

**Town of Norman Wells
Minutes
Regular Council Meeting #19-23
Tuesday November 19th, 2019, 7:00pm
Council Chambers, Town of Norman Wells**

Present:	Frank Pope Alexis Peachey Pascal Audet Jean-Paul Bernard Jim Boyle Trevor Smith David Wever	Mayor Deputy Mayor Councillor Councillor Councillor Councillor Councillor
Staff:	Cathy Clarke Alex Millette Hugo Pabke Jennifer Waterhouse Misty Rayner Randy Sinasac Shawn Donahue Lee Sacrey Sonya Wall	Senior Administrative Officer Recreation Director Utility Manager Community Engagement & Governance Finance Manager Fire Chief Public Works Manager GL Services GL Services
Delegation:	Corporal Tim MacDonald	
Guests:	Cindy Collier Chris Chivers	

1. Call to Order – 7:00PM

2. Declaration of Conflict of Interest

Councillor Wever declared a conflict of interest on item 7.f Millrate By-law due to his employment by IORL. Accepted by Mayor Pope

3. Review and Adoption of Agenda

‘Be it resolved that the Agenda for the Regular Council Meeting, dated November 19th, 2019 is hereby adopted.’

**Motion: No. 19-23-01
Moved by: Councillor Boyle
Seconded by: Councillor Smith**

Motion Carried

4. Delegation

- a) RCMP – Cpl. Tim MacDonald Monthly Mayor’s Policing Report Information/Discussion
- Monthly Mayor’s Policing Report will be called the Monthly Policing Report going forward
 - Another incident at the NWTel Tower. Response from NWTel is the same. BCI brought in to fix the fence. BCI informed NWTel that the fence is not within compliance. Supplies to fix the fence will be brought in on the winter road. Mayor Pope inquired if anything can be done in the interim. Nothing until height extended as individuals can climb on to the unit at the side of the building and go over the fence.
 - Councillor Boyle inquired about helmets and safety on snow machines. Youth are crossing roads without looking both ways. Cpl MacDonald responded that helmets are not required on snow machines but will address safety concerns at school visits planned for next week. Also looking at pulling pieces from the Motor Vehicles Act and speaking to community members.
 - Mayor expressed the good “vibes” he is picking up from the community and youth on the RCMP involvement and presence in the community.
 - Cpl MacDonald has started recruitment for a new member to replace Taylor Daigle who’s term ends this cycle. Has identified a good prospect who is community minded.

5. Minutes

a) Regular Meeting of Council #19-22 draft minutes

Resolution

'Be it resolved that the Minutes for the Regular Council Meeting, dated November 5th, 2019 is hereby adopted.'

Motion: No. 19-23-02
Moved by: Councillor Peachey
Seconded by: Councillor Wever

Motion Carried

b) Committee of the Whole – November 12, 2019 draft minutes

Resolution

'Be it resolved that the Minutes for the Committee of the Whole Meeting, dated November 12th, 2019 is hereby adopted.'

Motion: No. 19-23-03
Moved by: Councillor Smith
Seconded by: Councillor Peachey

Motion Carried

6. Old Business

None

7. New Business

a) Operational Budget 2020

SAO – Took Council through changes based on the discussions from the last meeting.

Mayor Pope – The intention is to have two readings tonight, then post on the website then hold the Third Reading on December 5th, 2019

SAO – A draft budget will be published and this gives the public two weeks to provide feedback. This will also include the Millrate changes.

Councillor Boyle – Inquired when approval of the budget is required.

SAO – Confirmed the final date is December 30th.

Mayor Pope – Inquired whether the Fire Hall doors replacement can be put through Operations and Maintenance rather than Capital.

Finance Manager – Explained that the replacement would need to go through Capital according to the Town's Tangible Capital Assets policy which states any asset over \$5,000 with a life expectancy over one year is considered a capital asset.

Mayor Pope – Requested council to consider adding the Fire Hall doors to the Capital Budget.

Discussion of quotes received so far and different options to proceed. The Fire Chief provided a rough estimate of \$30,000.

Mayor Pope – Requested a firm quote to be provided before Third Reading.

Mayor Pope – Would like council to reconsider the purchase dump truck for Public Works.

Councillor Wever – In support of the purchasing the vehicle as it will support work that is being done.

Councillor Audet – Inquired whether the gas tax can be used to fund the purchase.

SAO – Gas tax will not support the purchase of a dump truck but it could be built into a larger proposal as part of the beautification program.

Councillor Smith – Inquired about when the Town will find out if proposal approved

SA0 – Approval expected in June.

Councillor Audet – Inquired as to why no funds had been allocated to the Vegetation Management line.

Finance Manager – An amount was not confirmed during the last discussion.

SAO – Public Works will have their seasonal work plan completed for Third Reading.

Councillor Wever – Inquired whether any funds included for upgrading/improving building efficiency.

SAO – Confirmed that there have been no funds set aside for efficiency/green projects.

Finance Manager – Brought attention to a small typo in the package Council received. It should read \$208,750 for Water & Sewer deficit.

Lee Sacrey – Walked Council through the three projects that G L Services Ltd. is working on: Audit, IT Server and Desktop Replacement, and the move to SAGE 300 accounting software. Responded to inquiries about the accounting package selected and the annual fees.

'Be it resolved that the Council of the Town of Norman Wells hereby gives First reading to Operational Budget 2020'

Motion: No. 19-23-04
Moved by: Councillor Peachey
Seconded by: Councillor Wever **Motion Carried**

b) Operational Budget 2020

'Be it resolved that the Council of the Town of Norman Wells hereby gives Second reading to Operational Budget 2020'

Motion: No. 19-23-05
Moved by: Councillor Smith
Seconded by: Councillor Audet **Motion Carried**

c) Capital Budget 2020

Mayor Pope – Opened the floor to discussion on the Capital Budget

Councillor Wever – Suggested that some of the features listed in the UTV quote are not needed as the vehicle will not be used in the winter.

Recreation Manager – Suggested that GPS be kept so can be used for emergencies if required but open to discussion. Winter features will be removed. Expects final quote to go down.

Councillor Audet – Inquired whether quotes had been received for the Fire Department exhaust system.

Fire Chief – Responded that still waiting on quotes. Received a quote of \$8,000 for the washer extractor, does not include freight.

Mayor Pope – Requested a quote be provided with freight on board to Norman Wells.

Councillor Bernard – Inquired about the exhaust system and the doors.

Fire Chief – Shared that he had spoken to BCI about the different options and is obtaining quotes on the three different options.

Councillor Boyle – Stated it was challenging to make decisions in the absence of quotes.

Councillor Audet – Inquired whether following procurement by-laws.

SAO – When the Town is approved to move forward with purchases three quotes will be obtained as per the by-law. At this stage staff are attempting to obtain quotes. Challenging to get detailed/firm quotes as the Town does not have relationships with many of the suppliers. Town staff working hard to obtain quotes for the next meeting.

Councillor Boyle – Inquired whether the Fire Hydrant Valve and Box Replacement was for all valves and boxes.

Utilities Manager – A request for quotes is out. The \$50,000 is not for all of the valve and box replacements.

Mayor Pope – Will have estimates to work from.

‘Be it resolved that the Council of the Town of Norman Wells hereby gives First reading to Capital Budget 2020.’

Motion: No. 19-23-06
Moved by: Councillor Peachey
Seconded by: Councillor Wever **Motion Carried**

d) Capital Budget 2020

‘Be it resolved that the Council of the Town of Norman Wells hereby gives Second reading to Capital Budget 2020.’

Motion: No. 19-23-07
Moved by: Councillor Smith
Seconded by: Councillor Audet **Motion Carried**

e) Reserves Discussion

SAO – Reserve discussion is under the context of approval of a Millrate increase providing an increase of \$500,000.

Finance Manager – There is currently a surplus of \$964,032. The Town has the following reserve categories:

- Diversification Reserve Fund
- Environmental Reserve Fund
- Quarry Restoration Reserve Fund
- Landfill Closure and Monitoring Reserve Fund
- Capital Reserve Funds
- Equipment Reserve Fund
- Land Development Fund
- Water & Sewer Reserve
- Public Infrastructure
- Gas Tax

SAO – The reserves currently have no money in them. Will need to repeal the current by-law. Once we populate the asset management chart we will have a better idea of where exposures exist and council can determine where they want to focus.

Councillor Wever – Identified landfill, quarry, capital and water & sewer as what he believes the priority should be.

Councillor Boyle – In agreement that priorities need to be set. Would not be productive to spread across all, need to focus on a few areas for now and place the others on the backburner.

Councillor Peachey – Inquired if the Brownfield Gas Tax can be accessed?

SAO – Yes it is applicable as are Federation of Canadian Municipalities (FCM) funds. The town has applied for Brownfield funds before and will inquire about when the Mayor and SAO are in meetings with the GNWT later this week.

Mayor Pope – Asked whether figures should be put in.

Councillor Wever – Would like to think more and get more details. How much does the Town have to set aside? 10%?

SAO – With the increase in the Millrate will have funds to work with.

Mayor Pope – Inquired whether can place a lump sum in and then allocate later?

SAO – Confirmed that can do that as have time to make final decisions on Reserves as it is not mandated by MACA. If allocated there is less chance of drawing on the funds to support other projects. Once the Asset Management Chart is populated will bring back to Council. Recommended focusing on core needs: Land, Quarry, Water and Equipment.

Councillor Audet – Inquired as to whether there were Reserves previously.

Finance Manager – Shared that there were Reserves but they were withdrawn due to cash flow issues related to the Chip Seal project. The funds were borrowed but never replaced.

SAO – The by-law should have been repealed as sometimes there is a need to borrow. Recommends that a policy be put in place for how to repay borrowed funds. It is standard to include interest on funds to be repaid.

Councillor Wever – Land sales should go back into the Land Reserve.

Mayor Pope – Inquired whether staff needed Council to provide a number of should staff provide more information.

SAO – The Millrate will confirm amounts.

Councillor Wever – Recommends that a large deposit be made. Mayor asked for an amount. Councillor Wever suggested \$700,000.

Councillor Smith – Inquired as to what the current amount available is.

Finance Manager – Without the Millrate increase it is \$442,904.

Mayor Pope – Recommends that look at Millrate then return to Reserves.

Councillor Wever declared a conflict of interest and left the Council Chambers at 8:08PM.

f) Millrate By-law No. 19-09 – First reading

Finance Manager – Based on an analysis of the last ten years of Millrates, there have not been many changes. There was a direct impact to revenues in 2017/18 due to the IORL shut in. Recommending a 21% increase to the Hydrocarbon Industrial and Pipeline (both from 21.9 to 26.5) which results in a projected increase in revenue of \$521,123.

Mayor Pope – Points out that proposed rate is still less than it has been in the past.

Finance Manager – Confirms that in 2011 rate changed to 26.99 for three years then dropped in 2014.

Discussion about the past rate drops and revenue levels.

Mayor Pope – The proposed rate still gives room to increase again if needed.

'Be it resolved that the Council of the Town of Norman Wells hereby gives First reading to Millrate By-Law No. 19-09.'

Motion: No. 19-23-08
Moved by: Councillor Smith
Seconded by: Councillor Peachey

Motion Carried

g) Millrate By-law No. 19-09 – Second reading

'Be it resolved that the Council of the Town of Norman Wells hereby gives Second reading to Millrate By-Law No. 19-09.'

Motion: No. 19-23-09
Moved by: Councillor Peachey
Seconded by: Councillor Smith

Motion Carried

Councillor Wever returned to the Council Chambers at 8:17PM

h) Northern Arts and Cultural Centre Request for Support (\$5,000.00) 2020 Season

Resolution

'Be it resolved that the Council of the Town of Norman Wells hereby authorize Administration to donate \$5000 to the Northern Arts and Culture Centre for Level 2 sponsorship of the 2020 season.'

Motion: No. 19-23-10
Moved by: Councillor Peachey
Seconded by: Councillor Wever

Motion Carried

8. Committee Reports

a) Recreation Committee

- Councillor Smith provided an update on the Recreation Committee
- Ava Pope has joined the committee as the youth member. Opening for a second youth member should anyone else come forward.

b) Economic Development Committee - None

c) Town Planning and Land Use Committee - None

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

a) Town Manager

- Jennifer's first session taking minutes and preparing package.
- Report in package.

b) Finance

- Finance is busy working on the budget.
- Working with Sage on setting up the new reporting files. Not concerned about the conversion timeline. Staff training will take place once live. Training will be done in Norman Wells and include remote support.
- SAO took the opportunity to share that the Sahtu Computers contract expired at the end of October. Will stay on to support conversion on a month to month basis. Thanked them for their service.
- Tamarack Computers is onsite completing the server conversion.

c) Fire Department

- SAO spoke on behalf of Fire Chief.
- Nuisance calls to the Fire number are continuing. Over 30 calls in one day this past week and a particularly disturbing call in the early hours of Tuesday morning. Fire Chief has spoken to Cpl. MacDonald who is working with the RCMP in Yellowknife to determine how they can identify the caller(s).

d) Lands

- No questions or comments

e) Public Works

- SAO spoke on behalf of Public Works Manager.
- Meeting scheduled with HRN for Friday afternoon to work on rebuilding working relationship.
- Councillor Boyle stated that the condition of the roads was disgraceful. More sanding required in DOT and should have started earlier.
- Councillor Boyle is curious about the new rock wall at the Quarry, why necessary. Also raised concern about the bolder placed on the Trans Canada Trail. It does not have any reflectors or markers and poses a risk.
- SAO responded that snow removal began at 2:00PM on Saturday. Requested Council to review the policy as certain areas are priority for clearing. Will request Public Works to add

some reflectors to the bolder on the trail. So far the Town has only received positive feedback on it.

- Councillor Boyle also noted that trail along the bypass road near the old nursing station was very bumpy.
- SAO will look into this.

f) Recreation

- Partnership with Mackenzie Mountain School for Flex Starts is going well.
- Recreation is working hard on getting the ice built for the arena.
- Tracked the numbers for the Youth & Elder Centre the past month. There were 600 attendees through the month of October. Mayor asked Recreation Manager to let the staff know that the Council recognizes their good work.
- Mayor Pope inquired whether any activities with the long term care facility. Recreation Manager indicated that planning to meet with staff at the facility to see if there is something they can partner on.
- Councillor Wever inquired about the inventory and condition of cross-country skis. Recreation Manager confirmed that all skis from last year were returned. They have a good system in place for lending out skis. Community members are allowed to borrow for one week. Currently there are five pairs out.

g) Utilities

- New staff member, Jerrod Cummer began on Tuesday, November 12th.
- Referred to Briefing Note on Water Treatment Plant Fire Pump. Options for replacement and rebuild presented. Council approved plan to purchase a rebuild kit at the cost of approximately \$5,480.

10. Council Forum

Councillor Bernard – Recommends moving Departmental Reports to after the RCMP report so that staff do not need to stay for the duration of the meeting. All in agreement. Asked when the Tangible Capital Assets Policy was last updated. Finance Manager will check the date of the policy.

Councillor Audet – Requested that package not be printed double sided. Identified that fire lane between the old MACA building and the Northern Store has not been plowed. Inquired whether all council correspondence has been responded to. SAO informed him that only one to MMS was outstanding.

Councillor Boyle – Requested that package not be printed double sided and better organized.

Councillor Wever – Suggested that need to keep an eye on the cost of flights now that the Canadian North and First Air merger has occurred. Mayor Pope responded that have sent a request to speak with the airline.

Councillor Peachey – nothing

Councillor Smith – Snow has not been cleared around all garbage bins making it difficult to access them. Mayor Pope inquired as to who was responsible for the clearing of the garbage bin platforms. SAO confirmed it is the contractor's responsibility and will ask Public Works to follow up on this.

Mayor Pope – The Town Manager and the Mayor will be meeting with MACA and Lands later this week to discuss on going issues related to taxes and CANNOR funding. Inquired as to who won the caretaking contract. Finance Manager shared that it was Masaya Cleaning. Mayor shared thanks passed on to him that the trail leading to town from the Heritage has been cleared well, though some concerns raised about shared use with snow machines. The new Minister of Foreign Affairs, The Honourable François Philippe Champagne, was the minister formerly responsible for Infrastructure and involved in the Canyon Creek and Prohibition Creek projects. As a relationship had been established there, the Mayor will try to maintain it. Reserves will be brought to the next meeting.

11. Correspondence to Council

a) None

12. Correspondence from Council

a) None

13. **In Camera**
a) **None**

14. **Adjourn – 8:55PM**



Frank Pope
Mayor



Cathy Clarke
Senior Administrative Officer