

**Town of Norman Wells  
Council Minutes  
Regular Meeting of Council  
Tuesday November 1, 2016 – 7:00 pm  
Council Chambers, Town of Norman Wells**

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<b>Present:</b>	Nathan Watson Tim Melnyk Lise Dolen Harold McGregor Pam Gray	Mayor Deputy Mayor (Chairperson) Councilor Councilor Councilor
<b>Regrets:</b>	Heidi Deschene Sherry Hodgson	Councilor Councilor
<b>Staff:</b>	Catherine Mallon Misty Rayner Claude Desgagné Janna Trace	Senior Administrative Officer Executive Assistant Fire Chief Town Clerk
<b>Visitors:</b>	Elenor Young (MACA delegation) Barry Harley (MACA delegation) Lee Sacrey (GL Services) - via teleconference	

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**1. Call to Order – 6:59 pm.**

**2. Declaration of Conflict of Interest**

- a) Deputy Mayor Melnyk declares conflict of interest on agenda items 7 c) Children's Christmas Party Donation Request and 7 d) Wild Game Dinner Donation.

**3. Review and Adoption of Agenda**

**Motion: No. 16-121**  
**Moved by: Councilor McGregor**  
**Seconded by: Councilor Gray**

**'Be it resolved that the Agenda for the Regular Council Meeting, dated October 11<sup>th</sup>, 2016, is hereby adopted as presented.'**

**Motion Carried**

**4. Delegation**

- a) None

**5. Minutes**

- a) Regular Meeting of Council October 11, 2016 Resolution

**Motion: No. 16-122**  
**Moved by: Councilor Dolen**  
**Seconded by: Deputy Mayor Melnyk**

**'Be it resolved that the Minutes for the Regular Meeting of Council, dated October 11<sup>th</sup>, 2016, are hereby adopted as presented.'**

**Motion Carried**

Discussion: Councilor McGregor requested clarification on item 7a) IOR Reclamation for Council to invite Minister Wally Schumann and Danny McNeely for November 8, 2016. Administration clarified that notice was received today that the delegation is no longer able to make that date and will work on finding a new date in the future.

**6. Old Business**

- a) GL Services Resolution

**Motion: No. 16-123**  
**Moved by: Councilor Gray**  
**Seconded by: Deputy Mayor Melnyk**

**'Be it resolved that the Council of the Town of Norman Wells herby authorize the Senior Administrative Officer to enter into an agreement for on-site accounting services from GL Services from the 24<sup>th</sup> to the 31<sup>st</sup> of October, 2016 at a cost of no more than \$15,000.00'**  
**Motion Carried**

b) Action Sheet Information/Discussion

Discussion: Council asked for clarification on extension of contract (Public Works) that came to council at a Committee of the Whole, two meetings ago for discussion and referred it again to Council for Resolution.

Quarry Report – Council discussed possible rates to be set for residual crush from the completion of Chipseal project and discussion on if some material should be kept for Town use. Council moved to place this discussion on the next Committee of the Whole meeting. Batteries at the landfill – clarification question on if it has been completed. Administration clarified that containers have been purchased for the batteries and shipping out of the batteries will happen in the early spring.

Equipment needed – Council asked for clarification on what equipment is needed – Administration clarified that it was a Snow blower and replacement bobcat tracks Councillor McGregor advised that the spelling needed to be corrected for Rick Muyres memorial last name.

Council requested an updated completion date list to include a revised format.

Council asked for formalization of Chip Seal bylaw. Administration advised that the Management Team is on the edge of Completion.

## 7. New Business

a) Youth and Elder Centre Renovations Resolution

**Motion: No. 16-124**  
**Moved by: Councilor McGregor**  
**Seconded by: Councilor Dolen**

**'Be it resolved that the Council of the Town of Norman Wells herby authorize the Senior Administrative Officer to submit an Application to the Canada 150 Fund for Youth and Elder Centre renovations in the amount of \$50,000.00'**

**Motion Carried**

Discussion: Council asked for clarification from Administration on renovations. Administration clarified that the fund is specific for refurbishment of furniture, kitchen/canteen and for patch and paint work. Councilor McGregor noted that a previous meeting Council spoke about the Daycare being turned into Youth and Elder space, is that a factor? Administration clarified that no, this is a short term renovation.

b) Penguin Place Pool Renovations Resolution

**Motion: No. 16-125**  
**Moved by: Councilor Dolen**  
**Seconded by: Councilor McGregor**

**'Be it resolved that the Council of the Town of Norman Wells herby authorize the Senior Administrative Officer to submit an Application to the Canada 150 Fun for the Penguin Palace Pool repair and maintenance in the amount of \$50,000.00'**

**Motion Carried**

*Deputy Mayor Melnyk declares conflict for 7 c and 7 d. Leaves council chambers 7:24 pm.*

c) Children's Christmas Party Donation Request

**Motion: No. 16-126**  
**Moved by: Councilor Dolen**  
**Seconded by: Councilor McGregor**

**'Be it resolved that the Council of the Town of Norman Wells herby approve the request for Donation in the amount of \$1,000.00 to the Royal Canadian Legion for the Children's Christmas Party.'**

**Motion Carried**

- *Deputy Mayor declares a conflict and does not participate in the motion.*

d) Wild Game Dinner Donation

**Motion:** No. 16-127  
**Moved by:** Councilor Dolen  
**Seconded by:** Councilor McGregor

**'Be it resolved that the Council of the Town of Norman Wells hereby approve the request for Donation in the form of an item purchased from the Norman Wells Museum to the 12<sup>th</sup> Annual Wild Game Dinner and Auction.'**

**Motion Carried**

- *Deputy Mayor declares a conflict and does not participate in the motion.*

Discussion: Council agrees to an amount of \$1000.00 being spent at the Senior Administrative Official's discretion.

*Deputy Mayor Melnyk returns to council chambers 7:27 pm.*

e) GL Services Return Trip to Norman Wells Nov 14<sup>th</sup>, 2016

**Motion:** No. 16-128  
**Moved by:** Councilor McGregor  
**Seconded by:** Deputy Mayor Melnyk

**'Be it resolved that the Council of the Town of Norman Wells hereby authorizes the Senior Administrative Officer to enter into an agreement for onsite accounting services from GL Services from the 14<sup>th</sup> to the 19<sup>th</sup> of November, 2016 at a cost of no more than \$15,000.00'**

**Motion Carried**

Discussion: Councilor McGregor asked if both accountants need to be on the return trip. Administration clarified that it was. The next trip is to plan the budget for next year. In addition begin financial costings for the Town's draft 10 year strategic plan. As well as to prepare for 2016 Audit. Deputy Mayor Melnyk stated he was leery about preparing for a strategic plan as no plan or resolution is in place since the first draft in February. Deputy Mayor Melnyk stated that for a strategic plan to go forward, engineering studies are needed to bring costings into focus. Council agreed to place this topic on the next Committee of the Whole meeting.

8. **Committee Reports**

a) None

9. **Departmental Reports**

a) Town Manager – None  
b) Finance –Verbal Report

Lee Sacrey, GL Services

Discussion: Lee Sacrey stated that significant items were accomplished in the last week. New funds coming in are being recorded. Working on the problems with backlogs, individual details of deposits is where the issues lie. Nothing is missing, just need to find and match pieces together. Banking receipts are completed to the end of September. The majority of items that were completed in the last week have been posted but not yet itemized. Outsourced ADP meant payroll cost breakdowns were not recorded in the system. Close to 90% of having all these items addressed and working on completing the rest for audit preparation. Lots of discussion happened with administration around procedure to ensure things moving forward are seamless. Councilor Gray asked why there is no revenue for Grants in Lieu – Lee informed that he knows it is an item that needs to be looked at and can pull all contribution agreements and post fairly easily and quickly, it is part of what will be accomplished in the next visit. GST completion has been delayed due to Canada revenue Agency.

*Lee Sacrey ended teleconference at 7:51 pm.*

- c) Fire Department –None
- d) Lands – None
- e) Public Works – None
- f) Recreation– None
- g) Utilities –None

**10. Council Forum**

Councilor Gray

Nothing

Councilor McGregor

Glenda Lennie house is looking dangerous and we should get someone to make it safe or tear it down. Need to find out if it is with the Bank. Councilor Dolen: She lost it to the bank. Deputy Mayor Melynck requested the Fire Chief to do some research and see what our options are regarding safety. MACA Delegation recommended that the Fire Chief can work with the Fire Marshall to secure it to mitigate the risk.  
Went to the Penticton landfill on vacation - took pictures and can make a report on it. Propane tanks are locked up and scale weighted in and out for fair charges. Not in town for next meeting. Council agreed that this will go to the next Committee of the Whole meeting.

Mayor Watson

Regarding the Ski Cabin and Jackfish lake, citizens have suggested to have a small service contract with a local vendor to maintain after hours and can keep wood at the cabin. Duane Bolken was a name put forward. Know we have staff on this but don't mind the backup. Need for Chipseal bylaw.

Councilor Dolen

Dog Catcher – has it been added to staff job descriptions or contracted out? SAO: By-law officer, ticketing and dog catcher position in the works; hoping to have something documented by Christmas. Mayor Watson: idea to perhaps contract it out again. Councilor McGregor: was not in favor of using our own people, but it worked out. Councilor Gray: became aware of her neighbour's dog biting a person and asked if we have any policy on dogs being put down. Mayor Watson: only what is stated in the bylaw. Councilor Gray: concerned because it happened in my neighbourhood. SAO: Recreation Manager is animal control. Seems content but does not wish to do it long term. Enforcement officer seems to be the way to go. Councilor Gray: Don't we have a bylaw officer? Mayor Watson: No, Fire Chief – first one ever where his job description has the ability for enforcement officer duties. Let staff come to us if they feel. Councilor McGregor: service contract for facility maintenance can couple with dog catcher.

Council agreed to move this discussion to the next Committee of the Whole.

Deputy Mayor Melynck

Nothing

**11. Correspondence to Council**

- a) MACA – Performance Audit

**12. Correspondence from Council**

- a) None

*Council broke for a 5 minute break at 8:07 pm  
Council resumed the meeting at 8:11 pm*

**13. In Camera**

**Motion:** No. 16-129  
**Moved by:** Deputy Mayor Melnyk  
**Seconded by:** Councilor Gray

**'Be it resolved that we hereby move to go in camera the time being 8:14 pm.'**  
**Motion Carried**

a) MACA Delegation

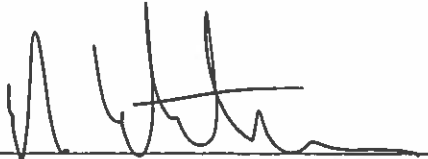
**Motion:** No. 16-131  
**Moved by:** Councilor Gray  
**Seconded by:** Deputy Mayor Melnyk

**'Be it resolved that we hereby adjourn in-camera being 9:50 pm'**  
**Motion Carried**

**14. Adjourn**

**'Be it resolved that we hereby adjourn, the time being 9:51 p.m.'**

MOVED BY: Councillor Gray

  
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Nathan Watson  
Mayor  
\_\_\_\_\_  
Catherine Mallon  
Town Manager

