

**Town of Norman Wells
Council Minutes
Committee of the Whole
Tuesday January 17, 2017 – 7:00 pm
Council Chambers, Town of Norman Wells**

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

1. Call to Order – 7:00pm.

2. Declaration of Conflict of Interest

- None

3. Review and Adoption of Agenda

Moved by: Councilor Hodgson

Seconded by: Councilor Dolen

'Be it resolved that the Agenda for the Committee of the Whole Meeting, dated January 17, 2017, is hereby adopted as presented.'

Motion Carried

4. Presentation

- a) Ivan Mulyk, Firefighter re: Trade in of Rescue 3

Discussion: Firefighter Mulyk gave presentation to Council regarding the need to trade in Rescue 3. It has not fulfilled the needs of the Fire Department and there are concerns regarding Rescue 3 such as it is very hard to get in and out of the Fire Hall, as a new diesel, it does not get run enough to be able to work properly, there are issues with the battery being drained and making the truck unusable. The cab is too tight for Firefighters to be able to put on their VA equipment en-route to the scene of an incident.

6. Old Business

- a) Town Memorial

Discussion: Councilor Dolen stated that this process started with the desire to do something for Rick Myres; she is not against the idea of a larger memorial but feels that they need to complete the first request of getting his name added to the bridge and ski cabin. Mayor Watson asked how best should the Town find a tradesman to do this. Councilor Dolen stated that Council should fine someone in town who worked with him. Doug Whiteman was suggested and Council agreed that Mayor Watson and Councilor Dolen would approach him about adding Rick Myres name to the bridge and ski cabin. Mayor Watson stated that for the Town Memorial he would like to put the idea out to the public to see what they think. Councilor McGregor suggested doing a design contest. Councilor Hodgson stated that Council needs to decide on how much money they are willing to spend on this memorial. Mayor Watson stated that there is much work that needs to be done before a price can be decided. Councilor Dolen stated that Council should ask the public and see what responses they get first. Mayor Watson agreed and stated that a notice should state that 'here is the concept from Council, what ideas do you have?' ideas should include space, if it is user run or Town run and other specifics. There may be a townsperson willing to take this on. Councilor Deschene asked what the intent of the Town Memorial was. Who are we supposed to recognize? Deputy Mayor Melnyk clarified that this came from a request of a citizen who wanted to recognize the people who hadn't yet been recognized.

b) Action Sheet

Discussion: Councilor Dolen asked that the Walking path to the long term care facility and the lights and path to the Hodgson building be added to the action sheet. Councilor Hodgson asked for the path to the long term care facility, who is in charge of the plan, the builders or the Town? Mayor Watson clarified that it depends on whose property it is on, public land will fall to the Town. Council asked that completed projects be deleted from the Action Sheet. Councilor McGregor asked in regards to the rate review, does the contract expire in March? Mayor Watson clarified that all contracts are now lined up and are set to expire in April of 2018. Councilor Hodgson asked for clarification on where Council was with the Draft strategic plan. Mayor Watson stated that he will have Administration look into it and bring back information to the next Council meeting. Councilor McGregor asked about the external Finance contract and if there plans to be one. Mayor Watson clarified that GL Services has been informed that there will be no contract and that it will just be on a case by case basis as the Town is actively looking for a Finance Manager. Councilor Dolen stated her concern with not having an in house Finance Manager. By having the contractors only be in town for a few days at a time, it is difficult for staff to meet and everyone has seen the outcomes of that. Sometimes taking care of customers takes precedence over administration and then there is fall out.

c) Purchase of Fire Pick-up Truck for trade in of Rescue 3

Discussion: Council thanked Firefighter Mulyk for his presentation regarding the concerns over Rescue 3. Deputy Mayor Melnyk brought forward that for the cost that is in the contract given to Council, the Town can get a new crew cab and for a little extra can get the extra items needed for Firefighting use. The current truck can be parked outside and can be used for other uses, tossing away a \$230,000 purchase does not make sense. Administration clarified that Rescue 3 has not been parked outside as they are unable to lock the cab compartment. Councilor McGregor asked if there was a way for the Town to get a new truck and move over the cab and light tower? Did not see the point of shipping it out. Councilor Dolen suggested that the Town should keep the truck and get a transport that works for the Fire Department. Mayor Watson agreed that it was too big of a hit to take and that the Town should hold on to Rescue 3 until the Town gets a replacement then look into what should be done with Rescue 3. Councilor McGregor asked what the Town would get if they sold the truck straight up, not part of a trade-in. Councilor Hodgson asked if the quote was accurate as it was dated in November 2016. Administration clarified that they had talked with the point person on the quote and it was still accurate as of the morning of the meeting. Councilor Dolen asked if Administration had other quotes and if there is the possibility of just getting a transport vehicle, why is the Town looking specifically at Fire vehicles? Mayor Watson stated that the Fire Department should research what exactly they need for a new truck and then as per set processes, put it out for tender. Council agreed with the Mayors recommendation and has asked Administration to move forward on this process.

d) Update from Mayor re: Meeting with Kevin Gant, Imperial Oil, January 6, 2017

Discussion: Mayor Watson gave a brief update on his meeting with Kevin Gant. Imperial Oil is still waiting to hear from Enbridge. Mr. Gant did express that they are working with the National Energy Board to look at all options.

6. New Business

a) Social media Policy and Media Plan

Discussion: Councilor Dolen stated that the draft social media plan was too long, not even the Government of the Northwest Territories was close to this. Councilor Dolen also expressed her concern over having the SAO approve all details to communication outreach and felt that this policy was too extreme. Councilor Hodgson asked for clarification on the intent of the policy. Administration clarified that the policy is in depth to manage all aspects of communication with social media. Mayor Watson stated that much of what is in the policy would be managed by a Communications Department in larger organizations. Councilor Dolen expressed that the Town needed a Visual Identity Program and the policy is just to allow information to get out to the public in a timely manner. Mayor Watson stated that there needs to be checks and balances for sending out communications. Councilor Hodgson stated that the initial intent of the social media policy was to talk about events; recognizes that this has evolved. Mayor Watson clarified that this covers everything, not just events. Mayor Watson stated that this is a first draft and Administration will keep working on the policy; suggested that there should be a separate aspect to focus on communications for events.

b) GL Services Trip January 22 to 27

Discussion: Mayor Watson stated that another tally of the costs of all GL Services trips be done and brought forward to Council for Review. Councilor McGregor stated that he did not understand the issues being brought forward with the accounting software and the year-end changeover. The software was bought at the recommendation of a previous auditor.

Moved by: Deputy Mayor Melnyk
Seconded by: Councilor McGregor

'Be it resolved that the Council of the Town of Norman Wells approves the recommendation for GL Services to return to Norman Wells January 22 to 27 in the amount of no more than \$15,000.00.'

Recommendation Carried

10. Council Forum:

Deputy Mayor Melnyk

Saw that the tire chain signs are up which is great but it looks like we have positioned people to be at the end of the runway. The recommendation was to have the signs and space at the end of the scales up to the runway threshold. Mayor Watson: it can't be at the end of the runway. Acting Town Manager Claude Desgagné stated that he will talk with public works and ensure the signs get moved to the proper location. Mayor Watson: regarding the inquiry of weight limits for SRP – Esso found a workaround. Also, NTCL has been bought by the Government of the Northwest Territories and the Government has stated that they will honour all commitments on barging that was set by NTCL.

Councilor Dolen

Nothing.

Councilor Hodgson

Nothing.

Councilor Deschene

The intersection by Norman Wells transportation is an issue. Originally the road only went to the airport, not straight to DOT. Suggest moving the right of way so turning traffic yields to straight traffic. Mayor Watson: that has been tried before and was determined to not work well. Most people in town are used to the intersection the way it is. Councilor Deschene: concerns with the snow pile at the school. Will be out of town from the 19th to 29th.

Councilor McGregor

The current payroll system is an absolute farce. Why hasn't it continued properly? Had no issues getting paid until the move to ADP. Also still hearing issues with utilities. Mayor Watson: received an email from ADP and will have an update for the next meeting. For utility bills, Council passed a resolution to help Administration clear up the issues. Councilor Dolen: if it has been an issue with honorarium have there been issues with staff? Acting Town Manager Claude Desgagné stated yes. Mayor Watson: we are getting close to an ultimatum on this, something needs to be done. Councilor McGregor: When does the SAO get back? Mayor Watson: January 26. Councilor McGregor: why don't we have minutes in this package to approve and do we need to have minutes for Committee of the Whole? Mayor Watson: will have staff look into the rules for approving minutes and if minutes are needed for Committee of the Whole meeting. Councilor McGregor: don't like the barricades at the Fire Hall – it looks bad and don't see the purpose it serves. Mayor Watson: the barricades were put up at the direction of Council. Councilor McGregor: don't like the concept or the look of them. Councilor Hodgson: intent was to stop vehicles from cutting the corner for the safety of the hill. We are trying to ensure people don't get hit.

Councilor McGregor: perhaps there should have been advanced notice instead. Councilor Dolen: in terms of the playground near the Fire Hall, how long are we keeping up the poles for Chip seal? Mayor Watson: will have Administration look into it. Deputy Mayor Melnyk: on clarification for minutes, procedure states that Committees can make recommendations to Council but don't need full minutes like Council. We should do less. It not a requirement, don't do minutes and just bring forward recommendations to Council. Mayor Watson: will have administration look into what is needed. Councilor Hodgson: we have been practicing this way for years, there needs to be more research and if a change happens, need to let the public know.

10. Correspondence to Council

- a) Enbridge to Mayor re: Norman Wells Pipeline Update

*Council broke for a 5 minute break at 8:23 pm
Council resumed the meeting at 8:29 pm*

13. In Camera

'Be it resolved that we hereby go in camera the time being 8:29 pm.'

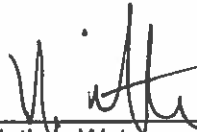
- a) Personnel

'Be it resolved that we hereby adjourn in camera the time being 8:53 pm.'

14. Adjourn

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

MOVED BY: Councilor Dolen



Nathan Watson
Mayor



Claude Desgagé
Acting Town Manager