

Senior Administrative Officer Monthly Report for February 2020

- Audit preparation, Finance Department training and process oversight - ongoing
- Advocacy package, research, strategy planning and composition – preparing packages for Council conference attendance – completed working on action steps going forward subsequent to COW discussion re: advocacy
- NWTAC AGM attendance: solid networking and learning opportunity re: how the NWT operates and priority issues for fellow communities
- Legal issues: wrongful dismissal cases and litigation Catherine Mallon communications with lawyers and insurers – ongoing
- Grant work – compiling comprehensive grants chart of potential monies at all levels of public and private areas to make available for Council perusal and direction, discussion with Recreation/development on available grants for projects such as Jack Fish Lake, Community Plan, Black Bear Jamboree etc.- ongoing
- Research for issues as arise:
 - Best business practices as per Strategic Plan directive – no need to recreate the wheel, will be consulting senior management team on initiatives ie: office painting, SAD lights, ensuring health plan benefits for all staff, looking to further means of communicating with and engaging the community ongoing: re-assessment of VTA/benefits package to staff – ongoing will bring recommended changes to staff benefits package to Council once requisite process complete
- Departmental management on:
 - Landfill work – strategic level
 - Community Plan work – strategic and management level
 - Infrastructure grants, plans going forward – in concert with MACA support and engineers
 - Office training and onboarding plans – for new staff hires and existing for efficiencies
- Bylaw work ongoing as needed and long term
- Community Plan work – ongoing
- Community Economic development discussion planning
- Minimum Engineering Standards work, road work with engineering plans for sub-base, winter road maintenance, planning with Stantec and PW Manager
 - Have received preliminary memo regarding Coastal Erosion study, will have final formal report March/20
 - Report will be complete and delivered mid-March, and will be available to Council
- Ongoing corporate management and change planning

- Kudos to Jen Waterhouse for acting as Public Works Manager and doing a bang-up job!
- Kudos to Misty Raynor for an awesome job prepping for Audit!
- Huge kudos to Gary for not missing a beat in Public Works!

Finance Department

February 2020 Monthly Report

1. Operations

2. Work in Finance

- Operations: the Corporate Credit Card ending in 3833 issued to Misty Rayner was compromised from January 22nd to the end of the month. Total amount compromised was \$1,109.88. an investigation was opened with USBANK Fraud Department for all charges not belonging to the Town of Norman Wells, and in early February all charges incurred were credited back to us. An RCMP file was opened the same day that USBANK was made aware of the charges, however there was not enough information available to lead to finding the individual responsible.
- Accounting Software Conversion – deferred until after Audit to give time for prep-work to be completed in advance of Audit.
- Audit Prep – Revenue Recognition, Accruals for Accounts Receivable, Accounts Payable, Payroll and prepaids, all expense corrections were completed for the year 2019. Reconciled all contribution agreements to an interim Dec 31-2019 report in preparation for deferred revenue to include; Canada Summer Jobs, Community and Public Infrastructure Fund, Gas Tax Fund, Children and Youth Resiliency Program, Youth Contribution Program, Regional Youth Sports Events, Youth Centres Initiative, Celebrate Canada Contribution Agreement, Sport Travel/Equipment Contribution Program, Actua Funding, Volunteer Recognition, Canada Canol Trail Signage Contribution. Reconciled all contracts to determine outstanding liability of the Town for all active contracts.
- Tamarack Computers was on site from Feb 24th to March 8th. Their trip included wireless connectivity between the Town Office and all departmental facilities, network wiring runs, switch deletion where possible, etc.

Council Report

February March 2020

Town of Norman Wells Report



Fire Chief R.W.Sinasac
Norman Wells Fire
Department
February March 2020

Administration Executive Summary

Emergency Calls

Fire	MedEvac/ Medical /Distress/assist Rescue	False Alarms/ Misdial's / Nuisance calls	FD INFO	Training \ Maintenance	Public event / Fire Prevention / public education
			3	10	1

Patient Transport/ MedEvac

None reportable

Station Maintenance /Apparatus/ Equipment

Apparatus/equipment:

- Received upgraded bunker gear for annual rotation
- Additional upgrades done to mobile radio programming and evaluation of repeater system.
- Additional radio equipment purchased by Search and Rescue Group and integrated into station for maintenance and use

Station:

- Order of equipment for door replacement underway

December January 2019

- Review and replacement of computer infrastructure with Tamarack completed, some equipment on order

Documentation:**Communications/radio/dispatching:**

Discussions ongoing with City of Yellowknife have begun exploring logistics of remote dispatching capabilities, ongoing.

Strathcona dispatching discussions on hold pending upgrade to their dispatching center

Training

Received documentation of NFPA 1041 completion for 3 staff members.

Training exercise (joint) for airport scheduled for August 27th Planning meeting completed

Staffing/Recruitment

- One new firefighter recruited

Prevention/Public Education

- Smoke alarm program is in full swing and well received by town and ongoing
- 60 alarms have been provided to Fort Good Hope for coverage in homes
- 60 alarms have been provided to Tullita Fire Department for distribution in that community

By-Law enforcement/ Inspections

- Ongoing review of property standard / demolition issues
- Inspections of town properties is ongoing, meeting with appropriate supervisory staff for property standards/ fire code related issues
- Inspections of Dump property and ongoing discussion for fire related safety issues
- 1 properties visited for licensing and compliance

EMO

- Inventory of existing generators placement and building uses under review
- Existing plan and membership under review
- Hazard and risk assessment for community under review
- Meetings and discussion underway with RCMP, and imperial Oil

OFM/MACA/WSCC

Status report and recommendations forthcoming re- emergency transport for the Town of Norman Wells.

This will go to committee level for review prior to council.

Other initiatives:

Meeting was conducted with Alec Hanna and staff from regional airport staffing / Department of infrastructure re: Emergency response plan / full scale live exercise to be conducted at airport (requirement from transport Canada) which the town department will be participating in.

Tentative date for exercise is end of Aug.

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Governance and Community Engagement Monthly Report – February 2020

1. NWT Status of Women: Leadership Gathering for Women in Norman Wells - February 20, 2020

Attended gathering where Councillor Peachey was one of two speakers. Session attended by approximately 15 community members



2. Attended NWTAC AGM – February 26-March 1, 2020 in Inuvik

Professional Development Sessions:

- Media 101
- Cyber Attacks

Interactive Sessions

- Arctic Inspiration Prize
- Housing Corporation
- LGANT
- Healthy Communities
- Polysubstance/Alcohol Strategy
- Education

3. By-Law Review/Enforcement

- Taxi By-Law – continued work with owner to ensure compliant
- Business By-Law
 - Food Establishment Permit required for mobile meat businesses

4. Have been Acting Public Works Manager since February 11, 2020

Lands Department

February 2020 Monthly Report

The following provides a departmental report from Lands, to serve as a summary of the work/additional work successfully actioned in the past month.

1. **Staffing**

- Writing of the Operations Manual of the Development Officer.

2. **Council / Committees**

- February 4: Council meeting: Preparation/Presentation of possible amendment of the Zoning By-law and acquisition of lot 188 plan 1075 (awaiting end of remediation).
- February 18: Council meeting: Departmental report for January, Preparation/Presentation of the properties eligible for tax sale and request for Senior Tax Relief.

3. **Projects/Permits**

- Selection of the successful proponent for the Community Plan and Zoning By-law renewal.
- Issuance of a demolition permit.
- Research for grants for the 2020 Lands Department projects and meeting with the Economic Development Officer.
- Preparation of the Public Hearing to amend the Zoning By-law (been postponed).
- Preparation of the draft landfill by-law and presentation for the Committee of the Whole.
- Meeting with Heather McPherson (IORL remediation) on February 11.
- Meeting on February 20 with Engagement Officers for Geological Survey of Canada about the Geo-Mapping for Energy and Minerals Program (GEM).
- Public meeting about the IORL reclamation on February 28.

4. **Lease**

- Second meeting of the working group about the GNWT leased properties in tax arrears (February 17th).
- Inspection of a Town owned property leased to a private.
- Follow-up on invoices send to the lessees of Town owned properties.

5. **Assessment/Taxes**

- Follow-up on Grant in lieu and Senior Tax Relief claims.

Public Works Monthly Report – February 2020

- The Governance and Community Engagement Manager has been acting Public Works Manager while the Public Works Manager is away. Began February 11, 2020
- Public Works Foreman's last day was February 21st, 2020
- Developed job description for a Carpenter position to replace the Foreman position
- Coordination of daily Public Works activities
 - Snow clearing/trail maintenance/renovations at Town Office/Weigh Scale/Land Fill/Building checks
- Direction of road maintenance activities with contractor
- Coordination of winter road order delivery
- Liaise with scale calibration company for scheduling Norman Wells weigh scale calibration
- Prepared response to concerns raised about road maintenance/public works operations

**Recreation Department
February 2020 Monthly Report**

The following provides a departmental report from Recreation, to serve as a summary of the work/additional work successfully actioned in the past month.

1. Events and Activities

- Youth and Elder Centre have switched to school hours 1-9.
- Our Youth and Elder Centre continues life-skill workshops for youth such as cooking, baking, music lessons, dance lessons, and homework club. It is now back to after school hours.
- Friday night sports still continues. It happens from 6pm to 9pm every Friday when the gym is available.
- Arena has been operating daily, weekly schedule is available to the public.
- Open skate and hockey programs have been available to the public.
- New speed skating program will happen every Sunday afternoon.
- Recreation department assisted with event operations during the Sahtu Cup and Men's Hockey Tournament.

2. Projects/Miscellaneous

- Arena
 - Arena officially opened in December, attendance has been great.
- Youth and Elder Center
 - Cooking supplies bought for activities and Legos donated for Lego Nights.
 - There has been a total of 482 attendees through the month November and December at the Youth Centre.
- Fitness Centre
 - 9 fitness centre passes have been purchased or renewed in the month of January.
 - We have started looking at replacing older and damaged equipment.
- Parks/Trail
 - Working with Public Works on snow clearing for the Canol Heritage Trail and the Norman Wells Trail.

Regards,

Alex Millette, Recreation Director

Utilities Department

February 2020 Monthly Report

1. Staffing

- The Utilities Department is currently fully staffed

2. Department Operations

- Utilities staff have been working with AWI to prepare for filter underdrain replacement. Utilities staff have organized shipping of all stock items for this project up to Norman Wells on the winter road. The location for the new air scour system has been selected. Wiring for the blower for the new air scour system has been set up. Utilities staff have begun preparing filter box for this project.
- Cleared sewage blockage February 27th caused by rags in sewer line
- Began receiving items ordered on winter road including semi annual chlorine order and back up truckfill motor
- Worked with staff from Tamarack Computers February 28th and 29th to review computer needs of utilities department, Tamarack Computers installed new hardware at Water Treatment Plant to allow for better connection between Water Treatment Plant and server at town office
- Met with SAO and Arlen Foster from Stantec to discuss engineering services that Stantec provides to the Town of Norman Wells, discussed past work Stantec has done for town and future work
- Completed all orders for items that need to be shipped up on the winter road
- The utilities staff have had a number of nuisance alarms from boiler 004 at the raw water building, BCI have been investigating possible causes of alarms
- There was a freeze up on the water lines at the sewer lift station, the area that froze up has been isolated and there is water service to the lift station
- Completed annual cleaning of plastic tubes and walls of settling chamber



Hugo Pabke, Utilities Manager