal Canadian Legion, for their annual Children's Christmas Party.'

Discussion:

This is a regular annual donation made by Council.

Recommendation Carried

7.4 Request for Proposal – Feasibility Study
New Modified Landfill Site

Discussion:

The Town Manager explained this proposal is to solicit qualified proponents to suggest the best place for the next landfill site. Councillor Melnyk asked for more details, and added that we need to find suitable sediment rock for the chip seal program since it is far superior to limestone. Geotechnical work is also needed to locate a new source for black dirt. He asked if we could look at these things all at once. We haven't discussed what we want for the new landfill site

(bioremediation, etc.). Councillor Watson agreed, and if we start now it will tie into the capital budget. Town Manager said the Public Works Manager has Territorial guidelines included to be followed when selecting the location as to not interfere with waterways, etc. Councillor Watson asked where it is possible to locate this to meet with the regulations. The Town Manager stated that it is only discussion tonight. The RFP is to locate the most viable and economical location for the new landfill site. Councillor Tout asked why we cannot guarantee confidentiality of the proposal, to which the Town Manager responded, a proposal can become part of a private contract. Councillor Watson replied that there are regulations through government, so that nothing can be hidden.

7.5 Draft Hiring Policy

Moved by: Councillor Closs

Seconded by: Councillor Tout

'Be it resolved that the Committee of the Whole recommends that the Hiring Procedures Policy C-1.2 as amended by the Ad Hoc Personnel Committee be presented to employees for review.'

Discussion:

In the local hiring procedure (people living within 25km of Norman Wells) will be removed. The legal revisions to the draft were discussed and the need for a re-hire section. The Councillors' on the Personnel Committee are recommending we include this section. Councillor Tout apologized for suggesting rather than adding a sentence, that we manage this through a Council decision on an individual. As the Mayor pointed out political interference should not be a part of the hiring process no more than it should be once people are on board. I would like to see this stay in though, as we have had a couple of occurrences and I see the potential for it occurring again.

The Town Manager stated the lawyer asked why the Hiring Procedure was in the Employee Manual. Councillor Watson stated sending the document to staff does not work at this time, so we should not action the motion on the floor at this time. Councillor Tout: Committee of the Whole makes a recommendation that we go to Council to revoke all hiring procedures from the employee manual and put it into hiring guidelines. This would not require taking this to employees.

Moved by: Councillor Tout

Seconded by: Councillor Closs

'Be it resolved that the Committee of the Whole recommends to Council that all of the Hiring Procedures Policies be revoked from the Employee Policy Manual and put in Hiring Guidelines.'

Recommendation Carried

7.6 Performance Reviews

Discussion:

Councillor Tout said we need direction from Council on the philosophy behind the documents before they are revised. Would Council like meaningful documents to do meaningful reviews? Councillor Melnyk stated the document should be based on goals, objectives and training. He suggested a varied approach for different positions since we have people everywhere from high end office types to trades and labourers. Councillor Tout disagreed; saying if done properly, the same document could be used for all employees. Councillor Watson suggested we try a blended approach to bring the reviews to something similar to that of private industry and asked if the committee can find or create a mixture? Councillor Melnyk said we need something more beneficial to the employee. Councillor Tout agreed, and said it should be based on hard objectives that are factual, rather than opinion-based. Councillor Watson stressed the danger of having too much influence in too few hands.

8. Council Forum

- Councillor Melnyk -- no comment
- Councillor Closs -- no comment
- Councillor Tout -- Requested a staffing update.
 - o The Town manager stated that the lands position is ready to be posted. Fire Chief will be discussed tonight.
- Councillor Watson -- I can't wait to get back to town.

9. In Camera


- 9.1 Contract negotiations
- 9.2 Matter under consideration
- 9.3 Personnel

Moved by: Councillor Tout
Seconded by: Councillor Closs
'Be it resolved that the Committee of the Whole go in-camera, the time being 8:23 pm.'

Moved by: Councillor Closs
Seconded by: Councillor Tout
'Be it resolved that the Committee of the Whole adjourn in-camera, the time being 9:24 pm.'

10. Adjourn

Moved by: Councillor Closs
Be it resolved that we hereby adjourn, the time being 9:25 p.m.'
Motion Carried



 Chairperson

 FEB 10TH, 2015

 Date



 Town Manager

 Feb 10, 2015

 Date