

**Town of Norman Wells  
Council Minutes  
Tuesday, July 7<sup>th</sup>, 2015 – 7:00 pm  
Council Chambers, Town of Norman Wells**

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<b>Present:</b>	Gregor Harold McGregor Nathan Watson Frank Pope Sherry Hodgson Ann Marie Tout Renee Closs	Mayor (Chairperson) Deputy Mayor Councillor Councillor Councillor Councillor by Teleconference
<b>Regrets:</b>	Tim Melnyk	Councillor
<b>Administration:</b>	Karel Meulenbroek Sarah Ball Chelsea Maclean Claude Desgagne Conrad Hickey Keith MacDonald Lindsey Blake	Acting Town Manager Acting Town Clerk Development Officer/Lands Clerk Fire Chief Director of Finance Public Works Manager Recreation Director
<b>Visitors:</b>	Reg Kraeker	RCMP

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1. **Call to Order – 7:00 pm**

2. **Declaration of Conflict of Interest**

**None**

3. **Review and Adoption of Agenda**

**Motion: No. 15-173  
Moved by: Councillor Tout  
Seconded by: Councillor Pope**

**‘Be it resolved that the Agenda for the Regular Meeting of Council dated, July 7<sup>th</sup>, 2015, is hereby adopted as presented.’**

**Motion Carried**

4. **Delegation**

a) **Constable Reg Kraeker – RCMP Monthly Report**

5. **Minutes**

a) **Regular Minutes June 16, 2015**

**Motion: No. 15-174  
Moved by: Councillor Pope  
Seconded by: Councillor Tout**

**‘Be it resolved that the Minutes for the Council Meeting dated, June 16, 2015, are hereby adopted as amended.’**

**Motion Carried**

b) **Special Meeting Minutes June 23, 2015**

**Motion: No. 15-175  
Moved by: Councillor Pope  
Seconded by: Councillor Tout**

**‘Be it resolved that the Minutes for the Council Meeting dated, June 23, 2015, are hereby adopted as presented.’**

**Motion Carried**

c) Special Meeting Minutes June 26, 2015

**Motion:** No. 15-176  
**Moved by:** Councillor Pope  
**Seconded by:** Councillor Tout

**'Be it resolved that the Minutes for the Council Meeting dated, June 16, 2015, are hereby adopted as amended.'**

**Motion Carried**

6. Old Business

a) Repeal of Library By-Law 95-23

**Motion:** No. 15-177  
**Moved by:** Councillor Watson  
**Seconded by:** Councillor Tout

**'Be it resolved that the Council of the Town of Norman Wells hereby give first reading to "REPEALING" By-Law 15-17'**

**Motion Carried**

**Motion:** No. 15-178  
**Moved by:** Councillor Watson  
**Seconded by:** Councillor Tout

**'Be it resolved that the Council of the Town of Norman Wells hereby give second reading to "REPEALING" By-Law 15-17'**

**Motion Carried**

b) Memorandum of Understanding with Norman Wells Library Board

**Motion:** No. 15-179  
**Moved by:** Councillor Hodgson  
**Seconded by:** Councillor Pope

**'Be it resolved that the Council of the Town of Norman Wells hereby authorizes the Acting Town Manager to sign the Memorandum of Understanding with the Norman Wells Library Board'**

**Motion Carried**

c) Recreation Committee By-Law Amendment

**Motion:** No. 15-180  
**Moved by:** Councillor Tout  
**Seconded by:** Councillor Pope

**'Be it resolved that the Council of the Town of Norman Wells hereby give first reading to Recreation Committee By-Law 15-18'**

**Motion Carried**

**Motion:** No. 15-181  
**Moved by:** Councillor Tout  
**Seconded by:** Councillor Pope

**'Be it resolved that the Council of the Town of Norman Wells hereby give second reading to Recreation Committee By-Law 15-18'**

**Motion Carried**

- d) Request for Proposals (RFP), Couturier clean up Ready to be sent out  
RFP Landfill clean up Ready to be sent out
  - *Councillor Watson left the room, the time being 7:21pm*
  - *Councillor Watson returned, the time being 7:22pm*
- e) Martin Avenue RFP – Original Submission Taken off the table
- f) Request for Proposals (RFP) – Lift Station
- g) Request for Proposals (RFP) – Sewer Main Replacement Tulita St. to Mackenzie Drive

## 7. New Business

- a) 13 Martin Avenue Funds Reallocation to 8a and 8b Ptarmigan Avenue

**Motion:** No. 15-182  
**Moved by:** Councillor Hodgson  
**Seconded by:** Councillor Tout

**'Be it resolved that the Council of the Town of Norman Wells hereby approves the reallocation of unspent amount (Approximately \$12,000) from the Martin Avenue Roof Repair to Window Replacement on Ptarmigan Avenue'**

**Motion Carried**

- b) Recommendation to Sell Rescue Vehicle

**Motion:** No. 15-183  
**Moved by:** Councillor Tout  
**Seconded by:** Councillor Watson

**'Be it resolved that the Council of the Town of Norman Wells hereby dispose of the 2013 Ford F550 Rescue Truck.'**

Discussion: Whether to use a formal bid process, tender, or sale to dispose of truck. Agreed it needs to be done as soon as possible as the value continues to decrease.

**Motion Carried**

- *Councillor Watson left the room, the time being 7:37pm*
- *Councillor Watson returned, the time being 7:38pm*

- c) Request for Support of the Human Biomonitoring Pilot Project

**Motion:** No. 15-184  
**Moved by:** Councillor Tout  
**Seconded by:** Councillor Watson

**'Be it resolved that the Council of the Town of Norman Wells hereby support the Saktu Renewable Resources Board Research Application for the Human Biomonitoring Pilot Project.'**

**Motion Carried**

- d) Cleaning Services Hiring vs Contracting

Discussion: Both a Job Advertisement for an employee and a Request for Tender will be put out. Although there are pro's and con's to each, an employee seems to be the best fit, although discussion remains open should a suitable contractor meet the criteria.

e) Ad Hoc Personnel Committee – Municipal Employee Policy Manual

**Motion:** No. 15-185  
**Moved by:** Councillor Tout  
**Seconded by:** Councillor Pope

**'Be it resolved that the Council of the Town of Norman Wells hereby approves the new "Acting Pay" Policy D 1.6.'**

**Motion Carried**

**Motion:** No. 15-186  
**Moved by:** Councillor Tout  
**Seconded by:** Councillor Pope

**'Be it resolved that the Council of the Town of Norman Wells hereby approves the revised "Overtime and Shift Work" Policy D-1.2.'**

**Motion Carried**

**Motion:** No. 15-187  
**Moved by:** Councillor Tout  
**Seconded by:** Councillor Watson

**'Be it resolved that the Council of the Town of Norman Wells hereby approves for administration to make available at all times, an electronic copy of the Employee Policy Manual for viewing by staff to ensure access to the most current version of the document.'**

**Motion Carried**

f) Repeal of By-Law 15-10 Mountain Aves and Replace with By-Law 15-15

**Motion:** No. 15-188  
**Moved by:** Councillor Tout  
**Seconded by:** Councillor Watson

**'Be it resolved that the Council of the Town of Norman Wells hereby give third reading to "REPEALING" By-Law 15-16'**

**Motion Carried**

**Motion:** No. 15-189  
**Moved by:** Councillor Tout  
**Seconded by:** Councillor Watson

**'Be it resolved that the Council of the Town of Norman Wells hereby give third reading to by-law 15-15'**

**Motion Carried**

**8. Committee Reports**

a) Recreation  
i) none

- *Councillor Watson left the room, the time being 8:13pm*
- *Councillor Watson returned, the time being 8:14pm*

b) Town Planning  
i) none

c) Resource Development Impact Group  
i) none

- d) Emergency Measures Organization
- i) none

**9. Departmental Reports**

- a) Public Works and Utilities – Keith McDonald
- b) Recreation – Lindsey Blake
- c) Lands – Chelsea Maclean
- d) Finance – None
- e) Fire Chief – Claude Desgagne
- f) Acting Town Manager – None

- Council took a break, the time being 8:34pm
- Council returned, the time being 8:38pm

**10. Council Forum**

Councillor Tout	Thank you to all staff for pulling together to keep things
Councillor Pope	RFP's ready to go. Thanks staff for all the help with Canada Day events. Do we need a resolution for Citizen of the Year? Mayor McGregor responded it will be done after the fact, as it was done last year. Is there any clean-up at Jackfish? Should be cleaned up after every weekend and replenished. Staff used to do this in the past, can they do it again?
Councillor Hodgson	Thank you to staff and councillors for all the help during Aboriginal Day weekend, and on Canada Day. Good to see community spirit. Jackfish is cleaned up by students each week. The town staff also does this.
Councillor Closs	Request for cash donation letter was not submitted by previous Town Manager for Aboriginal Day funding. Had passed it onto The Acting Town Manager, who responded he would look for it.
Mayor McGregor	The Power Corp phoned to apologize for the Crosswalk Light installation taking so long. Thank you to everyone who pitched in on Canada Day. The Citizen of the Year award was well received.
Mayor Watson	Nothing

**11. Correspondence to Council**

- a) Car Crusher

Discussion: Have staff look into this – would be great if we can get use of one for free.

- b) Daycare Initiative Discontinuance

Discussion: Are there any other groups this building would be useful for? The building is currently winterized. Should it be un-winterized for potential users this coming winter?

- c) Norman Wells Land Corp. – Thank you to Town Council & Staff
- d) 2015 Good Governance Conference – Leading By Example

**12. Correspondence from Council**

- a) None

**13. In Camera**

**Motion: No. 15-190**  
**Moved by: Councillor Pope**  
**Seconded by: Councillor Tout**

**'Be it resolved that we hereby move to go in-camera being 8:54 pm'**  
**Motion Carried**

- a) Personal Information

**Motion: No. 15-191**  
**Moved by: Councillor Hodgson**  
**Seconded by: Councillor Tout**

**'Be it resolved that we hereby adjourn in-camera being 10:00pm'**  
**Motion Carried**

**14. Adjourn**

**Motion: No. 15-192**  
**Moved by: Councillor Hodgson**

**'Be it resolved that we hereby adjourn, the time being 10:01 p.m.'**  
**Motion Carried**

  
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Gregor Harold McGregor  
Mayor

  
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Karel Meulenbroek  
Acting Town Manager