

**AGENDA**  
**TOWN COUNCIL MEETING**

Tuesday Jan. 9, 2018  
Wild Rose Room 7:00 pm  
Meeting No. 2018-1

Chair: Mayor Sawler

1. CALL TO ORDER 7:00
2. AGENDA ACCEPTED 7:05
3. APPROVAL OF PREVIOUS MINUTES 7:10
  - Dec. 11, 2017 Minutes
4. ACTION ITEMS 7:15
6. COMMITTEE UPDATES 8:00
  - Infrastructure Committee
    - North Berm
    - Server Upgrade Project
      - VPN connection between Office & WTP
      - 365 Downloadable
      - Soup Tech Discount
    - Transfer Site Update
    - Residential Waste Services Contract Update
  - Personnel
    - Records Check – Vulnerable Sector
    - Personnel Policy
      - Hours
      - Overtime & Banked Hours
      - Casual Illness Leave
      - Staff Development Leave
      - Educational Leave
  - Lease
    - LAWG & Joint Meetings Update
  - Communications
    - Axia Update
    - Recycling Communication Update
    - Lease Cafe
  - Finance
    - Operating Budget to Actuals
    - Capital Budget to Actuals
    - Admin. Fees Update
  - Emergency Management & Public Safety
    - Monthly Report
  - Intergovernmental
    - CRP Update
  - Bylaw
    - Review, Editing & Approval Process
  - Community Liaison
7. NEW BUSINESS 9:20
  - Building Permits Approval Process

8. ADJOURNMENT 9:30

**MINUTES of Meeting 2018-1**  
**Of the Directors of the Townsite**  
**Of Redwood Meadows Administration Society**

**HELD AT:** Wild Rose Room

**DATE:** January 9, 2018

<b>ATTENDED BY:</b>	Paul Sawler	Mayor
	Scott Ackerman	Deputy Mayor
	George Allen	Councillor
	Michael Decore	Councillor
	Neil Thornton	Councillor
	Glenn Van Camp	Councillor
	Michael Moore	Councillor

<b>STAFF:</b>	Julia Kennedy-Francis	Townsite Manager
	Colleen Thiessen	Executive Assistant

Michael Decore	Councillor Left at 9:00
Michael Moore	Councillor left at 10:04

**ATTACHMENTS:** ACTION ITEMS 2017-17 JKF edits Final  
Copy of 2017capitalbudgetgrants  
Copy of Copy of 2017 Budget to Actuals Variance Report2  
December 11 2017 Meeting Mins CMT edits Final  
Jan 9 2018agenda v.1  
RWM Personnel Policy Jan 2017 v.4  
Fire Chief Performance Review  
Definition of Success Factors for Performance Review

**MINUTES**  
**NO: 2018-1**

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Deputy Mayor/Chair Ackerman called the meeting to order at 7:00 pm

**Agenda accepted as presented**

Councillor Van Camp moved and Councillor Allen seconded to approve Agenda for January 9, 2018 Council meeting.  
**Carried Unanimously**

**Approval of previous minutes**

Deputy Mayor Ackerman asked how people felt about the action items being imbedded in the minutes. It was agreed that we would try it this way for a few meetings.

Councillor Decore moved and Councillor Van Camp seconded to approve the minutes of December 11, 2017 Council meeting.

**Carried Unanimously**

## Action Items Completed

16.19	Complete
17.05	Complete
17.01	Complete
17.03	Complete
17.04	Complete
17.06	Complete
17.07	Complete
17.08	Complete
17.09	Complete
17.10	Complete
17.11	Complete
17.12	Complete
17.13	Complete

## **Committee updates**

### Infrastructure:

#### North Berm:

Fortis is scheduled to be here on the 15<sup>th</sup> of January to install the cable to get power to the Lift Station. Councillor Allen asked Operations Manager Bond to investigate an electrical panel that we could connect to with a generator if we had a power failure.

**18.01** Operations Manger Bond will be asked to look into the cost of paving pot holes at the North Berm mailboxes.

**18.02** Have Operation Manager Bond confirm that there is a VPN line running to the Water Management shed.

### Transfer Site Update

We will continue to put it in the updater

### Axia

Can we add the Townsite Hall, Fire Station and Water Treatment Plant to the sign-up list? If so, can we get those buildings included in our totals? What would be the cost for them?

Mayor Sawler moved and Councillor Van Camp seconded to go In Camera at 7:56

**Carried 6 in favor Counsellor Thornton abstained**

Mayor Sawler moved and Councillor Van Camp seconded to come out of In Camera at 8:05

**Carried Unanimously**

**18.03** Councillor Decore was asked to write a letter to encourage residents to sign-up for Axia. In addition, the letter will include Council's resolution to support people in the community who are selling their homes and are worried about signing up for Axia.

Councillor Van Camp moved and Councillor Allen seconded the motion to approve the resolution to support community members when they sing up for Axia.

**Carried Unanimously**

Personnel-

There was a discussion around the review of the Human Resources policies that Townsite Manager Kennedy-Francis is undertaking:

Hours of Operation

Office Staff 7.5 hours a day with an unpaid lunch

Operations 8 hours a day with a paid lunch

Overtime

We now must have a tracking system for all Overtime

Overtime must be used up with 6 months of when it was done.

As we work through the Human Resources policies we should add in a working alone policy.

- 18.04 All councillors are to review the human Resources documents and provide their comments by Friday afternoon. The Townsite Manger Kennedy-Francis and Councillor Van Camp will go through the revisions and prepare a final draft for the 23<sup>rd</sup>.

Fire chief Evaluation

It was decided that a review committee consisting of Councillor Van Camp, Townsite Manager and HR Consultant John Simpson will review Fire Chief Evans' performance using the assessment tool provided by Townsite Manager Kennedy-Francis. The process will include a self-assessment and a Manager assessment which both copies placed in the personal file.

- 18.05 Townsite Manager Kennedy-Francis will reach out to Fire Chief Smith to see if the evaluation tool that has been create is appropriate and justified for reviewing a Fire Chief.

Communications

The agenda Item for emails was tabled until the next meeting.

We are now putting Redwood information in The Northwestern and the Cochrane Eagle.

Bylaw presentation.

Councillor Thornton stated that he believes we have the right to enforce our bylaws with the property owner.

Councillor Thornton moved and Councillor Allen seconded to go In Camera at 9:07

**Carried Unanimously**

Mayor Sawler moved and Councillor Van Camp seconded to come Out of Camera at 9:55

**Carried Unanimously**

- 18.06 Councillor Thornton was asked to talk to Former Mayor Anderson about the 4 bylaws that are unsigned to find out if they were ever singed and if not why?

The two bylaws that Councillor Thornton was asked to work on next were the RMES and traffic Control bylaws. These both need to be reworked.

Councillor Thornton moved and Mayer Sawler seconded to make resolution 1 from Councillor Thornton's presentation formal.

**Carried Unanimously**

- 18.07 Townsite Manger Kennedy-Francis will bring forth a proposed AGM date at the next Council meeting on January 23, 2018

The lease and LAWG Meetings for this week will be postponed. Townsite Manager Kennedy-Francis will meet with General Counsel Braun on Friday afternoon. Deputy Mayor Ackerman wanted to make sure that by postponing these meetings we do not lose site of the schedule.

Councillor Thornton moved and Councillor Allen seconded to go In Camera at 10:25


**Carried Unanimously**

Councillor Van Camp moved and Councillor Allen seconded to come out of In Camera at 11:00

**Carried Unanimously**

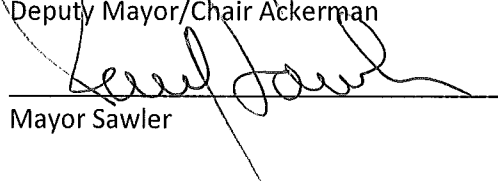
## ADJOURNMENT

Councillor Van Camp adjourned the meeting at 11:05



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Deputy Mayor/Chair Ackerman



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Mayor Sawler