

**TOWN OF NORMAN WELLS  
ADVANCEMENT OF EQUITY AND INCLUSION COMMITTEE  
Minutes  
Monday, December 12, 2022  
Council Chambers Microsoft Teams @ 6:30 pm**

Attendance:

Alexis Peachey, Councillor- Chair  
Kayla Turner, Governance and Community Engagement Manager  
Kylie Frank, Member  
Melanie Harding, Member

1. Call To Order 6:34pm
2. Review and Adoption of Agenda

‘Be it resolved that the agenda for the advancement of equity and inclusion regular meeting scheduled for December 12 , 2022 is hereby adopted.’

Moved by: Kylie  
Seconded by: Melanie

3. Review and Adoption of Minutes

‘Be it resolved that the minutes for the advancement of equity and inclusion committee meeting dated November 21, 2022 are hereby adopted.’

Moved by: Kylie  
Seconded by: Melanie

4. Employee Policy: Grievance
  - a. Recommendation to Council

Resolution

2 Resolutions to recommend to council.

**REC FROM AEIC :“The Advancement of Equity and Inclusion Committee hereby recommends that the Council of the Town of Norman Wells adopt the revised Employee Grievance Policy as attached to replace the current Grievance Policy C-4.3 in the Employment Manual.’**

Moved by: Kylie  
Seconded by: Melanie  
All in favor

**REC FROM AEIC :“The Advancement of Equity and Inclusion Committee hereby recommends that the Council of the Town of Norman Wells adopt the Grievance Committee By Law as attached.’**

Moved by: Kylie  
Seconded by: Melanie  
All in favor

5. Events

a. Women’s History Month

Discussion/Resolution

i. Recommendations, Letters, event discussion

- Date: March 11, 2023
  - Emcee: Heather Pope and Emma Short.
  - Keynote: Reach out to Ethel Blondin-Andrew and see if she is available to meet in early January. Melanie to send Ethel’s contact information.
  - Send letter of invitation to NWLC President and ask for award sponsorship.
  - Donation request from Council: \$8,000.
  - Decoration theme: black and one metallic color. Possibly reach out to Dorathy to see about fabric and making table runners, Jenna has fabric too. Brit has done table centres and we could potentially reach out to her as well.
  - 3<sup>rd</sup> award sponsor: reach out to North-Wright. ECE or ITI if NWA declines.
  - Youth award: ask the school to sponsor.
  - Opening date: Nominations to open after January 3, 2023 council meeting. Mid
  - February 2023: in camera committee meeting to discuss nominations.
  - Criteria and nomination form send to committee.
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- Partner with recreation to highlight some events throughout the year.

6. Adjourn 7:07pm