

**Town of Norman Wells
Council Minutes
Special Meeting of Council
Friday May 19, 2017 – 12:00 pm
Council Chambers, Town of Norman Wells**

Present:	Nathan Watson Tim Melnyk Lise Dolen Pam Gray	Mayor (Chairperson) Deputy Mayor Councilor Councilor
Regrets:	Harold McGregor Sherry Hodgson Heidi Deschene	Councilor Councilor Councilor
Staff:	Catherine Mallon Janna Trace	Senior Administrative Officer Town Clerk
Guests:	Chris Chievers	

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1. **Call to Order – 12:05pm.**
 2. **Declaration of Conflict of Interest**
 - None
 3. **Review and Adoption of Agenda**

Moved by: Councilor Gray
Seconded by: Deputy Mayor Melnyk

'Be it resolved that the Agenda for the Special Meeting of Council, dated May 19, 2017, is hereby adopted as presented.'

Motion Carried

Discussion: None

4. **Presentation**
 - a) None
6. **Old Business**
 - a) Town Budget and Audit Statements

Discussion: Deputy Mayor Melnyk, won't be able to do anything with this today. Need to nail down the water and sewer. Can't do anything until that is done. Talked with Lee to explain exactly what Council needs for what is required. Asked to split into two sections. 1 for the first 6 months of the year and 1 for the second half. What he is going to do is get the numbers from the actual individual accounts, the volumes for each category and then cut that number in half and apply existing one half to the future. From there we can find out what is needed to top off the fund from the general operating. Also talked quickly about Garbage rates and explained it should be a \$5 increase instead of a jump to \$25. Trying to figure out what we charge for garbage to Commercial, and Industrial users and couldn't find anything. Have tipping fees for companies for out of Town. \$600 per ton and is in service rates bylaw. Would like to have a copy of a commercial entities utility bill for Council to review with redacted name. Would be nice to see what they actually have on their bill concerning garbage. Mayor Watson: do we only have 2 classifications of garbage, commercial and residential? Deputy Mayor Melnyk: not sure, should have industrial. Need to see bills to see what is currently being billed. Had conversation with Mayor Watson about commercial entities, specifically hotels and their water usage. That might be worth having a discussion on having a totally different classification for hotels as it pertains to water and sewer only. Not as it pertains to property tax. Special case, economic driver for the town and know experience that the last time Council raised rates, they were the first and most vocal against the raise. Mayor Watson: did some more search and almost every municipality has a nod to hotels as economic driver. Think there should be some distinction and will look into it further. What we are looking for is fair and equitable levying of fees. Want it to make sense. Did have some discussion with accountants and they are beginning to address some of the concerns raised.

Deputy Mayor Melnyk: mistake on some part of staff on numbers provided, when described to Lee in depth on what they are looking for was able to confirm. Suggested that they access books remotely. Councilor Gray: for the next meeting, can we get the water and sewer bylaw? Deputy Mayor Melnyk: what are the realistic timelines of having a meeting on Tuesday with it being a long meeting? No use discussing the budget at all until we get this information. Mayor Watson: fair point, seems to be having trouble getting quorum. Deputy Mayor Melnyk: know we are not going to get through this agenda today, we all know that. Just pick up from where we left off at the next meeting. Can't tackle the budget until the next meeting. Call a meeting for Tuesday at 7:00 pm for Committee of the Whole. All in agreement.

Deputy Mayor Melnyk: Audit statement and cover letter, it is in part on the agenda as Council requested it. Basically says that the two funds are being put into the other funds because someone said so. It does not reference a bylaw that would have to be done in order to do that. Do not remember a bylaw being in acted or being voted on. Put the environmental reserve fund in place only to deal with the Couturier lots because Council knew it would cost the Town money. Mayor Watson: absolutely right, this isn't a must do. Don't think the auditor would have had information as to the historical background as to why the fund was created. Believe it was to him moving them would be best practice. Believe it was just a recommendation, don't think we have to. Deputy Mayor Melnyk: certainly don't, referenced that these reserve funds were established by bylaw. Unless something else happened, this is the auditor over stepping his bounds and would like to see clarification on that because not what I would want to see in an auditor going an extra mile Council doesn't want or need to do. Mayor Watson: we can just decline and move forward. Don't think he was purposefully over stepping. Deputy Mayor Melnyk: want the auditor to explain his reasons.

Deputy Mayor Melnyk: for the Capital budget, it is a little confusing as it is shown in fiscal year not calendar year. Would suspect anything we do not have funding agreements with we should not be undertaking this year until we can decide what is going on. Especially the public works building. It keeps coming in the Capital budget but don't remember Council agreeing that the existing building needs to be replaced. Council under Mayor Johnson bought a building from Florida, brought it up and let it sit because they didn't have the foresight to erect the building once it arrived. It comes back to the first item which is infrastructure assessments. Need to get this done to find out the life cycle of all the buildings. Have already committed to water and sewer project, the sewer lagoon and should always continue with the yearly purchase of at least one vehicle to keep the fleet up to date. Mayor Watson: put out RFP for infrastructure assessment and has just been awarded. Hope to sign contract at the June council meeting. When they are up to do the Water and Sewer assessment they will also do the infrastructure assessment. Hopefully this summer we will know exactly where we stand. Wonder if we should look into getting the steel building assessed. Councilor Gray: there was a local business interested in it at one time. SAO Mallon: public works was contacted by someone interested in taking all scrap metal out of the Couturier Lots. May be a possibility over the summer to remove steel. Councilor Gray: road chip seal with the \$700,000, is it for chip seal? SAO Mallon: it is the remainder of the phase 2 money it is for repair, sealant and preparation of DOT road. Councilor Gray: have staffed researched the amount of gallons and cost to seal all roads that have been chip sealed. Councilor Gray: agree with Deputy Mayor Melnyk, do what Council has the budget for and slide all other project to the next year. Mayor Watson: agreed. Deputy Mayor Melnyk: can also look into the bylaw about potentially using a Seacan for storage.

b) Utility Increases

Discussion: Deputy Mayor Melnyk: have agreed in principle to the adjustments to the water and sewer rates. We need to get this enacted in month 6 so we can start charging in month 7. Unless we are going to add a hotel rate specific, we are good to go. If we are going to get a hotel rate, it will go between residential and commercial rate. Mayor Watson: will get all water/sewer information emailed to Council and prepare for resolution at the next Council meeting. Councilor Gray: Council also needs to look at placed to trim expenditures. It is hard to do without the head of Departments to defend what is needed. Deputy Mayor Melnyk: need to find out what the water bleed meter is. Councilor Gray: what is should mean is something that the Town uses, it is the money the Town charges to the water fund by the money funds to the water funds. It is a fairly arbitrary number based on time staff needs. Mayor Watson: it is subjective allocation. Deputy Mayor Melnyk: need to establish how much of an indirect staff cost we can afford. It makes fiscal sense to get money for work done. If already paying people, it is a grab. In the past didn't have a problem with it because understood what it is for but have to rationalize the cost of \$90,000.

Take that out totally, it is \$90,000 we don't have to look for. Councilor Gray: heating fuel, why is there such a large jump of heating the water treatment plant? Deputy Mayor Melnyk: in any case where we have power and heat in the budget, you should cover what the cost you paid. Training, I think what we need to do is to establish a figure for all staff, potentially \$5,000 per staff member for training. Mayor Watson: clarification, separate from Fire Fighters. Only for full time staff. Councilor Dolen: that is the number we have in our contract for GNWT. \$5,000 is perfect. Councilor Gray: the utilidor pipe service forecast is also large, what is it based on? Also, equipment repair and maintenance, why is it so large? Deputy Mayor Melnyk: we can go in and put the numbers we feel should be put in there. If we feel utilitor pipe services is too high, we can choose the number. Must be aware that infrastructure is aging and there have been issues with the utilidor. Councilor Gray: we put the budget numbers to where Council thinks they should be. Then staff can come to Council with variance reports to adjust as the year moves on.

c) Tulita/Franklin Street Sewer

Discussion: Tabled to future meeting

d) Imperial Oil Update

Discussion: Tabled to future meeting

e) Wet Well/Water Intake Quotes

Discussion: Tabled to future meeting

f) Training by Company Solicitors

Discussion: Tabled to future meeting

g) Grievance Policy and Procedure

Discussion: Tabled to future meeting

7. New Business

a) Request from resident for Skateboard Park

Discussion: Tabled to future meeting.

b) Status of Pool Staff

Discussion: Tabled to future meeting.

c) LED Light Change Out

Discussion: Tabled to future meeting

d) Tipping fees for Town Dump

Discussion: Tabled to future meeting

e) Contract for Engineering Consulting Services – Stantec

Discussion: Tabled for future meeting

f) Contract for Municipal Project Management – Daniel Steiner

Discussion: Tabled for future meeting

g) Contract for As/When Municipal Engineering Services - Stantec

Discussion: Tabled for future meeting

h) Library Contribution Request

Discussion: Tabled for future meeting

9. Departmental Reports:

- a) Town Manager – None
- b) Finance - None
- c) Fire Department - None
- d) Lands – None
- e) Public Works - None
- f) Recreation - None
- g) Utilities - None

10. Council Forum:

- a) None

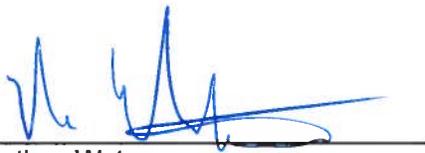
13. In Camera

- a) None

14. Adjourn

'Be it resolved that we hereby adjourn, the time being 12: 58 p.m.'

MOVED BY: Councilor Gray



Nathan Watson
Mayor



Catherine Mallon
Town Manager