

MINUTES OF A SPECIAL MEETING OF THE COUNCIL AND STAFF OF THE  
VILLAGE OF BEISEKER HELD TUESDAY, JULY 3, 1990 AT 6:00 P.M. IN THE  
VILLAGE OFFICE COUNCIL CHAMBERS

MEMBERS PRESENT

MAYOR: Dave Fegan  
DEPUTY MAYOR: Bob Klappe  
COUNCILLOR: Sandy Beagle  
COUNCILLOR: Gaye Stewart

STAFF: Colleen Grabo  
Bill Hnybida  
Mary Straub  
Alan Martens

CALL TO ORDER

Mayor Fegan called the meeting to order at 6:05 P.M.

PROCEDURE

Everyone took time to write down any concerns that they may have.

DISCUSSION OF CONCERNS

The following concerns were discussed:

1. Closed Door Sessions

Closed door sessions should only be held when something must remain confidential

2. Policy

The Policy Manual requires updating as it is outdated.

The other concern is that the policies in the manual should be followed.

3. Job Descriptions

As it has been a long time since the job descriptions were done it is now time that they are re-done by a committee with input from the individual whose job description is being done.

4. Review of Council Expense Forms

The Mayor shall review all Council expense forms and the Deputy Mayor will review the Mayor's expense forms

There was also an expression for the need of a new expense format.

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DISCUSSION OF CONCERNS (Continued)

5. Council Expenses

Concern over one pay day for Council was discussed as at times several out of pocket expenses have to be paid by Councillors at Conventions or Meetings. Possibilities discussed to alleviate this problem are:

- (a) A per diem for Conventions and Seminars
- (b) Giving Councillors blank cheques for expenses when they go on a Covention or Seminar
- (c) The possibility of two pay days
- (d) The possibility of an advance before Councillors leave for Conventions or Seminars

6. Chain of Command

It was decided that office problems would come first to the Administrator and outside problems would go first to the Foreman. If problems occur that cannot be settled with the immediate supervisors then the individual may take his or her concern to the Mayor.

It was also decided that Council requests from the Office Staff should first come through the Administrator and that demands from the Public Works Staff should go to the Councillor in charge of Public Works who will pass that message on to the Foreman

7. Location of Village Truck

It was decided that the truck would be at the Village Foreman's house during the week if the Foreman was home but if he is not at home and on weekends the truck should be in the Village shop.

8. Operation of Mobile Home Park Water System

It was decided that the water system in the Mobile Home Park would be operated provided that a waiver from any damages done be received from the owner of the Mobile Home Park.

9. Locking of Shop

The locking of the shop every time that it is unattended was discussed. For insurance reasons it was decided that unfortunately it probably should be locked everytime it is unattended.

10. Foreman on Call

It was decided that it was not fair for the Foreman to have to be on call 24 hours a day seven days a week. It was decided that should he leave he should contact one of the Councillors in charge to let them know that he is gone and unavailable.

11. Communications

Deputy Mayor Klappe handed out a hand out on creating success for individuals through communications. The hand out identified barriers to communication and ways to improve communication.

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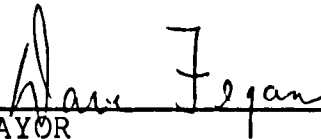
DISCUSSION OF CONCERNS (Continued)

12. Council decisions

It was determined that although during Council meetings not every one is in favour of a decision that after the decision is made Council should support the decision as a whole even if individual members voted against a certain decision or motion.

ADJOURNMENT

The meeting adjourned at 7:30 P.M.

  
MAYOR

  
MUNICIPAL ADMINISTRATOR

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