



**REGULAR COUNCIL MEETING MINUTES**  
**(May 8, 2018 - Part 2)**  
**May 15, 2018**  
**Council Chambers 7:00 pm**  
**Approve by Motion 2018-180**

<p><b><u>PRESENT</u></b></p> <p>Mayor Winnie Cadieux          Deputy Mayor Joe Lalonde          Councillor Chaal Cadieux          Councillor Alan Kimble          Councillor Darren Sopel</p>	<p><b><u>ABSENT</u></b></p> <p>Councillor Daniel Harley</p>	<p><b><u>STAFF</u></b></p> <p>SAO, Tammy Neal</p> <p><b><u>MINUTES PREPARED BY</u></b></p> <p>SAO, Tammy Neal</p>
<p><b><u>GALLERY</u></b></p>	<p><b><u>DELEGATES</u></b></p>	

**1. Call to Order**

Mayor Winnie Cadieux called the May 15, 2018 (May 8, Part 2) Regular Meeting to order at 7:05 pm.

**2. Councillor Absences**

**Resolution 2018-145**

Motion to accept, with reason, the absence of the following Councillor/s:

- Councillor Daniel Harley

**Moved By:** Councillor Chaal Cadieux  
**Seconded By:** Councillor Darren Sopel  
**ALL IN FAVOUR – MOTION CARRIED**

**3. Agenda Additions**

Add:  
 10.h) Sewage Truck

**4. Adoption Agenda**

**Resolution 2018-146**

Motion to accept the May 15, 2018 (May 8, Part 2) Regular Meeting Agenda, with the following addition:

- 10. h) Sewage Truck

**Moved By:** Councillor Alan Kimble  
**Seconded By:** Deputy Mayor Joe Lalonde  
**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor we SAO m

**5. Disclosure of Conflict of Interest**

Councillor Alan Kimble declared an interest under 10. d) Public Works Manager; he may apply for the position.

**6. Delegations - NIL**

**7. Reports**

**a. Mayor's Report**

No written report:

- Regular meetings with SAO
- Met with Kevin Smith, regarding AWP and the Hamlet Strategic Plan regarding GIS Mapping
- Successful meeting with Ministers and MLA on May 7; thanked Council Members for attending
- May 16 to May 25, 2018 the Mayor will be away
- Mayor reminded Council of the importance of Responsibility of Confidentiality with regards to closed meetings

**Resolution 2018-147**

Motion to accept Mayor Winnie Cadieux's verbal Mayor's Report, as presented.

**Moved By:** Councillor Alan Kimble

**Seconded By:** Deputy Mayor Joe Lalonde

**ALL IN FAVOUR – MOTION CARRIED**

**b. Deputy's Mayor's Report**

None

**c. Acting Mayor's Report**

None

**d. SAO Report**

*i. Written/Verbal Report*

**Resolution 2018-148**

Motion to accept the SAO's Written Report, as at April 30, as presented.

**Moved By:** Deputy Mayor Joe Lalonde

**Seconded By:** Councillor Alan Kimble

**ALL IN FAVOUR – MOTION CARRIED**

*ii. Motion List & Outstanding Motion List, as at April 30, 2018*

**Resolution 2018-149**

Motion to accept the Outstanding Motion List, as at April 30, 2018, as presented.

**Moved By:** Councillor Darren Sopel

**Seconded By:** Deputy Mayor Joe Lalonde

**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor  SAO 

- iii. *Program Variance Report, as at March 31, 2018*
- iv. *Balance Sheet, as at March 31, 2018*
- v. *Income Summary, as at March 31, 2018*
- vi. *Project Budget Report, as at March 31, 2018*

**Resolution 2018-150**

Motion to accept the following financial reports, as at March 31, 2018:

- Program/Capital Variance Report, as at March 31, 2018
- Balance Sheet, as at March 31, 2018
- Income Summary, as at March 31, 2018
- Project Budget Report, as at March 31, 2018

**Moved By:** Deputy Mayor Joe Lalonde

**Seconded By:** Councillor Darren Sopel

**ALL IN FAVOUR – MOTION CARRIED**

*Date on Capital Expenditures should be March 31, 2018*

*Change title of the Program Variance Report*

**e. Fire Chief Report**

- i. *Quarterly Report (Jan – March 2018)*
- ii. *Meeting Minutes: April 10 & 24, 2018*
- iii. *Training Report*

**Resolution 2018-151**

Motion to accept the following Fire Chief Reports, as presented:

Quarterly Report (Jan-March 2018)  
Meeting Minutes: April 10 & 24, 2018  
Training Report

**Moved By:** Councillor Darren Sopel

**Seconded By:** Deputy Mayor Joe Lalonde

**ALL IN FAVOUR – MOTION CARRIED**

*Concern regarding enough members to respond to a fire: Fire Chief is to develop a Recruitment Plan (what can be done that encourages participation) and a Training to Focus on Community Fires (our truck, our equipment, ect). Fire Chief and Fire Fighters are to attend the June 5 Council Meeting. Order fire-fighting foam.*

**f. Recreation/Wellness Report - NIL**

**8. Adoption Of Minutes From Previous Meeting(s)**

**a. Special Meeting Minutes - March 29, 2018**

**Resolution 2018-152**

Motion to approve the March 29, 2018 Special Meeting Minutes, as presented

**Moved By:** Deputy Mayor Joe Lalonde

**Seconded By:** Councillor Darren Sopel

**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor  SAO 

**b. Regular Meeting Minutes – April 3, 2018**

**Resolution 2018-153**

Motion to approve the April 3, 2018 Regular Meeting Minutes, as presented.

**Moved By:** Councillor Darren Sopel

**Seconded By:** Councillor Alan Kimble

**ALL IN FAVOUR – MOTION CARRIED**

**c. Special Meeting Minutes – April 26, 2018**

**Resolution 2018-154**

Motion to approve the April 26, 2018 Special Meeting Minutes, as presented.

**Moved By:** Deputy Mayor Joe Lalonde

**Seconded By:** Councillor Darren Sopel

**ALL IN FAVOUR – MOTION CARRIED**

**9. Deferred Business And Tabled Items - NIL**

**10. New Business**

**a. FireSmart Plan (Information)**

The SAO explained the FireSmart Plan provided to Council was developed in conjunction with ENR, Public Works and our Fire Department. The plan identifies where we left off last year, what was done and what needs to be done. ENR is going to review the plan to see if there have been any areas may have been identified as high risk and if we should amend the plan. Public Works, Fire Department and the SAO will be meeting to review the plan and come up with an action plan for 2018-2019.

Discussion:

- \* SAO is to add years to plan
- \* Why were trees cut down after the FireSmarting Project ended last year?
- \* Look into possible lot that turned into green space?
- \* Bring Council Updates

**Councillor Chaal Cadieux left the meeting at 8:05 pm to return to work.**

**b. Final Energy Audits (Information)**

- i. Energy Audit Summary Report
- ii. Visitor Information Center (in binder)
- iii. 6-Bay Garage (in binder)
- iv. Hamlet House (in binder)
- v. Fire Hall (in binder)

**Resolution 2018-155**

Motion to accept the Energy Audit Summary for the Visitor Information Center, 6-Bay Garage, Hamlet Staff House and the Fire Department dated February 2018, as information. Administration is to implement recommendations as the current budget allows and Council is to recognize these Energy Audits in their Community Infrastructure and Redevelopment Review, as outlined in the 2018-2020 Strategic Vision

**Moved By:** Councillor Alan Kimble

**Seconded By:** Deputy Mayor Joe Lalonde

**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor  SAO 

c. **Council Training (Roles & Responsibilities, Financial Statements, Legal Responsibilities)**

**Resolution 2018-156**

Motion that the SAO coordinate the following workshops for Council Members:

- \* Council Roles and Responsibilities
- \* SAO – A Team Resource (ALGAP)
- \* Understanding Financial Statements
- \* Legal Responsibilities

**Moved By:** Deputy Mayor Joe Lalonde

**Seconded By:** Councillor Darren Soper

**ALL IN FAVOUR – MOTION CARRIED**

d. **Public Works Manager**

**Councillor Alan Kimble left the room at 8:11 pm**

**Resolution 2018-157**

Motion that the SAO hires a full-time Public Works Manager, on a term basis (until March 31, 2019), with a review of the position on or before March 1, 2019. The review would determine the need to extend the term or create a long term position. The hourly rate for the term position will be \$35 - \$45, depending on experience.

The General Operating Funds may be utilized for this expenditure (if required).

**Moved By:** Deputy Mayor Joe Lalonde

**Seconded By:** Councillor Darren Soper

**ALL IN FAVOUR – MOTION CARRIED**

**A job description may be developed to advertise and council approval can be obtained at the June 5<sup>th</sup> Council Meeting.**

**Councillor Alan Kimble returned to his seat at 8:29 pm.**

e. **Occupational Health and Safety Committee Meeting Honorariums (Requested April 3)**

**Resolution 2018-158**

Motion that the members of the Occupational Health and Safety Committee who do not receive a wage to attend meetings shall be paid an honorarium of \$100 per meeting, retro-active to January 1, 2018.

**Moved By:** Deputy Mayor Joe Lalonde

**Seconded By:** Councillor Darren Soper

**ALL IN FAVOUR – MOTION CARRIED**

f. **Minister Constituency Meeting Follow Up**

The Hamlet has not received any formal responses regarding the commitments made during the meeting, aside from the response from Minister Schumann regarding Bear Road and Highway 1.

**Expected responses are:**

- Funding for School Bus Deficit
- Cannabis Off Sales
- Zoning Bylaw

Initials: Mayor  SAO 

Discussion:

Bear Road needs further discussion.

**Petro Pass:**

Contact to see if we can work with them  
Privacy Issue – Washroom(cardlock washroom)/Fence

**Department of Infrastructure:**

Look into an MOU with regards to what an O&M and Repair agreement would look like on a charge back basis.

**Department of ECE:**

Pilot Project Re: School/Day Care

**Department of ENR:**

Pilot Project Re: Prescribed Burns in High Risk Areas

**MACA:**

Who are the school taxes paid to?

Is the Hamlet get forwarded the full amount of taxes collected or does the GNWT keep a portion for administration?

**g. Jamboree – Quad Raffle**

**Resolution 2018-159**

Motion to purchase a quad, as per the quote from Monster Recreational Products dated May 1, 2018, in the amount of \$8,999.00, to be raffled during the 20<sup>th</sup> Annual Gateway Jamboree Event with a draw date of August 12, 2018.

**Moved By:** Councillor Alan Kimble

**Seconded By:** Councillor Darren Sopel

**ALL IN FAVOUR – MOTION CARRIED**

**h. Sewage Truck**

**Discussion:**

- \* No current contract (council wanted to explore local employment opportunity)
- \* Two rates increases in the past two years; in house is more feasible now
- \* Local employment likely more costly than contracting (a cost estimate has not been prepared)
- \* Extra costs (gas, wages, repairs, insurance, damage, etc)
- \* Becoming self-sufficient is important
- \* More control over damages to assets
- \* RFP back up services

**Resolution 2017-160**

Motion to move forward with the purchase of the sewage truck, as per the capital budget. The SAO is to develop the appropriate bylaws, policies, job description, ect. and provide council with an update at the July Regular Council Meeting

**Moved By:** Deputy Mayor Joe Lalonde

**Seconded By:** Councillor Darren Sopel

**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor  SAO 

- i. In Camera – HR Legal Issue: Hamlets Act 2003, c.22, Section 25(3)(h)
- j. In Camera – ALGAP: Hamlets Act 2003, c.22, Section 25(3)(c)
- k. In Camera – Development: Hamlets Act 2003, c.22, Section 25(3)(a)
- l. In Camera – Fox Farm: Hamlets Act 2003, c.22, Section 25(3)(h)

**Resolution 2018-161**

Motion to move into camera, at 9:00 pm, to discuss the following:

- HR Legal Issue: Hamlets Act 2003, c.22, Section 25(3)(h)
- ALGAP: Hamlets Act 2003, c.22, Section 25(3)(c)
- Development: Hamlets Act 2003, c.22, Section 25(3)(a)
- Fox Farm: Hamlets Act 2003, c.22, Section 25(3)(h)

**Moved By:** Councillor Darren Sopel

**Seconded By:** Councillor Alan Kimble

**ALL IN FAVOUR – MOTION CARRIED**

**Resolution 2018-162**

Motion to move out of camera at 9:55 pm.

**Moved By:** Deputy Mayor Joe Lalonde

**Seconded By:** Councillor Alan Kimble

**ALL IN FAVOUR – MOTION CARRIED**

**Resolution 2018-163**

Motion to go past 10 pm at 9: 56 pm

**Moved By:** Councillor Darren Sopel

**Seconded By:** Deputy Mayor Joe Lalonde

**ALL IN FAVOUR – MOTION CARRIED**

**Resolution 2018-164**

Motion to move back into camera at 9:57 pm.

**Moved By:** Councillor Darren Sopel

**Seconded By:** Deputy Mayor Joe Lalonde

**ALL IN FAVOUR – MOTION CARRIED**

**Resolution 2018-165**

Motion to move out of camera at 10:11 pm.

**Moved By:** Deputy Mayor Joe Lalonde

**Seconded By:** Councillor Darren Sopel

**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor  SAO 

## Resolution 2018-166

Motion that the Hamlet of Enterprise Mayor and Council agree they are committed to the following:

1. apply to the ALGAP and if successful, enter into a Contribution Agreement with the GNWT;
2. hire a northern LGA Trainee, and **upon successful completion of all required training components, support the Trainee to transition into the community's LGA position for a minimum of 24 months** (Category 1 & 2);
3. hire an LGA Trainer to provide training and support to a northern LGA Trainee and at minimum, match ALGAP training funds up to \$20,000 per year for the length of the Contribution Agreement (Category 1 & 2);
4. host and participate in two governance training workshops: SAO – A Team Resource; and Roles and Responsibilities; and
5. support the Trainee's on-going pursuit of Occupational Certification both financially and operationally (Category 1, 2, 3).

**Moved By:** Councillor Darren Soper

**Seconded By:** Councillor Alan Kimble

**ALL IN FAVOUR – MOTION CARRIED**

### 11. Strategic Plan Review

- a. Progress Update – [Table to June 5](#)
- b. Community Meeting - [Table to June 5](#)

### 12. Bylaws & Policies

- a. Policy - Councillor Electronic Equipment Use Policy

## Resolution 2018-167

Motion to accept the Councillor Electronic Equipment Use Policy, as presented.

**Moved By:** Deputy Mayor Joe Lalonde

**Seconded By:** Councillor Alan Kimble

**ALL IN FAVOUR – MOTION CARRIED**

- b. Contracting Bylaw – table to June 3
- c. Council Procedures Bylaw – Agenda Format – [Table to June 5](#)

### 13. Council Issues and Concerns

- a. Open Discussion
  - i. Spring Clean Up – Residential Only (when Brian comes back from annual)
  - ii. Dogs – Send out a warning dogs must be tied in town and of dog bylaw

Initials: Mayor            SAO

- iii. NFTI – Cardboard Recycling: Looking for a support letter

**Resolution 2017-168**

Motion to provide a support letter to NFTI with regards to the cardboard recycling program proposal presented to the Hamlet of Enterprise.

**Moved By:** Councillor Alan Kimble

**Seconded By:** Deputy Mayor Joe Lalonde

**ALL IN FAVOUR – MOTION CARRIED**

**14. Correspondence Outgoing**

- a. Letter: Senior Society Response – April 4, 2018
- b. Letter: Minister Alfred Moses - Zoning Bylaw – April 30, 2018
- c. Letter: Minister Caroline Cochrane - School Bus Contract – April 30, 2018
- d. Letter: Minister Wally Schumann - Highway #1 – April 30, 2018
- e. Letter: Minister Wally Schumann - Bear Road – April 30, 2018
- f. Letter: Senior Society Proposal Support – May 9, 2018
- g. Letter: Katherine Lenoir, Congratulations – May 9, 2018

**15. Correspondence and Information Incoming**

- a. Letter: Northland Utilities NWT Rider A Application – April 12, 2018 – [Table to June 5](#)
- b. Letter: Senior Society: New Horizons Proposal Support – April 18, 2018
- c. Letter: Minister Wally Schumann – Highway 1 and Bear Road Concerns – May 4, 2018
- d. Booklet: MVLWB - Guide to Land Use Permitting Process (In Binder)
- e. Booklet: MVLWB - Guide to Completing Water License Applications (In Binder)

**16. Adjournment**

**a. Upcoming Meetings**

- i. *June 5, 2018: Regular Council Meeting, Council Chambers*

**Resolution 2018-169**

Motion to adjourn the May 15, 2018 (May 8, Part 2) Regular Council Meeting at 10:27 pm.

**Moved By:** Deputy Mayor Joe Lalonde

**Seconded By:** Councillor Alan Kimble

**ALL IN FAVOUR – MOTION CARRIED**

  
\_\_\_\_\_  
Winnie Cadieux,  
Mayor

  
\_\_\_\_\_  
Tammy Neal,  
Senior Administrative Officer



Initials: Mayor  SAO 

**“APPENDIX A”**  
**SAO Report, as at April 30, 2018**  
**for the May 15, 2018 Council Meeting**

*Items requiring Council direction are highlighted in red.*

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*SAO CONCERNS/COMMENTS*

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Upcoming Meetings:

- May 24 – 25, 2018: NWT Asset Management Conference (SAO), Yellowknife
  - June 7-11, 2018: Fire Chief’s Conference (SAO & Fire Chief), Yellowknife (update not going, as other training opportunities were presented)
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*HUMAN RESOURCES*

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**Current Staff:** 13 (5 Full time, 5 Part Time, 2 Casual, 1 Seasonal)

**Job Vacancies:** NIL

**WHMIS Training** – is in the process of being scheduled, one staff member has taken it so far.

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*PROJECTS*

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**Registered Psychologist** – We have a new counsellor working for the community, her name is Ally. Hiedi has accepted a position with KFN. March statistics: 7 Clients (6 different people) & 1 case management meeting. There are no Statistics for April yet. The counselling services has been included in the 2018-2019 Wellness budget and will continue to be offered in Enterprise, as long as services continues to be utilized.

**ITI Tourism Plan Funding** – Approved, waiting for the contribution agreement

**ITI Visitor Information Center Funding** – Approved, waiting for the contribution agreement

**ITI Development Consultant** – An application for 2018-2019 needs to be submitted; however, Enterprise has received verbal confirmation of the support

**Hamlet Policies** – In progress

**Year End Audit** – In progress; Started the first week of May

**WSCC Inspection** - The Hamlet has yet to correct the following:

1. Staff must acquire WHMIS Certification.

The Hamlet had until April 30<sup>th</sup> to become compliant with this order, but the hamlet did not meet deadline. Staff have been in contact with WSCC and a response to the Hamlet’s request for a new deadline is pending.

**Debit Machine** – Documents signed; Ordered

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*PROJECTS COMPLETED*

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**Contracting Bylaw** – Pending Council Approval  
**Computer Electronic Use Policy** – Pending Council Approval

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*PROJECTS SEASONAL/POSTPONED*

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**Recreation Center bricks** – Pending further discussion

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*CAPITAL PROJECTS*

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**Sewage Disposal Facilities O&M Plan** – Recommended revisions to this plan were submitted to the Public Registry on February 26, reviewer comments were due March 20, the Hamlet responded to the comments by the deadline of April 17. Approval of the submitted revisions are pending.

**Sewage Disposal Facilities Report** – The SAO submitted a request to the MVLWB for an extension to provide this report. A new deadline of March 31, 2019 has been requested, as this report cannot be conducted until the desludging is complete (Once the desludging occurs, ENR recommended that the Hamlet work with MACA to conduct a drainage study or gain more insight and information about sewage effluent loading by the community, and the fate and destiny of the effluent for future annual reporting. Data from the Ground Water Monitoring wells around the Lagoon and Landfill site can be used to inform more about the water quality in the receiving environment in and around the site.)

The request is on the Public Registry for review. Comments are due by June 12, 2018.

**2017 Annual Water License Report** –The report has been submitted and is on the Public Registry for review. Comments are due by June 12, 2018.

**FireSmarting** – Staff are in process of reviewing the FireSmart Plan. A meeting will be held on May 22 to determine the next steps. ENR has also been invited to submit comments with regards to the next steps.

**Desludging** – Emails have been sent to the Contractor by both MACA and the Hamlet; A confirmation of the desludging date is pending. Berm has been filled in and is ready to go.

**Sewage Lagoon Shoot Installation** – The Contractor has been in contact with the Hamlet and is ready to install the new shoot once the desludging is complete.

**Community Center Fence (as required for program license)** – SAO made attempts to contact a Hay River firm who can survey and mark out fence post locations. The Contractor is not responding, so the SAO is going to contact other firms who can do the work.

**Public Works Fence** – Same as above.

**Automatic Handi Capped Door** – A contractor came to look at the job. SAO is waiting for feedback from contractor (if he will do the job and if so, provide a quote).

**LED Sign** – has been received. A request for Electrical services will be circulated soon.

