

**Town of Norman Wells  
Minutes  
Regular Council Meeting #19-05  
Tuesday, March 5, 2019 – 7:00 pm  
Council Chambers**

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<b>Present:</b>	Frank Pope	Mayor
	Alexis Peachey	Deputy Mayor
	Jean-Paul Bernard	Councillor
	Trevor Smith	Councillor
	David Wever	Councillor
	Pascal Audet	Councillor
	Jim Boyle	Councillor

**Regrets:**

<b>Staff:</b>	Darren Flynn	Senior Administrative Officer (outgoing)
	Cathy Clarke	Senior Administrative Officer (incoming)
	Johannie Lapierre	Town Information Officer / Development Officer
	Justin Da Silva	Recreation Manager
	Hugo Pabke	Utility Manager
	Celeste Huntley	Finance Clerk
	Misty Rayner	Finance Manager
	Lee Sacrey	GL Services

**Guests:** Roberta Bighetty, EDO Sahtu Business Development Centre

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Prior to the beginning of the meeting, the Mayor welcomes Cathy Clarke as the newly appointed Senior Administrative Officer. The Council and Administration also congratulates Misty Rayner for the certificate of competence that she received for her high scores in four finance exams.

1. **Call to Order – 7:00 PM**
2. **Declaration of Conflict of Interest**  
None
3. **Review and Adoption of Agenda**

**‘Be it resolved that the Agenda for the Regular Council Meeting, dated March 5<sup>th</sup>, 2019, is hereby adopted.**

<b>Motion:</b>	<b>No. 19-05-01</b>	
<b>Moved by:</b>	<b>Councillor Boyle</b>	
<b>Seconded by:</b>	<b>Deputy Mayor Peachey</b>	<b>Motion Carried Unanimously</b>

4. **Delegations**  
a) Roberta Bighetty, EDO Sahtu Business Development Centre  
Roberta Bighetty presents herself and her work so far in the new position she occupies since the end of January. She is looking forward to working with Council and the Economic Development Committee.

5. **Minutes**  
a) February 19, 2019 Regular Meeting

**‘Be it resolved that the Minutes for the Regular meeting of Council, dated February 19<sup>th</sup>, 2019, are hereby adopted**

<b>Motion:</b>	<b>No. 19-05-02</b>	
<b>Moved by:</b>	<b>Councillor Smith</b>	
<b>Seconded by:</b>	<b>Deputy Mayor Peachey</b>	<b>Motion Carried Unanimously</b>

b) February 25, 2019 Special Meeting

**'Be it resolved that the Minutes for the Special meeting of Council, dated February 25<sup>th</sup>, 2019, are hereby adopted**

**Motion: No. 19-05-03  
Moved by: Councillor Wever  
Seconded by: Councillor Smith**

**Motion Carried Unanimously**

**6. Old Business**

a) Proposed By-Law 19-03 Credit Card Bylaw

Consideration of Third Reading

**'Be it resolved that the Council of the Town of Norman Wells hereby gives Third reading to By-Law 19-03 Credit Card By-law.'**

**Motion: No. 19-05-04  
Moved by: Deputy Mayor Peachey  
Seconded by: Councillor Wever**

The Senior Administrative Officer reminds the importance of this by-law and the differences between the corporate card, the secondary card and the ghost cards. Councillor Audet asks if the limit on the cards is reasonable. The SAO explains that this limit can be forced through CIBC if necessary and that the by-law set up security procedures to prevent excessive expenses

**Motion Carried Unanimously**

b) By-Law 19-04 Councillor Honoraria

Consideration of Third Reading

**'Be it resolved that the Council of the Town of Norman Wells hereby gives Third reading to By-Law 19-04 Councillor Honoraria.'**

**Motion: No. 19-05-05  
Moved by: Councillor Smith  
Seconded by: Councillor Audet**

**Motion Carried Unanimously**

**7. New Business**

a) Signing Authorities

Discussion/Resolution

**'Be it resolved that the Council of the Town of Norman Wells appoints Cathy Clarke, Senior Administrative Officer/Town Manager as signing authority for Administration and revokes Darren Flynn's signing authority, taking effect on March 6<sup>th</sup>, 2019.'**

**Motion: No. 19-05-06  
Moved by: Deputy Mayor Peachey  
Seconded by: Councillor Boyle**

**Motion Carried Unanimously**

**8. Committee Reports**

None

**9. Departmental Reports ( 2<sup>nd</sup> Meeting of each month)**

- a) Town Manager  
The Audit will soon be finalized and will be presented to Council on March 19<sup>th</sup> regular meeting.
- b) Finance
- c) Fire Department
- d) Lands
- e) Public Works
- f) Recreation
- g) Utilities

**10. Council Forum**

Mayor: Council needs to solve the loose dogs' issue and the RCMP could be involved. The SAO asks if Norman Wells ever contracted a dog catcher. This experience has not been effective in the past. Councillor Boyle requests to advise the population that the Town will enforce the Animal Control by-law. Councillor Audet brings the idea to control with tickets to the owners and adds that the Town already has the facilities in place.

Mayor: Comments on the NWTAC AGM 2019. In his opinion, the meeting resulted in a good networking. Councillor Boyle is also satisfied of the meeting and adds that Doug Griffins' presentation was very inspiring.

Mayor: Requests work to update anti-littering by-law and place public notice as the litter showing up around town is on the increase. ( By-Law 05-01).

**11. Correspondence**

a) Fire Marshall Fire Department Assessment

The SAO and Councillor Bernard are satisfied with the meeting with the Fire Marshall. Everybody intends to work to improve the Fire Department. The SAO says that Councillor Bernard and Justin DaSilva are qualified to give many training to the members. He also adds that there a couple of firefighter recruits.

**Received as information**

b) Norman Wells Tennis Federation – Club House

Councillor Smith explains that the Tennis Federation already found the money they need for the project. Councillor Boyle wonder if they plan to expand because what is called a 'club house' is in fact storage shed. The SAO notes that the development permit will clearly identify the purpose of the building. The Norman Wells Tennis Federation will also need a recent letter from the school in support to the application.

**'Be it resolved that the Council of the Town of Norman Wells hereby waives the fees of the Norman Wells Tennis Federation's development permit application and approves the construction of a small storage building adjacent to the tennis courts.'**

**Motion: No. 19-05-07  
Moved by: Councillor Smith  
Seconded by: Deputy Mayor Peachey**

**Motion Carried Unanimously**

Councillor Audet declares conflict of interest and leaves the Council Chambers at 7:48 PM.

**12. In Camera**

a) Town Supply of Granular Materials

**'Be it resolved that the Council of the Town of Norman Wells moves to 'in camera' meeting at 7:48PM.'**

**Motion: No. 19-05-08  
Moved by: Councillor Boyle  
Seconded by: Councillor Smith**

**Motion Carried Unanimously**

**'Be it resolved that Council moves to regular meeting format at 7:53PM**

**Motion: No. 19-05-09  
Moved by: Councillor Boyle  
Seconded by: Councillor Smith**

**Motion Carried Unanimously**

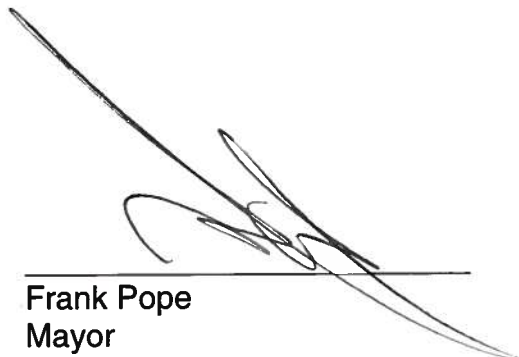
Councillor Audet returns to the Council Chambers at 7:54 PM.

**13. Adjournment**

**'Be it resolved that we hereby adjourn, the time being 7:55PM**

**Motion: No. 19-05-10**  
**Moved by: Councillor Smith**  
**Seconded by: Deputy Mayor Peachey**

**Motion Carried Unanimously**



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Frank Pope  
Mayor



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Cathy Clarke  
Senior Administrative Officer