

**Town of Norman Wells
Minutes
Regular Council Meeting #22-04
Tuesday, February 15th, 2022 7:00pm
Council Chambers and Microsoft Teams**

Present:	Frank Pope Kacee Hunter Kelly McCoy Alexis Peachey Trevor Smith David Wever	Mayor Councillor Councillor Councillor Councillor- Microsoft Teams Councillor
Staff:	Cathy Clarke Karen Boudreau Carl Ceder Myles Erb Jaime Kearsey Mkhabela Masuku Lucas Nadeau Hugo Pabke Kayla Turner	Senior Administrative Officer Finance Manager Economic Development Tourism Officer Recreation Director By Law Officer Development Officer Public Works Foreman Utilities Manager Governance and Community Engagement Manager
Guests:	Corporal Chis Whynot Chris Chivers- Microsoft teams	RCMP
Regrets:	Pascal Audet	Deputy Mayor

1. Call to Order/Roll Call

2. Declaration of Conflict of Interest

- None.

3. Review and Adoption of Agenda

Resolution

Addition: Resolution to move funds to General Reserves- new business
Correction: item 9f should be Third Reading of Disposal By Law #22-02
Remove: item 9f as all Councilors were not in attendance.

'Be it resolved that the Agenda for the Regular Council Meeting, dated February 15, 2022 is hereby adopted as amended.'

Motion: No. 22-04-01

Moved by: Councillor Peachey

Seconded by: Councillor Wever

Motion Carried Unanimously

4. Delegation

a) RCMP Monthly Report

- ATV safety discussions with By Law/Fire Department.
- 5 referrals to social services.
- Increased domestic violence calls in January.
- No prisoners for the month of January.
- No ambulatory care calls.
- Continued reconciliation efforts.
- 3 motor vehicle collisions in January. No injuries reported.
- Continued communications with Justice Committee.
- Councillor Wever asked if there is increased incoming traffic on the winter road. Cpl. Whynot responded that he was expecting more of an increase in traffic.

5. Departmental Reports

- a) Town Manager
- b) Finance

- Audit/Year end 2021 is in progress and ahead of schedule.
- Outstanding utilities collections: phone calls have been made to accounts with outstanding balances, this did clean up a few accounts but there are still several outstanding. The Finance manager asked Council for permission to send out notices with the next utilities bills that a list of outstanding accounts will be published. Council supports publishing a list of delinquent accounts.

c) Fire Department

- The SAO informed Council that retired Fire Chief, Ross Potter, will be spending four days with the Chief and volunteer fire fighters to run through a new training and work schedule.
- The Mayor and SAO informed the ADM of MACA of this during an in-person meeting, and she was extremely happy to hear as Ross Potter has worked previously with the School of Community Government.
- Councillor Wever asked when the new doors for the department would be arriving. The SAO responded that the doors will be arriving this summer.

d) By-Law

- Continued work with Vet Clinic and Margarit Minder to create a program for care for low-income families . Margarit has been extremely helpful and informative during the process.

e) Governance & Community Engagement

- Continued by law review.
- General communications to Council and Community.
- Continued work with Economic Development and Advancement of Equity and Inclusion Committees.

f) Lands

- Housing has come forward with a proposed solution for the water tank sizing issue. The proposed tanks will be 27L smaller than the specified size in the zoning by law.
- The new zoning by law permits the Development Officer to use their own discretion for a decision such as this.

g) Public Works

- The SAO reminded Council that the contractor does not determine when snow is removed; the Town directs the contractor.
- After hearing community feedback and input, Administration has decided to put out a Request for Quote for a grader, which is not legally binding, as we now have staff with the proper qualifications to operate a grader as well as train other staff.
- The Public Works Foreman asked Council for permission to clear snow and dump the snow on the vegetation pile near the landfill. The department will rent a loader and a dump truck to do so, this will also help create a business case. Council supported the snow removal and dump.

h) Recreation

- Valentine's Day skate was a success.
- The Golden Ticket has been found.
- There has been an increase in user groups at the Community Hall.
- Work on the pool has been moving forward and is currently expected to finish as scheduled.

i) Utilities

- Mayor Pope asked the Utilities Manager if he receives any information from the Covid Sampling Process. The Utilities Manager responded that there is not a lot of information given, just that the department can expect to be doing continued sampling for quite a long time.

j) Economic Development and Tourism

- No report.

6. Committee Reports

a) Advancement of Equity and Inclusion Committee Draft Minutes

- See minutes posted on Town website.
- Book club meeting February 21, 2022. Antoine Mountain will be joining the club virtually.

b) Economic Development and Tourism Committee Draft Minutes

- See minutes posted on Town website.

c) Recreation Committee Draft Minutes

- See minutes posted on Town website.

7. Minutes

a) Special Council Meeting #22-02 Draft Minutes

Resolution

'Be it resolved that the Minutes for the Special Council Meeting, dated January 31, 2022 are hereby adopted.'

Motion: No. 22-04-02

Moved by: Councillor Peachey

Seconded by: Councillor Wever

Motion Carried Unanimously

b) Regular Council Meeting #22-03 Draft Minutes

Resolution

'Be it resolved that the Minutes for the Regular Council Meeting, dated February 1, 2022 are hereby adopted.'

Motion: No. 22-04-03

Moved by: Councillor Wever

Seconded by: Councillor Peachey

Motion Carried Unanimously

8. Old Business

a) Economic Development and Tourism Committee By Law #22-01 Third Reading

Resolution/Discussion

- Edit: mayor and one Councillor must be members of the committee, all other members are suggested.

'Be it resolved that the Council of the Town of Norman Wells hereby gives third reading to Economic Development and Tourism Committee By law #22-01.'

Motion: No. 22-04-04

Moved by: Councillor Peachey

Seconded by: Councillor Wever

Motion Carried Unanimously

9. New Business

a) Economic Development and Tourism Committee Appointment of New Members

Discussion/Resolution

'Be it resolved that the Council of the Town of Norman Wells hereby appoints Peter Taylor and Joshua Earls as members of the Economic Development and Tourism Committee.'

Motion: No. 22-04-05

Moved by: Councillor Peachey

Seconded by: Councillor Weaver

Motion Carried Unanimously

b) Employment Manual- Harassment Policy c-4.2

Discussion/Resolution

a. Recommendation from the Advancement of Equity and Inclusion Committee

- The revised policy has been circulated to all staff for input and comments.
- Staff meet monthly and will now be incorporating "lunch and learn" programs which will include the harassment policy.
- The revised policy will also be circulated to contractors.

REC FROM AEIC: "The Advancement of Equity and Inclusion Committee hereby recommends that the Council of the Town of Norman Wells adopt the revised Employee Harassment Policy as attached to replace the current Harassment Policy C-4.2 in the Employment Manual.'

COUNCIL RES: 'Be it resolved that the Council of the Town of Norman Wells hereby accepts the Advancement of Equity and Inclusion Committee's recommendation to adopt the Revised Harassment Policy as attached.'

Motion: No. 22-04-06
Moved by: Councillor McCoy
Seconded by: Councillor Wever

Motion Carried Unanimously

c) Amended Capital Plan

Discussion/Resolution

- Guardrails discussions will take place at a later date.

'Be it resolved that the Council of the Town of Norman Wells adopts the amended Capital Plan as attached.'

Motion: No. 22-04-07
Moved by: Councillor Peachey
Seconded by: Councillor McCoy

Motion Carried Unanimously

a. Guardrails

Discussion

d) Disposal By Law #22-02 Sale of Town Owned Property First Reading

Discussion/Resolution

'Be it resolved that the Council of the Town of Norman Wells hereby gives first reading to Disposal By law #22-02.'

Motion: No. 22-04-08
Moved by: Councillor Peachey
Seconded by: Councillor McCoy

Motion Carried Unanimously

e) Disposal By Law #22-02 Sale of Town Owned Property Second Reading

Discussion/Resolution

'Be it resolved that the Council of the Town of Norman Wells hereby gives second reading to Disposal By law #22-02.'

Motion: No. 22-04-09
Moved by: Councillor Peachey
Seconded by: Councillor Wever

Motion Carried Unanimously

f) Disposal By Law #22-02 Sale of Town Owned Property Third Reading

Discussion/Resolution

Item removed as there is not a full quorum of Council.

'Be it resolved that the Council of the Town of Norman Wells hereby gives third reading to Disposal By law #22-02.'

Motion: No. 22-04-10
Moved by: _____
Seconded by: _____

Motion Carried/Motion Defeated

g) Property Tax Auction

Discussion/Resolution

'Be it resolved that the Council of the Town of Norman Wells hereby establishes the date for the 2022 Property Tax Auction for Monday, February 21, 2022.'

Motion: No. 22-04-11
Moved by: Councillor Peachey
Seconded by: Councillor Wever

Motion Carried Unanimously

h) **ADDITION:** Resolution to move funds to General Reserves

Discussion/Resolution

- There was \$100,000 in the 2021 budget for water and sewer services which was not used.
- The SAO suggested administration bring forward a report outlining the placement of funds should there be a surplus.

'Be it resolved that the Council of the Town of Norman Wells hereby authorizes the Finance Manager to transfer \$100,000 dollars from the General Operating Account to the General Reserves Account.'

Motion: No. 22-04-12
Moved by: Councillor Wever
Seconded by: Councillor Peachey

Motion Carried Unanimously

b) Council Forum

Councillor Wever: encouraged those who would like to attend NWTAC or FCM to contact the SAO in writing.

Councillor Peachey: none.

Councillor McCoy: none.

Councillor Smith: none.

Councillor Hunter: none.

Mayor Pope: reminder to put forward names for those who would like to attend NWTAC and FCM.

c) Correspondence to Council

d) Correspondence from Council

Mayor Pope called for a short recess time being 7:44pm.

e) In-Camera

a) Legal

Discussion

'Be it resolved that the Council of the Town of Norman Wells hereby go in camera the time being 7:49PM.'

Motion: 22-04-14

Moved By: Councillor Peachey

Seconded By: Councillor Wever

Motion Carried Unanimously

'Be it resolved that the Council of the Town of Norman Wells hereby leave in camera the time being 8:01PM.'

Motion: 22-04-15

Moved By: Councillor McCoy

Seconded By: Councillor Wever

Motion Carried/Defeated

f) Adjourn 8:01PM Councillor Smith

Frank Pope, Mayor

Cathy Clarke, SAO



