

**TOWN OF NORMAN WELLS
TOWN PLANNING AND LAND USE COMMITTEE
Regular Scheduled Meeting for Thursday, January 20, 2022
Council Chambers @ 6:30 pm**

MEETING MINUTES

Present:	David Weber	Councillor–Chairperson
	Cindy Collier	Member
	Carol Lorentz	Member
	Heidi Hodgson	Member
	Melanie Harding	Member

Regret:	Samantha Wright-Smith	Member
	Kelly McCoy	Councillor
	Dee Opperman	Member

Guest:	Jamie Kearsey	Bylaw Officer
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Administration:	Mkhabela Masuku	Development Officer
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1. **Call to Order** –06:39 PM
2. **Declaration of Conflict of Interest**
None.
3. **Review and Adoption of Agenda**

‘Be it resolved that the agenda of the Town Planning and Land Use committee meeting dated January 20, 2022, is hereby adopted.’

**Moved: Member Collier
Seconded: Member Hodgson**

Adopted

4. **Delegation**
None
5. **Review and Adoption of Minutes**

a) November 30, 2021, Regular meeting of the Town Planning and Land Use committee

‘Be it resolved that the minutes of the Town Planning and Land Use committee’s regular meeting dated November 30, 2021, are hereby adopted with ‘with noted adjustments.’

**Moved: Member Hodgson
Seconded: Member Lorentz**

Adopted

6. **Old Business:**
None

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7. New Business:

- a) Zoning Bylaw education roll out review of production.

The Development Officer presented the zoning bylaw education videos to the committee.

- b) Bylaw and enforcement.

The Bylaw officer gave her perspective on her challenges as the bylaw officer. Additionally, she mentioned that some of the challenges were due to lack of bylaw knowledge.

She further explained that she has been focusing on educating the community on the bylaws as well as encouraging everyone to give their input into how everyone can come to work together.

The Bylaw officer reiterated that once the citizens have been made aware of certain bylaws, they tend to comply.

Councillor Wever asked if the bylaw officer had ever run into situations where her approaches did not work. The bylaw officer stated that she had run into those but through education and forceful letters there had been cooperation.

Councillor Wever further asked the bylaw officer if she had ever issued any tickets for fines. The bylaw officer stated that she had never issued tickets as she has been focusing on educating the community first.

Councillor Wever encouraged the Bylaw officer to bring any challenges that she faces to the Town Planning committee.

Further to Member Hodgson's comment and question on wherein she encored that previous animal control officers offered different services to assist town people in caring for their animals such as rabies shots, deworming etc., the bylaw officer informed the member that she was not trained for such.

To conclude her presentation the bylaw officer reiterated that she is keen to make the community a better place by working with the community members.

- c) NWTTC

The Development officer gave an abstract of how NWTTC had contravened bylaw 20-07 and that after various meetings the Town had issued a Stop work order. The NWTTC eventually responded to the Stop work order recognising their guilt as well as that they were willing to rectify the matter.

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d) Town Map

The Development officer reported that he had reached out to Outcrop to produce an updated town map. Discussions were still in progress.

e) Committee Priorities

The Committee put down a list of the items that were deemed a priority.

- **Board of Appeal.** The Development Officer advised the committee that he would investigate who is part of this board, based on the recent bylaw contravention file by NWTHC.
- **Maintenance of the Graveyard.** The committee reiterated that there was a need to review the contractor's obligations as the site needed attention.
- **Compost Plan.**
- **NWTHC Garage on Franklin.**
- **Traffic light...** The committee suggested that they would love to have a traffic light installed to benefit the young ones who need to undergo driving exams. The discussions also led to having the committee reach out to the relevant ministry or department to find ways in which they can assist in this matter.

8. **Open Forum**

None.

9. **Adjournment -07:40 PM**