

Minutes of a Regular Meeting of the Council of the Town of Manning in the Province of Alberta held in the Council Chambers July 3, 2019 Commencing at 5:29 P.M.

**PRESENT:** Mayor Greg Rycroft, Councillors Trevor Fredrickson, Keith Hutchison, Morley Schamehorn and Sunni-Jeanne Walker.

**ABSENT:** Deputy Mayor April Doll.

**ADMINISTRATION:** David Alderdice, Finance Administrator; Quinn Lambert, Recorder

**CALL TO ORDER** Mayor Rycroft called the meeting to order at 5:29 p.m.

**ADOPTION OF THE AGENDA**

**MOTION 19-13575** Councillor Walker Moved:  
 "To adopt the agenda with the following amendments and additions:  
 Move item 12. Closed Session-Division 2 17(1) Personnel to item 4.  
 7(2)(b) Organizational Chart  
 7(2)(c) Fire Department Recognition  
 7(2)(d) Employee Rewards  
 7(2)(e) Invitation to MMSA for Presentation  
 7(2)(f) Consent Agenda."  
 Carried

**ADOPTION OF THE MINUTES**

**MOTION 19-13576** Councillor Walker Moved:  
 "To adopt the Minutes of the June 12, 2019 Regular Meeting as presented."  
 Carried

**MOTION 19-13577** Councillor Schamehorn Moved:  
 "To adopt the Minutes of the June 17, 2019 Special Meeting as presented."  
 Carried

**MOTION 19-13578** Councillor Fredrickson Moved:  
 "To adopt the Minutes of the June 24, 2019 Special Meeting as presented."  
 Carried

**CLOSED SESSION** **DIVISION 2 17(1) PERSONNEL**

**MOTION 19-13579** Councillor Walker Moved:  
 "In Closed Session at 5:36pm with one invite."  
 Carried

*The Recorder departed the Council Chambers at 5:36pm*

**MOTION 19-13580** Councillor Fredrickson Moved:  
 "Out of Closed Session at 6:07pm"  
 Carried

*The Recorder returned to the Council Chambers at 6:08pm*

**MOTION 19-13581** Councillor Walker Moved:  
 "To hire David Alderdice as Chief Administrative Officer, an employee of the Town of Manning, with a three month probation period."  
 Carried

**COUNCILLOR REPORTS**

**MOTION 19-13582** Councillor Hutchison Moved:  
 "To approve Councillor Reports as presented."  
 Carried

**CAO REPORT**

- MOTION 19-13583 Councillor Walker Moved:  
"To allow David Alderdice full access to all levels of authority on Bellamy Accounting Program."  
Carried
- MOTION 19-13584 Councillor Hutchison Moved:  
"To allow David Alderdice full authority on MA Connect and all icons."  
Carried
- MOTION 19-13585 Councillor Walker Moved:  
"To allow David Alderdice full authority on internet access for CRA, payroll, GST, WCB and Alberta Tender Site."  
Carried
- MOTION 19-13600 Councillor Schamehorn Moved:  
"To approve the removal of previous Chief Administrative Officer Robert E. Cardwell and Finance Administrator Chris Melnyk"  
Carried
- MOTION 19-13601 Councillor Schamehorn Moved:  
"To approve the signing authority for cheques and other negotiable instruments for Council be one of either Mayor Greg Rycroft or Councillor Sunni – Jeanne Walker"  
Carried
- MOTION 19 – 13602 Councillor Schamehorn Mover:  
"To approve the signing authority for cheques and other negotiable instruments for administration be one of either Chief Administrative Officer, David Alderdice or Accounts Payable Clerk, Amanda Paulovich"  
Carried
- MOTION 19 – 13603 Councillor Schamehorn Moved:  
"To approve the Chief Administrative Officer, David Alderdice access on the Vision Credit Union's online banking for payment approvals and viewing purposes and the Accounts Payable Clerk, Amanda Paulovich for payment processing / remitting and viewing"  
Carried
- MOTION 19-13588 Councillor Fredrickson Moved:  
"To direct administration to put ad in local newspaper thanking John Brodrick for his time as interim Chief Administrative Officer."  
Carried
- MOTION 19-13589 Councillor Fredrickson Moved:  
"To accept the Chief Administrative Officer's report as presented."  
Carried

**OLD BUSINESS****AQUATERA CONTRACT**

- MOTION 19-13590 Councillor Walker Moved:  
"To direct administration to invite Nick from Aquatera to make a presentation regarding contract with the Town of Manning at the August 14, 2019 Regular Council Meeting."  
Carried

**NEW BUSINESS****MEMBER AT LARGE AND COUNCILLOR APPOINTMENT-PEACE REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

- MOTION 19-13591 Councillor Walker Moved:  
 "To appoint Peter Gunning and April Doll as the Town of Manning representatives on the Peace Regional Subdivision and Development Appeal Board."

Carried

**ORGANIZATIONAL CHART**

- MOTION 19-13592 Councillor Fredrickson Moved:  
 "To direct administration to make required changes on the Town of Manning Organizational Chart and bring back to Council for the July 24, 2019 Regular Council Meeting."

Carried

**NEW BUSINESS CONT.****FIRE DEPARTMENT RECOGNITION**

Discussion regarding Fire Department recognition awards.

**EMPLOYEE REWARDS**

*The Recorder departed the Council Chambers at 6:38pm*

- MOTION 19-13593 Councillor Walker Moved:  
 "To reward Town employees Amanda Paulovich and Quinn Lambert a monetary reward of \$1000.00 and \$500.00, respectively, in appreciation for the amount of work they have contributed."

Carried

*The Recorder returned to the Council Chambers at 6:46pm*

**INVITATION TO MMSA FOR PRESENTATION**

- MOTION 19-13594 Councillor Walker Moved:  
 "To direct administration to invite MMSA to make a presentation to Council regarding renewal of contract at a Regular Council Meeting."

Carried

**CONSENT AGENDA**

- MOTION 19-13595 Councillor Schamehorn Moved:  
 "To direct administration to bring information to Council before September 2019 regarding a consent agenda."

Carried

**BY ELECTION**

- MOTION 19-13596 Councillor Fredrickson Moved:  
 "To call a by election for vacant councillor position for August 26, 2019 and follow requirements of the Local Authorities Act."

Carried


**INFORMATION/  
CORRESPONDENCE**

- |   |              |
|---|--------------|
| a) Action List  | Enclosed     |
| b) Financials   | Not Provided |
| c) 19 <sup>th</sup> Annual Alberta CARE Conference                          | Enclosed     |
| d) Peace Regional Subdivision and Development Appeal Board Agreement Update | Enclosed     |
| e) Farmers Market-Tent Request  | Enclosed     |

MOTION 19-13597 Councillor Fredrickson Moved:  
"To accept items a), b), c), d) and e) as information only."

Carried

**ADJOURNMENT** Mayor Rycroft adjourned the meeting at 7:30pm.



Greg Rycroft, Mayor



David Alderdice, Chief Administrative Officer