

**Town of Norman Wells  
Minutes  
Regular Council Meeting #23-12  
Tuesday, May 16<sup>th</sup>, 2023, 7:00pm  
Council Chambers & Microsoft Teams**

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Present:	Frank Pope Pascal Audet Kacee Hunter Alexis Peachey Kelly McCoy Trevor Smith Dave Wever	Mayor- Chair Deputy Mayor Councillor Councillor Councillor Councillor Councillor
Staff:	Cathy Clarke Karen Boudreau Lucas Nadeau Jaime Kearsy Brandon Scott Melody Puno Hugo Pabke Alex Millette Mkhabela Masuku Kayla Turner	Senior Administrative Officer Finance Manager Public Works Manager By Law Officer Fire Chief Finance Clerk Utilities Manager Recreation Manager Development Officer Governance and Community Engagement Manager
Delegation:	Sean Thomson Brandon Sperling	RCMP MNP
Gallery:	Chris Chivers- Microsoft Teams	

**1. Call to Order 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 May 16<sup>th</sup>, 2023 is hereby adopted.'**

**Motion: No. 23-12-01**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor McCoy**

**Motion Carried Unanimously**

**4. Delegation**

a) RCMP Monthly Report

- Constable Thomson noted that the response time and professionalism of the Fire Department is excellent and helps make the RCMP's job easier.
- Continued road safety checks and drug investigations are ongoing.
- The department spoke to the Norman Wells Land Corporation regarding Sahtu Day and Indigenous Peoples day to see where they could help out with any events that may be happening.
- ATV ticket enforcement will be increasing.
- Officers prepared a bike and ice safety presentation at Mackenzie Mountain School.

**5. Minutes**

a) Regular Council Meeting #23-09

**'Be it resolved that the minutes for the Regular Council Meeting, dated April 18<sup>th</sup>, 2023 are hereby adopted.'**

**Motion: No. 23-12-02**  
**Moved by: Councillor Peachey**  
**Seconded by: Councillor Wever**

**Motion Carried Unanimously**

b) Committee of the Whole Meeting #23-03

**'Be it resolved that the minutes for the Committee of the Whole Meeting, dated April 12<sup>th</sup>, 2023 are hereby adopted.'**

**Motion: No. 23-12-03**

**Moved by: Councillor McCoy**

**Seconded by: Councillor Smith**

**Motion Carried Unanimously**

c) Special Committee of the Whole Meeting #23-04

**'Be it resolved that the minutes for the Special Committee of the Whole Meeting, dated April 19<sup>th</sup>, 2023 are hereby adopted.'**

**Motion: No. 23-12-04**

**Moved by: Councillor Peachey**

**Seconded by: Councillor Wever**

**Motion Carried Unanimously**

d) Special Council Meeting #23-10

**'Be it resolved that the minutes for the Special Council Meeting, dated May 9<sup>th</sup>, 2023 are hereby adopted.'**

**Motion: No. 23-12-05**

**Moved by: Councillor Peachey**

**Seconded by: Councillor Smith**

**Motion Carried. Mayor Pope abstained from the vote as he was not present at the meeting.**

## **6. Departmental Reports**

a) Town Manager

- Administration has posted the Canadian North survey. So far 14 valid responses have been received. The SAO thanked Councillor Hunter for suggesting a community survey.
- The SAO will be putting together an advocacy framework for the Federal Government including the points that Councillor Hunter has brought forward.
- The next conference working group meeting is scheduled for tomorrow.
- Administration has been working with Josh Earls on a grant partnership program involving food sustainability.
- The SAO reminded council that she leaves in 3 months and that there is internal interest for her position, as well as a recruitment process so competition will be fair.
- The SAO has received 2 calls from Trevor Bremner regarding a solid waste spill which has been rectified.

b) Finance

- The Finance Manager introduced Melody Puno who is currently the Finance Clerk; she is training to take over the role of Finance Manager.
- Bank reconciliation statements for the month of April were presented to Council for review.

c) Fire Department

- The department responded to 2 structure fires.
- Response time is improving.
- The Department has enacted a proactive fire ban after speaking with GNWT department of ECC.
- Proactive helmet enforcement is now happening. The department will be handing out ice cream vouchers for Ramparts to those who are wearing helmets.

d) By-Law

- Ongoing Companion Animal Control enforcement will be more strict moving forward.
- ATV helmet enforcement will be strictly enforced this summer.
- Communications with Enbridge regarding a monetary donation for the food pantry as well as donation of helmets for the community. The By Law Officer will update council once a response is received.
- Food from the pantry was given out to families whose homes were lost in the recent fires.
- Property standards enforcement to begin soon.

e) Governance & Community Engagement

- Councillor Hunter asked if there will be a communications plan for the chipseal project so the community knows what to expect. GCE Manager responded that communications planning for the project has begun, flyers will be handed out door to door again this year.

f) Lands

- As per legislation, the property tax arrears list will be posted in the Town Office, and in the newspaper at the end of the month.
- The Development Officer has reached out to homeowners to arrange payment plans.
- Utilities arrears are now being added to property tax as per the by law.

g) Public Works

- Street sweeping is likely to begin tomorrow as per conversation with the Town's contractor. The department has been waiting quite a while for street sweeping to begin.
- Trevor Bremner reached out to the town regarding the ongoing work at the Landfill. There was a miscommunication at MACA. The Public Works Manager had arranged meetings, but no one answered. There is now one point of contact (Trevor Bremner) so this should not happen again.
- Councillor Wever asked if it has been confirmed that all chipseal materials will arrive for this summer? The Public Works manager noted that we have been given confirmation that chipseal materials will arrive on the first barge.
- Councillor Audet asked if a seal coat had been added to the project. The SAO responded that this will be an additional cost that will need to be brought forward to council as it was not included in the proposal.
- Councillor Hunter asked if Tulita/Franklin streets will be brought back up to grade and if road maintenance (pot holes) could be included with this work when it happens. Lucas responded that this work, as well as driveway transitions will be happening at the beginning of June. He also asked if Council could get copies of all the contracts awarded for capital projects, so council is aware of what work is being done to be able to answer the public's questions. He also asked if council could get a timeline for when RFT/Q's are going to be released.

h) Recreation

- The department is focusing on playgrounds/parks/trails and other summer programming.
- Lifeguards are here and have begun pool preparation.
- The department has reached out to the Norman Wells Land Corporation to see if they can assist with Sahtu Day/Indigenous Peoples Day.
- Donated sand has been received from Imperial Oil to touch up the ball field.
- GNWT Department of Health and Social Services has reached out regarding intergenerational trauma and schools so the Recreation Manager has passed on resources to them.
- The Recreation Manager is currently in the process of having the playground lot at the school surveyed. The process has begun to transfer the playground to GNWT Department of Infrastructure. The Recreation Manager has been working with the school and the DEA on this.
- Councillor Wever asked if there were any responses to the call for volunteers for Blackbear Jamboree. The Recreation Manager responded that there were no email responses; a meeting has been set and refreshments will be served.
- Councillor Hunter asked if a picnic bench can be put near the skate park. He also asked if we could look into getting a second dock at Jackfish Lake. The SAO noted that because there are species at risk in the lake which makes the process challenging. Staff will look into getting a second dock at the lake.
- Councillor Audet asked if motorized boats are allowed at Jackfish Lake. Staff will get back to Council with an answer.

i) Utilities

- The Utilities Manager thanked the Public Works department for their help with a recent sewer spill. He noted that there was a request that a berm be built at the spill site which has been done.
- Approximately 1500L was spilled as the pipe was partially obstructed.

**7. Old Business**

a) Council Communications

- Our Role as a Municipality
- Why we buy equipment: Money Saved
- How our Finances Work: Transfer Payments, Grants, Financial Responsibilities
- Legal Explanations: Client/Solicitor Privilege (complete)
- How we affect the local economy
- Landfill (in progress)
- Canadian North
- Capital Projects Update

**8. New Business**

a) 2022 Draft Financial Statements

Information/Discussion/Resolution

- Final draft documents were received today.
- The Finance Manager gave council an overview of the draft financial statements.
- Brandon Sperling of MNP went through the documents and gave explanations of any changes.
- Next steps:
  - Council approval.

- Send to MACA for review.
- MDNA and 2023 minutes to be sent to MNP.
- Get signed forms from Mayor/SAO and one councillor.
- Final statements issued by MNP.
- Council may direct questions directly to Brandon or Karen. The statements now are as is no changes will be made however clarification may be given.

**'Be it resolved that the Council of the Town of Norman Wells hereby approves the 2022 Draft Financial Statements as presented.'**

**Motion: No. 23-12-06**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Wever**  
**Motion Carried with 6 in favor. Councillor Hunter voted against the motion.**

b) Appointment of By Law Officer Discussion/Resolution

**'Be it resolved that the Council of the Town of Norman Wells hereby gives first reading to by law #23-02.'**

**Motion: No. 23-12-07**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor McCoy** **Motion Carried Unanimously**

**'Be it resolved that the Council of the Town of Norman Wells hereby gives second reading to by law #23-02.'**

**Motion: No. 23-12-08**  
**Moved by: Councillor Peachey**  
**Seconded by: Councillor Audet** **Motion Carried Unanimously**

**'Be it resolved that the Council of the Town of Norman Wells hereby gives third reading to by law #23-02.'**

**Motion: No. 23-12-09**  
**Moved by: Councillor Peachey**  
**Seconded by: Councillor Smith** **Motion Carried Unanimously**

## 9. Council Forum

Councillor Hunter suggested applying to the federal government's disaster mitigation and adaptation fund (deadline July 19) in order to complete the following:

- Re slash both fire breaks as a mitigation measure for the community.
- A way to provide economic stimulus to community and contribute to fire smarting and it will last several years.
- Other economic opportunities include acquiring a briquette maker.
- Use mulched forest debris and convert into briquettes, can run other things through wood chipper if need be and use by product into briquettes.
- Project will have to be completed next summer.
- Potential fire spots due to quadding activity along fire break.
- Can be used in winter as sliding/green ski runs.
- Briquettes help people heat homes and lower cost of living.
- Work with NWLC on project as the second fire break is on Sahtu Lands.

Councillor Audet noted his comments regarding dust were addressed during the public works report.

Councillor McCoy noted the potholes on the main road which were addressed during the public works report. He also commended the phenomenal service of the Fire Department.

Mayor Pope recognizes that the dryness of the road near the liquor store is a sign the drainage system is working well. He noted that Minister McLeod is looking to come meet with Council this July. He suggested that council host a barbeque for the fire department to recognize their efforts. Mayor Pope met with the President of Canadian North and he clarified that the monetary figures regarding the cost to operate in Norman Wells as represented in the newspapers and media are accurate. He noted that Canadian North will consider Norman Wells only seat sales and there may be a possible reduction in fares. Mayor Pope noted interactions with Canadian North have been very pleasant.

## 10. Correspondence to Council

## 11. Correspondence from Council

## 12. In Camera

## 13. Adjourn Councillor Smith moved to adjourn the meeting at 8:51pm.



Frank Pope, Mayor

Cathy Clarke, SAO

