



REGULAR COUNCIL MEETING MINUTES
May 14, 2019
Council Chambers 7:00 pm
 Approve by Motion 2019-188

<p><u>PRESENT</u></p> <p>Mayor Winnie Cadieux Deputy Mayor Joe Lalonde Councillor Daniel Harley Councillor Barb Hart Councillor Bruce Proud Councillor Craig McMaster</p>	<p><u>ABSENT</u></p> <p>Councillor Chaal Cadieux</p>	<p><u>STAFF</u></p> <p>SAO, Tammy Neal</p> <p><u>MINUTES PREPARED BY</u></p> <p>SAO, Tammy Neal</p>
<p><u>GALLERY</u></p>	<p><u>DELEGATES</u></p>	

1. CALL TO ORDER

Mayor Winnie Cadieux called the May 14, 2019 Regular Council Meeting to order at 7:01 pm.

2. COUNCILLOR ABSENCES

Resolution 2019-140

Motion to accept the absence of the following Councillor/s:

- * Councillor Chaal Cadieux, with reason

Moved by: Councillor Barb Hart

Seconded by: Councillor Daniel Harley

ALL IN FAVOUR - MOTION CARRIED

3. AGENDA ADDITIONS

10. e. In Camera – Wage Threshold

4. ADOPTION OF THE AGENDA

Resolution 2019-141

Motion to adopt the May 14, 2019 Regular Council Meeting Agenda, with the following addition:

10. e. In Camera – Wage Threshold

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Joe Lalonde

ALL IN FAVOUR - MOTION CARRIED

Initials: Mayor  SAO 

5. DISCLOSURE OF CONFLICT OF INTEREST

There were no disclosures of conflict of interest

6. DELEGATIONS

a. Telephone Update – Small Scale Food Production Project ON (on phone)

Andrew Spring, Research Associate - Knowledge Mobilization, Wilfrid Laurier University, Waterloo,

Mayor Winnie Cadieux introduced Andrew Spring, Research Associate - Knowledge Mobilization, Wilfrid Laurier University, Waterloo, ON

Andrew was able to secure funding to conduct research in communities across the South Slave and Dehcho regions to address impacts on the ecosystems caused by climate change and to serve as a model for developing best practices for other communities in the NWT. Objectives are to:

- * Map soil characteristics and permafrost vulnerability across the Dehcho and South Slave regions of the NWT to identify areas of opportunity for present and future agricultural development
- * Build the capacity to grow food and develop agricultural best management practices specific for their soil types through pilot-scale food growing projects.
- * Contribute to policy development for communities in the NWT to implement progressive agriculture policies that work to mitigate future climate impacts in the NWT.
- * Share knowledge and project outcomes with other communities in the NWT to promote good ecological agricultural practices across the territories.

The Hamlet of Enterprise is a partner in this project. As a partner, the Hamlet will receive:

- * \$30k for a Community Researcher each year for the next 3 years. The Community Researcher will be the liaison between researchers and community partners and lead food growing initiatives in their community
- * Opportunities to host project meetings, host and attend training and knowledge sharing event in the region
- * Support of researchers to: conduct agricultural planning processes, apply for funding and support other food-related initiatives.

It is recommended that the Hamlet start a planning process with a vision for a sustainable food system. It is also recommended that a small working group be developed for the project. There needs to be a willingness to partner, as there are opportunity for some good work in communities.

Notes:

- * There are GIS expertise and access to available permafrost data
- * Letters will be sent to communities in approx. 1 week
- * There is training available through NIFTI
- * Enterprise planning a community meeting for input and ideas (possibly 1st week of June, Andrew will be in area and can attend)
- * Erin Schnider will be available to provide support
- * 3 years left in project

b. Fire Department Action Plan Update - Travis Wright, Assistant Fire Marshal, South Slave

Travis was unable to make the meeting. Tabled until July.

Initials: Mayor  SAO 

7. REPORTS

a. Mayors Report

- * Short and sweet because not lots happened with SAO gone for 3 weeks
- * The biggest thing that happened since the last meeting was the Regulators Meeting, which we will talk about later in the meeting
- * Met in-house with the SAO for updates

Resolution 2019-142

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

Moved by: Deputy Mayor Joe Lalonde

Seconded by: Councillor Barb Hart

ALL IN FAVOUR - MOTION CARRIED

b. Deputy Mayor's Report

NIL

c. Acting Mayor's Report

NIL

d. SAO Report

Discussion on SAO Report

Does occupational Health and Safety Supervisor Safety Training expire? SAO will find out.

Resolution 2019-143

Motion to accept the SAO's Written Report, as presented

Moved by: Councillor Barb Hart

Seconded by: Councillor Bruce Proud

ALL IN FAVOUR - MOTION CARRIED

i. Project Variance

Resolution 2019-144

Motion to accept the Project Variance Report, as presented

Moved by: Councillor Barb Hart

Seconded by: Councillor Daniel Harley

ALL IN FAVOUR - MOTION CARRIED

ii. Outstanding Motion List

Resolution 2019-145

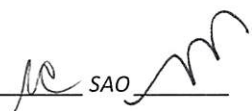
Motion to accept the Outstanding Motion List, as presented

Moved by: Councillor Craig McMaster

Seconded by: Councillor Daniel Harley

ALL IN FAVOUR - MOTION CARRIED

Initials: Mayor

 SAO

iii. 2019 Motion List Updates

Resolution 2019-146

Motion to accept the 2019 Motion List Updates, as presented

Moved by: Councillor Barb Hart

Seconded by: Councillor Bruce Proud

ALL IN FAVOUR - MOTION CARRIED

e. Fire Chief Reports

i. Meeting Minutes: April 3, 2019 & April 17, 2019

Resolution 2019-147

Motion to accept the April 3, 2019 & April 17, 2019 Fire Department Meeting Minutes, as presented

Moved by: Councillor Barb Hart

Seconded by: Councillor Daniel Harley

ALL IN FAVOUR - MOTION CARRIED

f. Wellness/Recreation Leader

i. April 2019 Report

Resolution 2019-148

Motion to accept the April 2019 Wellness/Recreation Leader Report, as presented

Moved by: Councillor Barb Hart

Seconded by: Councillor Bruce Proud

ALL IN FAVOUR - MOTION CARRIED

8. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

a. Regular Meeting Minutes – April 9, 2019

Resolution 2019-149

Motion to accept the April 9, 2019 Regular Council Meeting Minutes, as presented.

Moved by: Councillor Bruce Proud

Seconded by: Councillor Barb Hart

ALL IN FAVOUR - MOTION CARRIED

9. DEFERRED BUSINESS AND TABLED ITEMS

Initials: Mayor  SAO 

10. NEW BUSINESS

a. Cell Phone – SAO & Mayor

Resolution 2019-150

Motion that administration move forward with purchasing and providing the SAO and Mayor with a Hamlet cell phone by entering into a contract with Bell Mobility.

And, that Councillors will be issued a hamlet email address for legal, privacy and professional reasons.

And, that administration will develop a Council Email Policy.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Joe Lalonde

ALL IN FAVOUR - MOTION CARRIED

Discussion:

Councillors can get an email address, now. See SAO to acquire one.

b. Aurora Wood Pellets Ltd. Update

Mayor Winnie Cadieux explained:

- * April 30 we met with regulators, since, a letter has been sent to all regulators stating that Dillon will be meeting with them on behalf of our Development Officer to gather information to work towards the drafting of a Development agreement
- * Met with Tom Colosimo this morning, he is coordinating for some of the regulators that were at the meeting
- * Suggest in good faith of moving forward, we make a motion to let the Deputy Minister and Mr. Mapes know that we are moving forward with this project as quickly as we can
- * We will also have to look at amendments to our Zoning Bylaw to allow for amendments to the development permit, we will have a special meeting to do the 1st and 2nd reading, then we have to host a public consultation prior to the 3rd reading
- * We are trying to put things into place so we can move forward quickly and efficiently as possible

Resolution 2019-151

Motion to continue to support the development of a wood pellet mill & Logistics site on Lot 4, Block 13, Plan 4603 and pursue negotiations of the Development Agreement between the Hamlet of Enterprise and Aurora Wood Pellets Ltd. that will establish details required to support the approval of Development Permit Application #2019-0409.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Joe Lalonde

ALL IN FAVOUR - MOTION CARRIED

c. Housing Strategy Update

Councillor Craig McMaster explained he did not have an update with regards to housing strategy, as the job posting closes tomorrow. He does know there have been applications submitted.

Initials: Mayor  SAO 

d. 2019 Community Access Program Summer Construction Project Funding

Mayor Winnie Cadieux asked Council to think of ways this funding could be spent, in the meantime she will advocate to see if funding can be spent within community boundaries. Lots of ideas within the community; eg: fossil pit, river access, Fox Farm Road, Wellness Cabins, etc.

11. STRATEGIC PLAN REVIEW

a. Strategic Plan Update (Item 6.a.)

b. Tourism Plan Update

i. NWT Arts Display

Resolution 2019-152

Motion that the Hamlet Council is in support of having an NWT Arts Display installed in the Hamlet Office, or an appropriate location in Enterprise, to display local artwork.

Moved by: Councillor Barb Hart

Seconded by: Councillor Bruce Proud

ALL IN FAVOUR - MOTION CARRIED

12. BYLAWS & POLICIES

a. Supervisor Competency Policy (Draft for Approval)

Resolution 2019-153

Motion to accept the Supervisor Competency Policy, as presented

Moved by: Deputy Mayor Joe Lalonde

Seconded by: Councillor Barb Hart

ALL IN FAVOUR - MOTION CARRIED

b. Lockout/Tagout Policy (Draft for Approval)

Resolution 2019-154

Motion to accept the Lockout Policy, as presented, and have it reviewed by a lawyer.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Joe Lalonde

ALL IN FAVOUR - MOTION CARRIED

c. Zoning Bylaw Amendments (Update)

d. Water/Sewer Bylaw (Update)

e. Employment Bylaw (Update)

f. Rules of Conduct and Ethical Procedures Bylaw Review Workshop (Update)

g. Council Indemnities Bylaw (Update)

h. Policies (Update)

Note:

Cemetery put on next agenda (circulate first)

Initials: Mayor  SAO 

Resolution 2019-155

Motion to move in camera at 8:41 pm

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Joe Lalonde

ALL IN FAVOUR - MOTION CARRIED

Resolution 2019-156

Motion to move out of camera at 8:48 pm

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Joe Lalonde

ALL IN FAVOUR - MOTION CARRIED

Resolution 2019-157

Motion that the wage threshold for the Municipal Works Maintainer be set at \$30-\$35 per hour depending on experience.

Moved by: Councillor Barb Hart

Seconded by: Councillor Bruce Proud

ALL IN FAVOUR - MOTION CARRIED

13. COUNCIL ISSUES AND CONCERNS

a. Concerns Raised:

- * Fire Season – Would like to see a quote to have it all mulched at once and get it done. This fire season is concerning.
- * Recreation Center – Looking tattered; embarrassing. Would like to see blinds and couches replaced.
- * Unsightly Property Bylaw – Fort Resolution has one, would like to adopt also downloaded a bylaw from NWTAC.
- * Bridges in need of repairs. Can maintenance do this or do we contract it out?

Mayor Winnie Cadieux explained that this agenda items is to bring concerns to council, but not for council to make a decision at the moment. Administration could do research and come back to council with quotes, ect. or can add to next agenda.

Other Concerns Raised:

- * Fence around the public works yard, starting to have lots of stuff in the yard that can be stolen
- * Sanding water on ditches; beaver needs to be addressed
- * Parks need to be cleaned up; eg: leaves, dog poop
- * Dump Access: could the Hamlet open one day to access dump per week/2 weeks, year round? Or maybe one day on a weekend?
- * Spring Clean Up: Are we doing this again this year?
- * Gravel 40 cm (confirm location and amount)
- * Developing Development Corporation: Ask MACA for more details and for pros & cons of opening one

Initials: Mayor

 SAO

Council Discussion:

- * Don't believe mulching is the way to go; ask for pros and cons from ENR
- * Access to dump, why denied? SAO Explained lots of metal on the ground from crushing this fall. Public Works Forman just started work again and is working on cleaning up the site. Residents can still dump construction debris. Once the grounds are cleaned and the segregation units are set up, residents can access the key from the office again

14. CORRESPONDENCE OUTGOING

- a. Letter to Regulators May 3, 2019

15. CORRESPONDENCE AND INFORMATION

- a. Northland Utilities (NWT) Limited Rider Application, Effective May 1 2019
- b. Police Report – March 2019

16. ADJOURNMENT

- a. Upcoming Meeting/s
 - i. Special Meeting – to be determined (Capital Planning/Strategic Discussions)
 - ii. Regular Meeting – June 4, 2019 (Council Chambers 7:00 pm)

Resolution 2019-158

Motion to adjourn the May 14, 2019 Regular Council Meeting to at 8:58 pm.

Moved by: Councillor Daniel Harley

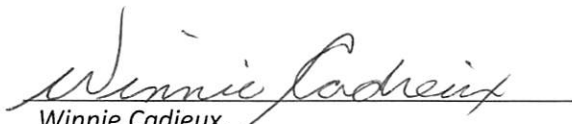
Seconded by: Deputy Mayor Joe Lalonde

ALL IN FAVOUR - MOTION CARRIED

Mayor Winnie Cadieux explained she is leaving on Monday until the end of the month

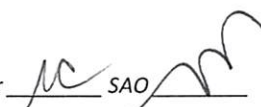
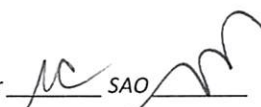
Deputy Mayor Joe Lalonde explained he will be gone the week of May 20-24

Councillor Daniel Harley said he will be home fill in in as Acting Mayor


Winnie Cadieux,
Mayor


Tammy Neal,
Senior Administrative Officer



Initials: Mayor  SAO 

“APPENDIX A”
SAO Report, as at May 9, 2019
for the May 9, 2019 Council Meeting

SAO CONCERNS/COMMENTS

SAO Annual

There is not as much to report as I was on annual from April 15 to May 3, 2019.

While I was away things went very well. I have to say this was the first time in 3 years I had a break that allowed me to holiday with minimal Hamlet issues. When I first started with the hamlet most Staff members were new and over the past three years they have participated in various training initiatives, which have really built capacity within the organization. I am proud of all my staff who work so hard – thank you! Thank you to Mayor Winnie Cadieux who helped me by taking on the responsibility of taking the lead with regards to AWP issues while I was away, this was very helpful and provided much relief.

WSCC Inspection Update

Prior to my leaving and while I was away the following documents the WSCC orders and deadlines that must be met (we received extensions on some items):

Direction #	Description	Deadline
2019-KC-00393-001	Flashback arrestors installed on all welding equipment	Complete
2019-KC-00393-002	Develop and implement lockout procedures	Draft for Approval May 14
	Ensure that employees are trained and competent in lockout procedures	May 31/19
	Provide a written copy of lockout procedures to each worker who is required to work on a machine which requires a lockout process	May 31/19
2019-KC-00390-001	Conduct an assessment, develop and implement an exposure control plan to eliminate or minimize worker exposure where workers are required or permitted to handle, use or produce, or be exposed to an infectious material or organism at the sewage lagoon.	Extended from Apr 30/19 To July 15, 2019
	Train workers with respect to the exposure control plan and the use of control measures appropriate for the task or procedure undertaken	Extended from Apr 30/19 To July 15, 2019
2019-KC-00392-001	Ensure that tools and equipment are safely stored and secured	May 31/19
	Ensure that SCBA containers are safely stored and secured	May 31/19
	Take steps to correct an unsafe condition and take reasonable steps to protect the health and safety of workers until the unsafe condition is corrected	May 31/19
2019-KC-00392-002	Ensure that SCBA masks are kept in a convenient and sanitary location when not in use	May 15/19

Initials: Mayor  SAO 

2019-KC-00389-001	Post speed limit signs at the landfill site	Apr 15/19
	Develop and implement a written traffic control plan to protect workers from traffic hazards	July 15/19
2019-KC-00391-001	Policy developed to ensure supervisors participate in the Occupational Health & Safety Supervisory Training Course	Draft for Approval May 14
	Ensure that all supervisors have the NT Supervisors course	Extended from May 1/19 to July 15, 2019 Booked for the week of June 18 & 19
2019-KC-00391-002	Replace out-of-date AED batteries and chest pads	Complete
2019-KC-00391-003	Provide and maintain eye wash stations in all custodial rooms	Ordered, need to be installed

HUMAN RESOURCES

Current Staff: 15 (3 Full time, 7 Part Time, 3 Casual, 1 Seasonal, 1 medical leave)

Job Vacancies: NIL

Job Ads Posted: Municipal Works Maintainer

Recently Filled: Administrative Assistant

PROJECTS

Being this is a new fiscal year, and that I have just returned from annual, I have yet to update my SAO report with current projects to report on.

Here are some activities that have happened since my return May 6, 2019 that are not on the agenda:

Administrative Assistant

An Administrative Assistant, Stephanie Kotchea. She started work on May 7 and will be working approximately 20 hours per week; this position could lead to full time in the future.

Municipal Works Maintainer

A Municipal Works Maintainer position was posted April 11 and Interviews will be conducted on May 10.

Public Works Foreman

Started working again on May 8. Currently the dump is being worked on to clean up metal and burned brush debris.

Summer Labours

A preliminary post has been put on the LED Sign looking for summer staff. An ad will be more widely circulated by May 15. It is a goal to have summer staff working by June 1.

Financial Audit

The audit is scheduled to begin on May 13.

Initials: Mayor SAO

Sewage Truck

New Sewage Truck has been delivered to Enterprise

Occupational Health & Safety Supervisory Training

This course is a WSCC order, so we must host it. The cost is approx. \$5,200, including travel.

Training is set for June 18 & 19 and if any council member would like to attend, please let the SAO know; there are 20 seats available. The training is 2 days and will be held in Council Chambers 9 am to 5 pm. The Hamlet will provide lunch and snacks.

Meetings

May 8: Community Member – Questions Re: Gravel Pits

May 6: Finance Manager Trainee – Update

May 6: Public Works Forman – Update

May 6: Program Coordinator Assistant – Update Re: Medical Leave

May 7: Administrative Assistant – Orientation of Job Duties

May 7: Dillon Consulting – Update Re: AWP Development Permit Application & Zoning Bylaw (Teleconference)

May 7: Mayor Winnie Cadieux – Update & Agenda Development

May 8: Finance Manager Trainee – Update Continued

May 8: RCMP – Update

May 8: Wellness/Recreation Leader – Update

May 8: CIBC Staff Visit – Update

May 8: Community Member – Questions Re: Lands & Other Concerns

May 8: Community Member – Questions Re: Trails Work, RFP's & As and Whens

May 8: Aurora Manufacturing – New Sewage Truck Delivery

Initials: Mayor  SAO 