

**Town of Norman Wells
Council Minutes
Committee of the Whole
Tuesday March 14, 2017 – 7:00 pm
Council Chambers, Town of Norman Wells**

Present:	Nathan Watson Tim Melnyk Harold McGregor Pam Gray	Mayor (Chairperson) Deputy Mayor Councilor Councilor (via teleconference)
Regrets:	Catherine Mallon Heidi Deschene Sherry Hodgson Lise Dolen	Senior Administrative Officer Councilor Councilor Councilor
Staff:	Janna Trace	Town Clerk

1. Call to Order – 7:00pm.

2. Declaration of Conflict of Interest

- Councilor Gray declared a possible conflict of interest on discussions of item 6d. Finance Manager, revised job description

3. Review and Adoption of Agenda

Moved by: Councilor McGregor
Seconded by: Deputy Mayor Melnyk

‘Be it resolved that the Agenda for the Committee of the Whole Meeting, dated March 14, 2017, is hereby adopted as presented.’

Motion Carried

4. Presentation

a) None

6. Old Business

a) 2017 Budget for the Town of Norman Wells

Discussion: With Town Manager away and no Department representation, Council discussed a list of questions to give to Administration for follow up and answers on the 2017 Budget. Deputy Mayor Melnyk listed questions as follows:

- Why didn't we use property taxes from the previous year and carry them forward? Adding proposed increases was premature.
- Is there going to be an increase in the business license fees?
- Lottery fees should be adjusted down
- With the phone switchover, will there be savings?
- Why is the transfer of money to water/sewer in brackets? It should be whatever the shortfall in water/sewer is. Councilor Gray agreed stating the current way it looks is that money will be transferred from water/sewer to general administration.
- Does the water/sewer budget include this transfer?
- Under protective services, where are we in the cycle of redoing bunker gear? Need to verify when items are due to be recycled and new items bought. If we are going to look at a replacement for rescue 1, might be some give and take if new PPE is priority. Mayor Watson agreed and stated a schedule is needed for these cycles.
- Under public works, landfill operations and maintenance is an item for \$50,000. It should not be there, if it is anything to do with operation and maintenance of landfill, it should be under solid waste site management.
- For Road maintenance, dust control, what percentage was knocked off? Mayor Watson stated he believed it to be 30%.
- For garbage fees, it has there are \$107,000 in expenses but believe the contract is only for \$91,000. Need to review actual numbers to determine what is correct. What goes back to garbage fees? Should have staff give options on what possible increases will see, similar to what was done with mill-rates.
- Site restoration, if we are going to start a fund for restoration it should be a reserve fund.

- Councilor McGregor mentioned that more has been budgeted for pushing the dump than collecting garbage.
- For quarry, is the cost of materials including doing a crush? Councilor Gray stated the cost of materials should be the number that the material cost we sell in a given year, not the cost of what we crush. Councilor Gray stated that there is currently zero dollars in the 2016 actuals for materials, this is incorrect. The number should be there because it is our inventory and that should reflect what is in our quarry. Council agreed that the Town needs to get someone in to do a full inventory of what is in the quarry.
- Under Library, budget doesn't reflect that the Town contributes \$5,000. Are we still going with that commitment? We used to pay for their phone, which dropped in 2015, who pays for it?
- For Water/sewer, we have been paying same amount for residential water since 2009, we have no choice but to make adjustments in price. Can't keep on adding little projects into water and sewer and keep paying for it through operations and maintenance, the projects should be lumped together and put under a single capital project.
- There is no transfer listed under water and sewer for money from general administration.
- Councilor Gray stated she believed the trucked water amount to be incorrect.
- In Lands Department, why are lot sales stating \$50,000, is this part of the Esso transfer?
- Councilor Gray stated under general administration, projected salaries are the same as last year but reducing contract services. Deputy Mayor Melnyk asked how many people are charted to Administration. For instance, the Fire Chief salary didn't appear to be reflected in the Protective Services so was it under administration? Councilor Gray asked if a total has been done of all the salaries to see if it adds up to a proper number?
- Councilor Gray stated if we are going to pass a mill-rate increase, she wants to make sure it is needed. We need to ensure the budget is right before changing mill-rates.

b) Water & Sewer Rate Increases

Discussion: Council discussed the proposed water and sewer rate increases. Councilor McGregor stated he did not like the flat rates being so high, should be half that at least and tie the rest of the increase to usage. Deputy Mayor Melnyk stated that previous councils adopted the philosophy that everything will be equal between trucked and piped water. All in agreement that some fee should be added and some hike should happen but need to have more information and numbers before a decision can be made. Deputy Mayor Melnyk stated that we have been spending between \$180,000 and \$290,000 per year to cover costs. If we cut that in half it would be a good start. Set a target to reduce the dependence on general operating funds. Mayor Watson suggested directing staff to determine options of having an increase that equals the \$185,000 and see what the hard numbers say. Can find it through a mix of usage and flat fees. Council agreed that flat fees should be more around \$10 per month. Council agreed to have administration work on finding options for covering this increase by having access fees as low as possible and putting the rest to usage fees

c) Mill-rate Increases

Discussion: Council agreed that the mill-rate cannot be determined until the budget has been figured out.

- *Councilor Gray hung up at 8:20 pm.*

d) Finance Manager Revised Job Description

Discussion: Council discussed the revised job description and the changes from the 2005 description provided. Deputy Mayor Melnyk stated he did not understand why certain items such as financial planning were removed from the new job description. Don't see the reason for those changes. Mayor Watson stated the changes were due changing the qualifications and changing the position to Manager from Director. Councilor McGregor stated that all these items are just guidelines anyway, it is semantics. All in agreement the revised description is good as long as it recognizes equivalencies for the position. Committee of the Whole approved the following recommendation to bring forward to Council.

Moved by: Councilor McGregor
Seconded by: Deputy Mayor Melnyk

'Be it recommended that the Council of the Town of Norman Wells approves the 2017 draft Finance Manager job description as presented.'

Motion Carried

7. New Business

a) RFP – Norman Wells Civil Engineering

Moved by: Councilor McGregor
Seconded by: Deputy Mayor Melnyk

'Be it recommended that the Council of the Town of Norman Wells approves the RFP for the Norman Wells Civil to be sent out for tender.'

Motion Carried

b) RFP – Norman Wells Municipal Project Manager

Moved by: Deputy Mayor Melnyk
Seconded by: Councilor McGregor

'Be it recommended that the Council of the Town of Norman Wells approves the RFP for the Norman Wells Municipal Project Manager to be sent out for tender.'

Motion Carried

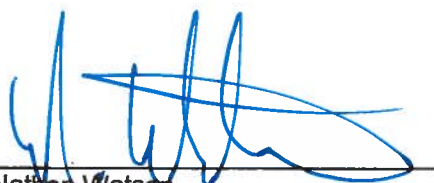
8. In Camera

a) None

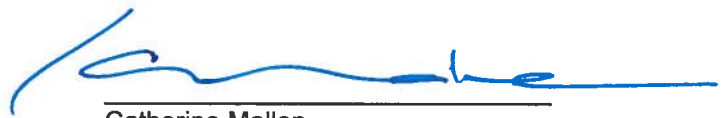
10. Adjourn

'Be it resolved that we hereby adjourn, the time being 8:39 p.m.'

MOVED BY: Deputy Mayor Melnyk



Nathan Watson
Mayor



Catherine Mallon
Town Manager