

**Town of Norman Wells  
Minutes  
Committee of the Whole #20-10  
Wednesday, June 24<sup>th</sup>, 2020, 12:00PM  
Council Chambers & Conference Line**

---

1. **Call to Order** 12:05PM

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 June 24<sup>th</sup>, 2020 is hereby adopted.'**

**Motion: No. 20-10-01 Motion Carried**

**Moved by: Councillor Wever**

**Seconded by: Councillor Audet**

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 and Sewer By-Law & Gas Tax Allocations – June 10, 2020 – carried over**

**i) Gas Tax Allocations – Continued – June 17<sup>th</sup>, 2020 – carried over**

**j) Gas Tax Allocations & Water and Sewer By-Law - June 24<sup>th</sup>, 2020**

6. **Adjourn** 1:43PM

---

**Town of Norman Wells  
Minutes  
Committee of the Whole #20-10  
Wednesday, June 24<sup>th</sup>, 2020 12:00PM  
Council Chambers and Conference Line**

---

<b>Present:</b>	Frank Pope Alexis Peachey Pascal Audet Jean-Paul Bernard Trevor Smith David Wever	Mayor Deputy Mayor - Chair Councillor Councillor Councillor Councillor
<b>Absent:</b>	Jim Boyle	Councillor (work)
<b>Staff:</b>	Cathy Clarke Alex Millet Hugo Pabke Misty Rayner Jennifer Waterhouse	Senior Administrative Officer Recreation Director/Acting Public Works Manager Utilities Manager Finance Manager Governance & Community Engagement Manager
<b>Guests:</b>	Chris Chivers	

**Gas Tax Allocations – Part 3**

In light of receipt of CPI funding, Administration brought back the Gas Tax projects discussed at the June 17<sup>th</sup> Committee of the Whole meeting to allow Council the opportunity reconsider the allocations previously agreed upon.

Council previously agreed upon the following gas tax allocations:

- Here are some adjusted numbers in what some new totals would look like:
  - \$200,000.00 to the Landfill
  - \$200,000.00 to clean-up of Town lots
  - \$100,000.00 to upgrades at Jackfish Lake
  - \$50,000.00 to baseball field, dugout, and surrounding area development
  - \$50,000.00 to swimming pool upgrades
  - \$20,000.00 annually to Fire Smart Plan for the Town

Total: \$620,000.00

**Recommendation:**

The following updated recommendations for gas tax projects were presented to Council for consideration.

1. \$200,000.00 to the Landfill work: These current projections are based on past quotes and estimations from related work. For concerns at the landfill, we should consider:
  - Processing and disposal of Batteries \$155,000
  - Fencing \$20,000
  - Eyelets for new road \$10,000
  - Storage bins for waste material \$15,000
2. \$200,000.00 to Town Lot (junk yard) clean-up: These current projections are based on past quotes and estimations from related work. For concerns at the landfill, we should consider:
  - Clear and dispose of brush \$41,000
  - Sort and haul scattered metal \$96,000
  - Building demolition and haul \$30,000
  - Disposal of batteries and drums \$33,000
3. \$75-\$100,000 to Jackfish Lake: This will be for immediate safety fixes, substantial washrooms, railing, and dock.

June 24, 2020

4. \$50,000 to Baseball field development: These funds can be attributed to earthworks and new dugout construction.

Total: \$620,000.00 in monies was requested for current project scope. This includes the previously agreed upon swimming pool upgrades and annual Fire Smart plan for the Town.

Council directed that an additional \$30,000 be added for Bandy Lake Park work.

Council was unanimous in approval of allocating \$650,000 from Gas Tax to the above detailed projects.

The SAO to bring draft RFP's to next Regular Council Meeting on June 30<sup>th</sup>.

## **Water and Sewer By-Law Review**

Deputy Mayor Peachey reminded Council that a by-law sets the standards/principles and procedures that must be followed by council. It is an operating manual for the corporation.

Revisions recommended for the Water and Sewer By-Law

Section 2.7 Update to include website

Section 3.1 d Add provision that staff can use publically available information to obtain customer address and knock on door if suspect a property has a resident

Section 3.3 Discussion about value of deposits and whether can use to apply to arrears.

Discussion

Extensive discussion around the challenges of the current by-law. There are a number of provisions included that limit the ability of the Town to take action on delinquent accounts. The SAO reminded Council that the discussion was not just legislative but also ethical.

The Water and Sewer Services By-Law is based on the CTV Act and is standard across tax-based municipalities in the NWT. Part 8 – Billing and Collecting and Part 9 – Enforcement are original to when the Town was incorporated. Utility accounts are attached to properties as per the by-law. Yellowknife automatically transfers past due utility amounts to tax accounts twice per year.

Inquiry made if taking tenants to collections was an option. SAO will check out the legality of this. May not be possible as Owners sign off on the account connection application as guarantors.

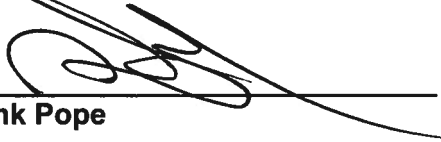
Concern raised that Town allowed tenant arrears to build up but done nothing to inform owners. SAO points out that owners do receive notice as utility arrears are included on every tax certificate.

The importance of clear messaging to the community that the intention of this work is not hurt community members. The Town has not done a good job with communicating about arrears and the by-law and is working to fix it but community has to help us. Expressed a need for simple, clear language. The need to educate the public about the cost of water and sewer services was also raised. Council felt that it was important to educate the community that the Town has paid for the usage in the arrears and this decreases what the Town has available for other projects/programming.

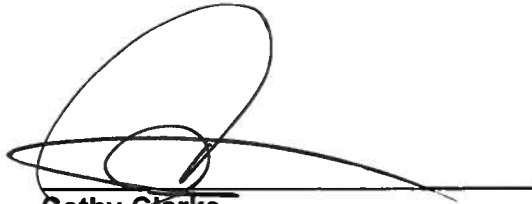
Suggestion made that a clear set of procedures needed. SAO stated that the By-Law will set policy from which Administration can proceed procedurally.

Direction to Administration

1. Forgive owners from responsibility for current tenant account arrears
2. Investigate whether can send tenant accounts to collections
3. Prepare a communication (letter) to owners of properties with tenant related arrears – Council to approve by Friday, June 26<sup>th</sup>
4. Provide recommendations on revisions to the Water and Sewer Services By-Law
5. Develop clear plain language materials on Water and Sewer Services By-Law



**Frank Pope**  
**Mayor**



**Cathy Clarke**  
**Senior Administrative Officer**