

**Town of Norman Wells
Special Council Meeting**

**Minutes of the Special Meeting of Council held Tuesday, November 18th, 2014,
in the Council Chambers.**

Present:	Gregor Harold McGregor Ann Marie Tout Tim Melnyk Renee Closs Sherry Hodgson	Mayor (Chairperson) Councillor Councillor Councillor Councillor
Regrets:	Nathan Watson	Deputy Mayor
Administration:	Eric Whitworth Candi Gillis Keith MacDonald Lindsey Blake Judy Sheppard	Town Manager Town Clerk Public Works Manager Recreation Director Development Officer

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor McGregor.

2. DECLARATION OF CONFLICT OF INTEREST

- Councillor Closs declared a conflict of interest on item 7 b.

3. REVIEW AND ADOPTION OF AGENDA

Motion: No. 14-283
Moved by: Councillor Melnyk
Seconded by: Councillor Hodgson
'Be it resolved that the Agenda for the Special Meeting of Council, dated November 18, 2014, is hereby adopted as presented.

Motion Carried

4. Delegation

- a) None

5. Minutes

- a) Corrected Regular Meeting of Council, September 30, 2014

Motion: No. 14-284
Moved by: Councillor Tout
Seconded by: Councillor Melnyk
'Be it resolved that the Corrected Minutes for the Regular Meeting of Council, dated September 30, 2014, are hereby adopted as presented.'

Motion Carried

- b) Corrected Special Meeting of Council, October 14, 2014

Motion: No. 14-285
Moved by: Councillor Tout
Seconded by: Councillor Melnyk
'Be it resolved that the Corrected Minutes for the Special Meeting of Council, dated October 14, 2014, are hereby adopted as presented.'

Motion Carried

c) Regular Meeting of Council, October 21, 2014

Motion: No. 14-286

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that the Minutes for the Regular Meeting of Council, dated October 21, 2014, are hereby adopted as amended to include the following:

7 c) Councillor Tout voted against due to information not being included in agenda package.

7 d) Councillor Hodgson abstained due to being a member of the Board of Education.

9 d) Replace "conversion" with "fuel tank installation"

8. Councillor Tout, first bullet, "on liquor sales" added after "plebiscite."

Motion Carried

6. Old Business

a) Action Items

Discussion:

The Town Manager clarified that the two items that were noted for discussion for the Committee of the Whole on November 18th will be discussed on November 25th.

7. New Business

a) Schedules of Accounts

Motion: No. 14-287

Moved by: Councillor Melnyk

Seconded by: Councillor Tout

'Be it resolved that the Schedule of Accounts in the amount of TWO HUNDRED NINETY ONE THOUSAND, THIRTY FIVE DOLLARS, AND SIXTY EIGHT CENTS (\$291,035.68) is hereby approved as presented.'

Clarification was provided by the Town Manager for the Water Sampling Contribution Agreement with ENR.

Motion Carried

Motion: No. 14-288

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that the Schedule of Accounts in the amount of SEVEN THOUSAND, FOUR HUNDRED SIXTY EIGHT DOLLARS, AND EIGHTY THREE CENTS (\$7,468.83) is hereby approved as presented.'

Motion Carried

b) By-Law 14-21 Assignment of Lease Lot 2064 Plan 1520
(1st & 2nd Readings)

- *Councillor Closs declared a conflict of interest and left the room, the time being 7:15pm*

Motion: No. 14-289

Moved by: Councillor Melnyk

Seconded by: Councillor Tout

'Be it resolved that First Reading be given to By-Law 14-21, Assignment of Lease Lot 2064, Plan 1520.'

Motion Carried

Motion: No. 14-290
Moved by: Councillor Melnyk
Seconded by: Councillor Tout
'Be it resolved that Second Reading be given to By-Law 14-21, Assignment of Lease Lot 2064, Plan 1520.'

Motion Carried

- *Councillor Closs returned, the time being 7:16pm*

- c) By-Law 14-22 Tax Sale Acquisition Lots 165 & 166, Plan 1170
(1st & 2nd Readings)

Motion: No. 14-291
Moved by: Councillor Closs
Seconded by: Councillor Melnyk
'Be it resolved that First Reading be given to By-Law 14-22, Acquisition of Lots 165 and 166, Plan 1170.'

Motion Carried
Against: Councillor Hodgson

Motion: No. 14-292
Moved by: Councillor Melnyk
Seconded by: Councillor Tout
'Be it resolved that Second Reading be given to By-Law 14-22, Acquisition of Lots 165 and 166, Plan 1170.'

Motion Carried
Against: Councillor Hodgson

- d) National Addictions Awareness Week (Nov 17 – 21, 2014)

Motion: No. 14-293
Moved by: Councillor Melnyk
Seconded by: Councillor Hodgson
'Be it resolved that the Council of the Town of Norman Wells hereby authorizes the mayor to declare November 17 – 21, 2014, National Addictions Awareness Week.'

Motion Carried

- e) Town Manager – Annual Vacation Request

Motion: No. 14-294
Moved by: Councillor Melnyk
Seconded by: Councillor Closs
'Be it resolved that the Council of the Town of Norman Wells hereby approves the Town Managers annual vacation request from December 22nd, 2014 starting at 2:00 pm to January 7th, 2015.'

Motion Carried

- f) School Emergency Evacuation Muster Area
Community Hall

Motion: No. 14-295
Moved by: Councillor Melnyk
Seconded by: Councillor Tout
'Be it resolved that the Council of the Town of Norman Wells hereby approves the Town Managers to supply the Mackenzie Mountain School Principal a key to the Community Hall to be used for an emergency evacuation muster area.'

Motion Carried

g) Ad Hoc Personnel Committee – Appoint Members

Motion: No. 14-296

Moved by: Councillor Hodgson

Seconded by: Councillor Melnyk

'Be it resolved that the Council of the Town of Norman Wells hereby approves the following members for the Ad Hoc Personnel Committee; Councillor Tout, Councillor Closs, the Town Manager and the Town Clerk.'

Motion Carried

8. Committee Reports

a) Recreation

i) Draft Minutes – August 18, 2014

It was noted that the Recreation Committee is now a full membership.

b) Town Planning

i) none

c) Resource Development Impact Group

i) none

It was noted that an email was sent by the Chair checking availability for a meeting on December 3rd

d) Emergency Measures Organization

i) none

e) Ad Hoc Personnel Committee

i) Hiring Procedures Policy – Draft

Establishing a guideline for reemployment with the Town was discussed. The Town Manager will seek legal advice on the subject. Item referred to Committee of the Whole.

9. Departmental Reports

a) Public Works – October/November

Arena hot water delays have occurred due to contractor issues and should be resolved in 48 hours.

The new handrails on the Mackenzie walking path look great.

b) Water & Sewer – October/November

There was an error in the valve order, they are a week away. New procedures have mitigated ice issues and there is no danger of freezing due to procedure and draining. Equipment is still being investigated for the sewage lagoon and is the recommendation at this time.

The stairs for the fuel tanks are ordered.

c) Recreation – October/November

ITI grants were discussed. Appreciation for hiring local for the Youth & Elder position was noted.

d) Lands – October/November

Inquiry was made on the permits for Town permits for fuel tank installations. Some have been completed and the rest have been sent to Public Works for completion.

Discussion took place on Lot 2113, Plan 1515. The Town Manager is working with the interested party and legal.

e) Finance – None

10. Council Forum

- Councillor Closs
- Inquired on a Recreation Newsletter for Christmas activities.
 - Inquired on Maps for the cross country ski trails.
 - o The Recreation Director stated that maps are available
 - A hand out was provided to Council on AED's and it was suggested that we have these at all of the Recreation facilities.
 - o The Recreation Director stated that he has applied for three AED's through MACA. These are voice activated units.
 - The Recreation Director was asked to make the public aware when these are installed. Maintenance and requirements were discussed.
 - An issue with an Elder's conversion was discussed. The Town Manager will investigate.
- Councillor Tout
- Asked the Town Manager for a staff update.
 - o Update was provided by the Town Manager
 - Inquired on job descriptions and structuring discussions.
 - o The Town Manager advised that internal discussions have taken place and the org chart is done, this topic and the Fire Chief's job description will be presented next week.
 - Inquired on the status of the Budget/Strategic Planning sessions.
 - o The Mayor advised that in discussion with the Town Manager it was suggested that the Committee of the Whole meetings on December 9th and 16th be cancelled and the budget sessions take place on these dates.
 - Asked if the Town will have anyone attending the Budget Dialogue with Minister Miltenberger.
 - o The Town Manager stated that there is not much that we can input.
 - It was requested that discussions take place with Council when aware that Ministers are coming to town.
- Councillor Melnyk
- no comment
- Councillor Hodgson
- I will not be at next Tuesday's meeting.
 - When Ministers are coming to town do we get advanced notification?
 - o The Town Manager stated that we do receive notification.
- Mayor McGregor
- Budget/Strategic Planning sessions will take place on December 9th and 16th.
 - Daredevil Hill will be starting tomorrow.
 - Town staff has been asked, and all but one would prefer a turkey rather than a Christmas party.

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11. Correspondence to Council

- a) Sahtu Health & Social Services Authority 2013-2014 Annual Report and 2014-2016 Strategic Plan; from Patricia Kyle, Chief Executive Office, Sahtu Health and Social Services Authority.

12. Correspondence from Council


- a) None

13. In Camera


- a) None

14. Adjourn

Motion: No. 14-297
Moved by: Councillor Melnyk
'Be it resolved that we hereby adjourn, the time being 7:54 p.m.'
Motion Carried



Gregor Harold McGregor
Mayor



Eric Whitworth
Town Manager