

**Town of Norman Wells
Council Minutes
Regular Meeting of Council
Tuesday March 7, 2017 – 7:00 pm
Council Chambers, Town of Norman Wells**

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

1. Call to Order – 7:00 pm.

2. Declaration of Conflict of Interest
a) None

3. Review and Adoption of Agenda

Motion: No. 17-23
Moved by: Councilor Deschene
Seconded by: Deputy Mayor Melnyk

‘Be it resolved that the Agenda for the Regular Council Meeting, dated March 7, 2017, is hereby adopted as presented.’

Motion Carried

4. Delegation
a) None

5. Minutes

a) Regular meeting of Council February 7, 2017 Resolution

Motion: No. 17-24
Moved by: Deputy Mayor Melnyk
Seconded by: Councilor Deschene

‘Be it resolved that the Minutes for the Regular Meeting of Council, dated February 7, 2017, are hereby adopted as presented.’

Motion Carried

b) Committee of the Whole February 21, 2017 Resolution

Motion: No. 17-25
Moved by: Deputy Mayor Melnyk
Seconded by: Councilor McGregor

‘Be it resolved that the Minutes for Committee of the Whole, dated February 21, 2017, are hereby adopted as presented.’

Motion Carried

6. Old Business

a) Audit of 2016 Town Financials Information/Discussion

Discussion: Mayor Watson reminded all Councilors of the Special Meeting of Council on Thursday, March 9 at Noon. Deputy Mayor Melnyk indicated he may not be able to make the meeting, all other Councilors present indicated they plan to attend.

b) Update – VADIM switch from WinFin to ICITY

Information

Discussion: Councilor McGregor asked how the live demonstration went with ICTY. Administration clarified that it was a long session, 3-4 hours. In attendance were all the main Town Office staff plus the two accountants with GL Services. Everyone was very happy with the demonstration and happy with the capabilities of ICITY. There is a payroll module in this accounting system to be able to bring payroll back in house. Staff in attendance were very encouraged and pleased with the simplicity of use will having the capability of more reporting and customization. Lee Sacrey added that from their accountant perspective, there were specific items they were looking for on an operational standpoint and ICITY was able to do all items requested. Very happy with all the reporting capabilities and ability to customize reports and user access. There is the ability to pull up a customer and be able to see all of their billing with the town including utilities, property taxes and outstanding debt. This is much easier than the current system. It can all be done from one main screen and then can be drilled down to specifics if the need is there. With the current system, there are issues with not being able to work in two years at once and ICITY removes this problem. If figures are updated in one year they are automatically updated for the New Year. Overall, the demonstration was very interactive and very good. Mayor Watson asked where the Town is with roll out and implementation. Lee Sacrey clarified that there is no firm date for roll out yet. A contract is coming this week and it will lay out the proposed timeline start to finish. Staff were originally told 2 to 2.5 months but likely less than that. Likely the process will start in the next 7 to 10 days. Councilor McGregor asked for clarification on if the \$60,000 includes a support package. Lee Sacrey clarified that it does. It includes training in the software for staff as well as the annual support package. Councilor McGregor asked if it is multi user capable. Lee Sacrey clarified yes and they have currently factored in 12 users. Councilor McGregor asked if Lee knew what database it is based on. Lee Sacrey clarified that it is run on Microsoft SQL but is not sure what all is involved. Councilor Gray asked for clarity on when searching customers if you can see separately just taxes and just utilities. Lee Sacrey clarified yes. This can also be done by name so you can bring up all properties a person owns. Councilor Gray asked for clarification on if the new system allows seeing items by user versus owner. Lee Sacrey clarified yes. Councilor Gray stated that the current software does allow for inquiries and allows limiting access to staff. Councilor Gray asked if the new system has a tax module for property taxes. Lee Sacrey clarified yes but it is not something that has been explored much yet. It also has a module for building permits and development permits. Mayor Watson asked if Lee knew of other municipalities that were using this program. Lee Sacrey stated that he Fort Simpson, Hay River, and Fort Smith all use this product.

- Lee Sacrey hung up at 7:26 pm

7. New Business

- a) NWTAC Annual General Meeting
May 11 – 14, 2017 – Inuvik, NT

Discussion/Resolution

Motion: 17-26
Moved by: Councilor McGregor
Seconded by: Deputy Mayor Melnyk

‘Be it resolved that the Council of the Town of Norman Wells hereby approves a maximum of 3 elected officials and the SAO and to attend the NWTAC Annual General meeting in Inuvik from May 11 – 14, 2017.’

Motion Carried

Discussion: Mayor Watson asked Council for overall thoughts on the worthiness of going. Councilor McGregor responded by saying that he thinks there is some good but has not been impressed in the past. Deputy Mayor Melnyk stated that a lot of the good that comes out of MACA comes from the NWTAC. They do a lot of work behind the scenes. Councilor Gray stated that from the administration side, she has found that it is helpful in coming up with information on bylaws, salary reviews and other items SAO’s may need assistance with. Mayor Watson agreed that it is a good resource and good for networking. Councilor McGregor suggested that Council pass a blanket resolution for Mayor, SAO and up to 2 councilors to attend. Mayor Watson suggested that it could be 4 representatives. Councilor McGregor asked if Council was planning on having anyone run to be on a board position. Deputy Mayor Melnyk clarified the process for being on the board and what has been involved to be on the board from past experience. Councilor Gray stated that the motion should be Council. Deputy Mayor Melnyk stated that only staff involved are at the SAO level. All agreed that the motion would be for a maximum of 3 elected officials plus SAO.

b) Mill-rate Increases – Bylaw 17-02

Discussion: Mayor Watson stated to Council that before they continue their discussion on Mill-rate and utility increases, the idea was not to have all increases completed tonight but to bring forward information for discussion. Staff included all resolutions as that is what was requested of them. These items give Council the methodology and process to look at. Council agreed to look at both items together for discussion.

Councilor McGregor asked if the proper place for this discussion wouldn't be for Committee of the Whole. Mayor Watson replied yes, but this was requested for Council at the last meeting. Deputy Mayor Melnyk added that a bylaw must be passed for these items and will need to complete a resolution for these. There is no problem doing a reading today and then going to Committee of the Whole for review and amendments. Council needs to see the budget before they can pass these items. Councilor McGregor pointed out that the job at Committee of the Whole is to make recommendations to Council so there is no reason to pass first reading tonight if going to Committee of the Whole anyway.

All Council agreed to suspend proceedings to allow free conversation for the next section of the meeting to talk openly about items 7 b and c, Mill-rate increases and water and sewer rate increases.

Deputy Mayor Melnyk stated that Council can have an extra meeting next Tuesday with a meeting the following week to pass the first two readings and then can formally adopt the motions at the next Council meeting. Councilor Gray mentioned that Water and Sewer rate increases need to be passed before the mill-rates.

Councilor McGregor added that we are not recovering the cost of water and sewer by truck nor are we recovering the cost of repairs when it comes to water and sewer. Deputy Mayor Melnyk stated that Council needs to remember that there is a balance on helping the citizens of the Town and collecting water and sewer income. Councilor Gray was in agreement with Deputy Mayor Melnyk. We need to remember that someday we will not have the tax revenue that we have now. Deputy Mayor Melnyk stated that the Town used to have a surplus on water and sewer and at some point that changed. Council needs to look closely at that part of the budget and rationalize what is a capital project and what is operations and maintenance. Mayor Watson added that many municipalities choose to do their water and sewer in house rather than contract it out. Councilor Gray added that it is a good point and maybe Council should see all those numbers. Deputy Mayor Melnyk added that once imperial shuts down and once infrastructure is moving away, this Town will not be a tax based municipality any longer, it will revert back to a hamlet and many of those decisions will be made for us.

Council's goal is to maximize what we have right now to repair what we can in the timeframe we have so we have infrastructure that will keep going for next 20 years. Councilor McGregor wished to go on record to state that the Town should never purchase trucks to do it ourselves as municipalities will never be able to provide the service as cheap as contractors can. Mayor Watson stated that in the case of mill rates, last year, Council rolled them over and didn't do any adjustments. Deputy Mayor Melnyk added that previously Council raised specific mill rates by two points and got a lot of push back from the Companies. Council needs to keep that in mind if doing a drastic increase. All Council in agreement that a gradual increase is needed for both mill rates and water and sewer rates.

Administration asked for Council's thoughts on having a public meeting around these increases and other projects ongoing in the Town. Councilor Gray stated that she thinks it is premature to have a public meeting before Council can get their head around these increases and asked if Council can get the budget early to have time to review it. Deputy Mayor Melnyk added that Council has never had a public meeting around the budget process but not saying that it may not be a good idea but should avoid operational budget and focus on capital budget. If Council does wish to do that it should be in October, not when Council is already struggling to get a budget out.

Councilor McGregor stated on access fee for water, Council needs to be prepared for a lot more questions. If the price increases, citizens will economize but residents may have a hard time with a flat rate.

Deputy Mayor Melnyk asked for clarity on when the next meeting will be. Council agreed to have an extra Committee of the Whole on Tuesday, March 14 to discuss budget, water and sewer increase and mill rates.

c) Water & Sewer Rate Increases – Bylaw 17-03

Discussion: was discussed at the same time as mill rates.

d) RFP – WTP Distribution Assessment

Resolution

Motion: 17-27
Moved by: Councilor Deschene
Seconded by: Councilor Gray

‘Be it resolved that the Council of the Town of Norman Wells approves the RFP for engineering consulting services for Condition Assessment of the Water Treatment Plant and Water & Sewer Distribution Systems to be sent out for tender.’

Motion Carried

Discussion: Councilor Deschene asked for clarification on this RFP and if this hasn't already been done. Administration clarified that this is separate from what was done in the past.

8. Committee Reports

a) None

9. Departmental Reports

a)	Town Manager	None
b)	Finance	None
d)	Fire Department	None
e)	Lands	None
f)	Public Works	None
g)	Recreation	None
h)	Utilities	None

10. Council Forum

Deputy Mayor Melnyk

Any update on staffing? On getting a Finance Manager?
Administration: staff is working on amended job description and have a first draft. Barry Harley with MACA has recommended someone to speak to. Once we get the final draft it will be on the next COW. Deputy Mayor Melnyk: A few meetings ago, there were a couple candidates, where do they stand? Council gave direction to figure out who the hiring committee would be to interview current candidates. At same time, parallel process we would revert to old position so we have the amended description out on the block. Councillor Deschene: that was the same impression I had. Mayor Wastson: that is not the impression that obviously Councillor Mc Gregor and I had. Councillor Grey: last meeting we were changing the qualifications. Mayor Watson: first draft will be forward at next COW. Once we know what we are hiring for, there will be a committee.

Councilor Hodgson

Nothing

Councilor Deschene

The agenda package was available on Friday; can we send it out earlier? Mayor Watson: we had been getting it out on Thursdays but this week it was issued on Friday due to other circumstances. Councillor Deschene: regarding the stipend we receive, I am still not getting taxes taken off. Mayor Watson: we will look into this and find out. Councillor Deschene: Instead of reworking and causing extra work to redefine the finance officer position, why aren't we using the original one? I would like to see that one. Mayor Watson: we can include it.

Mayor Watson

Tim brought whole idea of assessing assets and infrastructure and updating old reports. We are working on some RFPs. Catherine: we have two other RFPs that we will put on the COW. one is for a project manager for the CWWF and the second is for discussion/direction on if we want a proper assessment of all buildings, where we are now and where we want to be 10-20 years' time. If we have as/when RFP engineering for water/sewer we could have had same engineer. Details what we want to underpin strategic plan. Councillor Hodgson: it is an RFP to hire project manager? Catherine: yes, for CWWF projects; it was suggested at Council previously. Deputy Mayor Melnyk: we can't do it ourselves, we need someone capable to looking after it to make sure our interests are looked after. Councillor McGregor: we used to have an asset management plan that MACA pushed on to us. Councillor Grey: yes, it was used to set up asset management software as part of WinFin.

Councillor Gray

Nothing

Councillor McGregor

Spring Fling, anything planned? Catherine: we are planning it for the first week in April. Recreation Manager is on sickness leave. We have taken on someone else to help us out. Public Works Manager and Public Works Foreman are helping manage recreation. Recreation Programmer has also been off sick when the Recreation Manager is off sick. Have been improvements, changed schedule and hours to have access after-hours. Councillor Deschene: school is out at that time. Mayor Watson: is there a set week? Councillor McGregor: they like to have the snowmobile poker rally and they always scrape the snow off the streets. Councillor Grey: curious if our current person is off sick, have we hired on a term? Mayor Watson: this person was hired in accordance to the current organizational chart. Split position with arena, scale, public works. We are doing best we can to provide services we have committed to provide, we have a duty to have arena open. Councillor McGregor: quarry gate is left unlocked 24 hours per day. No big deal but should ensure it is locked. Councillor Hodgson: on Spring Fling, know that it used to be during the ice road so other communities could come in. I am willing to help and volunteer time to plan. Deputy Mayor Melnyk: Legion is helping with doing spring fling and will also ask around about the snowmobile poker rally. Councillor McGregor: I helped last year and willing to help this year.

11. Correspondence to Council

a) None

12. Correspondence from Council

a) None

13. In Camera

a) None

14. Adjourn

'Be it resolved that we hereby adjourn, the time being 8:54 p.m.'

MOVED BY: Councillor Deschene


Nathan Watson
Mayor


Catherine Mallon
Town Manager