

**Town of Norman Wells
Special Council Meeting**

**Minutes of the Special Meeting of Council held Tuesday, December 9th, 2014,
in the Council Chambers.**

Present:	Gregor Harold McGregor Nathan Watson Ann Marie Tout Tim Melnyk Renee Closs Frank Pope	Mayor (Chairperson) Deputy Mayor Councillor (via telephone) Councillor Councillor Councillor
Regrets:	Sherry Hodgson	Councillor
Administration:	Eric Whitworth Candi Gillis Keith MacDonald	Town Manager Town Clerk Public Works Manager
Visitor:	Pascal Audet	

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor McGregor.

2. DECLARATION OF CONFLICT OF INTEREST

- Councillor Closs declared a conflict of interest on item 6 b.

3. REVIEW AND ADOPTION OF AGENDA

Motion: No. 14-298

Moved by: Councillor Melnyk

Seconded by: Councillor Pope

'Be it resolved that the Agenda for the Special Meeting of Council, dated December 9, 2014, is hereby adopted as amended to add that Item 8 e) is for discussion.

Motion Carried

4. Delegation

a) Monthly Mayor's Policing Report – October and November, 2014

- No members of the RCMP were present to report due to operational requirements.

5. Minutes

a) Special Meeting of Council, November 18, 2014

Motion: No. 14-299

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that the Minutes for the Special Meeting of Council, dated November 18, 2014, are hereby adopted as presented.'

Motion Carried

6. Old Business

a) Action Items

Discussion:

It was suggested that chip seal investigation be put back on the action list, as its own item; it was once included with DL-10 and has since been removed. The Public Works Manager stated that he is still investigating this option and that finding the correct aggregate is the issue. Limestone was discussed and though it has been used it is not the ideal aggregate for paving and chip seal. The Public Works Manager added that he has a report that was done for the GNWT and it showed the cost of DL-10 as under \$300.00 per km and Chip Seal was \$42,000.00 per km. It may be beneficial to look into a paver and a batch plant.

- b) By-Law 14-21 Assignment of Lease Lot 2064 Plan 1520
(3rd Reading)

- *Councillor Closs declared a conflict of interest and left the room, the time being 7:16 pm*

Motion: No. 14-300

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that Third Reading be given to By-Law 14-21, Assignment of Lease Lot 2064, Plan 1520.'

Motion Carried

- *Councillor Closs returned, the time being 7:17 pm*

- c) By-Law 14-22 Tax Sale Acquisition Lots 165 & 166, Plan 1170
(3rd Reading)

Motion: No. 14-301

Moved by: Councillor Melnyk

Seconded by: Councillor Watson

'Be it resolved that Third Reading be given to By-Law 14-22, Acquisition of Lots 165 and 166, Plan 1170.'

Motion Carried

7. New Business

- a) Schedules of Accounts

Motion: No. 14-302

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that the Schedule of Accounts in the amount of ONE MILLION, SIX HUNDRED TEN THOUSAND, TWELVE DOLLARS AND TWENTY ONE CENTS (\$1,610,012.21) is hereby approved as presented.'

Discussion:

Councillor Tout requested a discussion take place on how rates were determined for home based businesses.

Councillor Watson expressed that concerns were raised with the calculations for home based businesses. During our initial discussions we had determined as a group that it was impossible to gain all information on these home businesses and it was decided that it was not practical and too extensive to determine these in fairness. Revenue Canada recognizes that a home business does not change the fact that it is the occupant's primary residence.

Mayor McGregor added that residents who own rental properties did receive the full rebate for the homes that they reside in.

The Town Manager clarified that there are also instances where family members are residing in homes owned by other members of their family at no charge; in these cases the rebate went to the person who funded the conversion.

Motion Carried

- Councillor Pope requested through the Chair, that he be permitted to abstain from voting on some of the new business items where he did not have the background information required for an informed decision.

- b) Quarry Pricing

Motion: No. 14-303

Moved by: Councillor Watson

Seconded by: Councillor Closs

'Be it resolved that the Council of the Town of Norman Wells hereby approves the quarry pricing as amended to include Cost of Material for Clay Push is borne by purchaser.'

Discussion:

Clay Push is not an item that is stockpiled and the cost of material is borne by the purchaser who has to get the material, the Town's associated costs are administrative.

Motion Carried

- c) By-Law 14-23 Disposal Lot 2113, Plan 1515
(1st & 2nd Readings)

Motion: No. 14-304

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that First Reading be given to By-Law 14-23, Disposal of Lot 2113, Plan 1515.'

Motion Carried

Motion: No. 14-305

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that Second Reading be given to By-Law 14-23, Disposal of Lot 2113, Plan 1515.'

Motion Carried

- d) Sole Source Contract – Water & Sewer Services

Motion: No. 14-306

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that the Council of the Town of Norman Wells hereby approves entering into sole source negotiations with Northridge Contracting for the provision of trucked water and sewer services for a three year contract.'

Motion Carried

- e) Extension of "As & When" Civil Works and Municipal Landfill Operation Contract

Motion: No. 14-307

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that the Council of the Town of Norman Wells hereby approves a one year extension to December 31st, 2015 for the "As & When" Civil Works and Municipal Landfill operations contract with Hodgson's Contracting (2005) Inc. at the existing rates in the 2011 – 2013 contract.'

Motion Carried

- f) Request for Donation – CANOL Branch #287 of the Royal Canadian Legion, annual Children's Christmas Party

Motion: No. 14-308

Moved by: Councillor Closs

Seconded by: Councillor Watson

'Be it resolved that the Council of the Town of Norman Wells hereby authorizes the Town Manager to donate \$1,000.00 to the CANOL Branch #287 of the Royal Canadian Legion, for their annual Children's Christmas Party.'

Motion Carried

- g) Closure of the Town Office at 12 o' clock noon on December 24th and 31st

Motion: No. 14-309

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that the Council of the Town of Norman Wells hereby approves the Town Manager to close the Town Office at 12 o'clock noon on December 24th and December 31st, 2014.'

Motion Carried

- h) Hiring Guideline

Motion: No. 14-310

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that the Council of the Town of Norman Wells hereby revokes all of the Hiring Procedure Policies (C1.1, C1.2 and C1.3) from the Employee Policy Manual and approves the Hiring Guideline, Council Policy Statement as presented.'

Motion Carried

- i) Full Time Fire Chief

Motion: No. 14-311

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that the Council of the Town of Norman Wells hereby approves the establishment of a full-time Fire Chief position for a two year term with the possibility of an extension.'

Discussion:

Councillor Pope requested clarification as to the position also covering by-law enforcement duties. It was stated that the job description and duties are still being finalized. This position will be in the budget for the next fiscal year and will be put out for competition.

Motion Carried

- j) Request for Donation – Norman Wells Curling Club

Motion: No. 14-312

Moved by: Councillor Melnyk

Seconded by: Councillor Watson

'Be it resolved that the Council of the Town of Norman Wells hereby authorizes the Town Manager to donate a Bronze In-Kind donation of \$1,000.00 in lease reduction to the Norman Wells Curling Club.'

Discussion:

The Town of Norman Wells contributes a great amount to the Curling Club by offering a subsidized lease, and incurring the water, power and heating costs. The Curling Club looks after the interior of the facility, and due to no club activity last year they had let their liquor licenses lapse. There is a new executive in the position as well. The current Council has not donated to the Curling Club.

A lease reduction of \$1,000.00 was suggested as an In-Kind Bronze donation.

Motion Carried

8. Committee Reports

- a) Recreation
 - i) none

- b) Town Planning
 - i) none

- c) Resource Development Impact Group
 - i) Addition of Committee Member
Cecile McCauley

Motion: No. 14-313
Moved by: Councillor Closs
Seconded by: Councillor Melnyk
'Be it resolved that the Council of the Town of Norman Wells hereby approves the addition of the following member of the Resource Development Impact Group: Cecile McCauley.'

Discussion:

Councillor Pope expressed his desire to remain on this committee; as he had the history being one of the original members and would like to see the committee revitalized. Councillor Pope brings great value to the committee and it was stated that something could be worked out amongst Council.

Motion Carried

- d) Emergency Measures Organization
 - i) none

- e) Ad Hoc Personnel Committee
 - i) Performance Management

Discussion:

Councillor Watson thanked the Personnel Committee for their efforts and noted that we are close to the line of our responsibilities when reviewing or changing job descriptions. Councillor Tout responded that the committee is standardizing the format so they are well developed, not a rewrite. Policy C-2.1 as it exists would not require change.

The committee was instructed to move forward with the current direction.

9. Departmental Reports

- a) Public Works – none
- b) Water & Sewer – none
- c) Recreation – none

- *Councillor Melnyk left the room, the time being 7:56 pm*

- d) Lands – October/November

- *Councillor Melnyk returned, the time being 7:56 pm*

Discussion:

The Town Manager clarified that the trailers donated to the Fire department are for administrative purposes and not live burns.

- e) Finance – None

10. Council Forum

Councillor Closs -- Welcome, Councillor Pope.

Councillor Watson -- I would also like to welcome Councillor Pope to the team. I am excited and look forward to working with you going forward. I think we have a very good team here.

-- The Action Sheet needs more clarification and a Council guideline for the addition and removal of items.

Discussion on the Action concluded that the Councillor that is bringing up the item would be

diligent and ask for a majority of Council to support the addition or removal of an item to the list for action by administration with an expected date of completion. It was also suggested that if a resident comes to a Council member with a concern that can be addressed at the Town Office, direct them to the Office.

-- Councillor Watson with the support of Council requested that the DL-10 item be removed from the Action Sheet. Administration is to remove this item from the list.

- *Councillor Watson left the room, the time being 8:18 pm*
- *Councillor Watson returned, the time being 8:19 pm*

Councillor Melnyk -- no comment

Councillor Pope -- Thank you to the Town Clerk for sending the Council package out to me.

-- Inquired if the Fire Department has conducted the hydrant testing this fall prior to freeze ups.

- The Town Manager understands that the Water Plant is nervous of the Fire Department using the hydrants as it affects the pressure throughout the town. They have been using Northridge for trucked water services rather than the hydrants.

-- I am wondering what the current status is on all of the work that is going on behind the Sahtu Business Development Centre? This has been going on for several years now. We seem to be just maintaining a problem, and I am wondering how we are going to rectify the problem. If it is ok with the Mayor I would like Mr. Audet to advise what is the problem and how would we fix it.

- The Town Manager advised that he and Mr. Audet had had a discussion on this and he would have no issue with him speaking to this.
- The Mayor also advised he had no issue with Mr. Audet speaking to this.
- Mr. Pascal Audet of Northridge Contracting Ltd. said, as Councillor Pope had pointed out, this has been an ongoing problem for many years with a substantial accumulated cost. The line is under extreme tension because there is not an adequate foundation under the manholes. Any time you have a low lying pipe heavy materials will settle in that area during times of low flow, causing clogs when the flow rate increases. There have been sewage spills almost weekly in this area lately.

-- May I suggest that this become a budget item for how we intend to rectify this and at what cost. I would like to see that this is on the agenda and we are looking into this.

-- My last item is when are we starting the budget meetings?

- The Mayor and Town Manager advised that these meetings will take

place tomorrow evening and next Tuesday evening at 7:00 pm.

- Councillor Tout -- Could I please have an update on the staffing?
 - o The Town Manager stated that an interview for the Town Clerk position took place today.
 - o Two applications have been received for the Lands Clerk / Development Officer. This closes next Monday.
 - o The Administrative Assistant position has not been acted upon
 - o We are losing a member of the Water Department on Friday.
 - o The Town Clerk's final day is this Friday.
- As I had said a few months ago when the Town Clerk had handed in her resignation, if this is truly her last meeting, she will be missed and I would like to recognize her for her good work with the Town.
- Mayor McGregor -- I want to thank everyone who was here when I was away. I could not call in as I had intended due to road conditions, heavy snow and poor reception in the area.
- I am going to miss Candi. We have worked closely for two years now. I will miss her and wish her all the best.
- It is good to have Frank on board.

11. Correspondence to Council

a) None

12. Correspondence from Council

a) None

13. In Camera

a) None

14. Adjourn

Motion: No. 14-314
Moved by: Councillor Pope
 'Be it resolved that we hereby adjourn, the time being 8:20 p.m.'
Motion Carried


 Gregor Harold McGregor
 Mayor


 Eric Whitworth
 Town Manager