

**Town of Norman Wells  
Agenda  
Special Council Meeting #20-11  
Tuesday April 28, 2020, 7:00PM  
Zoom Meeting ID: [REDACTED] Password: [REDACTED]  
Dial In: 1 778 907 2071 (Same Meeting ID & Password)**

---

1. **Call to Order**

2. **Declaration of Conflict of Interest**

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

**'Be it resolved that the Agenda for the Special Council Meeting, dated April 28<sup>th</sup>, 2020 is hereby adopted.'**

**Motion:** No. 20-11-01  
**Moved by:** \_\_\_\_\_  
**Seconded by:** \_\_\_\_\_

**Motion Carried/Motion Defeated**

4. **Minutes**

a) Regular Meeting of Council #20-10 Resolution

**'Be it resolved that the Minutes for the Regular Council Meeting, dated April 21<sup>st</sup>, 2020 are hereby adopted.'**

**Motion:** No. 20-11-02  
**Moved by:** \_\_\_\_\_  
**Seconded by:** \_\_\_\_\_

**Motion Carried/Motion Defeated**

5. **Adjourn**

**Town of Norman Wells  
Minutes  
Regular Council Meeting #20-10  
Tuesday, April 21, 2020, 7:00pm  
Zoom Meeting ID: 931-5416-2282 Password: XXXXXX  
Dial In: 1 778 907 2071 (Same Meeting ID & Password)**

---

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

**Staff:** Cathy Clarke Senior Administrative Officer  
Jennifer Waterhouse Governance & Community Engagement Manager  
Johannie Lapierre Development Officer

**Delegations:** Cpl. Tim MacDonald – Norman Wells RCMP  
Lee Sacrey – GL Services  
Brandon Sperling – MNP

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

2. **Declaration of Conflict of Interest**

Councillor Wever – Item 9f. Imperial Oil – Lease of Surplus Houses for COVID-19  
Councillor Boyle – Item 9e. Letter of Support for Enbridge

3. **Review and Adoption of Agenda**

Resolution

**‘Be it resolved that the Agenda for the Regular Council Meeting, dated April 21<sup>st</sup>, 2020 is hereby adopted.’**

**Motion:** No. 20-10-01  
**Moved by:** Councillor Peachey  
**Seconded by:** Councillor Wever

**Motion Carried**

4. **Delegation**

Cpl. Tim MacDonald Monthly Policing Report March 2020  
Statistics for the month of March are similar to last year. Only one major incident last month.  
Colton McNeely was denied request for release to Norman Wells from remand.  
No questions from Council

**Audit Summary** Lee Sacrey – GL Services & Brandon Sperling - MNP

Two late changes were made to the original statements sent. Notification of these changes was sent at 5PM today.

Overall the audit looks good. (LS) Revenue was down from the previous year due to government transfers. Revenues, however, were higher than what was budget for in the 2019. The CPA handbook required that the line with the amortization of the surplus had to be removed. This is a presentation item only. The information is presented in Schedule 12. CPA does not allow breaking amortization out as a separate line item in the financial statement. Amortizations were put into departmental expenses.

Note 4, p. 8. Utilities & Property Tax Doubtful Accounts – Did not want to have an allowance for doubtful accounts in 2019 but an allowance was made in 2018 that was approved. Going forward we can only reduce this allowance when we collect it. In 2019 we were able to collect a good proportion of these doubtful accounts, approximately 25%.

Note 20, p. 11. Correction of an Error – The double recording of invoices required us to make accounts payable adjustments. The current accounting system does not allow they us to record expense accruals the way the accountants and auditors would like it to be done. This issue will be addressed once the move to SAGE is made. These discrepancies were discovered through the tests that are run as part of the audit. Audit is based upon a 95% certainty; they do not look at every invoice. These types of errors do not happen often. (BS).

Canyon Creek correction (2018). No inventory was done on the quarry at the end of 2017. A GPS survey was conducted on quarry materials in 2018, which allowed adjustments to be made to the 2018 closing balance inventory. In 2019 we requested that the auditors make corrections to the inventory opening balance for 2018 and the donation to the Canyon Creek Road. The auditors did not have to make these corrections because the 2017 and 2018 audits were qualified on quarry inventory. They made the corrections in the 2019-year at our request. This correction assisted us in removing any quarry qualification for the 2019-year.

2018-year previously approved expenses under CWWF were determined to be ineligible by MACA after the statements were approved and issued. However, these expenses could be claimed under Gas Tax. The auditor was required to make a prior period adjustment under the 2018-year due to the new ineligible claimed expenses. The accounting was correct at the time so change was not necessary but done to provide clarity. (BS) Prefer to go back and make the prior period correction than have to account for it in the current 2019-year. (LS)

MNP felt the audit went well. Things are getting smoother now in second year. They apologized for the delay in providing draft audit (COVID-19).

Mayor Pope thanked MNP for their work. Floor opened to questions.

Councillor Wever – 1) Inquired if with accounts payable there was a way for staff to do things differently so as not to repeat these types of errors. Auditor explained that we will not have these issues once moved to SAGE. 2) Asked for Clarification if the auditor was recommending not to spend money estimating the future costs on reclamation work on the landfill/lagoon. The auditor clarified that was not his recommendation but that most clients do not spend money on this task. The Town is welcome to contact MNP if they have any further questions. The SAO has the list of final items needed to finalize the audit. MNP will require a copy of the minutes with the approval of the draft audit statement in order to finalize the audit.

The SAO then presented the Management Discussion and Analysis for the year ending December 31, 2019.

Mayor Pope noted that falling behind with the Committee of the Whole meetings due to COVID-19. Need to begin looking at the items outlined in the MD&A. Proposed meeting next Tuesday evening. All in favour. Will meet via Zoom.

5. **Departmental Reports** Second meeting of each month  
Presented at last meeting.

6. **Committee Reports**

- a) Recreation Committee - none
- b) Economic Development Committee - none
- c) Town Planning and Land Use Committee – Community Plan Update  
The Community Plan project is underway with WSP. They have begun public engagement by asking for feedback on the old community plan. Norman Wells Land Corporation and MACA have both been contacted. The Development Officer has added a new page to the website for the project. Due to COVID-19 we will need to be creative with the community engagement pieces. Mayor Pope encouraged Council to go online and provide their input. SAO suggested there are some good options for engagement such as a virtual town hall.

7. **Minutes**

- a) Regular Meeting of Council #20-09 Resolution

**'Be it resolved that the Minutes for the Regular Council Meeting, dated April 7<sup>th</sup>, 2020 are hereby adopted.'**

**Motion:** No. 20-10-02  
**Moved by:** Councillor Wever  
**Seconded by:** Councillor Bernard **Motion Carried**

- b) EOC Minutes – April 9, 2020 Information  
Two minor typos were identified. Corrections have been made and will be passed on to EOC.

8. **Old Business**

- a) None

**9. New Business**

a) Move to Electronic Format for Council Meetings

**'Be it resolved that the Council of the Town of Norman Wells hereby approves the recommendation to move Council Meetings to an electronic format for the duration of the current State of Emergency within the Northwest Territories.'**

**Motion: No. 20-10-03**  
**Moved by: Councillor Boyle**  
**Seconded by: Councillor Smith** **Motion Carried**

b) Draft 2019 Audited Financial Statements

**'Be it resolved that the Council of the Town of Norman Wells hereby accepts the draft 2019 audited financial statements with the changes discussed.'**

**Motion: No. 20-10-04**  
**Moved by: Councillor Audet**  
**Seconded by: Councillor Smith** **Motion Carried**

c) Coordinator of Emergency Measures Resolution

**'Be it resolved that the Council of the Town of Norman Wells hereby appoints Randy Sinasac to serve as Coordinator of Emergency Measures.'**

**Motion: No. 20-10-05**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Wever** **Motion Carried**

d) Deputy Coordinator of Emergency Measures Resolution

**'Be it resolved that the Council of the Town of Norman Wells hereby appoints Misty Rayner to serve as Deputy Coordinator of Emergency Measures.'**

**Motion: No. 20-10-06**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Audet** **Motion Carried**

***Councillor Boyle left the call 7:58PM***

e) Letter of Support to Enbridge Resolution

Mayor Pope stated that Enbridge has consulted with the Town extensively; they have been in three times in the past six months to meet.

**'Be it resolved that the Council of the Town of Norman Wells hereby approves providing a letter of support to Enbridge for their renewal application with the Mackenzie Valley Land and Water Board for an Operational & Maintenance Land Use Permit.'**

**Motion: No. 20-10-07**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Wever** **Motion Carried**

***Councillor Boyle returned 7:59PM***

***Councillor Wever left the call 8:00PM***

f) Imperial Oil – Lease of Surplus Houses for COVID-19 Resolution

The SAO shared that MACA and H&SS are aware of the provision of the houses by Imperial. There is some confusion about responsibility, which should be cleared up tomorrow. Imperial will pay for the utilities and the Town will pay for the insurance on the properties.

Councillor Audet inquired about the time line for the leases. Mayor Pope confirmed that the lease is for six months with the possibility to extend if required due to the pandemic.

**'Be it resolved that the Council of the Town of Norman Wells hereby agrees to lease five (5) surplus houses from Imperial Oil Resources NWT Ltd. for the nominal fee of one dollar (\$1.00) to support temporary housing needs in Norman Wells due to COVID-19.'**

**Motion:** No. 20-10-08  
**Moved by:** Councillor Boyle  
**Seconded by:** Councillor Audet

**Motion Carried**

***Councillor Wever returned 8:02PM***

g) Stantec Geotechnical Investigation and Engineering Report Information  
Report attached

Mayor Pope directed Councillors to pages 35-36 of the report, which provided ideas on the problem and remediation needs. Asked Councillors to review the report with the intention to discuss further down the road.

Councillor Boyle inquired if there was anyone available to speak to the report. Mayor Pope stated that we would arrange for someone to join a future meeting. Questions about the report can be sent the SAO in advance so that Stantec can be prepared to address them.

**10. Council Forum**

*Councillor Peachey* – Commented on Mayor's Spring Clean Up email. The Councillor wants to make sure Town staff are taken care of first but then would like to see jobs go to individuals out of work, not companies. Mayor Pope added that this may help out students who have returned and do not have employment due to COVID-19 cut backs.

*Councillor Bernard* – Asked for clarification on land identified in the Stantec report. Mayor Pope confirmed the land in question belongs to the NWLC. Councillor Bernard also asked about the EA Management spreadsheet. Recommended using Office 365 as allows for live documents. Could direct council to folders rather than having to email out documents. The SAO will look into this.

*Councillor Smith* – Inquired about the action item list and whether items raised by Council are being tracked. Mayor Pope will be sending the list of items for the summer projects tomorrow.

*Councillor Audet* – Inquired if the Stantec report can be used to seek funding for the work identified. Mayor Pope and the SAO confirmed yes. As the cost to do the work will be significant the Town will need to find funding to help. Councillor Audet also noted that Jackfish Road still dug up. He inquired if it was the Town's responsibility to get a culvert put in. He believes it is important for people to be able to get out/social distancing. Mayor Pope clarified that the work is GNWT/Infrastructure's responsibility and they promised to have it rectified by spring. He will follow up and get back to Council on this. Councillor Audet also requested that all relevant documents for Council meeting, if possible, be sent out together. Challenging at this time when don't have the printed materials in front of them for council meetings. The SAO stated that administration would do their best to do this. Mayor Pope then addressed the request to get Jackfish Road open. ITI has closed all territorial parks, including McKinnon Park. Council needs to give thought to whether we should open, would it create issues with over crowding. Suggests not a discussion for this evening but to be considered soon.

*Councillor Wever* – Inquired if the Town will be crushing gravel this summer. It was confirmed yes. Councillor Wever then inquired about what clean up Town staff will be doing this spring/summer and if attachments needed for machinery to support this work.

*Mayor Pope* - Stated that the spring/summer maintenance list would be sent the following day. It will outline day-to-day jobs, quarterly jobs, projects and work with contractors.

**11. Correspondence to Council**

a) Minister of Finance – Restrictions to Liquor Sales

**12. Correspondence from Council**

a)

**13. In Camera**

**'Be it resolved the Council of the Town of Norman Wells hereby go in camera the time being 8:25PM.'**

**Motion: No. 20-10-09**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Peachey**

**Motion Carried**

**'Be it resolved the Council of the Town of Norman Wells hereby leave in camera the time being 8:45PM.'**

**Motion: No. 20-10-10**  
**Moved by: Councillor Boyle**  
**Seconded by: Councillor Audet**

**Motion Carried**

**14. Adjourn 8:45PM**

---

**Frank Pope**  
**Mayor**

---

**Cathy Clarke**  
**Senior Administrative Officer**