

TOWN OF NORMAN WELLS
TOWN PLANNING AND LAND USE COMMITTEE
Regular Scheduled Meeting for Thursday, January 7, 2020
Zoom conference meeting @ 7:00 pm

MEETING MINUTES

Present:	David Wever	Councillor –Chairperson
	Carole Lorentz	Member
	Cindy Collier	Member
	Dee Opperman	Member
Regret:	Jean-Paul Bernard	Councillor-Alternate Chairperson (work)
Administration:	Johannie Lapierre	Development Officer

1. **Call to Order** –7:03 PM
2. **Declaration of Conflict of Interest**
None.
3. **Review and Adoption of Agenda**
‘Be is resolved that the agenda of the Town Planning and Land Use committee meeting dated December 16th is hereby adopted.’

Moved: Member Opperman
Seconded: Member Lorentz

Adopted

4. **Delegation**
5. **Review and Adoption of Minutes**

The Chairperson expresses the Mayor and Council’s appreciation to the committee for its hard work.

6. **Old Business:**
 - a) Zoning by-law review

The committee continues the discussion on the key topics list.

Non-conforming uses: The committee considers that the property owners should be notified by letter when a non-conforming use is identified or when the zoning has changed so that there is a record on file. The letter can become a tool to perceive actions for compliance. This process has to be added in the Zoning by-law. Some recent examples are being discussed.

Enforcement: It is important that the enforcement process is standardized and that everybody is accountable. The development permits issued are available for public

TOWN OF NORMAN WELLS
TOWN PLANNING AND LAND USE COMMITTEE
Regular Scheduled Meeting for Thursday, January 7, 2020
Zoom conference meeting @ 7:00 pm

consultation. The section 4.16 of the existing by-law must be rewritten and clarify that Development Officer cannot be expected to assess a property neither to the compliance to the National building code. The first step in the enforcement process is to explain what is required in order to comply with the legislation and to provide a reasonable timeframe to make the necessary changes.

Stop work order: The stop work order (section 4.15 of the existing by-law) shall be delivered by the By-law Enforcement Officer or a consultant hired by the Town.

Exemptions: The statement 4.3 2) f. in the updated by-law is written twice. This section could refer to section 8.12 of the updated by-law about the federal and airport lands. The committee wishes to review the existing Home Occupation form to verify if more flexibility could be provided and if the process could be simplified.

Development: As the change of use and a demolition are types of development which differ from a construction, a different application form should be created for each of them.

Public hearing/consultation: The project to develop or rezone hinterland should require a public hearing. For any project, the committee would have the possibility to recommend Council to set up a public hearing, request consultation or notification prior to the decision but the committee wouldn't have the authority to issue a stop work order. The committee inquires if there would be a confidentiality issue to post the development permits on the Town website.

Conditional use: The by-law should clarify that the Town Planning committee has to be informed before an application is submitted to Council for decision.

Vacant/abandoned properties: The committee recognizes that it is unfortunate some properties are not being used but considers the Town cannot oblige the use if the property is in compliance with the regulations. The distinction between vacant and abandoned should be clarified as a property can be temporary vacant with the owner having the intention to use it in the future.

Member Collier declares conflict of interest and leaves the room at 7:57PM.

If the taxes are still being paid, the property is not considered abandoned as long as it complies with the Property standards by-law. Council may increase property taxes for vacant or abandoned properties after a certain time. The owner could be contacted after 3 years without occupation and the deadline could be 5 years, upon Council approval. Industries would have higher requirements.

Member Collier returns to the room at 8:07PM.

TOWN OF NORMAN WELLS
TOWN PLANNING AND LAND USE COMMITTEE
Regular Scheduled Meeting for Thursday, January 7, 2020
Zoom conference meeting @ 7:00 pm

Grandfathering: The committee inquires if there is a time limit for the town to take action. A non-conforming use can be grandfathered if the use was conforming to the regulation at the time it occurred. It is necessary to keep documentation in writing to explain the decisions of grandfathering. The development permit in the file would be a proof of compliance.

Agricultural use: The definition should include cannabis and replace sheep (illegal in the NWT) by horse. Allotment/community gardens would have to be remediated if not maintained. It is considered as landscaping.

An Environmental study, demolition and remediation plan would have to be signed by a qualified person (to be defined). Phase 1 assessment should be a minimum requirement for demolition projects. ENR has the ability to do it. The committee will receive by email some information to review on this topic. The Development Officer should keep records of the remediation plans and will ask if there are any existing ones for the developed industrial lands.

Priority to existing vacant lots: The committee recognizes that the Town can encourage but cannot enforce this type of policy.

Fire Smart For the commercial & industrial developments, the respect of Fire Smart Principles would be included as a condition on the development permit.

Woodcutting: The committee recommends collaborating with ENR for the identification of some protected areas and propitious areas for woodcutting and to include the map in the by-law. Removal of tree from your own property won't require a permit.

7. New Business:

8. Open Forum

The Development Officer provides an update on the work schedule for the Community Plan and Zoning by-law renewal project.

The next meeting will be held on January 27 at 6:30PM.

9. Adjournment – 9:00PM