
Hamlet of Enterprise

Regular Meeting

Monday, April 2, 2012

Hamlet Office at 7:00 PM – 9:31 PM

Start Motions #2012-04-049

#1. Call to Order 7:02pm

#2. Members Present

Mayor Mike St Amour
Deputy Mayor Jim Dives
Councilor Mathew Gauthier
Councilor Craig McMaster
Councilor John Leskiw II
Councilor Heather Klassen
Councilor Tammy Neal

Community Gallery

Joe Warren
Allan Kimble
Gord Riehl
Cece Richards
Dave Richards

Staff/Volunteers

Peter Groenen
Lori Warren

Delegate

Dan Schofield

#3. Acceptance of Agenda

Mayor Mike St Amour asked for motion to acceptance of the Agenda.

Motion #2012-04-049

Motion to accept the agenda.

Moved by Councilor Mathew Gauthier

Second by Councilor Heather Klassen

Carried

#4. Acceptance of Minutes

Mayor Mike St Amour asked for motion to accept minutes from March 5, 2012 meeting.

Motion #2012-04-050

Motion to accept minutes from March 5, 2012 meeting.

Moved by Councilor Heather Klassen

Second by Deputy Mayor Jim Dives

Carried

Discussion: Councilor Tammy Neal asked to have "transfer of CPI to W&S" removed from page 6.

Mayor Mike St Amour asked for motion to accept minutes from March 12, 2012 meeting

Motion #2012-04-051

Motion to accept the minutes from March 12, 2012 meeting.

Moved by Councilor Heather Klassen

Second by Deputy Mayor Jim Dives

Carried

#5. Declaration of Conflict of Interest

None

#6. Delegation

Dan Schofield – MACA – Advancing Local Government Administrator Program (Succession Planning)

The program has three categories:

- 1) For communities without a SAO – looking to train a local; hire an SAO to train a local for the position – considered "investing locally"
- 2) Community has an existing SAO who is looking at leaving in two years; allows the community to hire a trainee for the existing SAO to train before they leave. (this is the scenario that would suit Enterprise)
- 3) Existing SAO that may have deficiencies that need to be trained up.

Succession Planning: Mid April is the deadline to apply for the funding available for the program, there are limited funds available with an overall budget of \$500,000. The maximum amount for any one community is \$100,000/year for two years. (\$80,000 max goes to trainee salary & benefits; \$20,000 to training plan – this is at a 50/50 cost sharing with the community)

Conditions of the program: After completing the program the community must hire the trainee for a minimum of two years (unless the trainee does not fulfill the program). "Local" means a northern resident (person can be from another community in the north). The trainee must take the required training available and follow a training plan (MACA will assist with the training plan). Council will be responsible to take two courses 1) SAO Team resource 2) Roles and Responsibilities.

Discussion: If the Local quits in a year is the Hamlet liable? No. The Hamlet will have four months to find a local candidate from the time the application for the program is approved. Is there a set wage scale? LGANT may have this info, communities are encouraged to contact other places with similar demographics to determine a fair wage for the trainee.

There will be additional work put onto the SAO – the community and council need to understand part of the SAO's job will be training and there will be mistakes mad, this is inevitable when training is involved.

Deputy Mayor thanked Dan for the information and his presentation.

#7. Financial Report

Mayor Mike St Amour asked for a motion to accept the February 2012 financial report.

Motion #2012-04-052

Motion to accept February 2012 financial report.

Moved by Councilor Tammy Neal

Seconded by Councilor Heather Klassen

Carried

Discussion: Council would like to see TCA reserves set up to replace assets. Suggested that there be a separate bank account to keep these funds.

Motion #2012-04-053

Motion to set up a separate bank account to hold TCA reserve funds.

Moved by Councilor Tammy Neal

Second by Deputy Mayor Jim Dives

Carried

#8. Old Business

Development Appeal Board Terms of Reference – Appointments

Deputy Mayor Jim Dives declared a conflict of interest, as his wife and applied for the board.

Guidelines for the board to follow are outlined in the By-law, they are to act like a jury. Council discussed and agreed that an honorarium should be paid to the board members.

Motion #2012-04-054

Motion to accept the terms of reference for the development appeal board.

Moved by Councilor Craig McMaster

Second by Councilor Mathew Gauthier

Carried

Motion #2012-04-055

Motion to pay an honorarium of \$100/per member per meeting for the development appeal board.

Moved by Councilor Craig McMaster

Second by Councilor Tammy Neal

Carried

There were two letters from the public at large to apply for the board, one from Shari Dives and one from Mark MacDonald. Council discussed and it was decided that Councilor John Leskiw II would be the council member to join the board.

Motion #2012-04-056

Motion to appoint Shari Dives, Mark MacDonald and John Leskiw II as the Development Appeal Board for the Hamlet of Enterprise.

Moved by Councilor Tammy Neal

Second by Councilor Mathew Gauthier

Carried

Business License By-Law 2012-07

Table the reading of the bylaw until rental properties are clarified and there is an addition of "home based" businesses.

#9. Community/Department Reports

Recreation Report: Included in package. Lots of events happening at the hall; more adult activities are being organized. Carnival was a success; a lot of volunteers helped Zara pull off the event. Mayor Mike St Amour is impressed with the amount of people who have been utilizing the building.

Fire Department Report: Included in package. The generator was tested and found to work well, however it needs to be tested at the Rec Centre once the weather warms up. Gene Hache is retired and no longer doing first aid training; Vince McKay from the Hay River Fire Department also offers training and will let Mike know when he is doing the next course that has room for students, another option would be to contact St Johns and pay for them to come out of YK.

SAO Report: Leaving on vacation this evening (April 2, 2012) and will be back at work on April 23. Jessie Kimble will be doing her practicum in the office with Lori starting on April 25 for 150 hours as part of her Aurora College course.

#10. Lands

Quarry Permit KM16 Highway 2 for Rowes Construction

Motion #2012-04-057

Motion to support Quarry Permit application for Rowes Construction.

Moved by Councilor Craig McMaster

Second by Councilor John Leskiw

Carried

Fossil Pits site addition to Land Application

Motion #2012-04-058

Motion to add Fossil Pits and an area behind the VIRC building to the current land application.

Moved by Councilor Craig McMaster

Second by Councilor John Leskiw

Carried

#11. New Business

Hay River Handi Van Proposal

Hamlet does not require a regular schedule. They have agreed to charge Enterprise residents their Vale Island rate of \$7/person for a one year trial period.

Motion #2012-04-059

Motion to make a donation of \$5,000 to the Hay River Committee for Persons with Disabilities for their Handi-Van service.

Moved by Councilor Craig McMaster

Second by Councilor John Leskiw

Carried

Student Bursary Program

Students will need to qualify for the program; adequate marks, proof of acceptance to post secondary school. Bursary shall be given out on a per semester basis.

Motion #2012-04-060

Motion to approve a Student Bursary Program at \$500.00 per semester granted only upon maintaining qualification as outlined by council. The Bursary is open to Hamlet Residents only.

Motion #2012-04-060

Moved by Councilor Tammy Neal

Second by Councilor Heather Klassen

Carried

Fire Hall Sign

Fire Hall sign needs to have emergency phone number, new proof to be brought to council prior to ordering. Design will be same as Hamlet office, mounted at the corner of the property with a flower box and garbage bin behind it.

#12. Information from/for Councilors

Golf Game at Rec Centre

Concern brought forward by councilor John Leskiw that youth were swinging the golf club; this was promised not to happen. Confirmed by Councilor Jim Dives that the club has since been locked up and Children do not have access to it. Problem has been addressed.

Itsago

Concern that the event organizers did not do any advertising due to the last minute planning. Agreed that the organization needs to know what the proper protocol is to get funding from the Hamlet for the event. Agreed there is lots of room for improvement and steps will be taken to improve in the coming years. The Hamlet has set policies and procedures that need to be adhered to. Another consideration may be to combine the Itsago with the Carnival and make it all a two day event.

Coverage for Public Works

Concern on who would cover if/when P/W person is sick or on holidays. SAO responded that it would be covered. If there is an emergency and he is not available measures would be taken to look after it, as has been done in the past.

Travel Expense Policy

The Hamlet currently follows the existing GNWT policy for travel expenses for councilor and staff.

Suggested that the "out of town" travel per diem be increased to \$250/day; this is to be an agenda item for a future meeting and also find out what other communities are paying – any changes will need to be made by amending the by-law.

Hamlet VISA

Suggested that the Hamlet change the existing expense VISA to a "points" card and then redeem the points for event prizes. Admin will check into changing the card.

Daycare

Suggested that the Hamlet do a feasibility study to see if a Daycare in the community would be warranted. SAO to investigate (suggested to contact Anne Kiezer)

Door on Gym at Rec Centre

Asked where the door for the gym at the Rec Centre was at. SAO confirmed they have been ordered and should be installed within the next couple of weeks.

Conference/Meetings in YK

Deputy Mayor Jim Dives handed in written reports on the two meetings he attended, SAO will include in next meeting packages. Councilor John Leskiw will also provide his reports. Deputy Mayor suggested that the water shed map be displayed in the office.

Financial Exception Report

Councilor John Leskiw clarified what he requested to be on the financial exception report. He wants it to include: Payments to Sub contractors; Special purchases; A/P over \$5,000; other costs incurred without council's knowledge.

Suggested that new council members have an orientation to get up to speed on what the past council has been working on. Council to continue to be informed on what delegates are coming to speak about prior to the meetings.

Correspondence

Letters to MACA and the Town of Hay River. Meeting with Hay River has been set up for April 25 (Mayor and SAO to attend)

#13. Mayor/Deputy Mayor Reports

Mayor: Human Resource Manual needs to have a work alone policy. Need to publish a Thank You in the New North to all the volunteers for the Itsago and Carnival.

Tots Program: concerns on how it is being run and the location. Mayor would like to see the gym moved back to the VIRC building and the tots program run out of the Rec Centre. Would also like to see a parents advisory board created for the Tot's program and a possible daycare; have the parents more involved in the programming. Ask for input via the newsletter.

#14. Other Concerns/Information

Lands: Raw land application has been out for aprox 30 days; leased land letters are being drafted and should be out to residents in the next 7 – 10 days (from MACA)

Hamlet Property: Any modifications to Hamlet property needs to be brought to council first.

#15. Date of Next Meetings

Council Financial Training with MACA rep: April 30.

Bylaw/Contracting/Conflict workshop with Lawyer: May 5-6

SAO Evaluation: April 3, 2012

Regular Council Meeting: May 7

#16. Adjournment

Motion #2012-04-061

Motion to adjourn at 9:31pm

Moved by Councilor Mathew Gauthier

Second by Councilor Craig McMaster

Carried

The Minutes of the above meeting are deemed to be correct.

May 7, 2012

Date

[Signature]

Mayor/Deputy Mayor

[Signature]

Senior Administrative Officer

