Town of Norman Wells  
Council Minutes  
Regular Meeting of Council  
Tuesday February 7, 2017 — 7:00 pm  
Council Chambers, Town of Norman Wells

Present:  
Nathan Watson  Mayor  
Tim Melnyk  Deputy Mayor (Chairperson)  
Lise Dolen  Councilor  
Pam Gray  Councilor

Regrets:  
Sherry Hodgson  Councilor  
Heidi Deschene  Councilor  
Harold McGregor  Councilor

Staff:  
Catherine Mallon  Senior Administrative Officer  
Janna Trace  Town Clerk

1. Call to Order – 7:00 pm.

2. Declaration of Conflict of Interest  
a) None

Review and Adoption of Agenda

Motion:  No. 17-09  
Moved by:  Councilor Gray  
Seconded by:  Deputy Mayor Melnyk

‘Be it resolved that the Agenda for the Regular Council Meeting, dated February 7, 2017, is hereby adopted as amended.’  
Motion Carried

Discussion: Councillor Dolen requested to add an In Camera at the end of the meeting to discuss Personnel; all in agreement, In camera added. Removal of third reading of item 6d and 6e from Old Business as not all councilors in attendance.

4. Delegation  
a) None

Minutes

a) Regular meeting of Council January 3, 2017  
Resolution

Motion:  No. 17-10  
Moved by:  Councilor Dolen  
Seconded by:  Deputy Mayor Melnyk

‘Be it resolved that the Minutes for the Regular Meeting of Council, dated January 3, 2017, are hereby adopted as presented.’  
Motion Carried

b) Committee of the Whole January 17, 2017  
Resolution

Motion:  No. 17-11  
Moved by:  Councilor Dolen  
Seconded by:  Deputy Mayor Melnyk

‘Be it resolved that the Minutes for Committee of the Whole, dated January 17, 2017, are hereby adopted as presented.’  
Motion Carried
6. Old Business

a) Action Sheet Information

Discussion: Deputy Mayor Melnyk requested the deletion of columns: date initiated, status and expected completion dates. Requested the expansion of the notes column and to have any new information in notes to be highlighted in yellow for the next meeting so it is easy to differentiate. Councillor Gray recommended keeping the expected completion date as it keeps timelines in mind. Councillor Dolen suggested minimizing the column for expected completion date to allow for more room in the notes column. All of council in agreement to keep minimized expected completion date column and the removal of the columns for date initiated and status.

b) Memo to Council re: Process for Minutes at COW Meetings Information

Discussion: Deputy Mayor Melnyk stated, all minutes must be approved at Regular meetings of Council but minutes for all Committee of the Whole can be reduced as the amount of detail is not needed; should be an overview of discussion. Mayor Watson stated that it may be difficult to minimize and have the minute taker recognize what can be taken out and what needs to be kept. Councillor Dolen stated that just the general conversation needs to be kept for Committee of the Whole minutes instead of listing what every individual Councillor speaks to. Councillor Gray stated she liked the details because looking back it is nice to know exactly what happened and who said each item. Mayor Watson stated that Council does have access to the specific details in the recordings of all the minutes. Deputy Mayor Melnyk stated that this would be an ongoing process to minimize the minutes and can be worked through with staff. Mayor Watson requested that if any Councilor wishes to have something specific in the minutes, please mention it out loud to help with the minute taking process. All of Council in agreement to have SAC instruct Town Clerk to work on minimizing the minutes for Committee of the Whole.

c) GL Services Return Trip February 21 to March 5, 2017 Resolution

Motion: 17-12
Moved by: Deputy Mayor Melnyk
Seconded by: Councillor Dolen

'Be it resolved that the Council of the Town of Norman Wells hereby authorizes the Senior Administrative Officer to enter into an agreement for onsite accounting services from GL Services from February 21st to March 5th, 2017 at a cost of no more than $15,000.00'

Motion Carried

Motion: 17-13
Moved by: Councillor Gray
Seconded by: Councillor Dolen

'Be it resolved that the Council of the Town of Norman Wells hereby gives first reading to Bylaw 17-00 to repeal bylaw 16-02 '

Motion Carried

Discussion: Councillor Gray noted that the opening statement for By-Law 17-00 is incorrect and Council should direct administration to make corrections prior to final reading. All Council in agreement.

Motion: 17-14
Moved by: Councillor Dolen
Seconded by: Deputy Mayor Melnyk

'Be it resolved that the Council of the Town of Norman Wells hereby gives second reading to Bylaw 17-00 to repeal bylaw 16-02 '

Motion Carried
this application and start a dialogue with the regional tourism officer. Most people who walk the Canol Trail don’t do it because of the history, they do it because it is hard. That’s what ITI is currently focusing on – improving river crossing to have more people try the trial. The Town is the start/end of the Canol trail and would be nice to do something. Mayor Watson stated this study is what we could refer to in future to go to the next stage. Let’s see what we can do and work with the other levels of Government.

c) Town of Norman Wells application to Canada 150 CIP Fund

Motion: 17-19
Moved by: Councilor Dolen
Seconded by: Deputy Mayor Melnyk

‘Be it resolved that the Council of the Town of Norman Wells approve the application to Canada 150 CIP fund for $421,500 in funding to support the costs of the Ray Person Memorial Arena hard surface repair equaling up to 50% of the total cost of the project.’

Motion Carried

Discussion: Deputy Mayor Melnyk stated that Council should probably think of something other than cement. To put down a cement pad without study and engineering could be costly. There may be an application that can be used to firm up the gravel instead of concrete. Councilor Dolen stated that this was looked into on a previous Council and it was a huge concern. Mayor Watson suggested a friendly amendment to the motion to change ‘cement’ to ‘hard surface’. Administration clarified that they have received information from Hay River and is working with them to see the outcome and what they recommend. Mayor Watson stated that the Town currently has about $6M in funds and this is a good time to look at this. Deputy Mayor Melnyk stated that Council should commit to having this specific arena for many years to come if Council decides to move forward on this. Councilor Dolen stated that this has been on the books for 15 years so Council needs to do whatever is needed to get this completed. All Council in agreement to the friendly amendment. Motion Carried.

d) Water Treatment Plant Office renovation and repair of interior wall

Motion: 17-20
Moved by: Deputy Mayor Melnyk
Seconded by: Councilor Dolen

‘Be it resolved that the Council of the Town of Norman Wells commits a total of no more than $72,500 to complete the renovation of the Water Treatment Plant Office and repair of interior wall.’

Motion Carried

Discussion: Councilor Dolen asked what this money was for. Mayor Watson stated that this is for some major changes happening at the Water Treatment Plant. Councilor Dolen expressed concern that this was from not doing proper ongoing maintenance. It is a large amount of money to spend on an interior wall. Administration clarified that this includes separating the lab and creating an office space at a cost of approximately $42,000. The interior wall was a health and safety issue, it was crumbling and to fix it was a cost of approximately $30,000.

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
e) Bylaw 17-01 Disposal Bylaw

Motion: 17-15
Moved by: Councilor Dolen
Seconded by: Deputy Mayor Melnyk

'Be it resolved that the Council of the Town of Norman Wells hereby give first reading to Disposal By-Law No. 17-01.'

Motion Carried

Discussion: Deputy Mayor Melnyk requested that under section 1 of By-Law 17-01a clarification of the amount of $5520.00 be specified as for GST purposes. All Council in agreement.

Motion: 17-16
Moved by: Deputy Mayor Melnyk
Seconded by: Councilor Dolen

'Be it resolved that the Council of the Town of Norman Wells hereby give second reading to Disposal By-Law No. 17-01.'

Motion Carried

7. New Business

a) Town of Norman Wells application to the GNWT ITI SEED Economic Development Capacity Building Program

Motion: 17-17
Moved by: Councilor Dolen
Seconded by: Deputy Mayor Melnyk

'Be it resolved that the Council of the Town of Norman Wells approve the application to the GNWT ITI SEED Economic Development Capacity Building Program component in the amount of $12,275 in funding to support an economic development initiative between February 6 and March 31, 2017.'

Motion Carried

Discussion: Administration clarified that ITI has funding for economic development and has been wanting to work on stimulating the economy. This funding amount takes them to the end of their fiscal year at which point the Town can apply for more. Mayor Watson asked for clarification on what the administrative costs would be. Councilor Gray recommended a friendly amendment to the motion to change 'administrative costs' to 'economic development initiative'. Councilor Dolen asked who would be working on this. Administration clarified that this would be for consulting services. Deputy Mayor Melnyk stated that there is a local community economic development officer located in Norman Wells at SPDP. Administration agreed they would do so. All of council in agreement with friendly amendment to motion.

Motion Carried.

b) Town of Norman Wells application to CanNor Community Readiness and Opportunities Planning program

Motion: 17-18
Moved by: Councilor Dolen
Seconded by: Councilor Gray

'Be it resolved that the Council of the Town of Norman Wells approve the application to CanNor and their Community Readiness and Opportunities Planning program to support up to 80% of the eligible costs in the amount of $64,000 to complete the Canol Trail Feasibility Study.'

Motion Carried

Discussion: Administration clarified that this would be for a feasibility study around awareness and public relations initiative on the history of the Canol Trail. Councilor Dolen stated that she doesn't feel that Council can take the lead without the by-in of both the Federal Government and other organizations such as the Tulita Land Corporation. Mayor Watson stated the concept would be for parts of the Canol Trail that fall within the Municipal Boundary. Deputy Mayor Melnyk stated that Council should put in
10. Council Forum

Deputy Mayor Melnyk

Request an addition to the Action Sheet – research on sealant for the Chip Seal. Councillor Gray: when we were at the conference, I brought back a pamphlet with information on sealant for chip seal. Deputy Mayor Melnyk: request a discussion on the Couturier Lots be added to the next Committee of the Whole meeting as well as a discussion on mill rates, water/sewer and garbage rates. What is the status for advertising on the Finance Manager position? Administration: we have received a few applications in the last few days and will have an update soon.

Councillor Dolen

Questions about the library – they are not sure of their budget status. For WSCC, because we are the funder it is our responsibility but how about insurance? Today I found that they believe that would be under us. Deputy Mayor Melnyk: I can’t remember any discussion around insurance. Councillor Gray: in the past WSC premiums were charged to the library. Mayor Watson: need to find out about both WSCC and insurance and will have staff look into this.

Mayor Watson

Sent out the second Town News, still not sure what to call it. Want to let everyone know that I am not trying to speak for all of Council when I state items of Council. I'm just trying to get the information out there. Councillor Dolen: good job. Deputy Mayor Melnyk: drop the charts for the next edition. Mayor Watson: I'm not happy with Imperial Oil and our access to information. I don't like finding out information at wing night. In the Town News, I was trying to calm fears and not speak for anyone else. It is trickier than I thought to walk the line between information and too much information. Councillor Gray: thought it was great – have had positive feedback. On imperial Oil announcement – I didn’t like how their spokesperson on CBC stated that even with the fix of the pipeline they may not re-open. Not the exact words but basically what she was saying. Councillor Dolen: they are still there, they are still paying taxes. Mayor Watson: I would like to congratulate everyone, staff and Council – it looks and feels good on how far we’ve come. Lots has changed. Job well done by all. Deputy Mayor Melnyk: can we add working with GNWT to the action sheet. When they bring crews for blasting we need to coordinate on what they are going to use – coordinate crushing usage, etc. Administration clarified that they met with them last week and they seem amenable to working together. Their staff are moving here in March. Mayor Watson: I would like to have them come as Delegation to a Council meeting. We need to be able to coordinate all the work being done this year. Road, chip seal, sewer replacement. Deputy Mayor Melnyk: if we need to – we can think about getting a Program Officer for the summer – this is above and beyond anything our staff can do – we need to keep on top of everything. Mayor Watson: will add this for discussion on the next Committee of the Whole.

1. Correspondence to Council
   a) None

12. Correspondence from Council
   a) None
   • Council broke for a break at 8:19 pm
   • Council returned from break at 8:26 pm
13. In Camera

Motion: No. 17-21
Moved by: Councilor Gray
Seconded by: Councilor Dolen

'Be it resolved that we hereby move to go in camera the time being 8:26 pm.'
Motion Carried

a) Personnel

Motion: No. 17-22
Moved by: Councilor Dolen
Seconded by: Councilor Gray

'Be it resolved that we hereby adjourn in-camera being 8:41 pm'
Motion Carried

14. Adjourn

'Be it resolved that we hereby adjourn, the time being 8:42 p.m.'

MOVED BY: Councillor Gray

Nathan Watson
Mayor

Catherine Mallon
Town Manager