

**A SPECIAL MEETING OF THE COUNCIL OF THE TOWN OF OYEN WAS HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, AUGUST 11, 2010 AT 5:30 PM**

**The notice of this meeting was given by telephone to each member of Council and a signed Waiver of Written Notice Form is attached to these minutes.**

**MEMBERS PRESENT** Mayor Wilson, Councillors Schroeder, Bedwell, Christianson, Van Otterloo

Municipal Administrator – Debbie Ross

**ABSENT** Councillor Lehman & Tye

**ADOPTION OF AGENDA** It was moved by Councillor Bedwell to Adopt agenda as presented  
**Carried Unanimously**

**PUBLIC WORKS JOB DESCRIPTIONS** Municipal Administrator reviewed job descriptions previously submitted to Council. Councillor Bedwell noted Town Foreman description did not list first aid as a requirement. Municipal Administrator noted the job description had not printed correctly (missing # 1, &2 on page 1) and will be corrected. It was moved by Councillor Schroeder to adopt the job descriptions for Public Works Level I, II, III, Assistant Foreman, and Public Works Foreman as corrected.

**CARRIED UNANIMOUSLY**

Council requested Municipal Administrator review with AUMA casual legal advice to see what, if any, ramifications may apply by changing or adopting new job descriptions.

**ALCOHOL** Councillor Van Otterloo reported there is a large quantity of beer on the floor of the Town shop. Council concurred this is an inappropriate place to store the left over alcohol from the bull-a-rama. Council directed Municipal Administrator to ensure all Town property is alcohol free. All alcohol is to be removed from Town premises.

**SMOKING** Council has received complaints regarding smoking in Town owned equipment, vehicles, and property. Council directed Municipal Administrator to ensure Town and Provincial smoking laws are strictly adhered to. Advise staff of consequences of not following regulations.

**WASTEWATER NONCOMPLIANCE** Municipal Administrator reported to Council the letter of non compliance received from Alberta Environment. Upon reviewing of our license, it became apparent we need to amend our license to allow for discharge of effluent water in addition to our irrigation discharge licenses. Municipal Administrator will review Town Foreman.

During the absence of the Town Foreman (during his holidays), the Assistant Foreman and Level III operator contacted Larry West of Alberta Environment to review non compliance issues and the two worked diligently, including after hours to address all the non compliance issues.

It was moved by Councillor Schroeder to send a thank you note and gift certificate to Assistant Foreman and Level III operator in appreciation of their dedication and commitment to the Town of Oyen.

**CARRIED UNANIMOUSLY**

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MAYOR

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MUNICIPAL ADMINISTRATOR

**NEXT COUNCIL MEETING** Mayor Wilson requested a change of date for the next Council meeting from September 7th to August 31, 2010. Mayor Wilson will be away on holidays the week of September 7<sup>th</sup>.

It was moved by Councillor Christianson to change the next Council meeting to August 31, 2010.

**CARRIED**

**ADJOURNMENT** It was moved by Councillor Van Otterloo that the Special Council meeting be adjourned.

**CARRIED UNANIMOUSLY.**

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MAYOR

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MUNICIPAL ADMINISTRATOR