

**TOWN OF NORMAN WELLS
Council Minutes
Special Meeting of Council
Tuesday September 12th, 2016 – 6:00 pm
Council Chambers, Town of Norman Wells**

Present:	Nathan Watson Tim Melnyk Lise Dolen Harold McGregor Heidi Deschene Pam Gray	Mayor (Chairperson) Deputy Mayor – Via Teleconference Councilor Councilor Councilor Councilor
Regrets:	Sherry Hodgson	Councilor
Staff:	Catherine Mallon Misty Rayner	Senior Administrative Officer Executive Assistant
Visitors:	Karel Meulenbroek Lee Sacrey – Via Teleconference	

1. Call to Order – 6:14pm.

- *Lee Sacrey called in, the time being 6:00pm.*
- *Deputy Mayor Melnyk called in, the time being 6:05pm.*

2. Declaration of Conflict of Interest

3. Review and Adoption of Agenda

Motion: No. 16-107
Moved by: Councilor Dolen
Seconded by: Councilor Gray

'Be it resolved that the Agenda for the Special Council Meeting, dated September 12th, 2016, is hereby adopted as presented.'

Motion Carried

4. Delegation

a) None

5. Minutes

a) None

6. Old Business

a) None

7. New Business

a) Finances

Discussion: Lee Sacrey, Accountant at GL Services explained a brief rundown to include discussions with the SAO, Catherine Mallon from March 2016 to date and a 3 day site visit to assess the Town's Finances by Lee Sacrey in July 2016. He confirmed the Auditors assessment that the Town's current financial system was not intuitive and suggested that 'Icity' may be the best way to go, as an alternative.

He also confirmed that the Town's Financial Policy, Procedures and Processes were being consistently followed with a tightening of financial controls. He commented that the SAO, had concerns regarding outstanding quarry invoicing and had requested GL Services to follow up and complete the recovery of all outstanding monies owed to the Town. The SAO confirmed that Revenue Canada had made a payment to the Town on 30 May 2016 in the amount of \$20,962.20. However, there were additional outstanding monies due to the Town which GL Services would also follow up to recover. From a financial management perspective, the SAO had asked GL Services to monitor data entry ensuring that accounts receivable is received into the accounting system and invoicing is done in a timely manner, accounts payables are posted accurate, alongside a keen oversight of Town spending and CPI and Gas Tax reporting. GL Services works on these items in approximately 6 communities in the north regularly. Preparing for the financial year end, the SAO had asked GL Services to spend a week in October 2016 to verify and prepare for the Town's next Audit. Finally, the SAO had asked GL Services to advise and assist the Town to increase Utilities and something that has been long overdue for several years. The cost of services to date is approximately \$12,000.00 going back to March 2016 when the Auditor and the SAO first asked GL Services to come on board. GL Services would like to see a contract in place moving forward.

- *Lee Sacrey ended conversation and hung up the phone, the time being 6:50pm.*

8. In Camera

Motion: No. 16-108
Moved by: Councilor Deschene
Seconded by: Councilor McGregor

'Be it resolved that we hereby move to go in camera the time being 7:00 pm.'

a) Personnel

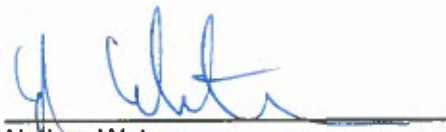
Motion: No. 16-109
Moved by: Councilor Deschene
Seconded by: Councilor Dolen

'Be it resolved that we hereby adjourn in-camera being 8:02 pm'

9. Adjourn

'Be it resolved that we hereby adjourn, the time being 8:03 p.m.'

MOVED BY: Councilor Gray


Nathan Watson
Mayor


Catherine Mallon
Town Manager