

**Town of Norman Wells  
Minutes  
Committee of the Whole #20-15  
Wednesday, October 28, 2020, 12:00PM  
Council Chambers and Teleconference  
Call in 1-866-969-8429 ID: 5040455**

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

**Regrets:** Jim Boyle- due to work Councillor

**Staff:** Cathy Clarke- telephone Senior Administrative Officer  
Johannie Lapierre Development Officer  
Alex Millette Public Works Manager  
Hugo Pabke Utilities Manager  
Kayla Turner Governance & Community Engagement Manager

**Guests:** Lise Dolen  
Sheena Adams

- 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 17<sup>th</sup>, 2020 – carried over**
  - j) Gas Tax Allocations: Continued/Water & Sewer By-Law June 24<sup>th</sup>, 2020 – Completed**

- k) Reserve Fund Dedications: July 8<sup>th</sup>, 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 12:52PM**

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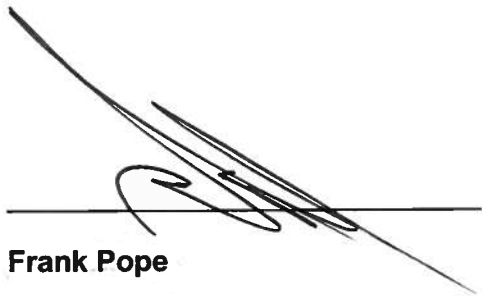
**Town of Norman Wells  
Working Agenda  
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**Community Plan:**

- Discussion around content and policies outlined in the Draft Community Plan.
- The purpose of this meeting is to prepare the Draft Plan for community input.
- The Development officer would like Council to approve and add insight the content of the document.
- Deputy Mayor Peachey would like the Sahtu Dene, and Metis peoples mentioned in the document so that the full region is captured.
- There will need to be some edits to the table of contents. (Item 3 is labelled item 4)
- The Development Officer informs that modifications are still on-going to make sure that everything is user friendly and that the Draft Community Plan aligns with Council's vision of Norman Wells.
- The map will be updated once the policies are confirmed.
- 3.2.1 Item D- Councillor Wever suggested the use of the word "encourage" instead of shall. (..the town should encourage that new and existing walkways...).
- Be mindful of the Norman Wells Land Corporation name change in the document once their title does change.
- The Draft Community Plan will be sent to some of the stakeholders including the Norman Wells Land Corporation for review.
- The Development Officer asked if Council agreed with the policies outlined in the Draft Plan regarding vacant lots as she would like to move forward according to their comments and decisions. Councillor Wever would like to encourage/highlight the use of development on lots already prepared with services.
- Councillor Wever would also like to have more detail to the policy on what types of dwellings are allowed on developed lots. This is something that will require more research.
- Council likes the idea of accepting secondary suites but would like more definition (how many inhabitants, what lot size, what types of dwellings, distance between buildings, distance from property line etc.). Council agreed that this would be great for allowing Elders to stay at home.
- Mayor Pope noted that secondary dwellings need to be regulated. They must meet all health standards and have access to water and sewer services. Councillor Wever noted that this must be reflected in the Water and Sewer Services By-Law. Council agrees that secondary dwellings are great if there are careful regulations.
- What impacts does the Community Plan have on other active by-laws?
- The Development Officer asked Council if there is a need for certain types of housing (single vs apartments and duplexes). Would Council like to push for more certain types of development? Can Council give the Development Officer their preference or some direction on this subject? Councillor Audet noted that other communities define what constitutes a healthy neighbourhood, which is a balance of all types of housing. The SAO stated that a mix of housing creates positive neighbourhoods long term.
- The SAO also noted that it should be specified if secondary suites can be rental dwellings or just family suites. Is there a possibility for people to earn an income from these suites? This should be stipulated in the Community Plan.
- 3.3 Commercial: the term "Town Core" needs to be used throughout the document instead of "Town Centre".

- There needs to be regulations regarding mixed use properties: spacing between businesses, health regulations, fire codes, etc. The Draft Plan needs to be thorough in explain this.
- Council would like the Development Officer to provide the definitions of terms for the Community Plan.
- SAO- there needs to be equitable distribution of businesses. The Town Core needs to be filled first before moving businesses away from the Town Core. The Community Plan is a guiding document used for decision making and is applicable per the Zoning By-Law.
- 3.4 Industrial: what would Council like to see in the Industrial Sector? Is there a need for storage in town? How does Council feel about demolition and maintenance of properties?
- Council agreed to schedule another Committee of the Whole meeting on Monday, November 2,2020 at 7pm. It is Council's responsibility to thoroughly look over the Draft Community Plan and answer the questions that Development Officer has provided.



**Frank Pope**

**Mayor**



**Cathy Clarke**

**Senior Administrative Officer**