

**Town of Norman Wells
Committee of the Whole Minutes
Tuesday November 15, 2016 –7:00 pm
Council Chambers, Town of Norman Wells**

Present:	Nathan Watson Tim Melnyk Pam Gray Sherry Hodgson Lise Dolen	Mayor (Chairperson) Deputy Mayor Councilor Councilor (teleconference) Councilor (via teleconference)
Regrets:	Harold McGregor Heidi Deschene	Councilor Councilor
Administration:	Catherine Mallon Claude Desgagne Chelsea McLean Misty Rayner Chris Buist Janna Trace	Senior Administrative Officer Fire Chief Development Officer Finance Clerk Utilities Manager Town Clerk
Visitors:	Cst. Dave McKenzie – Norman Wells RCMP Detachment Brad Brodziak – MACA Fire Marshal	

1. Call to Order – 7:05 pm.

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 Committee of the Whole Meeting, dated November 15, 2016, is hereby adopted as amended.'

Motion Carried

4. Delegation

a) RCMP – Cst. McKenzie

Discussion: RCMP rotate through Annual Performance Plan Priorities through the entire year. October's priority was dedicated community patrols for abuse of alcohol. Send information to RCMP in Tulita regarding bootlegging via boats but Tulita have been unsuccessful in apprehending the suspects. To date, multiple seizures of alcohol have been completed. Local detachment taking lead during National Addictions Awareness from November 13 – 19. Planning in consultation with health Services, Recreation Department and School. Will be contributing through presentations and purchasing of items to contribute to closing of National Addictions Awareness week. October saw continuation of proactive patrols. 32 vehicles checked at 2 checkpoints, 6 verbal warnings issued. Detachment involved with youth by attending and talking with youth at the school. Members have been attending sports night on Friday nights to volunteer and interact with the youth. Lockdown drill was completed in October, went very well. Domestic violence is down for the year, Norman Wells has one of the lowest rates for domestic violence in the region. There was 1 notable occurrence for the month, incident resulted in male being charged with aggravated assault and break and enter to commit. Victim was medicated to Yellowknife and required surgery but is now doing well. Detachment is participating in Movember campaign.

Councillor Gray: would like to see RCMP with nothing to do. Mayor Watson: thanks to the RCMP for their community involvement, love to see it.

- *Cst. McKenzie left at 7:13 pm*

b) Fire Marshal Brad Brodziak – Assistant Fire Marshal for Sahtu Region, MACA representative – Award presentation to Norman Wells Volunteer Fire Department

Discussion: Award is being presented to the Norman Wells Fire Department for their effort over the summer involving a search and rescue near Jackfish Lake. The Fire Department went above and beyond their regular duties in assisting in this search and their effort lead to the rescue of the individual, who is now doing well. Thank you to the Fire Department for continuing to serve your community and the time spent continually training. Thank you to Council for your continued support of the Fire Department.

Councillor Dolen: Congratulation to Fire Department, we should do a public event for town to recognize this award during the Christmas Season. Mayor Watson: Agreed, will work on planning a public event.

- *Brad Brodziak and Claude Desgagne left at 7:19 pm*

5. Minutes

- a) None

6. Old Business

- a) Action Sheet Information

Discussion: Mayor Watson: thank you to Administration for the updates on the action sheet. May be a long list but always being worked on. Councillor Dolen: the stairs over the utilidor between the back of the Dental Office and the Yamouri in are floating, can we put blocking down and level the stairs as a temporary solution? Mayor Watson: agreed, good temporary solution and will look into permanent fix. Deputy Mayor Melnyk: regarding memo – all items can be put into a single line item titled reclamation. Mainly around the cleaning up of the Couterier lots. Mayor Watson: it is important not to drop this matter as the Town owns the lots and the Town needs to abide by our own bylaws.

- b) Chip Seal Bylaw Information/Discussion

Discussion: Deputy Mayor Melnyk: appreciate the work that has been done so far. Lots of good work but what we need is the tire chain bylaw reenacted with the additions pertaining to Chip Seal. Rest is direction to be given to contractors which can be provided by creating a policy instead of a full bylaw. Load restrictions need to be included and should encompass short term needs that companies need to be aware of immediately following chip seal laying. Land Development Officer clarified that administration is planning to send instructions to every company in Town. Deputy Mayor Melnyk: also send it to the Chamber of Commerce. Let them look over the draft before 3rd reading by Council as they may have some good suggestions. Mayor Watson: will dig out the Tire Chain Bylaw and add weight restrictions. Deputy Mayor Melnyk: can provide direction to the contractor for the rest of the information, it is encompassed more in the contract/tender. Councillor Gray: with all the legwork that has been completed until now, what is the difference on using the Tire Chain bylaw?

- *Claude Desgagne returned at 7:27 pm*

Deputy Mayor Melnyk: difference is that the chip seal work will only be temporary so having a specific bylaw for chip seal will become redundant after a few years. Mayor Watson: this is more of a road maintenance thing, can incorporate all items into one bylaw and by doing so it can be more effective. Councillor Dolen: believes that the current bylaw is too specific, does not like how it is written, likes the idea of road maintenance bylaw that includes the tire chain. Need to make sure that all companies are aware of these changes more than two days in advance. Mayor Watson: Council and Administration have much more experience now going forward and will continue to improve. Councillor Hodgson: who will be taking care on enforcement of this bylaw? Deputy Mayor Melnyk: when I was in Simpson a few years ago, the Town Manager walked into the restaurant and busted 2 drivers for having chains on in town. This is an example that it could be anyone we choose, it is a matter of ticketing people. Mayor Watson: when it is not specified, it is ultimately the job of the Town Manager. This could be a team/committee effort. Will look further into the idea of a dedicated bylaw officer. Councillor Hodgson: trucks are not always arriving in town during normal office hours, need a part-time, seasonal bylaw officer while the road is open. Deputy Mayor Melnyk: need an education program for known truckers and need to establish a tire chain area, near the scale, and good signage. Administration clarified that they are already looking into signage needs with Public Works Department. Mayor Watson: would like to have Administration bring samples of size and look of this signage to the next Council meeting. Councillor Hodgson: need specific references for Town only. Mayor Watson: should do an advertising blitz on Facebook.

Will rely on everyone to help with enforcement. Deputy Mayor Melnyk: in reference to the appendix, is it still in the works? Administration clarified, yes and will include maps of phase I and phase II. Mayor Watson: there is still time to work on this. It is not needed until January when the winter road opens.

- *Misty Rayner left at 7:38 pm*

Councillor Dolen: this should not be road specific, should include the entire town. Mayor Watson: agreed, if trucks turning left, need to take off the chains.

7. New Business

- a) Quarry Report Information/Discussion

Discussion: Councillor Gray: looking like we are charging fees only

- *Deputy Mayor Melnyk left at 7:40 pm*
- *Deputy Mayor Melnyk returned at 7:41 pm*

Councillor Gray: looks good to her. Deputy Mayor Melnyk: was it not discussed that this is going to be used for the roads? Town Manager clarified that this is on for discussion at the next Management Team meeting and Administration will report back at the next Council Meeting. Deputy Mayor Melnyk: would be good to use. The dollar amount is also substantially lower than other residual.

- *Claude Desgagne left at 7:41 pm*

Councillor Gray: Normally residual would not have extra costing, it looks like all of the costs of crush were placed to the actual crush, not the residual. Deputy Mayor Melnyk: previously, Council had instructed staff to associate the cost.

- *Claude Desgagne and Misty Rayner returned at 7:44 pm*

Mayor Watson: Council needs to decide on how to apply costs. It is hard to get exact numbers, costs are associated with anything from the quarry. Feels that there is a missing 1 in front of the number for the cost of residual. It must be worth more than what is stated. Councillor Gray: everything must be set up with a cost in inventory, Council can't just add a number because it won't match the inventory for audit. Deputy Mayor Melnyk: this isn't in inventory. Councillor Gray: Auditors will question this. Mayor Watson: this is a one-off situation, Council is trying to get ahead of this. Councillor Gray: when we do this next time, take the costs, see what we spend, take the left over quantity and add part of the costs added to the inventory number. Deputy Mayor Melnyk: this is part of the chip seal project, this is a bi-product and all expense is covered and paid for by the project. Have it scaled and put in inventory, then Council creates a cost. Mayor Watson: don't see the need to jump through hoops on this if we don't have to. Councillor Gray: would like clarification that all costs of this were associated with the project. Getting confused with terms. Council is talking about the value of this product, not the cost. Mayor Watson: likes the term that this is like a small pile of diamonds for the Town, The Town only has this because of the chip seal project. Deputy Mayor Melnyk: sometime in December, we should have someone come in and scale existing piles to verify and firm up numbers for next year. Mayor Watson: for clarification, this is done by GPS survey. Deputy Mayor Melnyk: suggest a cost of \$14.37 for residual. Mayor Watson: agreed that this should not sell for \$2.63. Town does not have enough crush to complete phase II, would need to complete another crush. Agreed that \$14.37 is a good number.

- *Chris Buist left at 7:56 pm*

- b) MACA Updated Accountability-Reporting Framework Information/Discussion

Discussion: Town Manager clarified that this came out of the last meeting with MACA on November 18. Councillor Dolen: clarification on indicator 6 – it states that the Town does not have an improved community emergency plan – wouldn't the plane crash drill be considered having completed qualifications? Mayor Watson: no, because Town only participated in the drill, not initiated. Deputy Mayor Melnyk: we should set an objective to complete a paper exercise in the next 8 months. Can base it on forest fire impact or Imperial Oil turbines malfunctioning.

- *Chris Buist returned at 8:00 pm*

Mayor Watson: isn't there an approved plan by council in place for emergency procedures? Town Manager: as per MACA, the plan was not approved by Council. This was MACA's decision, not the Towns. It is a technicality.

- *Councillor Gray left at 8:01 pm*

c) Finance Director Qualifications

Discussion

Discussion: the Town has been having a hard time filling this position. Council had changed the requirements a few years ago to make them more stringent. Would like to know if the rest of Council thinks that the qualifications should be re-adjusted. Deputy Mayor Melnyk: it is good to wait for the right individual to come along. Would like to see accounting and payroll be brought back in house versus being outsourced. Council should set a time frame on current posting then re-submit the posting with the original qualifications. Councillor Dolen: agree with Deputy Mayor Melnyk. Councillor Hodgson: should ensure that there is a statement that equivalency's will be considered. Mayor Watson: the posting is currently open ended. Administration got behind on accounting but is now getting caught up. The picture is not currently grim enough to make changes. Councillor Hodgson: has had success to find financial positions through posting on Workopolis. Are we actively recruiting? Mayor Watson: we need to be proactive on this and agree that we should expand onto new pages. All of Council agrees to this. Councillor Hodgson: should clarify that there is a cost of \$2400 to post on Workopolis. We should put out the current posting and then revisit at the end of January if no applicants come forward. Deputy Mayor Melnyk: agreed that we should re-advertise with different qualifications in January if not applicants. Should consider the winter road timeframe to help with possible relocation process. Mayor Watson: we will stick with the current posting and have Administration add the posting to Workopolis. Will put this on the Agenda for discussion in December for review.

- *Claude Desgagne left at 8:10 pm*
- *Claude Desgagne and Councillor Gray back at 8:11 pm*

8. Committee Reports

a) None

9. Departmental Reports

a) Town Manager Report

Discussion: Councillor Gray: where are we on GST reconciliation? Town Manager: working on paperwork for Revenue Canada and will work with Revenue Canada directly to get the reconciliation completed. Councillor Gray: when are mill rate increases happening? Town Manager: it is planned work and will happen after the budget is completed.

b) Finance Report

Discussion: Councillor Gray: where are we on fixing the payroll? Administration clarified that the payroll company has rescinded their entire fees and will not be charging the Town for the rest of the year. Councillor Dolen: will payroll be coming back to in house? Mayor Watson: that is the hope, yes. Councillor Dolen: the problems with this payroll is that it will mess up personal taxes, would like to see payroll be brought back in house. Councillor Gray: when the company works on fixing the payroll issues, they will also correct the personal taxes. This won't affect our taxes. Mayor Watson: the outsourcing of payroll has not gone well. Will work together on getting it sorted out.

c) Fire Department Report

Discussion: Mayor Watson: great job on receiving the Award. Fire Chief: this was a Team effort.

d) Recreation Report

Discussion: Councillor Gray: good job on reports. Mayor Watson: agreed, all reports are good. Deputy Mayor Melnyk: have no questions because of good reports. Mayor Watson: would like to commend all staff on the work being done. Councillor Dolen: in regards to reel

project, it is a great program and Recreation Committee will be bringing forward a recommendation to Council to support this project. Funding has been granted through ITI.

In-kind funding is being done through the School for this project. Mayor Watson: looking forward to seeing this recommendation at the next Council. Councillor Gray; this project is striking in that it is recreation but not sports based. Councillor Dolen: a young lady from Fort Good Hope is currently in the Vancouver Film School. Projects like this open doors for people.

e) Public Works Report

Discussion: None

f) Utilities Report

Discussion: Councillor Dolen: how is it going at the long term care facility?

Administration: they are working on the sewer line and suspect that the water line will be put in, in April or May. Mayor Watson: are you happy with the progression of work? Administration: Yes. The MOU covered the Town's interests. Mayor Watson: Congratulations to Hugo and Greg for passing their exam. It is great to see.

10. Council Forum

Councillor Dolen

We should do a presentation for the Fire Department. Could do a presentation at the Christmas Concert. Councillor Hodgson: don't like that idea. Councillor Dolen: it was just an idea.

Councillor Hodgson

I have been noticing a lot of people out walking without reflectors. We should hand out or put up signage to remind people. Councillor Dolen: the town could get reflectors to give out.

Councillor Gray

I would like to commend Misty on the good job she did with the payroll. It was complicated to straighten out and when I went to see her, she had already figured out what the problem was. Good job in juggling multiple hats. Councillor Hodgson: can we have nice Christmas music on the speakers this year?

Mayor Watson

Good job to Deputy Mayor Melnyk on the Remembrance Day ceremony. Attendance was through the roof.

Deputy Mayor Melnyk

We should look into where the Government crusher is. If we can't find it, then we will need to look at a plan B. Mayor Watson: we should know by early January. Indicators are good. Deputy Mayor Melnyk: is there a chance we can investigate in a ceiling mounted projector for the community hall? It would help with meetings and events. The Reel program is inspirational, should the Town look at investigating on using the footage produced? Is there a way to get pictures that are placed on the different Facebook pages put on the Town Website? Councillor Dolen: for the reel project, the community gets to keep the finished product. Mayor Watson: we should get a local person to have community photos placed on the website. The website needs updating, it looks like it is from the 80's. Councillor Dolen: we would need all individuals to fill out a disclaimer form and then credit their work on the website.

11. Correspondence to Council

a) Imperial Oil Formal Request to Council to determine rationale behind decision to reject swap deal.

Administration: Imperial Oil was made aware that with the change of Council and staff that this request may be denied. It should not have been a surprise. Mayor Watson: previous Council did not agree to details but are open to the concept. We should let them know we are against the current specifics of the swap but not against the concept. Please extend an invite to them for a future meeting.

- *Chelsea MacLean and Chris Buist left at 8:45 pm*

12. Correspondence from Council

- a) None

13. In Camera

Moved by: Deputy Mayor Melnyk
Seconded by: Councilor Gray

'Be it resolved that we hereby go in camera the time being 8:50 pm.'

- a) Legal

Moved by: Deputy Mayor Melnyk
Seconded by: Councilor Gray


'Be it resolved that we hereby adjourn in camera the time being 9:04 pm.'

14. Adjourn

'Be it resolved that we hereby adjourn, the time being 9:05 p.m.'

MOVED BY: Councilor Gray



Nathan Watson
Mayor

Catherine Mallon
Town Manager