

**Town of Norman Wells  
Council Minutes  
Committee of the Whole  
Tuesday May 23, 2017 – 7:00 pm  
Council Chambers, Town of Norman Wells**

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|-----------------|---|---|
| <b>Present:</b> | Nathan Watson<br>Tim Melnyk<br>Lise Dolen<br>Pam Gray                                 | Mayor (Chairperson)<br>Deputy Mayor<br>Councilor<br>Councilor |
| <b>Regrets:</b> | Harold McGregor<br>Sherry Hodgson<br>Heidi Deschene                                   | Councilor<br>Councilor<br>Councilor                           |
| <b>Staff:</b>   | Catherine Mallon<br>Misty Rayner  | Senior Administrative Officer<br>Finance Clerk                |
| <b>Guests:</b>  | Pascal Audet<br>Karel Meulenbroek<br>Shannon Behbouchi<br>Sue Wright<br>Travis Wright |   |

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1. **Call to Order – 7:04pm.**
  2. **Declaration of Conflict of Interest**
    - 6b. Councilor Gray declared conflict of interest
  3. **Review and Adoption of Agenda**

**Moved by: Deputy Mayor Melnyk**  
**Seconded by: Councilor Gray**

**‘Be it resolved that the Agenda for the Committee of the Whole Meeting, dated May 23, 2017, is hereby adopted as amended.’**

**Motion Carried**

Discussion: Council added in camera.

4. **Presentation**
  - a) None
5. **Minutes**
  - a) None
6. **Old Business**
  - a) Mackenzie / Tulita Street Sewer

Discussion: Councilor Dolen asked clarification if this is the ending of a project that started a while ago. Mayor Watson clarified it is the beginning. Councilor Dolen stated it must include the property owners, if we just repair underground lines we are just going to have more issues in winter. Mayor Watson stated the utilidette is the owners concern, the utilidor is the Town. Councilor dolen stated that administration must make sure to work with residents because of ongoing issues. Mayor Watson stated Council will ensure the integrity of the entire system and ensure no one is taking a hit they don't deserve. SAO Mallon added that the As and When Engineering report will help Council make the best decision possible. Mayor Watson stated Town must be prepared to encounter just about anything.

- Councilor Gray left at 7:13 pm

- b) Imperial Oil Update

Discussion: Councilor Dolen stated there are 3 key areas; environmental reports, including any remediation if required. Mayor Watson stated the environmental report is strictly fact,

here and now report. Remediation is part of the whole deal. Councilor Dolen asked if it included remediation in a timely manner. Mayor Watson agreed. Councilor Dolen stated there is a Town park on the property. Mayor Watson agreed. Deputy Mayor Melnyk stated in principle he agrees with the swap but would like to look at the environmental reports if it can be included, even just as a summary. The report will be brought forward for next council with resolution with relevant information Council needs.

c) Wet Well/Water Intake Quotes

**Motion:** No. 17-58  
**Moved By:** Councilor Dolen  
**Seconded By:** Deputy Mayor Melnyk

**'Be it recommended that the Committee of the Whole of the Town of Norman Wells approve the SAO to proceed with the Wet Well and Water Intake projects and ensure that funds derive from Capital expenses rather than the operational and maintenance in the amount of around \$60,000.00'**

Discussion: Deputy Mayor Melnyk stated he is ok with both projects. Don't have a capital plan need to wrap up all small projects into 1 large Capital appropriation. Happy to move ahead with both projects. Council to see if anything can be included. Mayor Watson stated what is total of the two projects is \$43,000. Deputy Mayor Melnyk stated the projects are not to be in the operational budget but in a capital plan. Councilor Gray asked if Council can approve to start work and go ahead with this project. Mayor Watson agreed.

d) Training by Company Solicitors

Discussion: SAO Mallon stated that there is no set date for this training yet.

e) Grievance Policy and Procedure

Discussion: Deputy Mayor Melnyk stated that Council can't change things. Administration stated there needs to have the grievance procedure and appoint a committee. He also stated that the policy calls for four Councilors where there are currently only three and then schedule grievances to be heard.

## 7. New Business

a) Request from resident for Skateboard park

Discussion: Councilor Gray stated that the Town had \$50,000 on the books for a skate park. To her knowledge that money has not been used and is in deferred revenue. Councilor Dolen stated that the liability is large but need to keep kids busy. Councilor Gray stated the Town should build and the Town should own. Needs to be approved by GNWT. Mayor Watson stated that there are ways to deal with the liability. Need to find where the money is residing and see if there are strings attached. It is good for the youth. Prefer for it not to be a Town facility. Councilor Gray stated the associations do split up whereas the Town is always here.

b) Status of Pool Staff

Discussion: Scheduled opening day is June , 2017. Last year was June 20, 2017. It is a high Maintenance Facility. Councilor Gray asked if salaries are in light with what was previously suggested. Mayor Watson stated that they are using the Territorial Scale for salaries and it is set on the high end.

c) LED Light Change Out

Discussion: Councilor Dolen asked if this was SSE or supply only. SAO Mallon stated the Public Works Supervisor is currently advising in terms of this project. Deputy Mayor Melnyk asked if staff switched out the Town Shop on their own. Used same supplier to switch out the Legion. Suggest to concentrate on T8 change out with own manpower. Going to be some fixtures that staff will not be able to do in this fashion. Arena for example cannot be done with own manpower. Do in house replacements this year and next year do ones that staff cannot do after it has been budgeted. Councilor Dolen agreed. Recommendation was withdrawn.

d) Tipping Fees for Town Dump

Discussion: Councilor Dolen agreed with the tipping fees and asked how it was going to be enforced. Deputy Mayor Melnyk stated the Town already has tipping fees at \$600 per ton. Unfortunately, it only refers to out of town companies. Should amend for situations like MATCO to include everybody that deals with tonnage. What we need to know is what are we charging commercial customers for garbage. Already charging residential. Can still do tipping fees without a full time person. Get a handle on rest of commercial and Government entities rather than have taxpayer liability. Comparative to other municipalities and bring back update to Council. Recommendation was withdrawn.

e) Contract for Engineering Consulting Services – Stantec

**Motion: No. 17-59**  
**Moved By: Councilor Dolen**  
**Seconded By: Councilor Gray**

**'Be it resolved that the Committee for the Whole recommends to the Council of the Town of Norman Wells approval of the Engineering Consulting services contract for Stantec Architecture Ltd. as presented.'**

**Motion Carried**

f) Contract for Municipal Project Management – Daniel Steiner

**Motion: No. 17-60**  
**Moved By: Councilor Gray**  
**Seconded By: Councilor Dolen**

**'Be it resolved that the Committee for the Whole recommends to the Council of the Town of Norman Wells approval of the Municipal Project Management contract for Daniel Steiner as presented.'**

**Motion Carried**

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

**Motion: No. 17-61**  
**Moved By: Councilor Gray**  
**Seconded By: Deputy Mayor Melnyk**

**'Be it resolved that the Committee for the Whole recommends to the Council of the Town of Norman Wells approval of the As/When Municipal Engineering Services contract for Stantec Architecture Ltd. as presented.'**

**Motion Carried**

h) Library Contribution Request

Discussion: Deputy Mayor Melnyk stated that during the budget process Council agreed to continue with funding. No recommendation is required. Recommendation was withdrawn.

**8. Committee Reports**

a) Councilor Dolen: due to change in work, must step down from the Recreation Committee. Notice to all of Council to see if anyone wants to take up the baton. Lots to do other than sports.

**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:**

Deputy Mayor Melnyk

COW for Tuesday. To budget – have not gone through to deal with cost savings. Councilor Gray: did we not go over budget a previous meeting?

Councilor Dolen

Daycare is back up on priority list. Meetings will be starting very soon.

Councilor Gray

Council packages are so giant. Only give pertinent info and simplify packages.

Mayor Watson

Nothing.

- Council broke for break at 8:20 pm
- Council resumed at 8:24 pm

**13. In Camera**

**'Be it resolved that we hereby move to go in camera the time being 8:25pm.'**

**Motion Carried**

a) Personnel

**'Be it resolved that we hereby adjourn in-camera being 9:17pm'**

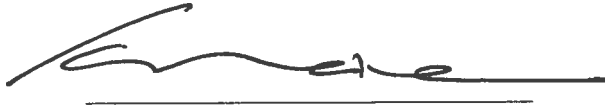
**Motion Carried**

**14. Adjourn**

**'Be it resolved that we hereby adjourn, the time being 9:18 p.m.'**

MOVED BY: Councilor Gray

  
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Nathan Watson  
Mayor

  
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Catherine Mallon  
Town Manager