

**Town of Norman Wells
Minutes
Regular Council Meeting #20-01
Tuesday January 7th, 2020, 7:00pm
Council Chambers, Town of Norman Wells**

Present:	Frank Pope Alexis Peachey Pascal Audet Trevor Smith David Wever	Mayor Deputy Mayor Councillor Councillor Councillor
Regrets:	Jean-Paul Bernard Jim Boyle	Councillor (Personal) Councillor (Personal)
Staff:	Cathy Clarke Jennifer Waterhouse Johannie Lapierre Misty Rayner	Senior Administrative Officer Community Engagement & Governance Development Officer Finance Manager
Delegation:	Anita Lenoir Donald Fillmore	NWT Housing Corporation NWT Housing Corporation
Guests:	Chris Chivers Cindy Collier	

1. Call to Order 7:00PM

2. Declaration of Conflict of Interest

Councillor Smith declared a conflict of interest on item 8a – Municipal Land Use Application due to employment with NWT Housing. Accepted by Mayor Pope

3. Review and Adoption of Agenda

'Be it resolved that the Agenda for the Regular Council Meeting, dated January 7th, 2020 is hereby adopted.'

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

Motion Carried

4. Delegation

Agenda item 8a moved up due to attendance of NWT Housing Corporation delegates

5. Departmental Reports Second meeting of each month

- a) Town Manager
- b) Finance
- c) Fire Department
- d) Governance & Community Engagement
- e) Lands
- f) Public Works
- g) Recreation
- h) Utilities

6. Minutes

- a) Regular Meeting of Council #19-24

Resolution

'Be it resolved that the Minutes for the Regular Council Meeting, dated December 3, 2019 are hereby adopted.'

**Motion: No. 20-01-02
Moved by: Councillor Smith
Seconded by: Councillor Wever**

Motion Carried

7. Old Business

8. New Business

a) Municipal Land Use Application

Resolution

Councillor Smith left the Council Chambers at 7:01PM

The Development Officer summarized information provided in the Briefing Note regarding the application by the NWT Housing Corporation for the purchase of land for three new single family dwellings on Marten Avenue. Requested Council's approval to continue with the usual disposal process.

Mayor Pope inquired about the timeline, whether building supplies would be brought up on the winter road or via summer barge. Donald Fillmore indicated that supplies would be brought up via summer barge.

Councillor Peachey inquired whether a price for the land has been finalized. Mayor Pope stated that the cost will be finalized at the next Town Planning and Land Use Committee meeting.

David Fillmore inquired whether there was any preference by the Town on the type of building construction. The Development Officer shared that there are different requirements based on the type of construction. These will be brought to the next Town Planning and Land Use Committee meeting

'Be it resolved that the Council of the Town of Norman Wells hereby approves that Administration continues the land disposal process for the Marten Avenue project.'

Motion: No. 20-01-03
Moved by: Councillor Wever
Seconded by: Councillor Peachey

Motion Carried

Councillor Smith return to the Council Chambers at 7:06PM

b) IT Services Budgeted versus Actual Costs

Resolution

The Finance Manager provided an explanation as to why the actual costs for IT Services are higher than the budgeted costs.

The Senior Administrative Officer (SAO) added that estimate was based on service provided to a similar sized organization but after assessment the existing Town infrastructure was at a much lower level than expected and the Town's needs were larger.

Councillor Peachey inquired about what costs. The Finance Manager clarified that the total cost is approximately \$60,000.

Councillor Wever inquired about where the funds for the increase will come from. The SAO indicated that they could be taken from the Operational Reserve. The Finance Manager also suggested that funds could be taken from the Bank Fees as actual costs were less than anticipated so there are funds available there.

Councillor Wever inquired about how often upgrades would be needed for the Town IT Services. The Finance Manager stated that many of the programs are now subscription based and upgrades are built into their annual fees. The Finance Manager also clarified that the recent hardware replacements were separate from these IT Services costs. The SAO also shared that Tamarack is also working with another organization in Town and there may be opportunities to piggyback services in order to share costs.

Councillor Audet inquired whether the Finance Manager if they were comfortable with the value receiving from Tamarack. The Finance Manager indicated that they were.

'Be it resolved that the Council of the Town of Norman Wells hereby approves the difference between the budgeted cost of IT Services and the actual cost of IT Services for a total sum of \$34,672.00 exclusive of GST.'

Motion: No. 20-01-04
Moved by: Councillor Wever
Seconded by: Councillor Smith

Motion Carried

c) Request for Donation for the Norman Wells Veterinarian Clinic Resolution
Councillor Wever inquired whether these funds had been budgeted for. The Finance Manager confirmed that they had.

Mayor Pope directed Administration to confirm donation to Dr.Kutz.

'Be it resolved that the Council of the Town of Norman Wells hereby approves the sum of \$10,000.00 for the provision of veterinarian services in Norman Wells by the Faculty of Veterinary Medicine, University of Calgary.'

Motion: No. 20-01-05
Moved by: Councillor Peachey
Seconded by: Councillor Smith

Motion Carri

9) Committee Reports

- a) Recreation Committee - None
- b) Economic Development Committee - Note
- c) Town Planning and Land Use Committee - Attached

Councillor Wever shared highlights from the Town Planning and Land Use Committee report.

- Development Officer workload
- Budget for 2020

10) Council Forum

Councillor Smith – Shared concern about the plowing of roads. Inquired whether HRN could be directed to build up shoulders as cars are being sucked into the leveled snow along the side of the road. Mayor Pope directed Public Works to determine the best style of plowing and to speak with the contractor about it.

Councillor Peachey – Expressed concern that the line of sight at some intersections is getting blocked due to snow mounds. Public Works may need to begin hauling snow out of town. Mayor Pope directed Public Works to look at snow removal.

Councillor Wever – Inquired about the necessity of telephones in public buildings as most staff now carry cellular phones. Finance Manager explained that landlines are used at the Community Hall for teleconferences when space rented for conferences. They are also in place for emergencies.

Councillor Audet – Suggested that Public Works consider beginning ditch cleanup work while ground still frozen as many ditches are too wet throughout the spring and summer to allow for the use of machinery.

Mayor Pope – Directed Administration to set up a meeting with Imperial Oil Ltd (IOL) and request that the IOL individual responsible for local housing be in attendance.

Mayor Pope requested that Councillor's identify their top three priorities for 2020 and bring them to the next meeting. Mayor Pope indicated that his include by-laws and policies.

11) Correspondence to Council

- a) Climate Caucus Invitation – attached

Mayor Pope recommended that a member of Town Council join the Climate Caucus. Suggested it may be a good forum to gather information and identify potential funding sources. Mayor Pope volunteered to be the representative.

12) Correspondence from Council

- a) Response to Public Utilities Board

Resolution
The Finance Manager provided a brief explanation of the Response to the Public Utilities Board (PUB) report shared with Council. The Finance Manager indicated that there are a few minor gaps due to data that was not readily available. It was decided that since the accuracy of some the data could not be confirmed and it went beyond what was requested by the PUB that it could be excluded.

Councillor Audet inquired as to why the PUB wanted this information. The SAO explained that the PUB was not aware that the Town had converted from gas. The Finance Manager added that there is no record of any communication with the PUB since 2006.

'Be it resolved that the Council of the Town of Norman Wells hereby authorizes Administration to submit the Response to the Public Utilities Board report as presented'

**Motion: No. 20-01-06
Moved by: Councillor Audet
Seconded by: Councillor Peachey**

Motion Carried

**13) In Camera
None**

14) Adjourn 7:35PM



**Frank Pope
Mayor**



**Cathy Clarke
Senior Administrative Officer**