

**Town of Norman Wells
Committee of the Whole Minutes
Tuesday July 26th, 2016 –7:00 pm
Council Chambers, Town of Norman Wells**

Present:	Tim Melnyk	Deputy Mayor (Chairperson)
	Heidi Deschene	Councilor
	Lise Dolen	Councilor
	Pam Gray	Councilor
	Harold McGregor	Councilor
	Nathan Watson	Mayor - Via Teleconference
	Sherry Hodgson	Councilor – Via Teleconference

Administration:	Catherine Mallon	Senior Administrative Officer
	Claude Desgagne	Fire Chief
	Chris Buist	Utilities Manager
	Misty Rayner	Executive Assistant
	Myles Erb	Recreation Manager
	Thomas Tremblett	Public Works Foreman

Visitors:	Pascal Audet
	Natalie Desgagne

-
1. **Call to Order – 7:00pm.**
 2. **Declaration of Conflict of Interest**
 3. **Review and Adoption of Agenda**

Moved by:	Councilor Dolen
Seconded by:	Councilor Deschene

'Be it resolved that the Agenda for the Regular Committee of the Whole Meeting, dated July 26th, 2016, is hereby adopted as presented.'

Motion Carried

4. **Delegation**
 - a) Anne Marie Tout, Enbridge Pipelines (NW) Inc. Not Present
5. **Minutes**
 - a) None
6. **Old Business**
 - a) None
7. **New Business**
 - a) Chip Seal Project Update Discussion

Discussion: A new By-Law is to be created regarding protection, upkeep and sustainability for the Chip Seal. The By-Law will include recommendations from HRN Contracting Ltd, the weight reductions necessary for heavy equipment, a purpose built chain on/off area on the Winter Road, the impacts of service delivery with plowing the snow, etc. By September or October, the By-Law will be implemented. Small setback for the chip crew regarding side streets that had to be dug up and restructured, though the crew was back on track by midweek. Friday should see then end of the Chip Seal for this year. With big projects, the Town has re-routed traffic, Council would like to see better proactivity regarding communication of areas being serviced. Paving company was well set up with prep work being done ahead of time and flaggers on staff. Sweeping is not recommended, if the topcoat is left on the Town will benefit from a better product. The crews did have some trouble with the drivers of Norman Wells, with a bit of patchwork that required attention. Even though the roadwork for this year is complete regarding the Chip Seal, DOT area will see drainage issues, as well as road surface being worked on by the Public Works Department.

b) Request for Traffic Lights/Walk Lights/Pedestrian Lights Discussion

Discussion: citizens are under the impression that we cannot get our people In town licensed because we lack streetlights and highway speeds. Council recommends having a meeting with the Department of Transportation to hear specifically what is required in the community to have unrestricted licenses. The Town staff is to write a letter to the Department of Transportation carrying Council's request.

- Mayor Watson's phone cut off, the time being 7:25PM
- Councilor Hodgson called in, the time being 7:28PM

c) Staff Housing Discussion

Discussion: Council requests policy on staff housing within the Town of Norman Wells Organization.

d) Requirements for Maintenance/Repairs on Town Property Discussion

Discussion: Gazebo is in rough shape, town walkways are not level, and the bridge markers are worse for wear. Council recommends putting a maintenance plan in place for non-powered assets.

- Claude Desgagne left the room, the time being 7:33PM
- Claude Desgagne returned to the room, the time being 7:34PM

e) Formalized working and contract for Sahtu Computers Recommendation

Moved by: Councilor Dolen
Seconded by: Councilor McGregor

'Be it resolved that the Committee of the Whole recommends to the Council of the Town of Norman Wells that the Senior Administrative Officer Execute a working contract with Sahtu Computer Services.'

Recommendation Carried

- Chris Buist left the room, the time being 7:38PM
- Mayor Watson called in, the time being 7:39PM

f) Formalized working and contract for T&C Cleaning Recommendation

'Be it resolved that the Committee of the Whole recommends to the Council of the Town of Norman Wells that the Senior Administrative Officer execute a working contract with T&C Cleaning for custodial and Animal Control Services.'

Recommendation Defeated

g) Website upgrade, refresh and enhance to include information and searchable documents Information

Discussion: Necessary changes are required to the website to ensure it is more user friendly, accessible, and updated. The Town will see savings of three to four thousand dollars with the new design which will enhance a more community channel type layout rather than social media style design.

h) Phone System upgrade Information

Discussion: The budget was amended to include the Phone System upgrade; the Town will see savings of almost thirty thousand a year. The phone system we currently use was installed in 2001. The intent is to recycle the equipment that is usable and only to replace what is no longer serving purpose. Council recommends identifying all phone lines while in the process and doing away with all lines that are not necessary.

- Chris Buist returned to the room, the time being 7:46PM

i) Outlook (Microsoft Exchange) Information

Discussion: The Town is currently non-compliant due to not using Microsoft Exchange. No person should be able to delete an email, this turns into a compliance issue. Exchange Server to be stationed at the Town Office. Upgrading this system will not change anything other than inability to delete emails.

- j) Renegotiate reduced costs for Town Cell Phones Information

Discussion: Change requested is to have all cell phones operate on the same plan in the interest of saving money. All employees with company cellphones are to follow the same procedure. The saving the Town is looking at with switching providers will be six to eight hundred per month and we can keep the local phone numbers.

- k) EMO Satellite Phones (Office and Fire Department) Information

Discussion: The satellite phones have been ordered. The EMO has not had a satellite phone in seven years. A base system was ordered to be stationed in the Town Office and a portable satellite phone was ordered to be stationed at the Fire Hall. These systems should be installed next week. The report from the EMO exercise in May stated that MACA has good monitoring, but the communication on every level was lacking. The Town of Norman Wells completed a remedial action and compliance report.

8. Committee Reports

- a) Recreation
i) Update – Recreation Committee's first meeting will be the second Tuesday of September and ongoing 2nd Tuesday of every month forward.

9. Departmental Reports

- a) Town Manager – Report Catherine Mallon, SAO

Discussion: New Positions within the organization; Myles Erb is the new Recreation Manager, Chris Buist is the new Utilities Manager, and Misty Rayner is our new Executive Assistant. Will advise when the dust settles for Finance as well as a new potential Public Works Manager. The Accountant is here as of today, SAGE 50 is to be installed ASAP, but not up and running until the end of October. Sahtu Computer Services will help transition the process of accounting system changeover. The staff will not use SAGE 50 until January 1st and the beginning of the new financial year. Last year's budget was inherited but requires more work to include alternative financial plan should the Town not receive external funding applied for to date. Council recommends a copy of the current budget to be supplied, as well as for the new budget to come with year to date figures as well as double columns showing the old budget against the new budget.

- b) Finance – Report John Morrison, Finance Clerk

Discussion: The SAO was asked a series of financial questions to include clarification on who/what a specific vendor supplied. Council recommends procuring a corporate code with the airline to enhance money savings due to inability to refund flight costs at current. Utilities Manager recommended using the Chamber of Commerce code for members.

- c) Fire Department – Report Claude Desgagne, Fire Chief

- d) Recreation – Report Myles Erb, Acting Recreation Manger

Discussion: Recreation recommends to put something on the back side of the arena to direct where the snow falls due to the emergency exit door placement. Recreation requested removal of the boat in Jackfish, but due to the restriction being removed on Jackfish Lake for powered motors it is up to the owner of the boat to decide when to remove it. Recreation is moving forward to have the Youth and Elder Centre opened in the evenings between 6 and 10PM.

- e) Public Works – Report Thomas Tremblett, Public Works

Discussion: Council recommends using more than one company in town for Brushing Contracts. Public Works department has been using their own manpower to try to stay on top of the growth. The walking trails off of Canol Drive are getting pretty grown in, Council recommends the use of summer students for brushing.

f) Utilities – Report

Chris Buist, Utilities Manager

Discussion: Council recommends placement of Well Lid Replacement Project added into the budget. Regarding the desludging, the cells are full and may present difficulty in having them pumped out in the future due to sludge compaction. The needs of the desludging require to be factored into the maintenance plan. The water license dictates that the town must bury waste. Council recommends letting the Sahtu Land and Water Board make the decision. Training for Water and Sewer is good to see. Tulita Street slumping at underground lines is an ongoing issue. All requests for proposals came back with an upgrade to offer protection on this issue.

10. Council Forum

Councilor Dolen

Dumpsters around town require some care and leveling. This is not the Town's responsibility, but the contractors. With a Journeyman Carpenter on staff we can subsidize wages for apprentices with "Apprentice Training on the Job" funding. Request to move forward regarding plaque/recognition for Rick Myers.

Councilor McGregor

Ensure than meeting notices are sent out on time regarding the change of date for July 26th meeting. Deputy Mayor Melnyk added that the agenda must be made with notice to the public three days before the meeting and staff must be diligent about following the rules. Councillor McGregor said that once a meeting is scheduled, it must happen unless a special resolution by council has passed making change allowable.

Councilor Deschene

I would like to see brushing done by the pool. Deputy Mayor Melnyk said that Senior Management must get together on this in order to get it going, it is dangerous work and there will have to be special meetings just to discuss safety. Councillor Deschene replied that if we keep on it, it won't become an issue. I had previously requested an organizational chart and salary scale. Senior Administrative Officer Mallon stated that staff is currently working on this. Councillor Deschene asked if Council would consider having meetings more than twice a month. Deputy Mayor Melnyk said absolutely, it's a lofty goal but one we must work towards. Could Council bear with us until the end of summer? We must let staff catch up before we ask this of them. Can we have a schedule of accounts at every meeting? Councillor McGregor replied that it is for review only, we would be approving what is already decided. Deputy Mayor Melnyk said that with a lack of quorum, people not being paid in a timely manner so we went to a system where we would review and voice issues after the fact. Councillor Deschene would like to see a listing of active contracts with different businesses in town.

Councilor Gray

Nothing

Mayor Watson

Great job Deputy Mayor Melnyk, I appreciate and agree with your responses. Commend all staff on working well together even with new additions to the organization.

Councilor Hodgson

Place the phone number or code on Agendas in future so all parties can call in and conference properly. Deputy Mayor Melnyk said that due to short notice; the phone system was not set up to receive more than one call. Councillors must let the SAO know ahead of time that your physical attendance is absent.

Deputy Mayor Melnyk

Nothing

11. Correspondence to Council

- a) From SAO for information purposes

12. Correspondence from Council

- a) None

- *Deputy Mayor Melnyk call for a break, the time being 8:59PM*
- *Deputy Mayor Melnyk resumed the meeting, the time being 9:04PM*

13. In Camera

Moved by: Councilor Dolen
Seconded by: Councilor Gray

'Be it resolved that we hereby go in camera the time being 9:05pm.'

- a) Contracts and Personnel

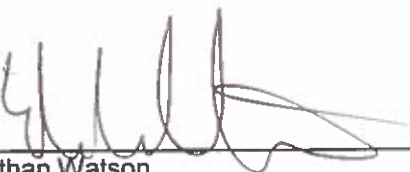
Moved by: Councilor Dolen
Seconded by: Councilor Deschene

'Be it resolved that we hereby adjourn in camera the time being 9:50pm.'

14. Adjourn

'Be it resolved that we hereby adjourn, the time being 9:51p.m.'

MOVED BY: Councilor Gray



Nathan Watson
Mayor



Catherine Mallon
Town Manager