

**Town of Norman Wells  
Minutes  
Regular Council Meeting #22-17  
Tuesday, Aug 16<sup>th</sup>, 2022, 7:00pm  
Council Chambers and Microsoft Teams**

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<b>Present:</b>	Frank Pope Kacee Hunter Kelly McCoy Alexis Peachey Trevor Smith David Wever	Mayor Councillor Councillor Councillor Councillor Councillor
<b>Regrets</b>	Pascal Audet	Deputy Mayor
<b>Staff:</b>	Cathy Clarke Lucas Nadeau Karen Boudreau Hugo Pabke Brandon Scott Carl Ceder Jaime Kearsy Alex Millette Misty Rayner	Senior Administrative Officer Public Works Manager Finance Manager Utilities Manager Fire Chief Economic Development Officer By-Law Officer
<b>Gallery:</b>	Shawn Thompson Chris Chivers	RCMP

**1. Call to Order/Roll Call**

The meeting was called to order at 7:00PM

**2. Declaration of Conflict of Interest**

None

**3. Review and Adoption of Agenda**

Resolution

**'Be it resolved that the Agenda for the Regular Council Meeting, dated August 16<sup>th</sup>, 2022 is hereby adopted.'**

**Motion: No. 22-17-01**

**Moved by:** Councillor Peachey

**Seconded by:** Councillor McCoy

**Motion Carried Unanimously**

**4. Delegation**

a) RCMP Monthly Report

Busy July month with 57 calls for service throughout the month. Members of the RCMP with the help of Special Constable hosted a successful Boat Safety Presentation at MacKinnon Park. RCMP members were especially appreciative of collaboration efforts of the local fire department and search and rescue societies. A local male youth enrolled and successfully completed the pre-cadet indigenous training program. Members of the RCMP are hopeful this individual with reengage and further his training in the future. The local detachment received a new vehicle off the barge this season, old vehicle and old boat were sent south on the barge. Community engagement for the month of July included Canada Day Celebrations, Assistance with bear calls whilst ENR focused on wildfire concerns, Jackfish lake patrols for impaired driving. Council asked Constable Thomson if RCMP are allowed to investigate suspicious packages from Canada Post. Constable Thompson responded that Canada Post has its own investigative side, however RCMP can seize packages and assist Canada post with investigations.

**5. Departmental Reports**

a) Town Manager

Very Proud of staff/council accomplishments. The Town of Norman Wells is one of the only fully staffed organizations in Town. Spoke with Council and explained that many questions or clarification may be answered prior to the meeting. Staff are working on preliminary budget information for discussion with Council at Budget meetings. A Rolling Committee of the Whole agenda will also be presented for discussion.

b) Finance

Clarification on \$400,000 used from the Capital Reserve to cash flow Capital Projects has now been reimbursed with Property Tax Revenue as planned. Council asked about utility accounts collection efforts. Administration responded that many accounts belong to people who have moved on to other communities or deceased, however the collection rate has gotten much better since posting the arrears list.

c) Fire Department

1992 GMC Topkick Fire Pumper can be repurposed to the utilities department. Council asked about recruitment and retention, and whether speaking with contractors and allowing rotational staff to join. Administration responded that the Fire Department is fully staffed. Chief acknowledged the option from Council but believes at this time that the local crew members are sufficient.

d) By-Law

RCMP are assisting with the ticketing process of By-Law. 9 entrants into Pride in your Property contest. Currently working with homeowners to clear utility easements.

e) Governance & Community Engagement – No Report

f) Lands – No Report

g) Public Works

Water/Sewer collection contract, garbage collection contract, etc. come due in 2023. Staff are analyzing contracts and gathering information for budget. Council requested a sign for the landfill hours to be posted within Town, so people know its open prior to driving out. Administration is currently working on an active grant for signage purposes.

h) Recreation

Daycare Building Assessment is upcoming. The Pool season is specifically contingent on the lifeguards hired. The staff hired for this season return to studies in September therefore excluding ability to keep open longer. Pool classes are full and attendance at the pool is higher than the year prior to COVID-19. Both currently hired lifeguards have expressed interest in returning next year. Council asked if locals can be trained as lifeguards. Administration responded that yes, the municipality had full class to send south for training, but all students backed out last minute. The Lifeguards currently hired do have the ability to train other lifeguards.

i) Utilities

Order of materials from AWI have arrived. We re awaiting the AWI crew to assist with installation.

j) Economic Development and Tourism

6. Committee Reports

a) None

7. Minutes

a) Special Council Meeting #22-14 Draft Minutes

Resolution

**'Be it resolved that the Minutes for the Special Meeting of Council, dated July 7<sup>th</sup>, 2022, are hereby adopted.'**

**Motion: No. 22-17-02**

**Moved by: Councillor Wever**

**Seconded by: Councillor Peachey**

**Motion Carried 4-For, 1 Against**

Discussion: Administration requested clarification from Municipal and Community Affairs Regional Superintendent on process for differing meeting types (Special, Regular, Information Purpose, etc.) finding concluded that Council was well within their limits to continue a meeting for information purposes with no quorum.

b) Regular Council Meeting #22-15 Draft Minutes

Resolution

**'Be it resolved that the Minutes for the Regular Meeting of Council, dated July 19<sup>th</sup>, 2022, are hereby adopted.'**

**Motion: No. 22-17-03**

**Moved by: Councillor McCoy**

**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

Council requested that under Item 13 – In Camera, have a note that reflects that the Mayor left the meeting and did not return.

c) Special Council Meeting #22-16 Draft Minutes

Resolution

**'Be it resolved that the Minutes for the Special Meeting of Council, dated August 11<sup>th</sup>, 2022, are hereby adopted.'**

**Motion: No. 22-17-04**

**Moved by: Councillor Smith**

**Seconded by: Councillor McCoy**

**Motion Carried Unanimously**

**8. Old Business**

- a) Citizen of the Year Revised Policy Discussion/Resolution

**'Be it resolved that the Council of the Town of Norman Wells hereby approves the revised Citizen of the Year Policy as attached.'**

**Motion: No. 22-17-05**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

- b) Action Items of Administration Tracking Discussion/Information  
Does not replace the old action tracker, only gives you all of the new information.
- c) Grant Tracking Discussion/Information

**9. New Business**

- a) Municipal Complaint Submission Policy Discussion/Resolution

**'Be it resolved that the Council of the Town of Norman Wells hereby approves the NEW Municipal Complaint Policy as attached.'**

**Motion: No. 22-17-06**  
**Moved by: Councillor Peachey**  
**Seconded by: Councillor Wever**

**Motion Carried Unanimously**

Discussion: Council requested clarification on whether training would be required to be able to comply with laws cited in Policy. Administration clarified that its not so much training as protection of privacy and confidentiality which is imparted on staff during orientation and repeatedly verified throughout employment. Council requested wording be made more clear under the section detailing "what is not a complaint".

- b) Municipal Proclamation Policy Discussion  
Discussion: Administration is looking for information for a promised discussion with staff to flush out the policy. Council withdrew support for the resolution and defer the meeting to Committee of the Whole.

- c) Vehicle Usage and Delegation Policy Discussion  
This Policy was passed by last Council, the only change added was Mayor Use. Council Discussed Personal use of organization vehicles and whether a contradiction lies between personal/financial gain and the Mayors Elected Position. Administration clarified that analysis was done between Honoraria By-Law and actual fuel consumption/mileage. It was determined that it was cheaper for the municipality to give a monthly allowance of fuel usage rather than pay the per diem and mileage. Councillor Hunter put forward a motion:

**'Be it resolved that the Council of the Town of Norman Wells hereby repeal the Mayor use aspect of the Vehicle Use Policy.'**

**Motion: No. 22-17-07**  
**Moved by: Councillor Hunter**  
**Seconded by: Councillor Wever**

**Motion Defeated 1-For, 4-Against**

- d) Council Letter of Support for Agricultural Initiatives Discussion/Resolution

**'Be it resolved that the Council of the Town of Norman Wells hereby approves administration applications for grant funding via Agriculture Canada and CanNor funding agencies in support of agriculture initiatives.'**

**Motion: No. 22-17-08**  
**Moved by: Councillor Wever**  
**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

Discussion: initiative is the Hydroponic Sea Can. Municipality has applied for ½ million in grants for completion of this project. Council asked who will be growing the vegetables,, Administration clarified that volunteers and partners will grow the food and that the Town plays a facilitatory role in the project.

**10. Council Forum**

Councillor McCoy – Nothing at this time.

Councillor Peachey – visited the pool, very nice and lifeguards are great. Wish to look at RFQ trail signage – specifically along Canol Drive. Administration responded that we currently have a grant in progress specific for the Canol Trail signage.

Councillor Wever – Nothing at this time.

Councillor Smith – can we send communication within the community elaborating on the work progress for driveways and entrances from the drainage project. Can we work on ChainOff Area ideas – potentially make it a this year project. Administration commented that item will be added to the rolling Committee of the Whole agenda.

Councillor Hunter – the old gazebo at the top of the dump road – can it be fixed up and placed at Jackfish or Bandy Lake? Administration clarified that the gazebo was supposed to be moved to the pond at the ski cabin. Will add to the action tracker.

Mayor Pope- the Minister of Indian Affairs has been to Inuvik 3 times in the last 6 weeks – we are losing out on opportunities for federal funding without an indigenous partner. Councillor Peachey mentioned that a lunch meeting will be set up next week for self-government negotiation meeting with the local Land Corp. Mayor Pope also commented that Council training is still available, and we will send out invites to find a common date for everyone to attend.

**11. Correspondence to Council**

- a) None

**12. Correspondence from Council**

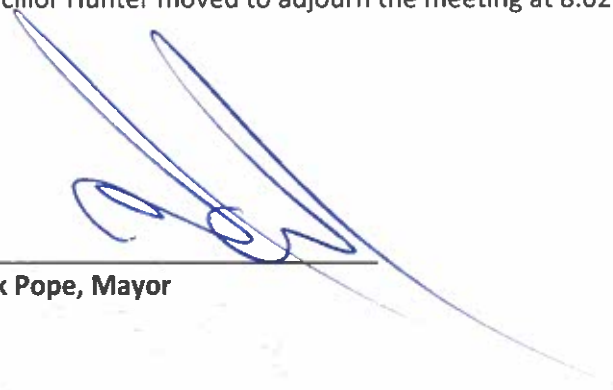
- a) Letter of Support Firefighter Level 1&2 NFPA 1001 Training
- b) Letter of Support Pool Upgrades to CanNor Funders

**13. In Camera**


- a) None

**Adjourn**

Councillor Hunter moved to adjourn the meeting at 8:02PM, seconded by Councillor Smith.



Frank Pope, Mayor



Cathy Clarke, SAO