

**Town of Norman Wells
Minutes
Regular Council Meeting #23-05
Tuesday, February 21st, 2023, 7:00pm
Council Chambers and Microsoft Teams**

Present:	Frank Pope Kelly McCoy Alexis Peachey Trevor Smith Dave Wever	Mayor- Chair Councillor Councillor Councillor Councillor
Staff:	Cathy Clarke Karen Boudreau Lucas Nadeau Mkhabela Masuku Alex Millette Kayla Turner Brandon Scott	Senior Administrative Officer Finance Manager Public Works Manager Development Officer Recreation Manager Governance and Community Engagement Manager Fire Chief
Regrets:	Pascal Audet Kacee Hunter	Deputy Mayor (Work Commitment) Councillor (Travel)
Delegates:	Sean Thomson	RCMP

1. Call to Order/Roll Call 7:00PM

2. Declaration of Conflict of Interest

- None noted.

3. Review and Adoption of Agenda

Resolution

'Be it resolved that the Agenda for the Regular Council Meeting, dated February 21st, 2023 is hereby adopted.'

**Motion: No. 23-05-01
Moved by: Councillor Smith
Seconded by: Councillor Peachey**

Motion Carried Unanimously

4. Delegation

a) Monthly RCMP Report

- 34 calls for service.
- 2 prisoners.
- Proactive enforcement at establishments around town during closing time to prevent impaired driving.

5. Minutes

a) Regular Council Meeting #23-03 Draft Minutes

Resolution

'Be it resolved that the Minutes for the Regular Council Meeting, dated February 7th, 2023 are hereby adopted.'

**Motion: No. 23-05-02
Moved by: Councillor Peachey
Seconded by: Councillor Wever**

Motion Carried Unanimously

b) Special Council Meeting #23-04 Draft Minutes

Resolution

'Be it resolved that the Minutes for the Special Council Meeting, dated February 15th, 2023 are hereby adopted.'

**Motion: No. 23-05-03
Moved by: Councillor Wever
Seconded by: Councillor McCoy**

Motion Carried Unanimously

6. Departmental Reports

a) Town Manager

- The SAO reminded Council that questions to staff go through her. She noted that it is helpful if Council provides questions to staff prior to a meeting so a response can be prepared, and staff can be made aware of any complaints and therefore said complaints can be dealt with.
- Staff will provide written responses back to council which can be made apart of the minutes if council would like.
- The SAO also asked Council to remain respectful in any of their questions of managers.
- Administration will also be taking note of compliments that the Town receives, not just of those who are unhappy because we do receive compliments as well.
- Tax arrears list will be posted soon, as well as advertised in the newspapers as that is required by legislation. The list will also include utilities arrears as we are permitted to add outstanding utilities arrears to the property tax roll.
- Landfill phase 2 work is ongoing.
- New transfer bins have been ordered for the landfill.
- Chip seal planned for spring; all prep work is complete. The SAO noted that the roads that are in the worst condition are the ones which tire chains are allowed on (Dump Road and Canol Drive).
- Training and succession planning for staff is in place throughout the organization.

b) Finance

- We received our last payment from ICIP for the drainage project. ICIP no longer exists. Administration will be asking for our equity requirement back for landfill projects (plus interest) which has been held for 2 years as per request from Council.

c) Fire Department

d) By-Law

- Councillor Wever suggested a Council and staff working group to continue work on the Responsible Pet Ownership By Law.

e) Governance & Community Engagement

f) Lands

- To date there have been no appeals to notice of assessments.

g) Public Works

- New transfer bins are expected to arrive within the next 2-3 weeks.
- 4 bins have been ordered to replace the 2 bins that we currently have.
- These bins will be fully managed/emptied by landfill staff.
- It currently costs \$1500 per week to empty the transfer bins. Now that we are down to one bin it will cost \$3,000 to empty as the bin fills up faster.
- The cost of the new bins plus delivery is \$30,000.
- Bear fencing around the transfer stations will be finalized soon.
- No date has been set yet for the delivery of the new loader. We are currently on a standby list for a Caterpillar machine. After 12 months if Caterpillar does not have a machine available, we will go with John Deer.

h) Recreation

- Kudos to volunteers and user groups who have organized sporting events and activities and utilized facilities.
- The Recreation Manager and Fire Chief are looking into planning a volunteer recognition event.

i) Utilities

- The department will be hiring someone local to fill the vacant water trainee position once the utilities manager is back in town on March 1.
- Councillor Wever asked if it is possible to utilize public works staff and give soft training as back up to utilities staff. The SAO responded that yes cross training will be happening, specifically with the Fire Chief who has certification and training in boilers.

j) Economic Development and Tourism

- Please complete the Brand Journey Workbook and email it to Carl this week.
- Councillor Wever noted there was good participation from the public during the brand journey engagement sessions.

7. **Old Business**

a) Action Items of Administration Tracking

Discussion/Information

8. **New Business**

a) Spring Fling Civic Holiday

Resolution

'Be it resolved that the Council of the Town of Norman Wells hereby declares the afternoon of March 17th, 2023 a civic holiday in celebration of Spring Fling Events.'

Motion: No. 23-05-04
Moved by: Councillor Smith
Seconded by: Councillor Wever

Motion Carried Unanimously

9. **Council Forum**

Mayor Pope thanked Alexis and volunteers for organizing the volleyball tournament this weekend. He also mentioned the great turn out for the anniversary celebration at the community hall. He highlighted that the facility still has a use for community members as well as people from surrounding communities. The recreation manager informed council that he will be bringing forward a facility rehabilitation proposal which will extend the life of the facility for 5 years.

10. **Correspondence to Council**

11. **Correspondence from Council**

Recess 7:32PM

12. **In-Camera**

'Be it resolved that the Council of the Town of Norman Wells hereby go in camera time being 7:38PM'

Motion: No. 23-05-05
Moved by: Councillor Peachey
Seconded by: Councillor McCoy

Motion Carried Unanimously

'Be it resolved that the Council of the Town of Norman Wells hereby come out of in camera time being 8:33PM'

Motion: No. 23-05-06
Moved by: Councillor Wever
Seconded by: Councillor Smith

Motion Carried Unanimously

a) Personnel

'Be it resolved that the Council of the Town of Norman Wells hereby approves the extension of the SAO Employment Contract subject to changes as requested by Council.'

Motion: No. 23-05-06
Moved by: Councillor
Seconded by: Councillor

Motion Carried Unanimously

b) Legal

13. **Adjourn**

Frank Pope, Mayor

Cathy Clarke, Senior Administrative Officer

