

**Town of Norman Wells
Minutes
Regular Council Meeting #19-12
Tuesday, May 21, 2019, 7:00pm
Council Chambers, Town of Norman Wells**

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

Regrets:

Staff:	Cathy Clarke	Senior Administrative Officer
	Justin Da Silva	Director of Recreation
	Misty Rayner	Finance Manager/Acting Town Clerk
	Hugo Pabke	Utility Manager

Guests: Harold Harris
Cindy Collier

1. **Call to Order - 6:59PM**
2. **Declaration of Conflict of Interest**
None
3. **Review and Adoption of Agenda**
Deputy Mayor Peachey commented that the meeting sequence should be #19-12 instead of #09-09 as stated.

'Be it resolved that the Agenda for the Regular Council Meeting, dated May 21st, 2019, is hereby adopted.

Motion: No. 19-12-01
Moved by: Deputy Mayor Peachey
Seconded by: Councillor Wever

Motion Carried

4. **Delegations**

a) Harold Harris

Harold has been paying taxes since 1982. He owns one residential property, and leases one industrial and one residential property. Harold commented that he didn't want to be involved in these properties, but ended up leasing them from MACA. Harold had wanted to purchase the properties for title ownership. Due to Harold's status as a pensioner, he claims he has to use RRSP money to pay his lease payments. Harold claims he has received letters from MACA on collections, as well as letters from the Town to clean up the properties. Harold further claimed the Town attempted to force him to pay assessed value for the properties. Why would I clean them up and improve to make them worth more, to have to pay more taxes on the re-assessed value. Harold formally requested for Council to help him get title for the property. Harold stated he cannot pay the \$60,000.00 that was previously requested for the properties. Harold explained that as he understands it, MACA turns the property over to Town for \$1.00, and then the Town turns over to the purchaser. Harold explained that if he has the title, he can try to sell the properties, or mortgage them. Harold claimed that he has been paying lease on one of the properties for more than 20 years, and the other lease on the second property for more than 10 years. Mayor Pope asked Harold if he pays the lease payments to MACA. Harold responded that he does. Mayor Pope asked that for the town to get involved, MACA would have to turn land over to the Town? Harold responded that the Town would have to apply for it. Mayor Pope stated that Council will speak with everyone involved and attempt to get Harold a timely resolution on this matter.

5. Minutes

- a) Regular Meeting of Council #19-11 May 7th, 2019 **Resolution**

'Be it resolved that the Minutes for the Regular meeting of Council #19-11, dated May 7th, 2019, are hereby adopted

Motion: No. 19-12-02
Moved by: Councillor Boyle
Seconded by: Deputy Mayor Peachey **Motion Carried**

- b) Economic Development Committee – April 19th, 2019 **Resolution**

'Be it resolved that the Minutes for the Economic Development Committee, dated April 19th, 2019, are hereby adopted

Motion: No. 19-12-03
Moved by: Deputy Mayor Peachey
Seconded by: Councillor Wever **Motion Carried**

- c) Town Planning and Land Use Committee – March 18th, 2019 **Resolution**

'Be it resolved that the Minutes for the Town Planning and Land Use Committee, dated March 18th, 2019, are hereby adopted

Motion: No. 19-12-04
Moved by: Councillor Audet
Seconded by: Councillor Boyle **Motion Carried**

Mayor Pope stated that Committee minutes must go back to the Committee for approval, before coming to Council. Because of this there is quite the delay between a meeting, Committee approval of the minutes, and then back to Council. Councillor Wever stated that it may be possible to get the minutes out sooner if they can approve them via email. Councillor Wever then asked if minutes can be approved via email The SAO has clarified that yes, Committee minutes can be approved through email. Mayor Pope stated that the Town will have that take effect right away.

6. Old Business
None

7. New Business

- a) Letter of Reference for Norman Wells Historical Society **Resolution**

'Be it resolved that the Council of the Town of Norman Wells hereby gives approval for the Mayor to sign indicating support from the Town of Norman Wells for the Historical Society to Continue Operations.'

Motion: No. 19-12-05
Moved by: Councillor Smith
Seconded by: Deputy Mayor Peachey **Motion Carried**

Mayor Pope requested clarification on what Council is being asked to approve? The SAO clarified that it is a letter of support for operational funding; we do not have to do anything for them. Councillor Wever stated that the Town may be in a position to help the Historical Society; potentially suggest to them to incorporate the Historical Society into a visitor center to expand their funding options. Mayor Pope stated that perhaps the Historical Society can write to the Town requesting what assistance they might need. The SAO stated that administration can facilitate that if asked. Mayor Pope suggested that Administration give them this letter and discuss with the Historical Society options to expand and Council's interest to help their operations and see them expand into visitor center. Councillor Boyle stated that the historical Society does not advertise themselves as such; it would introduce a better layout to their floor plan as well. Councillor Smith stated that the sign does say visitor center. Mayor Pope stated that we could also help with website. The SAO stated that Ms. Chubb is scheduled to come into the office first thing in the morning.

8. Committee Reports
None

9. Departmental Reports (2nd meeting of each month)

a) Finance

Administration commented that the negative numbers on the Income Statement are caused by an accounts payable accrual from prior year which was reversed in the New Year. The accounting software was not yet closed by end of Quarter 1, which is what created the negative balances. Deputy Mayor Peachey requested clarification on the variance lines within the Income Statement which populate with negative amounts where there is no expense under the actual column. Administration requested an example to reference; Deputy Mayor Peachey drew attention to the Recreation Department training line which has the variance reporting as a negative. Administration clarified that the formula within the variance line is calculated as actual column minus the budget column. Councillor Audet requested clarification on an item in the Schedule of Accounts – Cheque Disbursement; a \$23,000.00 Stantec payment labeled as priority review. Administration stated that the payment was for a few invoices which included chip-seal roadwork; labeled as AST Priority Review. The Town had brought Stantec in to look at the work and costs involved in bringing the road base up to a sufficient level/standard prior to applying chip-seal. The payment included expenses to fly in the contractor and equipment. Councillor Audet asked if the report would come to Council at some point. Administration clarified that the report had been received, and was used to apply for the ICIP (Investing in Community Infrastructure Projects) federal funding because our BCP/SCF (Building Canada Plan/Small Communities Fund) was strictly for the application of chip-seal and not for road base work. Mayor Pope requested that in future we apply commas and periods in the figures to make it easier to read. Mayor Pope requested clarification on Fire Department Honorarium line reporting at \$180,000.00 but only spent just under \$6,000.00 with a variance of 174,000.00; why is the figure so high? Administration explained that during the budget process, we had budgeted for a Fire Chief in case Council decided that they had wished to hire, which is why that line is so high, it would include Housing Allowance, VTA, Group Insurance, RRSP, etc. for that full time staff member as well as accommodate wages for your paid on call firefighters.

b) Utilities

Job ad is closed for the utilities worker for the Utilities Department. Mayor Pope asked how many applicants? The Utilities Manager responded that there were 6 total, all local. Councillor Wever asked what PLC issues the equipment was having. Administration clarified that the PLC included a trending page to track data which include flow rates, when the pumps come on, how long the pumps run for the Sewer Lift Station. The Town had given remote access to try to access and fix, but have had a lot of issues. These issues have since been fixed in May.

c) Lands

No Questions

d) Recreation

Recreation has begun to apply for grants through MACA, and are currently sitting at about \$70,000.00; which include four more additional grants that were applied for in May. This funding does not include training which we can have covered through professional development grants up to \$2,000 per person per course and no limit to number of applications. Spring Fling recap report is on the website which explains what took place, how many attendees and such. Pool work is ongoing. The EHO (Environmental Health Officer) visited the Fitness Center, Arena, and Community Hall. Mayor Pope asked for an update on the Swimming Pool progress. Administration clarified that the Whiponic carpenter was in the pool on Friday for final measurements to complete the quote. Our crew will supplement as labor on the project to cut costs. Hope to begin work as early as Friday. All testing packages as well as package for EHO is complete with exception of testing required once water is in the pool. Mayor Pope asked if we were on target for an opening date. Administration stated that we are hoping for latest opening date of June 14th, but it is highly dependent on weather, we can only heat the pool so much as it is uninsulated.

e) Public Works

Ditches and culverts were the main item in April. Our Civil Works contractor has most of that work. The Public Works crew has begun to brush the utilidor; they are doing a really good job. Recreation and the Utilities Manager did the walk around with our Civil Works contractor on the Sewer Main Rehabilitation work (Mackenzie/Tulita/Franklin/Riverview streets). Minor concern was seen in some areas; a recommendation that we lay seed to assist with moisture buildup/pooling. There was a recommendation on Riverview for a culvert to be installed to assist with pooling water. Councillor Smith commented that the EHO had some concerns and that the report is included; but is not. Administration clarified that the EHO concerns were the debris flying away/containment, and that we look to be reaching cell capacity. The EHO cannot enforce anything at the landfill, and only issues recommendations. Councillor Bernard asked if we are still checking playgrounds. Administration clarified that we are keeping the playgrounds as a priority, working on a solution to get some material in there and level out the ground to deal with the pooling water. Additionally there is a course available through MACA to issue certification for maintenance and inspection on playground equipment.

f) Town Manager

Councillor Wever asked if the yardstick audit report would be received soon. Administration clarified that the Town was told it would take six to eight weeks to finalize; mid to late June before we have sight of it.

Received as information

7:25PM Break to present departure gift/token of appreciation to Justin DaSilva, Recreation Manager whose last day with the organization will be May 24th, 2019. Council Resume 7:29PM

10. Council Forum

Councillor Smith: The Riverview utilidor work; boxes were built around some valves, they are not marked, and they stick out of the ground a foot and a half. Is anything going to be done with that? Administration clarified that boxes are the way to go, they will be marked with post and flag like a culvert. Mayor Pope requested follow up on that in winter season for snow, so that they are not hit.

Deputy Mayor Peachey: The minutes for Mar 26, 2019 meeting are not posted online; the information meeting between Council and SHSSA. Mayor Pope asked me to take the lead on the Self-Government discussions, looking to get together a document with points on the chapter 6 section before meeting with the self-government team. If anyone has anything they would like to include, please submit before June 18th, as that is when I'd like to put before council for approval.

Councillor Wever: suggest setting up a booth at the farmers market or events which would include Council sitting there so the public can chat with us, in shifts of an hour each. Looking for a date for the town-wide garbage cleanup day. A lot of people are walking on the roads, lots of puddles on the trail along Canol Drive, maybe Public Works can get some gravel to level out the pooling areas. The Town of Norman Wells receives population based funding, a population that can be overlooked is a shadow population which would include camp workers; this population is important to account for because those people require the services of the Town too. Mayor Pope mentioned that the population number is based on Census, but we can ask the question.

Councillor Boyle: follow up on outstanding request for Road Maintenance; specifically Jackfish Lake, Ski Cabin Road, and DOT Lake Road from Coast Guard to the end of the road. Mayor Pope and the SAO have spoken to the Civil Works contractor in regards to the road maintenance; the Town of Norman Wells had stored one tanker of DL10 over the winter in totes, so the road oil can be applied earlier than usual as we do not need to wait for the barge.

Administration clarified that they had graded the road once since the issue was raised. Discussions have been had regarding getting road material onto Jackfish Lake and the Ski Cabin Road. Mayor Pope mentioned that normally the road work does not begin until June. We have been fortunate that the weather has been there to take the frost out of the ground, as well as allow us to apply the DL10 earlier. After the meeting tomorrow with the Civil Works contractor, the SAO will send a report to Council detailing the outcome of the meeting.

Councillor Audet: glad to hear about walk around/drive with the Civil Works contractor. The culverts at the junction of Mackenzie Drive and Otter Road presents an extremely dangerous situation with the torn up culverts, don't want to think of what would happen if anything or anyone hit the culverts. The Town Office parking lot has not been swept, road dust is horrific; the point of chip-seal was to reduce the dust. All sanding material sits on edges of road and gets blown back onto the road by vehicles. Box sweeper is what is needed to keep material out of the ditches, will give ability to reuse the material for sanding in the following year.

Councillor Bernard: community clean-up – encourage fire smart clean up with pick up ability. New email system suggestion – something like MS office for business – would allow us to access/alter documents on the fly. Administration clarified that the Town can absolutely look into doing.

Mayor: Mack house update; spoke to Brian Davison; one of the owners of the lot. Insurance paid out 6 weeks ago from the fire the building suffered in October of 2017. The first thing they did was pay their property tax at the Town, Brian has expressed a desire to meet in 2 weeks' time. The owners of the Mack House are contemplating completely getting rid of the entire structure, or they may take the burnt sections out and leave rest if it proves feasible to be upgraded. They currently have no concrete timeline, but the plan is underway. Had a good meeting with Imperial Oil Ltd. Was trying to get a meeting with Council, but the Operations Manager was leaving that day. Imperial has a 30 year plan; 10 years' operating, 20 years of remediation/cleanup, and are actively working on long term management plan. Imperial will meet with Council and the public along the way. Imperial is also doing an aquatic study on the islands and will keep us informed as it goes; consultations on the islands and whether they will be removed or not are underway. 350 wells were drilled, and half are still producing. The Federal Government is 33.33% partners with Imperial. The topic of Imperials 100th anniversary in 2020 was discussed; and they hear our message loud and clear about helping Town with projects and leaving a legacy. Began discussions on piggybacking our remediation needs along with theirs, further discussion is required, but Imperial is not adverse to discussion. A request was made for someone from retail part of Imperial; distribution of fuels to come in and explain prices at the pumps here. Deputy Mayor Peachey will send an email to her contact. Mayor Pope mentioned price gap between us and communities fuels his wish to have them explain themselves. Have been speaking with community on new revised black-bear jamboree/homecoming; it is the early stages, still need to speak with Recreation. The point of it is the want to tell people thanks for sticking by us and we are on the way back. Black-bear Jamboree was a great way to help to bring the community together. The Town has received commitment from imperial that quarterly meetings with Council will take place going forward. Every Council has a fund where they give council members \$700.00 per term for upgrading electronic equipment to better assist communications. FCM –we have received a message back from our member of parliament that mister Champagne was trying to organize a meeting with the Prime Minister Trudeau to listen regarding issues of resupply, river water levels and state of the winter road. The Strategic Plan has been issued to Council tonight as most up to date version. Council will meet in June for any comments for change. Mayor Pope suggested putting our logo on it and giving to community after comments received from council in June. Please email any changes to SAO. Costs of operating the Church are very high and Mayor Pope wonders how council feels about selling the building for a dollar, along with land and offer them tax free use of the property. Just a thought, but would like to begin discussions.

Council will spend the evening of the 28th of May, 2019 cleaning Mackenzie Drive from the hours of 5:00PM – 7:00 PM

11. Correspondence to Council

Monthly Mayors Police Report for April 2019.

Received as information

12. Correspondence from Council

a) None

13. In Camera

• None

14. Adjourn

Be it resolved that we hereby adjourn, the time being 8:11PM

Motion: No. 19-12-06
Moved by: Councillor Smith
Seconded by: Councillor Boyle

Motion Carried



Frank Pope

Mayor



Cathy Clarke

Senior Administrative Officer