

**Town of Norman Wells
Minutes
Special Council Meeting #23-27 Thursday,
November 30th, 2023, 12:00pm Council
Chambers & Microsoft Teams**

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

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

Regrets: Trevor Smith Councillor (Personal Commitment)

1. **Call to Order 12:02PM**

2. **Declaration of Conflict of Interest**

- None noted.

3. **Review and Adoption of Agenda**

Resolution

'Be it resolved that the Agenda for the Special Council Meeting, dated November 29th, 2023 is hereby adopted.'

Motion: No. 23-27-01

Moved by: Councillor McCoy

Seconded by: Councillor Peachey

Motion Carried Unanimously

4. **Minutes**

a) Regular Council Meeting #23-25 Draft Minutes

Resolution

'Be it resolved that the Minutes for the Regular Council Meeting, dated November 21st, 2023 are hereby adopted.'

Motion: No. 23-27-02

Moved by: Councillor Peachey

Seconded by: Councillor Wever

Motion Carried with 5 votes in favor. Mayor Pope abstained from the vote as he was not present at the meeting.

b) Special Council Meeting #23-26 Draft Minutes

Resolution

'Be it resolved that the Minutes for the Special Council Meeting, dated November 27th, 2023 are hereby adopted.'

Motion: No. 23-27-03

Moved by: Councillor Peachey

Seconded by: Councillor Wever

Motion Carried Unanimously

5. **New Business**

a) Operational Budget First Reading

Discussion/Resolution

The following was suggested by Councillor Hunter as proposed amendments to the motion on the table:

Council Procedures by-law

Conflict of Interest section b.

Members shall approach decision making with an open mind that is capable of persuasion

1. Be it resolved the council of the town of Norman Wells hereby amend the 2024 operational budget to include a Day Care Donation line item in the amount of \$127,000 under General Government. The funds for this new line item will be taken from the following 2024 operational budget line items:
 - General Government
 - o Council Travel \$30,000
 - o Contract Services \$10,000
 - o Council and Mayor Honorarium \$13,500
 - o Materials \$5,000
 - o Buildings \$1,000
 - Public Works
 - o Contract Services \$10,000
 - o Town Beautification \$10,000
 - o Buildings \$1,000
 - Recreation
 - o Black Bear Jamboree \$10,000
 - o Buildings \$1,000
 - o Arena Telephone \$3,500
 - o Arena Buildings \$1,000
 - o Community Hall Telephone \$3,000
 - o Community Hall Buildings \$1,000
 - o Youth and Elder Centre Telephone \$3,000
 - o Youth and Elder Centre Buildings \$1,000
 - Open Spaces
 - o Town Beautification \$5,000
 - Quarry
 - o Equipment \$5,000
 - Landfill
 - o Equipment Rental \$10,000
 - Protective Services
 - o Buildings \$1,000

2. Be it resolved the council of the town of Norman Wells hereby sell the former day care building to bidders for the purposes of providing the raised funds as a donation to the day care.

- Councillor Wever noted now is not the time to go through the budget line by line. He suggested the daycare donation be tabled as per yesterday's discussion. Councillors Peachey and Audet agreed.
- Councillor Wever did not mind the idea of selling the old daycare building or looking into what the Town could sell, however that money would not be available at this time to give to the daycare society.
- Councillor Hunter asked council to commit to a date to further discuss the daycare donation so that the society has some sort of commitment from council.
- Councillor Peachey suggested a committee of the whole meeting in the new year. Councillor Wever agreed. Administration reminded council that the SAO hiring committee will take precedence over this discussion.
- Councillor Peachey noted the following topics require further discussion in the new year: hiring of new SAO, reserves, daycare. Mayor Pope also added meeting with daycare funding agencies should happen in January.
- Administration responded that we will have to take into consideration staff availability as there are many topics to discuss.
- Councillor Wever highlighted non-essential overtime and asked that staff strongly consider whether overtime is essential before having it approved. He noted it is necessary to keep an eye on overtime in case of an emergency where overtime is required.

'Be it resolved that the Council of the Town of Norman Wells hereby gives first reading to the draft operational budget.'

Motion: No. 23-27-04

Moved by: Councillor Wever

Seconded by: Councillor McCoy

Motion Carried with 5 votes in favor. Councillor Hunter voted against the motion.

b) Capital Budget First Reading

Discussion/Resolution

- Councillor Hunter requested the guardrails project be removed from the capital budget.
- The SAO noted the capital budget is going forward with chipseal, however staff are researching alternatives. An amendment can be brought forth later if required. Councillor Wever noted he will vote to pass the capital budget; however he is not fully in support of chipseal.

'Be it resolved that the Council of the Town of Norman Wells hereby gives first reading to the draft capital budget.'

Motion: No. 23-27-05

Moved by: Councillor Wever

Seconded by: Councillor Peachey

Motion Carried with 5 votes in favor. Councillor Hunter voted against the motion.

c) Mill Rates By Law First Reading

Discussion/Resolution

- There are no increases to any mill rates.
- The Country Residential mill rate has been added to the by law for future council's to consider.
- Councillor Hunter asked if a vacant properties mill rate could be added to the by law in the same manner as the country residential mill rate to open future discussions.
- Councillor Audet noted he is in favor of a vacant properties mil rate with proper notice to property owners.
- Mayor Pope noted there would need to be a proper public information process.
- The SAO noted there would be more staff work involved with a vacant property mill rate to determine which properties are vacant as well as how to define vacant. She noted a vacant property mill rate could be added the same as country residential but does not have to be implemented. Councillor Audet suggested using the upcoming year to plan and properly engage the public.
- Councillor Audet commented that the Town should be proud to know that there has not been a residential mill rate increase in 15 years.

'Be it resolved that the Council of the Town of Norman Wells hereby gives first reading to the Mill Rates By Law #23-08.'

Motion: No. 23-27-06

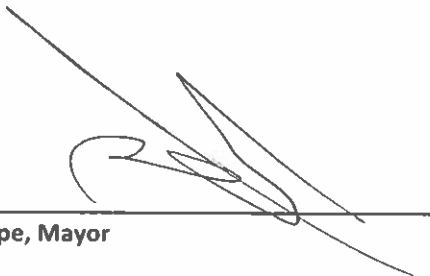
Moved by: Councillor Peachey

Seconded by: Councillor McCoy

Motion Carried Unanimously

- As 3 council members will be away next week, the regular council meeting on December 5th will be cancelled. 2nd and 3rd reading of the capital and operational budgets will be scheduled for December 7th at 7pm.

6. Adjourn Councillor Hunter moved to adjourn the meeting at 12:27PM



Frank Pope, Mayor



Cathy Clarke, SAO

