

**Town of Norman Wells  
Minutes  
Regular Council Meeting #23-23  
Tuesday, October 17<sup>th</sup>, 2023, 7:00pm  
Council Chambers & Microsoft Teams**

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Present:	Frank Pope	Mayor- Chair
	Pascal Audet	Deputy Mayor
	Kacee Hunter	Councillor
	Alexis Peachey	Councillor
	Trevor Smith	Councillor
	Kelly McCoy	Councillor
	Dave Wever	Councillor

Staff:	Alex Millette	Acting Senior Administrative Officer
	Cathy Clarke	Senior Administrative Officer- Microsoft Teams
	Karen Boudreau	Finance Manager- Microsoft Teams
	Hugo Pabke	Utilities Manager
	Kayla Turner	Governance and Community Engagement Manager
	Melody Puno	Finance Clerk
	Matthew Short	Public Works Supervisor
	Mkhabela Masuku	Development Officer
	Jaime Kearsy	By Law Officer
	Brandon Scott	Fire Chief

**1. Call to Order 7pm**

**2. Declaration of Conflict of Interest**

- None noted.

**3. Review and Adoption of Agenda**

Resolution

**ADD IN:**

**Item 4 RCMP report only.**

**13a. in camera- legal.**

**13b. in camera- informal business meeting.**

**13.c in camera- confidentiality agreement.**

**'Be it resolved that the Agenda for the Regular Council Meeting, dated October 17<sup>th</sup>, 2023 is hereby adopted as amended.'**

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

**Moved by: Councillor Peachey**

**Seconded by: Councillor Smith**

**Motion Carried Unanimously**

**4. Delegation**

- a) RCMP Monthly Report

**5. Committee Reports**

**6. Minutes**

- a) Special Committee of the Whole Meeting #23-06

- Councillor Hunter was absent from the meeting.

**'Be it resolved that the minutes for the Special Committee of the Whole Meeting, dated August 31<sup>st</sup>, 2023 are hereby adopted.'**

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

**Moved by: Councillor Smith**

**Seconded by: Councillor Wever**

**Motion Carried with 6 votes in favor. Councillor Hunter abstained from the vote.**

b) Regular Council Meeting #23-20

'Be it resolved that the minutes for the Regular Council Meeting, dated September 5<sup>th</sup>,2023 are hereby adopted.'

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

**Moved by:** Councillor Wever

**Seconded by:** Councillor Smith

**Motion Carried Unanimously**

c) Regular Council Meeting #23-21

'Be it resolved that the minutes for the Regular Council Meeting, dated September 19<sup>th</sup>,2023 are hereby adopted.'

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

**Moved by:** Councillor Wever

**Seconded by:** Councillor Smith

**Motion Carried Unanimously**

d) Special Committee of the Whole Meeting #23-07

- Councillor Hunter was absent from the meeting.

'Be it resolved that the minutes for the Special Committee of the Whole Meeting, dated September 29<sup>th</sup>,2023 are hereby adopted.'

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

**Moved by:** Councillor McCoy

**Seconded by:** Councillor Peachey

**Motion Carried with 6 votes in favor. Councillor Hunter abstained from the vote.**

e) Regular Council Meeting #23-22

'Be it resolved that the minutes for the Regular Council Meeting, dated October 3<sup>rd</sup>,2023 are hereby adopted.'

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

**Moved by:** Councillor Wever

**Seconded by:** Councillor McCoy

**Motion Carried Unanimously**

## 7. Departmental Reports

### a) Town Manager

- The Senior Management Team has been working on draft operational and capital budgets.
- The Council and Management budget retreat is scheduled for October 28-29. Once the draft budget is complete it will be circulated to the business community.
- Cathy is currently working on true costing water per liter which will be ready for budget discussions.
- Continued work on advocacy package, recruitment and legal.

### b) Finance

- Bank reconciliation provided.
- Reserves discussion to take place at the upcoming budget retreat.

### c) Fire Department

- The Fire Chief and 5 volunteer fire fighters are travelling to Inuvik to complete their live evaluations for their 10-01 training. A second group will be going out at a later date.
- The NWTAC fire break funding may also be used to complete the trail that Rob Closs had started as that area has been identified as high risk. The Fire Chief will be putting out RFQ's for work soon. Brandon will send out the package detailing the fire smarting work once ready.
- The Fire Chief attended the IORL live exercise yesterday and it went well.

### d) By-Law

### e) Governance & Community Engagement

- The Governance manager informed Council that Chris Koch, Motivational Speaker, will be speaking at the community hall on Monday, October 23<sup>rd</sup> @ 6pm. This is a free event for all to attend. Chris will also be speaking at the School.

- The food pantry is in need of donations (cash or food). We also have the capacity to accept frozen donations.

f) Lands

- Councillor Hunter noted that it should be made very clear to the community that the flag is not changing regardless of the logo changing.

**'Be it resolved that the Council of the Town of Norman Wells hereby approves the request for a grant of emblems for the town of Norman Wells from the Crown.'**

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

**Moved by: Councillor McCoy**

**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

g) Public Works- no report

- Councillor Hunter suggested a follow up form for elder driveway snow clearing instead of having elders fill out the same form every year.
- Landfill cover complete.
- The pot hole in front of the legion will be patched next year as per recommendation from the town's contractor.
- Public Works department has been working closely with the Development Officer on the demolition of the Mac House and where it will be put at the landfill.
- Councillor Hutner asked if the roads could be graded before the winter weather. Matthew responded that this is being discussed with the contractor.

h) Recreation

- The recreation manager commended the NWLC for their programming efforts in September. The Town played a supporting role in Truth and Reconciliation events. The department is thankful for the NWLC programming partnerships.
- The skate park is being relocated to the lot next to the town office which is the site of the future community gathering area.

i) Utilities

- The water main has been insulated and is ready for winter.
- The department continues to monitor low river levels.

**8. Old Business**

**9. New Business**

a) SAO By Law

**'Be it resolved that the Council of the Town of Norman Wells hereby gives first reading to the appointment of the Senior Administrative Officer by law # 23-06.'**

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

**Moved by: Councillor Peachey**

**Seconded by: Councilor Audet**

**Motion Carried Unanimously**

**'Be it resolved that the Council of the Town of Norman Wells hereby gives second reading to the appointment of the Senior Administrative Officer by law # 23-06.'**

**Motion: No. 23-23-08**

**Moved by: Councillor Smith**

**Seconded by: Councillor Hunter**

**Motion Carried Unanimously**

**'Be it resolved that the Council of the Town of Norman Wells hereby gives third reading to the appointment of the Senior Administrative Officer by law # 23-06.'**

**Motion: No. 23-23-08**

**Moved by: Councillor Wever**

**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

**10. Council Forum**

- Councillor Hunter asked if there is an update regarding a public meeting with the Town's lawyer. Mayor Pope responded that topic will first be discussed in camera.

Deputy Mayor Audet asked if the intersection near the airport could be graded.

Councillor McCoy noted that he is happy to know that the Fire Chief is on the ball regarding fire smarting. He noted this is something we need to stay ahead of.

Mayor Pope noted the road to the ski cabin could use grading.

#### 11. Correspondence to Council

##### a) Request for Donation- Tlegohli Hand Games Association

- Councillor Hunter recommended a donation of \$10,000 as a hand games tournament will bring a lot of people to town and is a great economic benefit. He also suggested writing a letter of support that the hand games association could use towards their funding applications.
- Councillor Peachey agreed to donate to the youth and to bring back traditional games to Norman Wells. She agreed to a \$10,000 donation: \$5,000 from the council donations line and \$5,000 from sports funding line.
- Mayor Pope noted that the youth will benefit, and it is a great organization to support.
- Councillor McCoy noted this is an important tradition to support.
- Councillor Wever noted that \$10,000 is quite a bit and would have to disagree with that amount. He recommended a council donation of \$5,000.

**'Be it resolved that the Council of the Town of Norman Wells hereby donates \$10,000 to the Tlegohli Handgames Association.'**

**Motion: No. 23-23-08**

**Moved by: Councillor Wever**

**Seconded by: Councillor Peachey**

**Motion Carried with 6 votes in favor. Councillor Wever voted against the motion.**

#### 12. Correspondence from Council

#### 13. In Camera

**'Be it resolved that the Council of the Town of Norman Wells hereby go in camera time being 7:43PM.'**

**Motion: No. 23-23-09**

**Moved by: Councillor Wever**

**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

**Be it resolved that the Council of the Town of Norman Wells hereby go out of in camera time being 8:34PM.'**

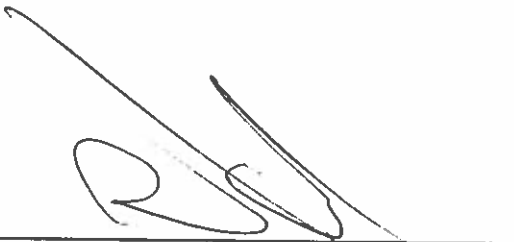
**Motion: No. 23-23-10**

**Moved by: Councillor Hunter**

**Seconded by: Councillor Smith**

**Motion Carried Unanimously**

#### 14. Adjourn Councillor Hunter moved to adjourn the meeting at 8:34PM



Frank Pope, Mayor



Cathy Clarke, SAO