

**Town of Norman Wells
Minutes
Regular Council Meeting #20-19
Tuesday, July 21, 2020, 7:00pm
Council Chambers**

Present: Alexis Peachey Deputy Mayor - Chair
Frank Pope Mayor
Pascal Audet Councillor
Jean-Paul Bernard Councillor - telephone
Jim Boyle Councillor - telephone
Trevor Smith Councillor
David Wever Councillor

Staff: Cathy Clarke Senior Administrative Officer
Johannie Lapierre Development Officer
Gary Mickalyk Acting Public Works Manager
Hugo Pabke Utilities Manager
Jennifer Waterhouse Governance & Community Engagement Manager

Guests: Chris Chivers

1. **Call to Order** 7:00PM

2. **Declaration of Conflict of Interest**
Councillor Audet Items 9 d, e, f

3. **Review and Adoption of Agenda** Resolution

Item 9g – ICIP funding will be moved to the Committee of the Whole meeting scheduled for Wednesday, July 22, 2020.

'Be it resolved that the amended Agenda for the Regular Council Meeting, dated July 21st, 2020 is hereby adopted.'

Motion: No. 20-19-01
Moved by: Councillor Smith
Seconded by: Councillor Wever **Motion Carried**

4. **Delegation**
a) Cpl. Tim MacDonald Monthly Policing Report June/July 2020
Corporal MacDonald was not in attendance. No questions

5. **Departmental Reports** Second meeting of each month

a) Town Manager
Administration has been busy with work on the RFP's issued. Excited to award the contracts and begin work.

b) Finance
Report provided. No questions

c) Fire Department
Report provided. No questions

d) Governance & Community Engagement
Report Provided. Project Tracking Sheet distributed. Updates will be made due to reassignment of some projects.
Councillor Smith requested a copy of the ATV by-law. This by-law was repealed in 2005. It is on the list to review. The repealed by-law will be sent to Council.

e) Lands
Report Provided. June was very busy with community engagement on the Community Plan and Landfill By-law.

f) Public Works
Report provided. Acting Public Works Manager provided an update on current work priorities.

Dust suppression work will continue once the weather improves. Working on road improvements in spots where material needs to be added. Has located a tar machine to batch cracks. Material will be ordered to come on the next barge. Tar kettle donated from GNWT Infrastructure. A letter for the donation will be required. A maintenance plan for roads will then be put in place. Stantec is responsible to address the holes from their work.

Guard Rails – have the materials needed to do the repairs. Want to make sure it is done correctly as they have never done it before. If necessary, they will hire someone to make the repairs.

Garbage Bins – met with contractor. Working on relocating/replacing bins. There are pads already made.

Trail – Making progress on the trail upgrades. Close to the NorthWright office. Hope to be able to open up that section.

Crush started – 20 mm spec for roadwork. Quality control (QC) completed an inspection. Most of it passed. Samples are being sent to YK to allow for quick adjustments (24 hour). Crushing approximately 500m³ per day. SAO – crushing pebbles for Phase 2 to resurface/fix problem areas of chipseal, particularly in front of legion and Ptarmigan.

Councillor Audet identified that some garbage bins are leaking oil. Acting PW Manager indicated that he was aware and that the contractor was going to address these issues.

g) Recreation

Report provided. SAO added that the programming being run by the Youth & Elder coordinator has seen good participation. Councillor Wever commented that the Bike Shed was a good idea.

h) Utilities

Report provided. SAO noted that Utilities Operator is on a much-needed holiday. Winter vacation cancelled due to Covid-19. Normally they plan time off before breakup/freeze up. The Utilities Manager is effectively working 24 hours per day right now. The trainee does not have any tickets so cannot make decisions. Brush clearing on the Utilidor continues. Brush/trees obstruct access. The job was left for years. Putting filter cloth and shale where damp.

Councillor Boyle said the work being done looks good but questioned the removal of mature trees as they provide privacy. The Utilities Manager explained that there is a 9 foot right of way around the Utilidor. In some spots hard to maneuver around trees. Also need to look after our (Town) concerns. SAO responded that need to be removed if on easement but can look at limbing lower branches on some mature trees.

Mayor Pope noted that the water had dropped and inquired about the wet well. The Utilities Manager provided an update on the water plant (Item 8a). The failed pump has been replaced. This was the last spare they had so two more have been ordered on the barge. Was able to make the replacement before the water rose again.

6. **Committee Reports**

- a) Recreation Committee
- b) Economic Development Committee
- c) Town Planning and Land Use Committee

7. **Minutes**

- a) Regular Meeting of Council #20-16

Resolution

'Be it resolved that the Minutes for the Regular Council Meeting, dated June 16th, 2020 are hereby adopted.'

Motion: No. 20-19-02
Moved by: Councillor Audet
Seconded by: Councillor Smith

Motion Carried

- b) Special Meeting of Council #20-17

Resolution

'Be it resolved that the Minutes for the Special Council Meeting, dated June 24th, 2020 are hereby adopted.'

Motion: No. 20-19-03
Moved by: Councillor Smith
Seconded by: Councillor Wever

Motion Carried

- c) Regular Meeting of Council #20-18

Resolution

'Be it resolved that the Minutes for the Regular Council Meeting, dated June 30th, 2020 are hereby adopted.'

Motion: No. 20-19-04
Moved by: Councillor Smith
Seconded by: Councillor Wever

Motion Carried

8. Old Business

a) Water Plant Update
Updated provided as part of Utilities Department Update

Information

b) Yamouri Inn – Payment Plan

Discussion

The Development Officer (DO) shared, as per the Administrative Report, that a payment plan was signed and the first payment has been received. The DO would like to clarify Council's intentions. Option 1: That the removal of the material adjustment of \$79,233.77 will occur once a successful payment plan is completed (all arrears are paid) or Option 2: that the signature of a payment plan is sufficient to proceed to the material adjustment.

SAO – The payee believes that the by-law says leaks should not be connected to arrears. If Council feels can put a condition on this adjustment would need to apply the same to all others. If not, go by the by-law. By-law says "may". The original motion was implicit that the payment plan be signed. Discussion by Council on whether the adjustment should be kept on the books until the account has been cleared of arrears or to make the material adjustment and remove it from the book based on the signing of the payment plan. The Town still has some recourse if the payment plan is not followed. The recourse is: *one-month forgiveness if miss a payment. A reminder is sent. After the second consecutive missed payment the account is removed from the payment plan. Follow steps outline in the by-law. The DO stated that she always sends a reminder the week before the payment is due to ask if making the payment. Can propose an amendment to the payment plan but both parties must agree. If nothing received by the due date then a penalty will be incurred for that month. If pay both months payments can continue with the payment plan.*

SAO – this is the practice. There is no written standard. The DO wanted to ensure the same procedures applied to all so created the process. The DO will document the process and share with Council.

Council reviewed Section 7.14 "Adjustment for Undetected Leaks" of the Water & Sewer Services by-law which states:

- a. "If a meter shows excessive high consumption in comparison to previous readings the Town may notify the customer;
- b. When a previous undetected leak is discovered, and where in the opinion of the Manager the customer could not reasonably have been expected to be aware of such leak, the Manager may adjust the service charge based on the average previous consumption, provided, however, that such leak is repaired within 96 hours of the discovery. No such adjustment shall extend for a period beyond three months prior to the discovery of the leak, and any refund shall be made only to the person who paid the service charge."

The SAO the important of Council reviewing this section of the by-law when updating the Water & Sewer Services By-Law

Council split on how to proceed. Administration was directed to bring back with the payment plan template.

c) Solid Waste Management By-Law

Discussion

The Development officer has compiled all the comments received by email, interviews and the survey. Any additional comments can be included in the spreadsheet. Will analyze more and provide a more detailed report to Council with recommendations. Results will be communicated to public, general themes as cannot share actual comments. Mayor Pope recommended that this topic be taken to Committee of the Whole to allow for serious discussion. DO is working with Milestone (Engineers) to prepare community education and input sessions. Recycling came out as the best way to improve. 40% of respondents said more recycling. 88% open to a segregated waste management plan. Engineers will be in Town July 27 to August 1. Planning a town input session during this time.

9. New Business

a) Disposal of Town Owned Property – First Reading

Resolution

2140047 CANADA LTD. OF THE TOWN OF NORMAN WELLS have completed a 10-year equity lease on the property. Now the leasee can purchase outright. This property is the dirt runway in DOT. Discussion about previous ownership. Question about the hinterland designation. Development Officer is unsure why has that designation, pre-existing on lot. Will investigate. SAO clarified that the lease has already paid the amount as part of the equity agreement. It is part of the fundamentals of the agreement that was signed 10 years ago.

'Be it resolved that the Council of the Town of Norman Wells hereby gives first reading to Disposal By-Law #20-06.'

Motion: No. 20-19-06
Moved by: Mayor Pope
Seconded by: Councillor Wever **Motion Carried**

Motion passed with five votes in favour and one vote against

By unanimous consent the Motion for the Second reading of Disposal By-Law #20-06 was tabled until the next meeting.

b) Disposal of Town Owned Property – Second Reading **Resolution**

c) RFP – Ptarmigan Field Upgrades **Resolution**
Mayor Pope was the Council representative on the selection committee. The winning proposal was well developed, and it is nice 'little guys' getting work. He believes the two contractors who won the contract in a joint bid will work well together.

'Be it resolved that Council approves awarding the contract for Ptarmigan Field Upgrades project for \$26,929.00 to a combined bid by Peter Rose Welding and J&D Ditchers.'

Motion: No. 20-19-07
Moved by: Councillor Wever
Seconded by: Councillor Smith **Motion Carried**

Councillor Audet left Council Chambers at 8:15PM.

d) RFP – Town Lot Clean Up **Resolution**
Mayor Pope stated that the proposal provided a lot of good suggestions on how to tackle the lot clean up in terms of sorting, what to put in the dump, recycle, etc. A lot of work was put into the proposal. Contract awarded inclusive of batteries and drums. Building removal was not included as regulated removal of contaminated material in buildings will be phase 2.

'Be it resolved that Council approves awarding the contract for Town Lot Clean Up project for \$194,520.00 to Northridge Contracting.'

Motion: No. 20-19-08
Moved by: Councillor Smith
Seconded by: Councillor Wever **Motion Carried**

e) Jackfish Lake **Information**
Administration discovered that the Town of Norman Wells does not hold tenure for the land on which Jackfish Lake Park is located. With the assistance of the GNWT Department of Lands, Administration has taken the steps to obtain tenure.

f) RFP - Jackfish Lake Upgrading Project **Resolution**
Due to the tenure issue, awarding whole contract but the second part of the project will be postponed. Received two very good proposals. Selected the proposal with the lengthy beachfront. Clearing will be done by hand and steel frame built to develop a permanent shore front structure. Lands has approved for safety work (path maintenance) to begin while tenure is being resolved.

'Be it resolved that Council approves awarding the contract for Jackfish Lake Upgrading project for \$70,197.75 to a combined bid by Peter Rose Welding and J&D Ditchers.'

Motion: No. 20-19-09
Moved by: Councillor Smith
Seconded by: Councillor Wever **Motion Carried**

g) ICIP Funding **Information**
This item was moved to the Committee of the Whole meeting scheduled for Wednesday, July 22, 2020.

10. **Council Forum**
Councillor Bernard – nothing
Councillor Boyle – nothing

Councillor Wever – nothing

Councillor Smith – Inquired of stumps left on town dock will be removed. SAO clarified that Town will remove skidoos and other items on the easement at the entrance to the docks and inform infrastructure about the other pieces. The dock is not the Town's.

Councillor Boyle – Inquired about the fencing along the NTCL dock area. The Utilities Manager explained that it has been removed but was there as powerline and a water hose had to be run when the pump failed.

Councillor Audet – nothing

Mayor Pope – Extended kudos to the staff at the Water Plant. We have received no complaints on the water. Public Works guys have been working in the rain and doing road work. A decent job was done by the grader. Hopes that plans to fix the chipseal road will make it what it should be and that it is fixed before it gets worse.

11. Correspondence to Council
None

12. Correspondence from Council
None

13. In Camera

'Be it resolved the Council of the Town of Norman Wells hereby go in camera the time being 8:40PM.'

Motion: No. 20-19-10
Moved by: Councillor Audet
Seconded by: Mayor Pope

Motion Carried

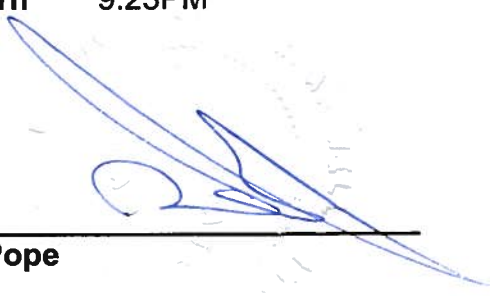
a) Labour

'Be it resolved the Council of the Town of Norman Wells hereby leave in camera the time being 9:22PM.'

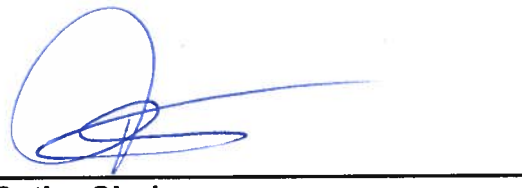
Motion: No. 20-19-11
Moved by: Councillor Smith
Seconded by: Councillor Wever

Motion Carried

14. Adjourn 9:23PM



Frank Pope
Mayor



Cathy Clarke
Senior Administrative Officer