

**Town of Norman Wells
Town Council**

**Minutes of the Committee of the Whole held
Tuesday, January 13th, 2015, 7:00 p.m. in the Council Chambers.**

Present:	Gregor Harold McGregor	Mayor (Chairperson)
	Nathan Watson	Deputy Mayor
	Tim Melnyk	Councillor
	Renee Closs	Councillor
	Ann Marie Tout	Councillor
	Sherry Hodgson	Councillor
	Frank Pope	Councillor
Administration:	Eric Whitworth	Town Manager
	Karel Meulenbroek	Town Clerk
	Keith MacDonald	Public Works Manager
	Sarah Ball	Receptionist/Administration

1. CALL TO ORDER

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

2. Declaration of Conflict of Interest

None

3. Review and Adoption of Agenda

Moved by: Councillor Tout

Seconded by: Councillor Melnyk

'Be it resolved that the Agenda for the Committee of the Whole meeting dated, January 13th, 2015, is hereby adopted as presented.'

Motion Carried

4. Delegation

4.1 None

5. Minutes

5.1 Committee of the Whole Minutes November 25, 2014

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that the minutes for the Committee of the Whole Meeting dated, November 25, 2014, are hereby adopted as presented.'

Motion Carried

6. Old Business

6.1 None

7. New Business

7.1 Committees of Council – Vacancies

Moved by: Councillor Closs

Seconded by: Councillor Melnyk

'Be it resolved that the Committee of the Whole recommends to the Council of the Town of Norman Wells, to fill the vacancies of committees of Council.'

Discussion:

Councillor Closs clarified that Peggy Sue Chubb and Amanda Feltham should be included on the list of members of the Recreation Committee.

Councillor Tout clarified that the Personnel committee was a committee formed by resolution. This committee should be listed. Candi Gillis will need to be replaced.

Some comments as to whether or not employees should be listed as part of the committee.

Councillor Tout will put her name forward for the Emergency Measures Organization committee.

Councillor Tim Melnyk put his name forward for the Recreation committee.

Recommendation Carried

7.2 Signing Authority By-Law 08-3

Moved by: Councillor Melnyk

Seconded by: Councillor Pope

'Be it resolved that the Committee of the Whole recommends to the Council of the Town of Norman Wells, to repeal By-Law 08-33.'

Discussion:

The Town Manager advised that the bank requires one elected and one non-elected signor. This is a house cleaning issue and By-Law 08-33 is not required. Councillor Tout asked if there is no requirement to have the by-law in place to be in compliance with the CTV Act? Asked to check and verify compliance with the CTV act.

Recommendation Carried

7.3 Town Square By-Law 97-07

Moved by: Councillor Watson

Seconded by: Councillor Melnyk

'Be it resolved that the Committee of the Whole recommends to the Council of the Town of Norman Wells, to repeal By-Law 97-07 and have Public Works continue this service at no charge.'

Discussion:

There was Discussion as to how the By-law came to be and reasons as to why the by-law was implemented.

Councillor Melnyk says that this By-law also covers garbage on the sidewalk. If the By-law is repealed, we need to make sure that the cleaning of garbage is covered by the property standards By-law or another relevant By-law.

General sentiment is that the town has been clearing the snow recently and it takes about 2 hours to clear the snow after a snow fall. It is seen as safer for residents and not excessively onerous for the town's public works department.

Recommendation Carried

7.4 Community Library – Library Board By-Law 95-23

Moved by: Councillor Melnyk

Seconded by: Councillor Tout

'Be it resolved that the Committee of the Whole recommends to the Council of the town of Norman Wells, to perform a comprehensive review of By-Law 95-23 with a view to eliminating inconsistencies.'

Discussion:

Councillor Tout does not see any inconsistency within the By-law. Is there a requirement for the town to be involved with the library at all?

The Town Manager advised that there may be inconsistency between the By-law and practice; we need to see where we fit.

There were questions about the contribution agreement for the library and whether the requirements of the contribution agreement were being met.

General sentiment was that more research is required in order to come up with a clear strategy on this item.

If the town is not signing the contribution agreement, then where is the town's responsibility?

Referred to Administration

- *Councillor Watson left Council chambers at 7:43*

- *Councillor Watson returned at 7:44*

7.5 Service Rates By-Law 12-33 Schedule "A"

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that the Committee of the Whole recommends to the Council of the Town of Norman Wells, to review By-Law 12-33 Schedule "A" and to delete item 1,a,b,c and d and Item 3.'

- **Recommendation Carried**

7.6 Draft Borrowing By-Law 15-02

Moved by: Councillor Melnyk

Seconded by: Councillor Pope

'Be it resolved that Committee of the Whole recommends to the Council of the Town of Norman Wells, to establish a line of Credit with CIBC in the sum of \$250,000.00.'

Discussion:

The Mayor and town manager may borrow. The Town Manager advised that we just want a float for dipping in to by setting up a credit facility with CIBC. The By-law already says that you can establish a line of credit.

Councillor Hodgson suggested that a line of credit is likely at a lower interest rate as compared to a loan.

Council is in general agreement that a line of credit can be set up without further action.

Referred to Administration

7.7 Draft Credit Card By-Law 15-01

Moved by: Councillor Melnyk

Seconded by: Councillor Pope

'Be it resolved that Committee of the Whole recommends to the Council of the Town of Norman Wells, to approve increasing the credit card limit to \$100,000.00'.

Discussion:

There were questions about individual credit card limits and the need the levels of controls to safeguard the Town's potential exposure to fraudulent transactions and to reduce risk.

Councillor Closs cautioned about not issuing too many credit cards as the more credit cards are out there, it becomes increasingly difficult to control.

Recommendation Carried

8. Council Forum

Councillor Melnyk

--Strategic Plan: Are we tackling that plan or are we getting out without doing anything on this?

--Travel: will be traveling a tremendous amount on the winter road. Will go on Wednesdays for the longer trips. That should work out. I should be able to attend council meetings and strategic planning sessions on Saturdays. Not much else.

Councillor Pope

--Now that we have a town clerk again. We should have minutes back on the website for people to read. Oct 21 minutes are the last minutes posted.

-- Federal public works building to be removed
Councillor Pope assumes that these are the

Garages occupied by Steve Deschene when he was with the Federal Government. What is the disposition of the land from which the garages are being removed? Has anything been offered to the town.

- Document: communication strategy of the town. Does the town have a communication strategy? Councillor Tout advised everyone has agreed to it, but that it has not been implemented yet.
- Status of Job Description of the Fire Chief. The Town Manager advised that this will be discussed in camera.
- I Will be out of town most of February and will send the Town Clerk the dates.

Councillor Hodgson

- I will not be here for the January 27th meeting I am travelling all that week.
- There is a Focus group meeting tomorrow.
- Office of the Regulator of Oil and Gas Operations. Consultations may be January 25 and 26. They want to meet some community members and give a presentation. I will send you the information if you are interested. It is a meetings regarding fracking regulations in the GNWT.
- Couple coming in January 18-21 sharing what's going on with their operations.
- Holiday in March to be elaborated on at a later date

Councillor Closs

- Is any money left over in the gas fund. The Town Manager advised that every last dime was spent plus \$112,000 off our own natural gas reserve. I will be away on Feb 3 and will be able to call in for that meeting. Please send the information for the call in. I Will also be away on Feb 12 until March 12.

Councillor Tout

- Council should give serious consideration to sending a letter to Canada Post regarding the service that we don't receive in this community. We need to speak up on behalf of the residents. Mayor McGregor thinks that now would be an opportune time without betraying any confidences. Councillor Tout would be happy to draft a letter.
- Oil and Gas strategy, General discussion was that there are 5 Councilors who are going. We want to see the work continue.
- Council should have positions emulating from a strategic plan that can be communicated.
- For next Council meeting can we have an updated statement on Occupational Health and Safety? It was discussed and sent back for revisions in May of 2015 and we have not seen it since.
- Part of our Communication strategy: Please notify us directly if meetings are cancelled or changed.
- Did anything come of council's meeting with the MLA.
- Council provided an update; there will be more hiring by the GNWT. There is a training program being developed to build a 17km access road. There may be funds borrowed to build a permanent access road where the Mackenzie

Valley highway will be. The MLA advised that in Aug 2016 the extended health care will be open the housing corporation is expected to make 16 market housing units available. This is to cover 30 positions.

The downturn in the energy industry has everything on pause a little it, this includes any new housing developments in town. The permanent road to be built will follow the winter road right of way. There seem to be quite a few houses on the real estate market. The MLA seems to be in campaign mode. They eliminated the riding of the MLA.

--Still like to proceed with a strategic plan. Should be easier now because we have a better idea as to which the direction the economy and the town are going.

Councillor Watson

- Welcome to the town clerk and lands clerk to the Norman Wells Town team, good luck. Once the lands clerk is settled in, it would be nice to get a Town Planning Committee meeting organized.
- Strategic plan: expression of disappointment that we didn't get around to the strategic plan. I would sacrifice some Saturdays to get a plan finalised.
- We should have a new picture taking as two councilors have now changed this should be reflected on the website.
- The cab service is very bad, no one seems to be willing to take it over. Often times People can not get rides for the airport to the hotel. If anything goes on it town, no one can get home. Its winter time and people can't get home.
- The town dump is an embarrassment, we will never get a solution if we don't get started on that.
- Couturier's yard; lets get the ball rolling, lets dig out the info we have and get it on the table. It would be great to accomplish some of those things before the end of our term.

- *Councillor Watson left Council chambers at 8:29 p.m.*
- *Councillor Watson returned at 8:30 p.m.*

Mayor McGregor

- Will be unavailable for the next 3 Tuesdays.
- Shack at the end of the road near the Esso Gate now that we no longer use their natural gas lets find out if that is on our property and remove it if it is no longer necessary.
- Some use is being made of the new Daredevil Hill
- There is a lot going on with Minor Hockey, its nice to see that.
- It may be a good time to clean up the Coutourier yard. There is an environmental fund that is available for the clean up. Good to hire someone from outside to clean up that yard. Does council need to pass a resolution to access the environmental fund?

- *Recess was called at 8:38 pm*

January 13, 2015

Page 6 of 6

9. In Camera

9.1 Personnel

Moved by: Councillor Melnyk

Seconded by: Councillor Tout

'Be it resolved that we hereby go in-camera, the time being 8:45 p.m.'

Moved by: Councillor Hodgson

Seconded by: Councillor Tout


'Be it resolved that we hereby adjourn in-camera, the time being 9:12 p.m.'

10. Adjourn

Moved by: Councillor Hodgson

Be it resolved that we hereby adjourn, the time being 9:13 p.m.'

Motion Carried



Chairperson

February 10, 2015
Date



Town Manager

February 10, 2015
Date