

**Town of Norman Wells  
Minutes  
Regular Council Meeting #23-19  
Tuesday, August 15<sup>th</sup>, 2023, 7:00pm  
Council Chambers & Microsoft Teams**

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**Present:** Frank Pope Mayor  
Kacee Hunter Councillor- Microsoft Teams  
Alexis Peachey Councillor  
Trevor Smith Councillor  
Kelly McCoy Councillor

**Staff:** Cathy Clarke Senior Administrative Officer  
Kayla Turner Governance and Community Engagement Manager  
Alex Millette Recreation Manager  
Lucas Nadeau Public Works Manager  
Melody Puno Finance Clerk  
Hugo Pabke Utilities Manager  
Brandon Scott Fire Chief  
Karen Boudreau Finance Manager

**Delegation:** Constable Jenna Simms RCMP  
Constable Ryan Perry RCMP

**Regrets:** Pascal Audet Deputy Mayor (Vacation)  
Dave Wever Councillor

**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 August 15<sup>th</sup>, 2023 is hereby adopted.'**

**Motion: No. 23-19-01**

**Moved by: Councillor McCoy**

**Seconded by: Councillor Smith**

**Motion Carried Unanimously**

**4. Delegation**

a) RCMP Monthly Report

- Continued road safety initiatives.
- Notable occurrence: squatters in Valleyview apartments. The file has been sent to alternative justice.
- Traffic enforcement at all hours with increased enforcement.
- A fully staffed department is expected by the end of August or beginning of September.
- Constable Simms noted that the health center has been great in assisting with mental health calls which makes the officers jobs much easier.
- Councillor Peachey asked if officers had noticed anyone going in and out of the Mac house during their rounds. Constable Simms noted that they had one call really early on but there was no follow-up and no additional reports. She will try contacting the owner of the building to prevent people from going in there.

**5. Committee Reports**

**6. Minutes**

a) Regular Council Meeting #23-17

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

**Motion: No. 23-19-02**

**Moved by: Councillor Smith**

**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

b) Committee of the Whole Meeting #23-05

**'Be it resolved that the minutes for the Committee of the Whole Meeting, dated July 26<sup>th</sup>, 2023 are hereby adopted.'**

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

**Motion Carried Unanimously**

c) Special Council Meeting #23-18

**'Be it resolved that the minutes for the Special Council Meeting, dated August 2<sup>nd</sup>, 2023 are hereby adopted.'**

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

**Motion Carried Unanimously**

## **7. Departmental Reports**

a) Town Manager

b) Finance

- There will be a committee of the whole meeting next week to discuss the amended budget and reserves.

c) Fire Department/By-Law

- The department has received 1.2 million dollars in funding for fire breaks and controlled access lines.
- See attached emergency communications breakdown for the Town of Norman Wells as well as how the Town communicates with residents during an emergency or loss of communication like we experienced earlier in the week.
- The fire chief has ordered two starlink systems; one for the town office and one for the fire hall.
- Mayor Pope thanked the chief for his hard work and noted it is much appreciated.
- Councillor McCoy noted that there are a few businesses in town who have ladd 1 radios if extra are needed.
- Councillor Peachey noted this is a great step ahead for the community.

d) Governance & Community Engagement

- There will be an increase in Town communications now that Kayla is back to work full time.

e) Lands- no report

f) Public Works

- The landfill bear fence will be arriving on the barge and should be installed mid-September.
- Councillor Hunter had mentioned at the last meeting that he would like Lucas to inform the council of the RFT awards. No bids were received for the two municipal contract tenders which closed on August 4<sup>th</sup>, 2023. The RFT's were put out to offer more of a chance to the smaller local contractors. As no bids were received, these services will now fall under the As and When contract, which will also reference the Purchasing by Law.
- The garbage bin mentioned at the last council meeting is unable to be repaired. Staff took a bin from a different location to replace it.
- The department is fully staffed now. We received three applications for the most recent MSW position; two were interviewed and one was unavailable. The new hire has his class 3 with air brakes and 20 years of experience in the field (10 years of municipal experience with the Hamlet of Tulita). One of the applicants was unavailable to schedule an interview due to being on vacation and the other applicant had already accepted another job.

g) Recreation

- Pool and summer programming has been going great.
- Jackfish Dock extension: there have been a few hiccups installing the additional pieces. Staff will continue to work on the extension. The extension will be about 5ft.
- Councillor McCoy asked if it would be worth putting additional signage at Jackfish lake for safety. Alex responded that there are no diving and water smart signs up there already as well as signs that say "no lifeguard on duty".

h) Utilities

- Update on water plant leak: with engineering support from Stantec, we will look to have the work complete by the end of September. We are waiting for the barge for the pipe and fittings. Hugo informed council of the possibility of having to shut off the water to town if the pipe is unable to be isolated.

## 8. Old Business

- a) Action Items of Administration Tracking Discussion

## 9. New Business

- a) Town of Norman Wells Scholarship Discussion/Resolution

- Suggested changes/clarifications:
  - Length of residency
  - Is scholarship given to anyone who did their schooling in NWT or Sahtu?
  - Restrictions on what funding can be used for?
  - Criteria for council to choose recipients (points system).
- Council directed administration to post the scholarship once amendments have been made.

**'Be it resolved that the council of the Town of Norman Wells hereby adopt the Post Secondary Scholarships Policy as amended.'**

**Motion: No. 23-19-05**

**Moved by: Councillor Smith**

**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

- b) Resolution to Transfer Funds

- a. Canada Public Infrastructure Fund to Operations Resolution

**'Be it resolved that the council of the Town of Norman Wells hereby authorizes the Finance Manager to transfer \$401,395.52 from the Canada Public Infrastructure fund to the operating fund.'**

**Motion: No. 23-19-06**

**Moved by: Councillor McCoy**

**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

- b. Gas Tax to Operations Resolution

**'Be it resolved that the council of the Town of Norman Wells hereby authorizes the Finance Manager to transfer \$106,430.31 from the Gas Tax fund to the operating fund.'**

**Motion: No. 23-19-07**

**Moved by: Councillor McCoy**

**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

## 10. Council Forum

- Councillor Hunter thanked Lucas for the information and for his good report.
- Councillor McCoy noted the numerous evacuations across the Territory and asked if Norman Wells long term care will be receiving evacuated residents and if more staff will be coming with them. He also asked if the Town is prepared to accept non-medical residents. The SAO explained that Norman Wells qualifies as an evacuation center and that we are prepared, however we are not given any resources from GNWT. Councillor McCoy thanked everyone for their efforts and noted that it would be a good idea to make a list of homes who have room if evacuees need a place to stay.
- Mayor Pope informed council that every barrel at the landfill has been crush; over 4000 barrels since the closing of the gates. The barrels are packed and ready to ship out. The SAO noted this work was done by summer students.

## 11. Correspondence to Council

- a) Letter to Mayor and Council from Dudley Johnson (Yamouri Inn)

- Council directed administration to write a letter of response denying the request for water bill adjustments.

- b) Email to Mayor and Council from Jordon Balanuik

- Council directed administration to write a letter of response to Jordon Balanuik and to include the background information provided to council. Mayor Pope suggested thanking Jordon for his courteous and professional correspondence.
- Councillor Hunter suggested including a copy of the daily checklist as well.
- The SAO noted that administration will prepare a letter of response for Frank's signature.

**12. Correspondence from Council**

7:57 Recess.

**13. In Camera**

Councillor Hunter did not take part in the in camera discussions as he was on Microsoft Teams.

a) Legal

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

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

**Motion Carried Unanimously**

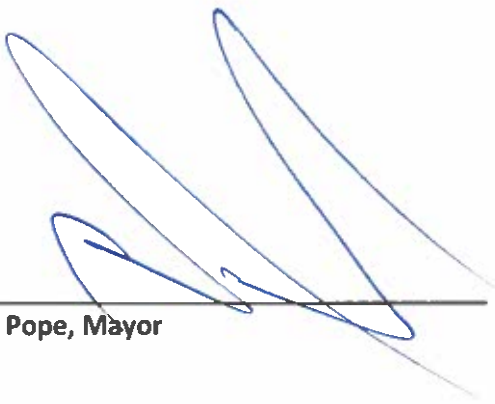
**'Be it resolved that the Council of the Town of Norman Wells hereby come out of in camera time being PM'**

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

**Motion Carried Unanimously**

Council voted unanimously to pay agreed upon court costs to Catherine Mallon in the amount of \$190, 878.63 and Nathan Watson in the amount of \$72,277.88.

**14. Adjourn**



Handwritten signature of Frank Pope in blue ink, consisting of several large, sweeping loops.

**Frank Pope, Mayor**



Handwritten signature of Alex Millette in blue ink, featuring a long horizontal stroke followed by a series of smaller, more intricate loops.

**Alex Millette, Acting SAO**

