

**Town of Norman Wells
Regular Council Meeting**

**Minutes of the Regular Meeting of Council held Tuesday, January 20th, 2015,
in the Council Chambers.**

Present: Nathan Watson Deputy Mayor (Chairperson)
Sherry Hodgson Councillor
Tim Melnyk Councillor
Frank Pope Councillor
Ann Marie Tout Councillor
Renee Closs Councillor

Regrets: Gregor Harold McGregor Mayor

Administration: Eric Whitworth Town Manager
Karel Meulenbroek Town Clerk
Conrad Hickey Director of Finance

Visitor: Pascal Audet

1. CALL TO ORDER

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

2. DECLARATION OF CONFLICT OF INTEREST

- None

3. REVIEW AND ADOPTION OF AGENDA

Motion: No. 15-1
Moved by: Councillor Pope
Seconded by: Councillor Tout

'Be it resolved that the Agenda for the Regular Meeting of Council, dated January 20, 2015, is hereby adopted as presented.'

Motion Carried

4. Delegation

- a) None

5. Minutes

- a) Inaugural Meeting of Council, December 9, 2014

Motion: No. 15-2
Moved by: Councillor Tout
Seconded by: Councillor Closs

'Be it resolved that the Minutes for the Inaugural Meeting of Council, dated December 9, 2014, are hereby adopted as presented.'

Motion Carried

- b) Special Meeting of Council, December 9, 2014

Motion: No. 15-3
Moved by: Councillor Tout
Seconded by: Councillor Melnyk

'Be it resolved that the Minutes for the Special Meeting of Council, dated December 9, 2014, are hereby adopted as presented.'

Motion Carried

c) Special Meeting of Council, December 19, 2014

Motion: No. 15-4
Moved by: Councillor Closs
Seconded by: Councillor Pope
'Be it resolved that the Minutes for the Special Meeting of Council, dated December 19, 2014, are hereby adopted as amended.
Motion Carried

6. Old Business

a) Action Items.

Discussion:

Councillor Tout suggested that council table the whole issue of the action item sheet to a Committee of the Whole meeting and spend some time developing and flushing it out to what council wants it to be.

Councillor Pope: The action sheet can become a very good tool of Council is it used properly and developed properly. We need to have the action sheet deferred to a council of the whole meeting. Deputy Mayor Watson tabled this item to the next Committee of the Whole meeting

7. New Business

a) Schedule of Accounts

Motion: No. 15-5
Moved by: Councillor Hodgson
Seconded by: Councillor Closs
'Be it resolved that the Schedule of Accounts in the amount of ONE MILLION TWO HUNDRED TWENTY NINE THOUSAND, EIGHT HUNDRED SIXTY FIVE DOLLARS, AND SIXTY SIX CENTS (\$1,229,865.66) is hereby approved as presented.'

Discussion:

The figure includes the credit card and all other purchases for the period. Councillor Pope commented that since we have a council meeting around once per month, are we remiss by always appearing to approve all these financial transactions after the fact? Should we not be approving them before the fact? Is it not better to have two council meetings per month, I am not sure if a rubber stamping is being done of the accounts by only having council meetings once per month. Is Leary at times of approving of expenditures that have already taken place.

Deputy Mayor Watson advised that this has been discussed before and that others have expressed the same concern. This could be an item for the next committee of the whole meeting.

The town manager commented that based on what he knows and based on his past experience, we have never done this in Council. The Council approves a budget, we operate within the budget, we have an elected member who signs off on all the checks along with a staff member. The oversight is at that point, at the point of all the signatures. With all the documentation attached to the checks that are to be signed.

Deputy Mayor Watson commented that there are checks and balances in place already and as Councillor Pope has already pointed out, we may be approving these accounts unnecessarily.

Councillor Tout commented that it has not always been done that way, with some councils, the checks were actually brought to the table and they were not signed until after council had approved the accounts. We should discuss this further at a committee of the whole meeting.

Motion Carried

b) Committees of Council - Vacancies

Motion: No. 15-6

Moved by: Councillor Pope

Seconded by: Councillor Tout

'Be it resolved that the Council of the Town of Norman Wells hereby appoints Councillor Tout to the Emergency Measures Organization Committee'

Motion Carried

Motion: No. 15-7

Moved by: Councillor Tout

Seconded by: Councillor Closs

'Be it resolved that the Council of the Town of Norman Wells hereby appoints Councillor Melnyk to the Recreation Committee'

Motion Carried

c) Signing Authority By-Law 08-33

Motion: No. 15-8

Moved by: Councillor Pope

Seconded by: Councillor Tout

'Be it resolved that the Council of the Town of Norman Wells hereby repeals By-Law 08-33'

Motion Carried

d) Town Square By-Law 97-07

Motion: No. 15-9

Moved by: Councillor Tout

Seconded by: Councillor Melnyk

'Be it resolved that the Council of the Town of Norman Wells hereby repeals By-Law 97-07 and have Public Works continue the snow removal service at no charge'

Discussion:

Councillor Pope asked if any discussion had taken place with property owners around the town square as some had suggested. The Town Manager did not have a chance yet, but advised that the key premise was that garbage debris is covered by the unsightly premise legislation. Talking with property owners has become less relevant as the property by-law covers the garbage debris and Council has already expressed an interest in continuing to provide snow removal at no charge.

Motion Carried

Against: Councillor Pope

- *Councillor Tout left the room, the time being 7:21 pm*
- *Councillor Tout returned, the time being 7:22 pm*

e) Service Rates By-Law 12-33 Schedule "A"

Motion: No. 15-10

Moved by: Councillor Melnyk

Seconded by: Councillor Closs

'Be it resolved that the Council of the Town of Norman Wells hereby repeals item 1, a,b,c and d and Item 3 in Schedule "A" of By-Law 12-33'

Motion Carried

f) Credit Card By-Law 15-01

Motion: No. 15-11

Moved by: Councillor Tout

Seconded by: Councillor Pope

'Be it resolved that the Council of the Town of Norman Wells to approve increasing the credit card limit to \$100,000'

Motion Carried

Motion: No. 15-12

Moved by: Councillor Tout

Seconded by: Councillor Pope

'Be it resolved that the Council of the Town of Norman Wells hereby approve First Reading of By-Law 15-01'

Motion Carried

Motion: No. 15-13

Moved by: Councillor Closs

Seconded by: Councillor Pope

'Be it resolved that the Council of the Town of Norman Wells hereby approve Second Reading of By-Law 15-01'

Motion Carried

g) Town Manager – Annual Vacation

Motion: No. 15-14

Moved by: Councillor Hodgson

Seconded by: Councillor Tout

'Be it resolved that the Council of the Town of Norman Wells hereby approves the Town Manager's request for Annual Vacation from March 20, 2015 starting at 2 pm to March 27, 2015'

Motion Carried

h) Transfer of funds

Motion: No. 15-15

Moved by: Councillor Pope

Seconded by: Councillor Melnyk

'Be it resolved that the Council of the Town of Norman Wells hereby approves the moving of \$ 100,000.00 of funds from the Environmental Reserve to General Operating for the start of the environmental cleanup of lot One Hundred Sixty Five (165) Group 1158, Plan 1170 and Lot One Hundred Sixty Six (166) Group 1158, Plan 1170.'

Discussion:

This item should remain as a Committee of the Whole item.

Council would like all available information on this topic

Motion Carried

Against: Councillor Hodgson

i) Northern Arts and Cultural Centre, Request for Support

Motion: No. 15-16

Moved by: Councillor Melnyk

Seconded by: Councillor Tout

'Be it resolved that the Council of the Town of Norman Wells authorize the Town Manager to donate \$5,000.00 to the Northern Arts and Cultural Centre, Yellowknife, of which this to be paid in installments of \$1,250.00 per three (3) months, for the 2015-2016 season, and with the assurance that should the program be cancelled, the Town of Norman Wells can be reimbursed.'

Motion Carried

j) Restructuring of Water Utility and Public Works Department Resolution.

Motion: No. 15-17

Moved by: Councillor Tout

Seconded by: Councillor Hodgson

'Be it resolved that the Council of the Town of Norman Wells authorize the Town Manager to restructure the Water Utility and Public Works Departments by creating a Water Utility Lead Operator position, a Public Works Foreman position, and an additional Maintenance Support Worker position'

Discussion:

Councillor Tout distributed the following discussion information:

Restructuring of Water Utility & Public Works Department

As cited in the Request for Decision prepared by Mr. Whitworth, the Water Utility Manager resigned in 2014. At the time of his resignation, Council agreed to consider alternatives to the organizational structure. Discussion has been held sporadically around this issue since last fall and on the majority of occasions, was held in-camera with no advance notice or documentation provided to Council to allow us the opportunity to review documentation and be prepared for discussion. Council has been provided job descriptions for two of the three proposed new positions and has been discouraged from providing feedback despite the fact that at least one of the job descriptions includes references to systems/processes not utilized within the department. At no time has Council been provided with recommended salary ranges for the new positions. Council has been further advised that candidates have been identified for two of the three proposed new positions - this would seem contrary to the Hiring Guidelines recently adopted which require that all positions be open to competition internally prior to external recruitment if required.

I will be voting against the resolution and ask for Council's support in defeating this resolution for the following reasons:

The proposal in front of us is predicated around the skill set of the current Public Works Manager combined with a desire for succession planning and mentoring of current employees to assume greater responsibility in the future. To this end, the proposed organization structure eliminates the Utilities Manager's position and creates two new positions designed to be in place until such time as the current Public Works Manager retires. I would argue that revising an organizational structure and creating new positions on a temporary basis designed around specific individuals purely for training purposes is not a sound management decision. Should unforeseen circumstances arise in which the current Public Manager vacates his position sooner than anticipated, the Town would need to revise the organizational structure again to re-instate the Utilities Manager position and/or eliminate the Lead Operator and Public Works Foreman positions. Further, creating new yet temporary positions with an undefined duration for the purpose of mentoring potential successors provides uncertainty to both the candidates/incumbents and to the Town.

I would respectfully suggest that a more appropriate solution would be to simply add the position of Director of Public Works and Utilities to recognize we currently have one employee providing oversight to both departments and leave the positions of Utilities Manager and Public Works Manager intact. This would eliminate the need to create new training positions for the purpose of succession planning and allow the promotion of appropriate staff to "Acting" roles in which they would be mentored in the full set of management duties until such time as it was determined they were qualified to formally assume the Manager's position(s). This would achieve the desired mentoring and succession development without the need to create temporary new positions simply to address this purpose. I thank Council in advance for their consideration of this recommendation.

Motion Defeated

Councillor Tout added the following to her statement "for clarity...sorry...when I say training purposes it is not so much training as mentoring".

Council gave direction to staff to go back and rework the proposal for restructuring and to bring it back to the next Committee of the Whole Meeting.

K) Letter to Canada Post

Motion: No. 15-18

Moved by: Councillor Melnyk

Seconded by: Councillor Tout

'Be it resolved that the Council of the Town of Norman Wells approves the sending of a letter expressing concerns to Canada Post with respect to the deteriorating service that is being provided by the Operators of the Canada Post Outlet in Norman Wells'

Motion Carried

8. Committee Reports

- a) Recreation
 - i) none
- b) Town Planning
 - i) none
- c) Resource Development Impact Group
 - i) none
- d) Emergency Measures Organization
 - i) none
- e) Ad Hoc Personnel Committee
 - i) none

9. Departmental Reports

- a) Public Works – none
- b) Water & Sewer – none
- c) Recreation – none
- d) Lands – none
- e) Finance – none

10. Council Forum

- | | | |
|-------------------|----|--|
| Councillor Melnyk | -- | no comment |
| Councillor Pope | -- | Question on Town Boundaries request for referral to the next committee of the whole. |

- Question on the status of the land across the river.
- Question on the library issue. The Town Manager is waiting for the return of Ms. Catarina Owens later in January.

- Councillor Hodgson -- no comment

- Councillor Tout -- Reference to keeping the website updated
- How we meet Council vs. Committee of the Whole, needs to be looked at the next committee of the whole with a view to alternating these meetings. Council held 10 special meetings in 2014.
- Desire to proceed with strategic planning sessions. To go to next Committee of the Whole meeting.
- Question on ITI application for snow mobile. Town Manager advised that no application was made.
- Arctic Oil and Gas Conference. Was the Mayor invited to speak. Town Manager has seen nothing yet.
- Last Week's request for an update on Occupational Statement on Health and Safety. The Town Manager responded that we have our own action list and we are trying to see what needs to be done next. The Occupational Health and Safety Committee has not been meeting. We hope that by next week we will have a further update.
- Question on whether Council is going to comment on the 2014 Energy charrette.
- What's the mechanism for getting Government related press releases and information to council? Is there a process to share the information e.g. the Energy Charrette. Deputy Mayor Watson suggested that this be placed for discussion at the next Committee of the Whole meeting
- Regarding Personnel, were exit interviews conducted with the last two staff members who left? The Town Manager stated that he always has discussions with staff. Not a formal interviewing process.
- Staffing update request we still have a vacancy in the water plant and a vacancy in administration. The Town Manager advised that the admin position has not been dealt with. The third water plant operator advertisement is ready to go out.
- Question to the Deputy Mayor regarding the SAO's performance review.
- Request to receive pertinent information for preparation of items that are to be dealt with In Camera. Deputy Mayor Watson would like to look into improving the private discussions.

- Deputy Mayor Watson -- Regarding meetings as a group we tried to do things differently. We are on a second wave of having these meetings now. There were

quite a few special meetings required. I Would like to have alternating Council and Community of the Whole meetings and would like this discussed in Committee of the whole.

10. Correspondence to Council

- a) Status of Women Council of the N.W.T. Information

11. Correspondence from Council

- a) None

12. In Camera

- a) Contract

Motion: No. 15-19

Moved by: Councillor Pope

Seconded by: Councillor Tout

'Be it resolved that we hereby move to go in-camera being 8:12 pm'

Motion: No. 15-20

Moved by: Councillor Pope

Seconded by: Councillor Tout

'Be it resolved that we hereby adjourn in-camera being 9:16 pm'

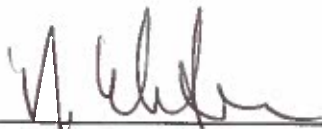
13. Adjourn

Motion: No. 15-21


Moved by: Councillor Tout

'Be it resolved that we hereby adjourn the time being 9:17 pm.'

Motion Carried



Nathan Watson
Deputy Mayor



Eric Whitworth
Town Manager