

**Town of Norman Wells
Council Minutes
Regular Meeting of Council
Tuesday, August 15th, 2017 – 7:00 pm
Council Chambers, Town of Norman Wells**

Present:	Nathan Watson Tim Melnyk Lise Dolen Sherry Hodgson Heidi Deschene Pam Gray	Mayor Deputy Mayor (Chairperson) Councilor Councilor Councilor Councilor
Regrets:	Harold McGregor	Councilor
Staff:	Catherine Mallon Christine Ireland	Senior Administrative Officer Town Clerk
Guest: Affairs	Tawna Brown Constable McKenzie	Department of Executive & Indigenous RCMP

1. Call to Order – 7:02 pm

2. Declaration of Conflict of Interest

- *Councilor Gray – Imperial Oil 6a)
- *Councilor Deschene- Imperial Oil 6a) and 7a)

- *Mayor Watson asked for an in-camera session as requested by the Department of Executive & Indigenous Affairs
- * Councilor Dolen asked for in camera to discuss Staffing
- * All agreed

3. Review and Adoption of Agenda as amended

‘Be it resolved that the Agenda for the Regular Meeting of Council for August 15th 2017, is hereby adopted as amended.’

Motion: No. 17-102
Moved by: Councilor Deschene
Seconded by: Deputy Mayor Melnyk **Motion Carried**

4. Delegation

- a) Tawna Brown Department of Executive & Indigenous Affairs

Discussion: moved to in camera

- b) Ivan Mulyk Assistant Fire Marshall –Absent

Discussion: None

- c) RCMP Report Constable Dave McKenzie

‘Be it resolved that the Council of the Town of Norman Wells hereby authorizes the SAO to continue the work needed to continue with the Land Swap and Transfer Agreement with Imperial Oil’

Discussion: Councilor Hodgson requested a copy of the CD from Imperial Oil to take with her and Mayor Watson stated that it would be available here at the Town Office due to confidentiality. Councilor Hodgson stated that she is not in agreement and feels this information should be public. Councilor Dolen stated that part of the agreement was that if there were any environmental issues, clean up, it’s on them. Mayor Watson clarified Council had previously agreed by resolution that that the information remain confidential as requested by Imperial Oil. Also, that the residents were not be held accountable or responsible for anything. As such the current resolution was to progress to completion the Land Swap and Transfer Agreement between the Town of Norman Wells and Imperial Oil.

Motion: No. 17-103
Moved by: Councilor Dolen
Seconded by: Deputy Mayor Melnyk **Motion Carried**

**Councilor Deschene and Gray entered the meeting*

b) Norman Wells Community Emergency Plan Discussion

Discussion: Mayor Watson discussed that this is on the Agenda and that an updated plan was required especially following experience of the recent fire in Fort Good Hope. Norman Wells was considered to be the center for evacuation. Hence the need to update plan so the community is ready in the event an evacuation has to take place.

c) Action Sheet Discussion

Discussion: Mayor Watson stated the action plan is a living document for Council and Staff to stay on top of things and to keep all informed of the status and completion.

7. New Business

**Councilor Gray left the room*

a) Imperial Oil Extension Resolution

‘Be it resolved that the Council of the Town of Norman Wells hereby authorizes the SAO to enter into an extension of the existing contract until December 31, 2017’

Motion: No. 17-104
Moved by: Councilor Hodgson
Seconded by: Deputy Mayor Melnyk **Motion Carried**

Discussion: Councilor Gray was asked to come back into the room as this has to do with the Quarry not Lands. Mayor Watson clarified that this is a request from Imperial Oil to extend the contract for the ability to purchase material such as crush, rocks etc. Imperial Oil cannot buy materials from the Town without a contract. They will contact us with a new contract if needed after December 31st, 2017

b) Norman Wells Municipal Capital Asset Assessment & Management Plan - Resolution

'Be it resolved that the Council of the Town of Norman Wells hereby authorizes the SAO to proceed with the Municipal Capital Asset and Assessment Management Plan'

Motion: No. 17-105
Moved by: Councilor Hodgson
Seconded by: Deputy Mayor Melnyk **Motion Carried**

Discussion: Council discussed that purchase over \$50,000 - \$100,000 need a separate RFP process. As/When projects lead to small bids, so going forward we need to follow a separate process for projects such as these. It was suggested for putting it out to tender and Mayor Watson clarified that we would not go over the as/When purchasing by-laws. This memo is just about the next step in the current business plan, not authorization to go over the agreed amount.

8. Committee Reports

a) None

Break called at 7:47pm
Back in session: 7:53pm

9. Departmental Reports

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

Discussion: Councilors Gray and Deschene discussed how they would like to see much more around Staffing updates. They both asked again for the Organizational Chart and Salary Grid for their review. Councilor Deschene stated that the Finance Manager position continues to be advertised but the existing organizational chart and salary grid does not list a Finance Manager but rather a Finance Director and that's why her request for the existing Organizational Chart and salary grid was so important. Mayor Watson agreed that the existing Organizational Chart and salary grid will once again be provided although both individual Councilors and Council has already received both. It was also discussed that in order for a motion to be put on the floor full council must be in attendance and if a councilor wants something on the agenda they can request so through the Mayor.

10. Council Forum

Councilor Deschene:

- Mounting plaques for memorial
- Animal control contact when the designated Animal Control Officer is out of town
 - Trevor Bremner
- Agenda package deadline (hardcopies)
 - Deadline changed to Thursday at 3pm
- Health & social services committee

Councilor Gray:

- Fencing for the utilidor behind arena obstructing pathway

Deputy Mayor Melnyk:

- Grievance Committee
 - Policy and Procedures in the Employee Manual
- Medical leave
- Letter in regards to a Special Meeting for Friday
 - Discussion of termination of the contract of the Town Manager

Councilor Dolen:

- N/A

Councilor Hodgson:

- Removable speed bumps for the DOT area to reduce speeding
- Signage for road construction
- Banning white plastic grocery bags in the landfill

Mayor Watson:

- Media request from CBC North in regards to the SLWB (environmental review)
 - Pipeline lifespan

11. Correspondence to Council

- a) None

12. Correspondence from Council

- a) GPS Installation - Dr. Derek Schutt

Discussion: Council discussed location and if a resolution was needed. Mayor Watson clarified that no, it will not interfere with the Quarry and blasting will not be an issue. Mayor Watson stated that there is another item that will need to be addressed so he is glad that a special meeting is called. We have an opportunity to crush material and I will be forwarding council some information tomorrow about where we are at with material. We have an opportunity to piggyback on the Canyon Creek road activity. That would be the justification for sole sourcing, and could save the town lots of money.

*Break called 8:36pm

13. In Camera

- a) Department of Executive & Indigenous Affairs
- b) Staffing


14. Adjourn

'Be it resolved that we adjourn, the time being 9:04pm'

Moved by: Mayor Watson
Seconded by: Councilor Gray



Allen Stanzell
Town Administrator



Catherine Mallon
Senior Administrative Officer/Town Manager