

**Town of Norman Wells  
Minutes  
Committee of the Whole #20-07  
Tuesday, May 27<sup>th</sup>, 2020, 12:00PM  
Zoom Meeting ID: 219-547-8709 Password: 223623  
Dial in: 1 778 907 2071 (Same Meeting ID & Password)**

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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

**\*\*\*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 - Completed**
  - 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 12:48PM**

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Council Chambers & Zoom, Town of Norman Wells**

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

### **Emerging Wisely**

Review the Emerging Wisely plan to discuss which Town facilities/activities can be opened/operated.

Review of Town Facilities and Programming to see what is and what is not feasible to reopen in Relaxation Phase 1 of the Emerging Wisely plan (EWP).

Initial list of facilities to be discussed:

- Fitness Centre
- Jackfish Lake – day use and camping
- Quarry/Bandy Lake picnic area
- In-Town parks and playgrounds
- Baseball Field

As per the EWP, some Town facilities/programming cannot return until Stage 4, which is dependent on the releases of a vaccine. It will be important to communicate to the community what the Town can and cannot do based on both regulation and costs/resources.

#### **Fitness Centre**

The Recreation Manager met with the Nurse in Charge. The fitness centre can reopen conditional to following the guidelines outline in the EWP. Recreation will need to limit the number of users at a time, put in a strict cleaning protocol and close the sauna. Recreation will work on a plan to allow community members to sign up for a time and obtain access. Schedule will be developed based on peak community use times. A roving attendant will conduct inspections and cleaning. The details are to be worked out by the Recreation Manager.

***Council in concurrence to reopen the fitness centre once EWP protocols are in place.***

#### **Jackfish Lake**

Options for day use and camping to be considered as different protocols according to EWP

##### *Day Use*

##### *Containment and Relaxing Phase 1 - page 28*

The current outhouses at Jackfish Lake are not adequate and will need to be closed. There is an opportunity to bring up the washrooms from the baseball field. Recreation is also investigating options to rent/buy porta potties.

##### *Camping*

##### *Relaxing Phase 2- pages 28-29*

Concerns raised about opening up Jackfish Lake to camping as it will be difficult to monitor and enforce social distancing. EWP also requires a ticketing system in order for a campground to operate, something the town does not currently have in place.

ENR can check on Town owned/operated green spaces but they do not have the authority to enforce rules. They would need to contact the Town Recommendation is to follow NWT Parks lead and not open for overnight camping. McKinnon Park (NWT Parks) is currently not open for camping.

Roving attendant can conduct inspections and do cleaning of porta potties.

***Council is in concurrence to open Jackfish Lake for day use only. Existing wooden outhouses will be locked and porta potties to be put at park.***

#### **Quarry/Bandy Lake Picnic Area**

ITI has provided \$3000 to complete work on this new park area. Porta pottie is already on site. It will be open for day use only.

***Council is in concurrence to open the Quarry/Bandy Lake Picnic Area for day use only.***

#### **In-Town Parks and Playgrounds**

Public Works will use the opportunity to conduct maintenance on parks and playgrounds on a rotational basis. Recreation and Public Works will do public education on safe use of the parks during COVID-19. Signage will be created to remind users of safe practices. The roving attendant will also visit these sites to inspect and provide positive reinforcement of COVID-19 regulations for parks, etc.

#### **Penguin Palace**

The pool will not be opened this year.

#### **Summer Camps**

The Town's normal summer camp program is not feasible under COVID-19 regulations. The closure of the centre to the public will allow some much needed maintenance to be completed. The Youth and Elder coordinator is working on some small-scale outdoor programming.

#### **Town Office**

The Town Office will continue to be closed to the public. The finance department has set up online bill payment for utility bills and property tax with four of the five major banks. They are working on expanding the list of financial institutions that will take payments. Staff currently working in the office are able to respect the physical distancing guidelines.

#### **WSCC Risk Assessments**

Risk assessments need to be completed and kept on file.

#### **Reference Documents – available upon request**

1. Emerging Wisely Plan – Norman Wells



**Frank Pope**  
Mayor



**Cathy Clarke**  
Senior Administrative Officer