

**Town of Norman Wells
Minutes
Committee of the Whole #20-01
Wednesday, January 15th, 2020, 12:00 – 1:00pm
Council Chambers, Town of Norman Wells**

Present:	Frank Pope Alexis Peachey Pascal Audet Trevor Smith David Wever	Mayor Deputy Mayor Councillor Councillor Councillor
Regrets:	Jean-Paul Bernard Jim Boyle	Councillor (Work) Councillor (Work)
Staff:	Cathy Clarke Jennifer Waterhouse Johannie Lapierre	Senior Administrative Officer Community Engagement & Governance Development Officer
Guests:	Chris Chivers	

1. **Call to Order 12:00PM**
2. **Declaration of Conflict of Interest**
3. **Review and Adoption of Agenda**

'Be it resolved that the Agenda for the Committee of the Whole Meeting, dated January 15, 2020, is hereby adopted.

Moved by:	Councillor Wever	
Seconded by:	Councillor Smith	Motion Carried

4. **Delegation**
5. **Topics**

Mayor Pope reminded Council to prepare their three priority items for 2020 and bring them to the next Regular Council Meeting as they may align with the Community Plan work.

a) Community Plan Roll-out

The Senior Administrative Officer (SAO) reviewed how the Rolling Agenda will work. Some issues may take longer than the one hour allotted and will roll over to the next Committee of the Whole meeting.

The SAO provided a brief introduction to the Community Plan process and the importance of selecting the right planner for the Town of Norman Wells. Council will need to determine what qualities they are looking for in the planner. The SAO reminded Council that they are sponsors of the project and that the Request for Proposals is the first step in the project. The Development Officer will be the Project Lead for Administration.

Discussion about whether a steering committee made up of key stakeholders for the town. SAO explained that the planner(s) hired will provide direction on this.

Mayor Pope requested that Council be provided with a hard copy of the most recent Community Plan (Community Plan By-Law #13-01).

**i. Discussion of questions
What is a good planner?**

The different qualities that planners can bring to the project were discussed. Council is confident that the evaluation grid will allow them to evaluate the candidates and the different strengths they will bring to the project such as; a strong understanding of the North, experience of working with communities in transition, building identities as well as the benefits that can be provided by large city firms and boutique firms.

What is a good community plan? Why is it necessary for the Town/town?

Mayor Pope spoke to the unique challenges that the Town faces. It has experienced boom and bust periods in the past, but this current bust will be more extensive. The last Town

Plan was developed during a boom period. This new plan needs to look at what can be done to increase the economic benefits for the town.

What is a good zoning by-law? Why is it necessary for the Town/town?

Council agreed that the zoning component of the project will be an important and necessary piece of the Community Plan.

What are your concerns about this project?

Council's only concerns were around ensuring that they obtain input from all stakeholders within the community and selected planner's availability.

What do you expect your relationship with the planner to be?

Council will be sponsors of the project. Council will appoint a Council Liaison who will be the key contact with the Planner(s) and the Project Lead (Development Officer).

The way the work is currently described in the RFP, do you think that the deliverables will be workable for the Town/town?

Council expressed no concerns over the deliverables.

Will the evaluation grid permit to choose the right planner?

Council were satisfied that the evaluation grid would permit them to select the right planner

Do you think that Council will have enough opportunities to provide its vision?

Council expressed no concerns over the number of opportunities to provide its vision.

Do you think that the community will have enough opportunities to provide its vision?

The Development Officer identified the opportunities throughout the process to engage with the community. It was recommended that Council attend these sessions. Community engagement and buy in was identified as being key to the success of the Community Plan. It was stressed that the town must feel ownership of the plan, that it is their plan.

Is there enough time allowed for every phase/step?

It was agreed that the schedule looks reasonable and should be the goal.

Is there anything missing in the RFP?

Council all in agreement that the RFP was well written, provided sufficient information without being too directive. It was recommended that a copy of or link to the Town's Strategic Plan be provided.

Council unanimously agreed that the RFP could be sent out immediately. No revisions were required.

ii. **Review and discussion of draft RFP**

Review and discussion of the RFP was integrated into the discussion of questions above.

b) Gas Tax Allocation

The SAO began the discussion by asking Council what they require in order to begin looking at the Gas Tax Allocation. The SAO will have a grants chart prepared for the next meeting. This will allow Council to leverage the funds to their best ability by focusing on areas where grants are not available or where the town can make their contribution go further. There is approximately \$4.6 million available in the gas tax. An overview of what the gas tax can/cannot be used for will also be prepared. Council asked Administration to provide their recommendations. Councillor Peachey will also share the work she has prepared on allocations, it will be provided in the package prepared for the next meeting.

6. **Adjourn** 12:57PM



Frank Pope
Mayor



Cathy Clarke
Senior Administrative Officer