

**Town of Norman Wells  
Minutes  
Regular Council Meeting #19-21  
Tuesday October 15<sup>th</sup>, 2019, 7:00pm  
Council Chambers, Town of Norman Wells**

<b>Present:</b>	Alexis Peachey Pascal Audet Trevor Smith Jean-Paul Bernard	Deputy Mayor (Chairperson) Councillor Councillor Councillor
<b>Regrets:</b>	Frank Pope Jim Boyle David Wever	Mayor (Personal) Councillor (Work) Councillor (Personal)
<b>Staff:</b>	Misty Rayner Johannie Lapierre Shawn Donahue Hugo Pabke Alex Millette	Finance Manager/Acting Senior Administrative Officer Secretary/Development Officer Public Works Manager Utility Manager Recreation Director
<b>Delegation:</b>	Tim MacDonald	Corporal RCMP
<b>Guest:</b>	Cindy Collier	

1. **Call to Order – 6:58PM**
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 October 15<sup>th</sup>, 2019 is hereby adopted as amended to add the Black Bear Jamboree financial report to 8a) Recreation committee and the 2 letters received from the Royal Canadian Legion to 9a) Correspondence to Council.’**

**Motion: No. 19-21-01**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Bernard**

**Motion Carried**

4. **Delegation**  
a) RCMP – Cpl. Tim MacDonald Norman Wells Mayors Report Information/Discussion

Corporal MacDonald presents the highlights of the monthly report such as the RCMP’s participation to the Black Bear Jamboree event, in Zac Brown’s visit and in the Walk for Suicide Prevention. He adds that the presence on the water for patrol will increase as they will receive a new boat. M. MacDonald also reminds that a “serious almost incident” happened on the Northwestel tower and so work is currently being done to change the gate. He concludes by noting that the numbers are down compared to last year as well as the expenditures. There is an upcoming training for a staff member.

Councillor Audet: Wonders if we can attribute the lower numbers to something specific.

Corporal MacDonald: Not exactly. Maybe more of a presence as we heard that we are being seen out more.

Councillor Audet: Comments that it is a good thing to see lower numbers with a bigger presence.

Corporal MacDonald: Agrees. He can say that almost all the calls are alcohol related and that a lot of them are concentrated to a specific building. He then expresses that the people in the community are great.

**Information received**

**5. Minutes**

- a) Regular Meeting of Council #19-20 draft minutes

Resolution

**'Be it resolved that the Minutes for the Regular Council Meeting, dated September 17<sup>th</sup>, 2019 is hereby adopted as amended to correct the name of the College of the Rockies on p.4.'**

**Motion: No. 19-21-02**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Bernard**

**Motion Carried**

**6. Old Business**

None

**7. New Business**

- a) Summary of Land Corporation Meeting with Deputy Mayor Peachey Information  
Deputy Mayor Peachey relates that the meeting's purpose was to being a fresh relationship with the Norman Wells Land Corporation.

Councillor Smith: Inquires if she needs the Council members to attend the next meeting.

Deputy Mayor Peachey: Replies that it is up to them and states that she will present the strategic plan and look at some goals to work on. The meeting will be held on Thursday at 5PM at the Norman Wells Land Corporation..

Councillor Audet: Inquires if the Land Corporation has a strategic plan.

Deputy Mayor Peachey: They have a mandate that they provide to their members about well-being, health, economic development, etc.

**Information received**

- b) Response to information request to the Public Utilities Board of the NWT Resolution  
The Acting Senior Administrative Officer explains that the Public Utilities Board is looking for an acknowledgment and a confirmation that the Town will comply with their requests with an estimated timeline. She adds that the letter was not received at the time they claim they sent it and that Administration can provide the information they need.

Councillor Bernard: What is the new deadline?

Acting Senior Administrative Officer: We will name it.

Councillor Audet: Remarks that it appears like they think we are still on natural gas.

Acting Senior Administrative Officer: We send our rates but we have just figured out that they have not been updated.

Councillor Audet: Some requests seem hard to answer so will it be a lot of work to compile the information?

Acting Senior Administrative Officer: The compilation would have been done at the time so with our records, we should be able to provide it.

**'Be it resolved that the Council of the Town of Norman Wells hereby authorize Administration to issue response to the Public Utilities Board of the NWT on the chronology of events since the conversion off of Natural Gas along with related information as requested in writing.'**

**Motion: No. 19-21-03**  
**Moved by: Councillor Audet**  
**Seconded by: Councillor Smith**

**Motion Carried**

- c) Municipal Lease Agreement for Lot 2109 Plan 1515

Tabled

Due to unforeseen development, Council decided to give Administration more time to consult with legislation so the members agreed to table the matter so it will be presented at the next meeting.

**8. Committee Reports**

- a) Recreation Committee Tabled  
Councillor Smith requests to bring the Black Bear Jamboree financial report to the Recreation committee before presenting it to Council so Council members agrees to table the matter so it will be presented at the next meeting
- b) Economic Development - None
- c) Town Planning and Land Use Committee - None

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

a) Town Manager  
The Acting Senior Administrative Officer informs Council that the SAO is ill today and so she is unable to attend. She informs that the SAO is working on her report and that it will include the cross-examination that she went to. Still on behalf of the SAO, the Acting Senior Administrative Officer states that Administration acknowledges that the timing of the posting about the daycare was not optimal but advises that the Management team is working on a policy.  
Deputy Mayor Peachey: Wonders when Council will be able to work on the budget and when it is due to MACA.  
The Acting Senior Administrative Officer will bring the request to the SAO.

b) Finance - Report  
Councillor Audet: Inquires if the reference to budget in the finance report is related to the elaboration of the new budget.  
The Acting Senior Administrative Officer: It refers to meetings with the Management team before meeting with Council. We had a meeting to present the current situation and a five year trend. We will soon have another meeting to discuss and negotiate about what each department wants and then it will be time to meet with Council members to get to a proper draft.  
Councillor Bernard: Wonders if the server is local or a cloud one and if it serves multiple purposes.  
The Acting Senior Administrative Officer: It is a local one. It requires some parameters for the accounting software as it is the biggest program that we run but the server services the entire network. Internet reliability has been determined as an issue with having a cloud server.

Deputy Mayor Peachey: Requests the current salary grid prior to the budget meeting.

c) Fire Department - Report  
The Acting Senior Administrative Officer advises that the Fire Chief is on leave until this Saturday.

d) Lands - Report  
The Development Officer announces that she had started to add content on the lands section of the website.  
Councillor Audet requests an input on the Sahtu Land Use Plan presentation.  
The Development Officer comments that some ideas could be used for the review of our own Community Plan because even if the Sahtu Land Use Plan is about the lands outside of Norman Wells, a dialogue should exist as we face similar issues.

e) Recreation - Report  
The Recreation Director points that they have started the program with the school and advises that it has been well received by the kids.

f) Public Works - Report  
The Public Works Manager wonders where Council would you like to see Norman Wells in 10 years and what should the Public Works department concentrates on. He informs that the backhoe recently purchased already permitted to save money.  
Councillor Audet: Replies that the 10 years plan has to be discussed but we have the Strategic planning. He gives the example of the vegetation (willows) in the ditches that needs to be cleared.  
Public Works Manager: advises of the work already done about the vegetation and continues with his thoughts about the roads, such as the culverts and the product used on the road (DL10) and his interest to seek for alternatives. He agrees that many things in town would "need love". The Public Works Manager also announces that Gary Mickalyk has been hired to coordinate the landfill and that he will be the one using the backhoe the most.  
Councillor Audet: Notes that the guard rail coming to town is too narrow.  
Public Works Manager: Agrees and adds that the ones by the heritage and by the water plant are too. He is also looking for a new place for the gazebo that has been removed from the field. He distributes pictures of the damages at the old daycare after the break in and expresses the work done in the yard, the intention to try saving the building despite the actual bad condition.

Councillor Audet: Brings feedback from some businesses that have made donations to get the daycare going.

Public Works Manager: Explains that the building would not be conform for public use and that he needs to clear everything first in order to evaluate if the mold can be removed and if the building can be used, maybe as storage. It would be a way to save the Town's asset as it has not been operated for 5 years, despite the previous attempts.

Councillor Audet: Inquires about when the most recent assessment has been done on the building. The Acting Senior Administrative Officer informs that it is assessed by the insurer every year.

Deputy Mayor Peachey: Questions if there is still fuel in the heating tank.

Public Works Manager: No.

Councillor Audet: Wishes to remind the population that it doesn't mean the impossibility for a daycare in town and that this building had been rebuilt from three abandoned houses.

Councillor Bernard: Wonders about the side walks.

Public Works Manager: Informs that the Recreation Director and he are working on that, relates the work already done on the trails and the intention to continue by installing benches.

Councillor Smith: Inquires if Administration compiled a list of issues raised at Council meetings as a lot of them are related to Public Works department.

Acting Senior Administrative Officer: It would be part of a town clerk's job. The SAO is currently looking at a position that would be a mix of a town clerk and an administrative assistant. In the meantime, we review the Council minutes regularly.

Councillor Audet: Comments that the Council meeting minutes are valuable as the Day Care for example has been discussed before at Council meetings.

Deputy Mayor Peachey: Reminds that the Mayor informed Council that the SAO and him answered positively to a meeting request but no representative of the association showed up at the meeting.

Councillor Smith: Asks if the new guy has already started?

Public Works Manager: He started last week and there have already been some organization changes at the landfill as well as education to the public. He also adds that he is in contact with businesses interested to get metal and tires. The scale needs to be calibrated but it can't be this year as it is an expensive work.

Councillor Audet: Informs that a contractor from Fort Simpson would be interested by batteries and would have bins to transport them. Contact information will be provided to the Public Works Manager.

Councillor Audet: Wonders if putting a camera would be a good idea.

Public Works Manager: Explains that people are usually on board when they get explanations.

g) Utilities - Report

Utility Manager: Explains that most information on the report is on-going operations that were already discussed. He also informs that he got some quotes for the fire pump that needs work so it will be presented to Council at the next meeting.

Councillor Smith: Advises that a box located on Riverview has been hit (in front of Suzanne's house).

Councillor Audet: Wonders about the fencing at the lagoon because he fears that kids could try to go skidoo on it in the winter as a lot of people are using the trail by there.

Utility Manager: Will look into that.

h) Action Item List

10. Council Forum

11. Correspondence to Council

a) Annual Children's Christmas party

The Acting Senior Administrative Officer informs that Council approved the requested donation of a thousand dollars in the past.

**'Be it resolved that the Council of the Town of Norman Wells hereby authorizes Administration to donate \$1000 to the Royal Canadian Legion for the Annual Children's Christmas party.'**

**Motion: No. 19-21-04**  
**Moved by: Councillor Audet**  
**Seconded by: Councillor Smith**

**Motion Carried**

b) Annual Wild Game Dinner and Auction

The Acting Senior Administrative Officer informs that a print from a local artist and a one year gym membership were usually donated in the past.

Deputy Mayor Peachey: Inquires on the average cost for the print

Acting Senior Administrative Officer: \$250 or less. She also adds that the Council's budget for donation is already spent.

Councillor Smith: recommends doing the same donation as in the previous years.

**'Be it resolved that the Council of the Town of Norman Wells hereby authorizes Administration to donate \$500 to the Royal Canadian Legion for the Annual Wild Game Dinner and Auction.'**

**Motion: No. 19-21-05**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Audet**

**Motion Carried**

**12. Correspondence from Council**

a) None

**13. In Camera**

a) Staffing

**'Be it resolved the Council of the Town of Norman Wells hereby go in camera the time being 8:12PM.'**

**Motion: No. 19-21-06**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Audet**

**Motion Carried**

**'Be it resolved the Council of the Town of Norman Wells hereby leave in camera the time being 8:16PM.'**

**Motion: No. 19-21-07**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Audet**

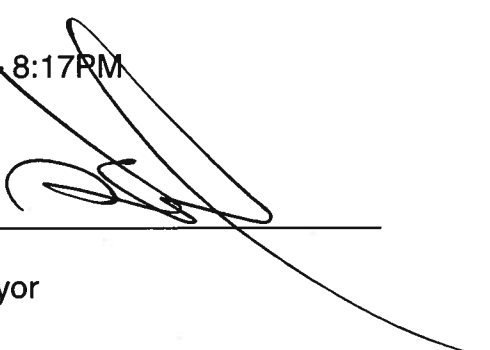
**Motion Carried**

**'Be it resolved the Council of the Town of Norman Wells has executed the Senior Administrative Officer's 6 month performance appraisal and hereby declare Mrs. Clarke to have passed her 6 month probation; thereby we authorize administration to effect the changes required as per her employment contract.'**

**Motion: No. 19-21-08**  
**Moved by: Councillor Audet**  
**Seconded by: Councillor Smith**

**Motion Carried**

**14. Adjourn - 8:17PM**



Frank Pope - Mayor



Cathy Clarke - Senior Administrative Officer