

**Town of Norman Wells
Minutes
Committee of the Whole #20-14
Wednesday, September 23, 2020, 12:00PM
Council Chambers
Call in 1-866-969-8429 ID: 5040455**

Present: Frank Pope Mayor
Alexis Peachey Deputy Mayor
Pascal Audet Councillor
Trevor Smith Councillor
David Wever- telephone Councillor

Absent: Jean-Paul Bernard Councillor
Jim Boyle Councillor

Staff: Cathy Clarke Senior Administrative Officer
Alex Millette Public Works Manager
Hugo Pabke Utilities Manager
Randy Sinasac Fire Chief
Kayla Turner Governance & Community Engagement Manager

Guest: Chris Chivers- telephone

1. **Call to Order 12:00pm**
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**
 - b) **Gas Tax Allocation: January 29, 2020 - Completed**
 - c) **Advocacy Efforts: February 19, 2020 - Completed**
 - d) **Landfill and Solid Waste Management: March 4, 2020 - Completed**
 - 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 - Completed**
 - h) **Water & Sewer By-Law & Gas Tax Allocations: June 10, 2020 – carried over**
 - i) **Gas Tax Allocations: Continued June 17th, 2020 – carried over**
 - j) **Gas Tax Allocations: Continued/Water & Sewer By-Law June 24th, 2020 – Completed**
 - k) **Reserve Fund Dedications: July 8th, 2020 – Completed**
 - l) **Water & Sewer By-Law: August 26, 2020 – Part 1 Completed**

m) By-Law Review – September 8, 2020 – Ongoing

n) Water & Sewer By-Law/Financial Report Framework/Milestone Report Presentation

- Payment Plan
- Access Fees
- Presentation of new monthly financial report framework
- Milestone Report – Next steps on Landfill

o) Town Clean-up/Beautification with Town as Example:

- Clean-up of Courtier lot
- Green spaces
- Roads maintenance standards
- Thorough ditching
- Utilidor brushing

p) Economic Development:

- Business incubation
- Culture
- Marketing
- Tourism

q) Recreation and Green Spaces:

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

r) 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

s) Water:

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

t) Bylaw/Policy Updates: Ongoing

- Ongoing

6. Adjourn 12:34pm

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Water & Sewer Services By-Law- Development Officer

1. Material Adjustment Update:

The SAO spoke on behalf of the Development Officer. She was asking council to settle on a final decision regarding the payment plan that Council agreed on regarding the Yamouri Inn's outstanding balances. Council also agreed that all decisions regarding payment plans should be fair and equitable. Councillor Wever stated that conditions should be kept on as businesses in the community need to do their part in keeping their accounts cleared before fees can be forgiven. Councillor Audet stated that accounts should be paid in full as a stipulation for qualification of the Payment Plan. Councillor Peachy suggested following up on adherence to payment plans as the By-Law does not state fees should be removed from accounts. This will be brought back to Council for resolution.

2. Access Fees

Since switching over to the SAGE program for finance, it is apparent that administration is not clear on the definition of Access Fee is or what the charge is for. Other municipalities charge this fee to connect to infrastructure and put the funds into a reserve account to be used when infrastructure requires updating. The discussion with council was to decide what the Access Fee is and how much it should be. It is currently \$10 per month, and council agreed to raise the fee to \$20/month for accounts with zero consumption or unoccupied premises. Mayor Pope suggested that we eliminate the fee until it is clear how much it is and what it is for so we can clearly explain this to community members. Councillor Wever suggested that the fee be waived if the property owner informs the town if they request services to not be delivered- this would encourage patrons to close their accounts if not in use.

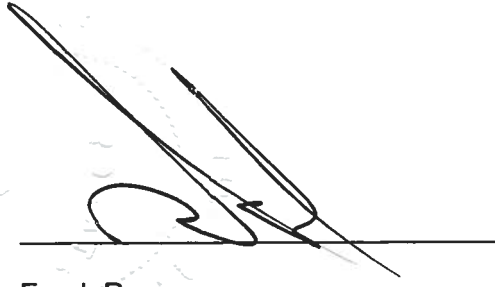
Financial Report- Finance Officer

1. Presentation of the New Finance Report Framework

Sri presented the new format for the Finance Reports that will be used from now on. This includes a balance sheet and will include a revised statement. A more in detail balance sheet can be provided. The presentation was to primarily focus on how the statement will look moving forward. In the first phase of SAGE, the focus will be on updating the budget and the actuals and an analysis of variances. The program does not generate a variance report, but Sri can provide this monthly. This will help with budgeting for the following year. Sri is still familiarizing herself with her role as Finance Officer and she thanks council for their patience and understanding during this time of transition.

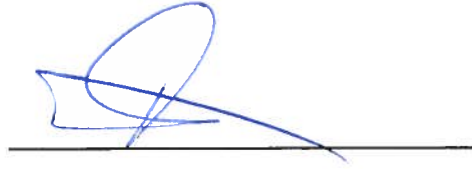
Milestone Report

Council was impressed with the Milestone Report. Administration to send to FCN for future funding as soon as possible.



Frank Pope

Mayor



Cathy Clarke

Senior Administrative Officer