

**Town of Norman Wells
Minutes
Committee of the Whole #20-16
Tuesday, November 3, 2020, 6:00PM
Council Chambers and Teleconference
Call in 1-866-969-8429 ID: 5040455**

Present: Frank Pope Mayor
Alexis Peachey Deputy Mayor
Pascal Audet Councillor
Jean-Paul Bernard Councillor
Jim Boyle Councillor
Trevor Smith Councillor
David Wever- Chair Councillor

Staff: Cathy Clarke- telephone Senior Administrative Officer
Johannie Lapierre Development Officer
Alex Millette Public Works Manager
Randy Sinasac-telephone Fire Chief
Kayla Turner Governance & Community Engagement Manager

Guests: Chris Chivers- telephone

1. **Call to Order** 6:00PM
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- Completed

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

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

u) Community Plan:

- Review of the Draft Community Plan

6. Adjourn

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Community Plan:

- 1. Administrative Report**
- 2. Draft Community Plan**

- Council agrees with Town Core as it is defined throughout the Community Plan.
- Do you agree with the secondary suites idea? Council agrees that the policy will suit with what is currently happening in Town. Council also agreed on a smaller scale neighbourhood area (tiny homes/smaller lots) which would allow for more commercial in residential areas. Councillor Wever further commented that the Lands Committee would like to encourage Commercial Residential businesses that suit the area (hairdressers/restaurants/bookkeepers). Mayor Pope would like to have the Town Core developed before moving businesses away from this area. Councillor Boyle noted that more detail should be added to the definition of Commercial Residential before moving forward. The SAO agreed with Councillor Boyle, she mentioned that permitted commercial and conditional uses can be specified in the Zoning By-Law. Conditional means that the neighbourhood is consulted before the development of a business in that area. Businesses in a residential area should not compete with the Town Core businesses. Councillor Audet noted that there is not a lot of commercial property available in the Town Core. He stated that if the Town wants to grow- property must be available to do so. Councillor Wever suggested having a list of Approved Uses, which would eliminate any grey areas regarding this subject. The SAO stated that in the Zoning By-Law, there will be stipulations regarding parking, entrances, as well as egresses of the building. Councillor Boyle raised the question of who is responsible for building inspections and the enforcement of rules regarding building maintenance. Randy noted that this is currently a problem area in the Town, the authority is mixed between the Town and the Fire Department for fire code and building regulations in existing buildings. Whatever effort needs to be done, the Fire Department will do, however there is no official building inspector. Ultimately, the responsibility of having building and fire code inspections done is that of the business owner. Deputy Mayor Peachey mentioned that these stipulations could be added to the business licensing procedure. The SAO stated that stipulations can be added to the other by-laws as well as the Zoning By-Law (Noise By-Law). Council ultimately agrees to support the policy regarding secondary suites.
- Commercial-Residential: Councillor Boyle agrees with this policy if the occupants of the residence are employed by the business. Councillor Wever sees no issues with this policy, the concern is more residential in industrial. Residents will require services. The SAO added that this can be a condition in the Zoning By-Law. Residential-Commercial can also bring up potential hazards, such as big trucks and children playing in the streets etc. It should also be noted that there may be a lower level of service in residential-commercial areas (snow removal lower on priority list). The SAO noted that residential-commercial areas can revitalize commercial zones, but not always. Deputy Mayor Peachey would like each definition to be clearly stated in the Zoning By-Law to alleviate any concerns that could arise with unclear definitions. Fire Chief, Randy, mention that there is some confusion in fire code regulations, and some concerns could be addressed in the Community Plan. Industrial Occupancy restrictions are currently very strict. Mayor Pope would like to note that municipal services that the potential cost of running power to this area could deter residential because of the high cost of putting in this kind of

service. The SAO stated that if you let residents ahead of time that there will not be the same level of service as there would be in a residential area. Councillor Wever confirmed that residential-commercial will be allowed, but there may not be services right away. Council agrees, subject to no one living in the industrial area.

- **Commercial-Industrial:** The Town has a large amount of land with big lots, Councillor Audet stated that we should encourage people to develop here however we must provide the services. If services to these areas are not feasible, the Town must make it feasible to have businesses there. He also mentioned that it would be of value to look at other Communities plans (Nisku, Alberta) to help answer some of the questions presented. The Development Officer mentioned that Commercial use in this area because it is close to the winter riad and has the convenience of facilities near by. The current land status is not appealing, the idea is to see if there could be potential for development in the future. Councillor Wever noted that the Town is running out of commercial space, he suggested the Town invest in a light-industrial area. Council supports the Commercial-Industrial Policy.
- **Storage:** Council agrees that storage as the main use would only fall under industrial (a lot used only for the purpose of storage). This would coincide with the Property Standards By-Law to ensure that businesses are able to store on their lot. The Development Officer noted this would be better defined by the zoning by-law. Mayor Pope mention that currently, there are industrial lots that were set up initially for business, but they are now abandoned storage lots. He would like to ensure that lots do not end up as dump sites. Council agreed to better define equipment storage and equipment dumping. Councillor Wever commented that these problems have been inherited and can be addressed in the Zoning By-Law and Property Standards By-Law. Council agrees with the storage policy.
- **Centralization/Decentralization:** Councillor Boyle raised concern about having a lower income residential area out in DOT bringing down the value of properties. The Development Officer noted that the assessment of properties does not involve the neighbourhood area. Councillor Wever mentioned that the community is very boxed in by the airport zone; there are only certain businesses in that zone and the Airport has rights as to what can be built in that zone.
- **Quality/Affordability:** Council noted that it is important to compromise and have a combination of quality and affordability. Councillor Wever stated that affordability is important given the high prices and areas need to be pleasing to the eye.
- **Single/Multi Unit Buildings:** the Community Housing Plan through the NWT will give a recommendation on what should be done in certain areas; they will fund up to 50 thousand dollars. This project will fit in to the Community Plan later as it is a living document.
- **Abandoned/Unsafe Buildings to be demolished:** Yes, Council agrees.
- **Temporary housing:** this is meant for transient works, company provided accommodations, camps, contractors. Council agrees that camps should be in the industrial area and that it is up to employers to find accommodations for staff.
- **Hinterland:** Council agrees to leave policy as it is.

Mayor Pope called or a temporary adjournment at 6:57PM

Mayor Pope reconvened the meeting at 7:34PM

- **Policies to encourage tourism:** Council agrees to the policies as diversifying the economy is important.
- **Recreation reserve funds:** Council agrees to this policy.
- **Programs that highlight culture and heritage:** Council agrees to this policy.
- **Reduce ATV/Snowmobile conflicts:** Council agrees to this policy.
- **Natural Classroom:** Council agrees to this policy.
- **Implementing CPTED Principles:** Council agrees to this policy as it reduces crime.
- **Development of allotment gardens:** Council agrees to this policy because it encourages the use of greenspaces.
- **Drainage:** Council agreed that there needs to be a drainage maintenance plan. Strategies and policies need to be developed yearly to prevent problems that could

arise. The mowing of ditches is also important. Councillors Boyle and Audet both noted that there is a lot of standing water in the ditches.

- Recycled water: Council agrees with encouraging the use of recycled water.
- Property clean up: Council agreed that there is more thought required as the Town has to work with residents to provide the necessary facilities to clean up waste such as barrels.
- Landfill: Council agrees. The Town received a notice from the Water Board stating that the Landfill is running out of room and there is a lot of hazardous waste layered in the ground. The Water Board would like to know who owns the land and who is responsible for remediation. Once ownership of the dump is established our by-laws still govern the Landfill.
- Reduce Carbon Footprint: Council agrees.
- Bear Hazard: Council agreed they would like to have a better partnership with ENR regarding hazardous bears.
- Population Identity: Council agreed that the Plan does not accurately capture the Town's identity. The Development Officer noted that the whole section regarding Population Identity is under review as the content is taken from the 2014 Community Plan and the 2016 Census.
- Deadlines for milestones: what is the realistic timeline for what there is left to do? Council wondered how the pandemic is going to affect the completion of the document as a public hearing is required to finalize the Community Plan.
- Councillor Audet noted that from the Economic Development Committee's perspective, the verbiage in the document seems very negative. He stated that there is more opportunity in the community than is mentioned. Councillor Audet will connect with the Development Officer to discuss this further.
- Councillor Wever:
 - 4.1.1 a i: Community Tourism Coordinator Program: Remove from plan.
 - 4.1.2 b: add in light industrial.
 - 4.2.1 b: remove school as it is not town owned. The Town is still responsible to maintain the playground and greenspace around the school. Add in Community Hall, Curling Club, Baseball Field.
 - 4.6 Food Security/Allotment Garden: Councillor Wever suggested adding homesteading (egg production) to policy for country residential lots.
 - 5.1.2 item i: there are no designated areas for parking in residential areas of the Town. The Development Officer does not recall anything specific to parking in her files.
 - 6.1 c: add permafrost to policy.
 - 6.1.1 fire smart: item d- remove railways.
 - 6.4.1: regulate attractants to bears. Note fruit trees to be removed. Add pets to policy as pets attract bears.
 - 6.4.1 c: add ENR support to policy.
- Councillor Smith asked the Development Officer how and when the Town will get the resources to complete the tasks laid out in the Community Plan. The Development Officer noted that there is an Implementation Plan to follow this document.
- Councillor Wever mentioned that he thinks that garden suites should only be allowed on country residential lots as there is not enough space in the town area. The Zoning By-Law can be adjusted to include the square footage of lots which would be permitted to have garden suites.
- Councillor Bernard suggested adding Indigenous Tourism to the Plan. He also questioned if the Town is insuring the allotment gardens because of liabilities such as the riverbank.
- Council agrees that they would like one more session to discuss the Draft Community Plan.

Next Meeting: Thursday, November 12, 2020 @ 12:00PM

Location: Council Chambers and Teleconference

Adjourn 8:25PM

Councillor Smith



Frank Pope

Mayor



Cathy Clarke

Senior Administrative Officer