

**Town of Norman Wells
Minutes
Committee of the Whole #20-09
Wednesday, June 17th, 2020, 12:00PM
Council Chambers & Conference Line**

- 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**
 - 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
 - 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**
 - i) Gas Tax Allocations – Continued – June 17th, 2020**

6. **Adjourn** 1:09PM

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Present:	Frank Pope Alexis Peachey Pascal Audet Jean-Paul Bernard Trevor Smith David Wever Jim Boyle	Mayor Deputy Mayor Councillor Councillor Councillor Councillor Councillor (telephone)
Staff:	Cathy Clarke Alex Millet Hugo Pabke Jennifer Waterhouse	Senior Administrative Officer Recreation Director/Acting Public Works Manager Utilities Manager Governance & Community Engagement Manager

Guests:

Gas Tax discussion of Council

History:

The Recreation Committee, Planning Committee and Economic Development Committee were requested by Council to develop “wish/want/need” lists as potential uses for the Gas Tax fund. The Town of Norman Wells has not accessed the allotted and restricted Gas Tax Funds for the Town on a consistent basis and has accumulated approximately \$4.2 Million which can be accessed for specific projects.

Each committee has been charged with specific areas of responsibility. In each area either recreational, planning or economic concepts/programs/events are proposed, researched and recommended to Council for approval. There will be inevitable cross-over with some items/issues. At times Council will refer items to the relevant committee for recommendation.

Strategic Plan: Council will ensure that we are:

“...economically sustainable into the future with a diverse economy and realistic forward looking goals...” by “develop and lead capital infrastructure initiatives that address community needs, reflect

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sustainable planning practices and future demand considerations, with a commitment to fiscal responsibility.”

The process to access these funds is as follows: (attached are the specific areas to which these restricted funds can be applied)

- A plan relative to the specific area either gas tax funds, or other potential grant funds etc.
- Initial application submitted to GNWT, vetted and sent to Canada
- Augmented plan inclusive of work outline naming need for engineering/consultant/fulsome planning
- Realistic critical path (proposed timelines) development and requisite RFPs for work
- We pay invoices incurred up front, Gas Tax funds applied quarterly. NOTE: regardless of initial approvals, we have historically had some costs denied on a quarterly basis, hence the need for a fulsome plan to submit at initial application point

Present situation:

- We've a limited amount of CPI funds (cash) with which to pay invoices up front with the goal of being reimbursed by GTF etc.
- We've committed to 2 phases of road upgrades on MacKenzie with our released Build Canada funds which we must match at 25%, we have timed this over 2 years so that we can pay our invoices as we go
- We may have to widen the scope of Phase 2 for a lift on the chip seal as it is in need of major maintenance to prolong its life
- We have booked a crush for this year, \$500,000 for 3-year town supply and \$500,000 for our 25% contribution on 2 phases, this will "free up" CPI funds next year
- Our COVID forecasts are based on an 80% collection of all revenue streams and the future remains uncertain
- We are working on an amended budget to bring to Council in order to match spending to forecast, potential to "free-up" minimal monies for small projects
- At present we've no monies to fund empty reserves
- Staff researched and presented to Council an extensive list of available grants
- New Build Canada application process has been indefinitely postponed by Canada.
- Uncertainty of grant funds in the future
- Global uncertainty of oil and gas industry
- Borrowing money requires a plebiscite and will impact tax rates going forward
- COVID lockdown
- Existing as is and when contracts
- Community Plan and Zoning Bylaw process underway

Committee Items: Economic Development Committee

A. Dump Clean-up: Solid Waste Management

Strategic Plan: Yes, "ensuring that Norman Wells is a clean, growing community with good jobs"

History:

- This has been an issue for many years, no long-term solutions consistently implemented.
- Council defined the landfill as a priority focus as the present landfill:
 - is nearing the end of its landfill years,
 - is an eyesore,
 - has exposed the Town to immense landfill remediation liability,
 - there are many unsightly lots in town that act as "mini" dumps and many of the waste producers are no longer in town
 - we require more landfill years at the existing landfill site
 - we need to negotiate a new landfill site acceptable to our residents.

Status:

- New landfill Bylaw 2 readings, out for public input, community input divided so far
- Very poor user compliance
- Immediate maintenance improvements at landfill, inclusive of internal access road and moving of steel, approximately - \$80,000.00
- Council approved engagement of Milestone Environmental to conduct comprehensive gap analysis of existing landfill, noting diversion and waste management options (will look to management of "mini-dumps" as well, completion date August end
- Said report will be utilized to access FCM and GNWT grant funds for staged landfill management plan
- Stage 1: plan completion
- Build: 2021

Council action required:

- 1. Acceptance of plan as laid out or,**
- 2. Approval of Economic Development Committee proposal in part or in total- \$1Million ask**

Decision - \$100,000

B. Couturier Lot Clean up: Brownfield Redevelopment

Strategic Plan: Yes, "ensuring that Norman Wells is a clean, growing community with good jobs"

History:

- This has been an issue for many years, before and after the Town acquired the lot.
- Council defined as a priority as we must lead by example
- FCM investigating report from 2007
- RFP out on lot clean-up in 2015
- Detailed proposals submitted, process outlined extensive as involves contaminated items and soil
- Estimates in 2015 dollars approximately \$4Million

Status:

- Council budgeted \$60,000 to organize lot, demolish standing structures, brushing
- Require landfill room to dispose of removed items
- With a plan could be eligible for FCM funds on brownfield development

Council action required:

1. **Approval of \$100,000.00 GTF to commence initial lot organization and “safe” clean-up**
2. **Direction to commence FCM grant requirements utilizing 2007 investigative work and RFPs**
3. **Approval of Economic Development Committee proposal in part or in total- \$1Million**

Decision – \$100,000

C. Soccer Field/Multiuse Recreation Area- Recreation Area

Strategic Plan: Yes: “Deliver accessible, inclusive and age-friendly series, programs, and facilities.”

History:

- Recreational facilities aging out and will require reserves for building upgrades
- Have the beginnings of a recreational hub for development
- School has requested further outdoor recreational facility development
- Has been community discussion re: multipurpose recreation facility
- Community Plan process specifically asking for community input on recreation
- Presently all facilities are financially accessible to all users
- Recreation facilities and programs well used by the community all season
- Have historically depended on strong volunteer investment in facility development, the face of volunteerism has changed in the community
- Recreation budget highly dependent on GNWT and Federal grants for capital and operational needs
- Town staff presently focused on multiple outdoor priorities of Council

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Status:

- Community Plan data will be readily accessible for Council and Committee analysis and application
- Reserves depleted
- Recreation Committee presently working on a 3, 5, 10-year recreation lands development plan for Council approval
- Could research unique and creative options for development i.e.: movable bike ramps on completed bike circuit while long term plan being completed
- A Plan would be required for an artificial soccer field which could then be utilized for grant application accompanied by capital and operational costs over time.
- Research could be completed on multi-use fields specifically in the north
- Multiple relevant grants researched by staff. We require:
 - Staff resource to focus on grant writing
 - Fund development plans
 - Community fund raising involvement

Council action required:

- 1. Approve the research and costing of capital and operational costs of an artificial soccer pitch.***
- 2. Direct staff to compile all feasibly applicable grants and fundraising options for development of the recreational lands.***
- 3. Direct the Recreation and the Economic Development Committees to work together on the 3,5, 10-year recreation lands development plan, such that creative solutions to immediate recreational needs be considered.***
- 4. Approve Economic Development Committee proposal in part or in total - \$500,000.00 ask.***

Decision - #2 Direct staff to compile feasibility grants and fundraising options for development of recreational lands.

Committee Items: Recreation Committee

A. Jackfish Lake Summer of 2020 upgrades

Strategic Plan: Yes: "Deliver accessible, inclusive and age-friendly series, programs, and facilities."

History:

- This is a well used all season outdoor facility
- Requires maintenance of existing structures: washrooms, dock/beach expansion and access road require drainage design – must do
- Presently have placed rented "porta-potties" on site
- Identification and remediation of safety concerns required – must do
- Recreation and Planning Committees presented long term redesign expansion plan to Council

Status:

- Staff focus on summer maintenance of facility
- Research on applicable grants for long term redesign expansion plan
- Require funds for dock replacement/expansion
- Require funds for safety fixes i.e.: pathway to lake and handrails
- Require funds to create efficient drainage system on access road
- Require funds for new washrooms – will look to auction sites vs. stick built

Council action required:

1. **Approval of Recreation Committee proposal with direction to staff to prioritize items as per safety requirements and subsequently cost out. - \$50,000.00 ask**

Decision - #1 with focus on safety fixes first.

B. Baseball field, dugout and surrounding area development.

Strategic Plan: Yes: "Deliver accessible, inclusive and age-friendly series, programs and facilities."

History:

- Well utilized facility by community members at large and organized associations
- Volunteer built, facility in need of upgrades
- Potentially fits with long term 3,5, 10 recreation area development
- Recreational facilities aging out and will require reserves for building upgrades
- Have the beginnings of a recreational hub for development
- School has requested further outdoor recreational facility development
- Has been community discussion re: multipurpose recreation facility
- Community Plan process specifically asking for community input on recreation
- Presently all facilities are financially accessible to all users
- Recreation facilities and programs well used by the community all season
- Have historically depended on strong volunteer investment in facility development, the face of volunteerism has changed in the community
- Town staff presently focused on multiple outdoor priorities of Council
- Recreation budget highly dependent on GNWT and Federal grants for capital and operational needs

Status:

- Community Plan data will be readily accessible for Council and Committee analysis and application

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- Reserves depleted
- Recreation Committee presently working on a 3, 5, 10-year recreation lands development plan for Council approval
- Could research unique and creative options for development
- A Plan would be required for the sustainable development of a suitable baseball field which could then be utilized for grant application accompanied by capital and operational costs over time.
- Research could be completed on outdoor baseball fields/structures specifically in the north
- Multiple relevant grants researched by staff. We require:
 - Staff resource to focus on grant writing
 - Fund development plans
 - Community fund raising involvement
- Basic maintenance performed by staff on seasonal basis

Council Action required:

- 1. Approve the researching and development of a sustainable plan for area development which could be utilized for fund development moving forward.**
- 2. Assess what is possible with either town staff and/or local hires for dugout fixes. Will need to be costed out.**
- 3. Approval of Recreation Committee proposal in full or in part. \$350,000.00 ask**

Decision #2 – Up to \$50,000

C. Swimming Pool Upgrades:

Strategic Plan: Yes: "Deliver accessible, inclusive and age-friendly series, programs, and facilities."

History:

- Facility utilized for approximately 2 months per year – relatively high operational cost, well utilized
- Extensive deficiencies list on the facility
- \$300,000.00 CANNOR funds invested 2017 with no preliminary plan in place and expense prepaid, therefore difficult to oversee/gage progress and quality workmanship
- Build 1994, yearly issues requiring maintenance investment i.e.: freeze up issues, pipe split, ongoing mold issues which have all been found in the structure
- Requires analysis re: proper ventilation systems, structural stability evidenced by cracked liner

Status:

- Community Plan data will be readily accessible for Council and Committee analysis and application
- Reserves depleted

- Could research unique and creative options for development
- A Plan would be required for the sustainable fix of the pool, which could then be utilized for grant application accompanied by capital and operational costs over time.
- Research could be completed on pool development specifically in the north
- Multiple relevant grants researched by staff. We require:
 - Staff resource to focus on grant writing
 - Fund development plans
 - Community fund raising involvement
- Basic maintenance performed by staff on seasonal basis

Council Action required:

- 1. Approval of requisite structural analysis of existing structure and work plan going forward.**
- 2. Approval of Recreation Committee proposal in full or in part. \$500,000.00 ask**

Decision – #1 Up to \$50,000 for assessment

Committee Item: Town Planning and Land Use Committee

A. Utility Department: water treatment plant, sewage lagoon, utilidor

Strategic Plan: Yes, “ensuring that Norman Wells is a clean, growing community with good jobs”

History:

- Core service with aging infrastructure
- Plant built in 1994, technology has improved over time – cost no lower than \$10 Million for plant replacement
- Sewage lagoon – no estimate as of yet
 - Overflow issues submitted to ENR, awaiting our remediation plan
- Utilidor: aging, requires major annual maintenance we need to look to alternatives to “patching” which will cost more annually as pipe continues to deteriorate and increase our unfunded liability:
 - New utilidor, cost prohibitive
 - Burying pipes, cost prohibitive
 - Water haul options should be investigated
- Have had initial discussions with engineer about the need to assess plant and utilidor
- Asset management plan being completed

Status:

- Require annual maintenance cost projections
- Require completed asset management

- To date is an unfunded liability

Council action required:

- 1. Approve engineering to provide cost estimates on each item noted.**
- 2. Approve engineering on water plant, utilidor and lagoon maintenance.**
- 3. Council overview of existing unsightly lots bylaw with goal of setting standards.**
- 4. Continue focus on beautification and green space development.**

Decision -

Councillor Peachy:

A. Wildfire Protection Plan and Fire Smart Community Planning.

Strategic Plan: Yes: "update emergency services plans, safety"

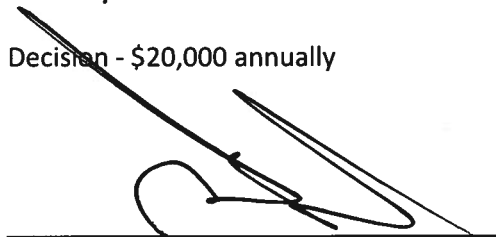
Status:

- Fire Chief presently working on fire smart plans with ENR.
- \$60,000.00 presently budgeted for vegetation management, Council has ability to specifically allocate

Council action required:

- 1. Approval to utilize already budgeted funds and allocate \$20,000.00 annually for long term plan.**

Decision - \$20,000 annually



**Frank Pope
Mayor**



**Cathy Clarke
Senior Administrative Officer**