

**Town of Norman Wells
Minutes
Committee of the Whole #20-06
Tuesday, May 12th, 2020 12:00PM
Zoom Meeting ID: 219-547-8709 Password: 223623
Dial in: 1 778 907 2071 (Same Meeting ID & Password)**

1. **Call to Order 12:04PM**
2. **Declaration of Conflict of Interest**
3. **Review and Adoption of Agenda**
4. **Delegation**
5. **Topics**
 - a) **Community Plan Roll-out: January 15, 2020 - Completed**
 - Role definition for Council, Planning Committee and staff
 - RFP formation
 - Determination of what Council wants out of this process
 - b) **Gas Tax Allocation: January 29, 2020 - Completed**
 - What should we be spending our funds on, needs/wants and priorities
 - c) **Advocacy Efforts: February 19, 2020 - Completed**
 - All season road
 - Cost of living in Norman Wells
 - Cost of transportation and air
 - Education/health
 - Importance of the North to the rest of Canada
 - d) **Landfill and Solid Waste Management: March 4, 2020 - Completed**
 - Bylaw formation inclusive of tipping fees, defined hours of operation
 - Remediation of existing landfill Goal: creation of landfill space
 - Future landfill plan

*****Committee of Whole meetings put on hold due to COVID-19*****

 - e) **MD& A Review and Spring/Summer 2020 Work Plan Prioritization: April 28, 2020 – Completed**
 - f) **Landfill & Forecasting: May 12, 2020 - Completed**
 - g) **Emerging Wisely Plan: May 27, 2020**
 - h) **Reserve Fund Dedications:**
 - History of our reserves
 - Asset Management Plan
 - What reserves are a priority now and into the future
 - What funding levels should we be aiming for short and long term
 - Bylaw amendments, new and rescinding of those no longer relevant and creation of requisite policies i.e.: internal borrowing policy
 - i) **Town Clean-up/Beautification with Town as Example:**
 - Clean-up of Courtier lot
 - Green spaces
 - Roads maintenance standards
 - Thorough ditching
 - Utilidor brushing
 - j) **Economic Development:**

- Business incubation
- Culture
- Marketing
- Tourism

k) Recreation and Green Spaces:

- Jackfish expansion
- New recreation facilities i.e.: soccer pitch, basketball court, skateboard park
- Park and green space development
- Playground development

l) Community Programming:

- Evaluation of existing programming, costs, capacity, effectiveness
- What role does Council feel the Town should play in community needs?
 - Direct provision
 - Facilitation
 - Fund broker
 - Grants support and/or application
 - Networking
 - Subsidy

m) Water:

- Public education campaign
- Water conservation options/audits/education

n) Bylaw/Policy Updates: Ongoing

- This will be ongoing

6. Adjourn 1:12PM

**Town of Norman Wells
Minutes
Committee of the Whole #20-07
Tuesday, May 12th, 2020 12:00PM
Council Chambers & Zoom, Town of Norman Wells**

Present:	Frank Pope Alexis Peachey Pascal Audet Jean-Paul Bernard Trevor Smith David Wever	Mayor Deputy Mayor (telephone) Councillor (telephone) Councillor (telephone) Councillor (telephone) Councillor (telephone)
Absent:	Jim Boyle	Councillor
Staff:	Cathy Clarke Alex Millet Gary Mickalyk Misty Rayner Jennifer Waterhouse Johannie Lapierre Randy Sinasac	Senior Administrative Officer Recreation Director/Acting Public Works Manager Public Works Foreman Finance Manager Governance & Community Engagement Manager Development Officer Fire Chief
Delegates:	Emmanuel Saydeh Martin Zimmer	Milestone Environmental Contracting Ltd. Milestone Environmental Contracting Ltd.
Guests:	Chris Chivers	

Landfill and Forecasting

Landfill

Delegates: Emmanuel Saydeh Milestone Environmental Contracting Ltd.

Emmanuel Saydeh (Manny) visited Norman Wells in December to meet with the Public Works Manager and the Development Manager (DM) and to have a tour of the landfill and other areas within Norman Wells. Martin Zimmer is a project engineer with 30 years experience in solid waste management

Manny provided a review of the proposal and together with Martin addressed questions from Council.

The Development Officer provided an update on the Solid Waste Management By-Law.

Mayor Pope recommended that the Solid Waste Management By-Law be brought to the next Council meeting for first and second reading. It can then be posted for 30 days on the Town Website to obtain public input. Administration will notify the public of the proposed by-law and solicit feedback.

Council in concurrence with the recommendation.

Reference Documents – available upon request

1. Sustainable Management of the Waste Disposal Facility in Norman Wells Proposal
2. Project Timeline from CoW Minutes March 4, 2020
3. Solid Waste Management By-Law Draft
4. Landfill Comments Reconciliation
5. Solid Waste Management By-Law Comments Review

Forecasting

The Finance Manager and SAO took Council through the short-term forecast.

- The Town has realized significant savings through the public works work that has been

brought in house.

- Finance is tracking all costs incurred in relation to COVID-19 and hopes to recover these.
- There is a projected shortfall of \$428,399.45 half way through the year compared to what the Town was expecting.
- Administration is requesting Council's direction the types of scenarios they would like to see forecasted.
- Receipt of tax revenues is important as the timing of receipt of the revenues. Operations are most at risk due to shortfalls, particularly during Q4 (Oct 1 – Dec 31). Tax revenues support operations during this time period.
- Tax notices can be sent out after July 1st and no penalty if paid before August 29th

Council in agreement that Administration should prepare a revised budget for review.

The SAO committed to keeping Council apprised as move forward and begin to look at 2021 forecasting. The SAO stated that it is times like this when the municipality must act like a business. Staff are creating a product. The project list provides updates on what staff are currently engaged with and have on their radar.

Reference Documents – available upon request

1. COVID-19 Financial Forecast



Frank Pope
Mayor



Cathy Clarke
Senior Administrative Officer