

**Town of Norman Wells
Minutes
Regular Council Meeting #23-21
Tuesday, September 19th, 2023, 7:00pm
Council Chambers & Microsoft Teams**

Present:	Frank Pope	Mayor
	Pascal Audet	Deputy Mayor
	Kacee Hunter	Councillor
	Alexis Peachey	Councillor
	Trevor Smith	Councillor
	Kelly McCoy	Councillor
Staff:	Alex Millette	Acting Senior Administrative Officer
	Cathy Clarke	Management Advisor
	Meldoy Puno	Finance Clerk
	Hugo Pabke	Utilities Manager
	Mkhabela Masuku	Development Officer
	Lucas Nadeau	Public Works Manager

Regrets: Dave Wever Councillor

- 1. Call to Order 7pm
- 2. Declaration of Conflict of Interest

- None noted.

- 3. Review and Adoption of Agenda Resolution
 - Removal acquisition by law third reading.

‘Be it resolved that the Agenda for the Regular Council Meeting, dated September 19th, 2023 is hereby adopted as amended.’

Motion:	No. 23-21-01	
Moved by:	Councillor Peachey	
Seconded by:	Councillor Smith	Motion Carried Unanimously

4. Delegation

- a) RCMP Monthly Report- none
- b) Norman Wells Daycare Society
 - The Norman Wells Daycare Society provided a project update to Council. They will provide the full business plan and briefing note to Council.
 - Mayor Pope noted budget discussions are upcoming where council will sit and discuss the ways in which they can help.

5. Committee Reports

6. Minutes

7. Departmental Reports

- a) Town Manager
 - Departments are preparing for upcoming budget planning sessions.
 - Councilor Hunter asked if the SAO job posting could be posted on the Town’s Website.
 - Management Advisor Cathy Clarke noted that Alex and staff are doing an awesome job.
- b) Finance
 - Pre work for audit prep has started to ensure a smooth transition for the new SAO and senior management team.
 - Karen is consistently available to the team to help with the transition to the new finance manager.

- Councilor Hunter asked if Finance had come up with the answers to his previous questions regarding reserves. Cathy responded that Karen does have answers and will provide them next week when she is back from holidays.

- c) Fire Department/By-Law
- d) Governance & Community Engagement
- e) Lands

- Councilor Hunter asked the Development Officer to elaborate on the 8 development permits that have been issued this year. The Development Officer responded that the bulk of the permits are residential permits for people upgrading decks and things of that nature.

f) Public Works

- Dirt policy and procedure to be presented to council at the next regular meeting for council review.
- Councilor Smith asked for an update on the ski cabin road repairs. The Public Works Manager will be sending a request for quote to contractors tomorrow and hopes to have work completed as soon as possible.
- Councilor Hunter noted that the pothole work on Mackenzie drive looks great; he asked when the road repairs in front of the legion will take place. Lucas responded that the work on that pothole is too large, and he is discussing repair options with the contractor. He will provide more details regarding the work needed after the upcoming budget meetings.
- Councilor Hunter asked for more detail regarding the guardrail replacement project. Lucas responded that there will be 3 new guardrails added in areas of concern. Quotes have been received and the materials lists are being reviewed to see which ones are most accurate. A guardrail replacement budget will also be discussed during the upcoming budget meetings.

g) Recreation

- Summer activities and programming have wrapped up. The recreation surveys have been well received. Data will be shared with council when ready.
- Councilor Hunter suggested the arena be open on evenings and weekends. The recreation manager noted schedule changes are evaluated based on staff and availability and it is something that is being looked into to see what will work best for the community.
- Councilor Hunter also asked what sort of use we got out of the community gardens this year. Alex responded that the use of the gardens was good, the gardening dome was also utilized this year. 6 garden beds were consistently used; 3 beds were allocated to long term care, however with the smokey conditions this year the beds were not utilized. The 2 other beds were utilized by the summer day camp.
- Councilor Audet noted that it would be nice to have staff trained as lifeguards; he mentioned this could be discussed at the budget retreat. He noted this would help extend the pool season. The department is looking into ways to extend the hours of use per day and will keep council informed.

h) Utilities

- Successful repair of water main leak under the water treatment plant.

8. Old Business

9. New Business

a) Lease Agreement- Town of Norman Wells and Imperial Oil Resources Discussion/Resolution

- Imperial Oil offered the Town of Norman Wells one of their vacant homes for space to run community development programs out of the location. These programs will focus on the food pantry, cooling centre, and warming centre. Council was in favour signing this lease.
- Administration provided council with a briefing document for review.
- Councilor Hunter commended staff for a good job on the briefing document. He noted that he does not support signing the lease agreement as he believes the Town has underutilized buildings that could be used. He noted that he is also concerned with taking a potential home that someone could live in given the current housing crisis. He stated that this would expand more town resources on a new building when we have other buildings which could be used. This would also mean increasing the size of the municipality (government) when we should be looking at decreasing.
- Mayor Pope noted that SSI had given ten units to the communities, and the one that has been offered to the Town was turned back by one of the Land Corporations.
- Mayor Pope asked if Alexis and the Advancement of Equity and Inclusion Committee could look into the proposed lease agreement and programs and report back to Council with a means to utilize the building for the best interest of the community. Alexis responded that the committee would be interested and that there has already been discussions at the committee regarding warming shelters, safe spaces, and more.
- Councilor Audet asked how we are doing for staff/contractor housing and if there would be a need for more.
- Alex suggested administration bring back a program plan to present back to Council. Alex gave a detailed overview of the new position in his department which will help with IORL house programming. He also iterated that the lease will by virtue of its constraints manage much of what we do in the house ie: we cannot as per the

lease, use the facility overnight. He also noted that we are excited for the new staff member to start next month, no local applications were received.

‘Be it resolved that the Council of the Town of Norman Wells hereby authorizes Mayor Pope to sign a one year lease with Imperial Oil for the house provided.’

Motion: No. 23-21-02
Moved by: Councilor Peachey
Seconded by: Councilor McCoy
Motion Carried with 5 votes in favor. Councilor Hunter voted against the motion.

b) Acquisition By Law #23-05 First Reading Resolution

‘Be it resolved that the Council of the Town of Norman Wells hereby gives first reading to Acquisition By Law #23-05.’

Motion: No. 23-21-03
Moved by: Councilor Peachey
Seconded by: Councilor Smith
Motion Carried Unanimously

c) Acquisition By Law #23-05 Second Reading Resolution

‘Be it resolved that the Council of the Town of Norman Wells hereby gives second reading to Acquisition By Law #23-05.’

Motion: No. 23-21-04
Moved by: Councilor Peachey
Seconded by: Councilor Smith
Motion Carried Unanimously

d) Acquisition By Law #23-05 Third Reading- Item Removed Resolution

‘Be it resolved that the Council of the Town of Norman Wells hereby gives third reading to Acquisition By Law #23-05.’

Motion: No. 23-21-05
Moved by: _____
Seconded by: _____
Motion Carried/Motion Defeated

10. Council Forum

Councilor Hunter informed Council that he will be away until October 11th and as a result he will miss the next meeting. He noted that if an important meeting comes up such as budget he will do his best to attend by phone. Councilor Hunter also congratulated all scholarship recipients and noted that he was happy to see the number of applicants for the first year of the scholarship. He thanked Council for their support of the scholarship. Councilor Hunter also asked about land surveying at Jackfish Lake; Lucas and Mkhabela will touch base and see what can be done.

Councilor McCoy thanked Hugo for taking the time to show him the work that has been completed at the water treatment plant. He also thanked public works staff for the good work done at the Landfill.

Mayor Pope mentioned the potential of sending a letter to CIBC regarding frequent bank closures; he noted that this is a hardship for many, especially elders on pension day.

11. Correspondence to Council

- a) Letter to Mayor and Council from Karea Gilroy
 - Council all in favor of Mayor writing a letter of support.

12. Correspondence from Council

13. In Camera

- a) Legal- Confidentiality Agreement

‘Be it resolved that the Council of the Town of Norman Wells go in camera time being _____pm’

Motion: No. 23-21-06
Moved by: _____
Seconded by: _____

Motion Carried/Motion Defeated

‘Be it resolved that the Council of the Town of Norman Wells go out of in camera time being 8:40pm’

Motion: No. 23-21-07
Moved by: Councillor Smith
Seconded by: Councillor Audet

Motion Carried Unanimously

14. Adjourn 8:40PM



Frank Pope, Mayor

Alex Millette, Acting SAO