



REGULAR COUNCIL MEETING MINUTES
Tuesday, March 8, 2016
 Hamlet Council Chambers at 7:00 pm

APPROVED: April 4, 2016 – Resolution #2016-104

<p><u>PRESENT</u> Mayor Craig McMaster Deputy Mayor Lisa Tsetso (phone) Councillor Chaal Cadieux Councillor Daniel Harley Councillor Dinah Carnogursky Councillor Jim Dives</p>	<p><u>ABSENT</u> None</p>	<p><u>STAFF</u> SAO Tammy Neal</p> <p><u>MINUTES PREPARED BY</u> SAO Tammy Neal</p>
<p><u>GALLEY</u> Winnie Cadieux</p>	<p><u>DELEGATES</u> Richard Lafferty</p>	

1. CALL TO ORDER

The meeting was called to order at 7.03 pm

2. AGENDA ADDITIONS

None

3. ADOPTION OF AGENDA

RESOLUTION 2016-062

Motion that that the Hamlet Council adopt the March 8, 2016 Regular Council Meeting Agenda, as presented:

Moved By: Councillor Dinah Carnogursky

Seconded By: Daniel Harley

All in Favor – Motion Carried

Initials: Mayor CM SAO M

4. ADOPTION OF DRAFT MINUTES FROM PREVIOUS MEETINGS

a. Regular Council Meeting: February 1, 2016

RESOLUTION 2016-063

Motion that that the Hamlet Council defer the following draft meeting minutes until the next council meeting:

- Regular Council Meeting: February 1, 2016

Moved By: Deputy Mayor Lisa Tsetso
Seconded By: Councillor Chaal Cadieux

All in Favor – Motion Carried

b. Special Council Meeting: February 5, 2016

RESOLUTION 2016-064

Motion that that the Hamlet Council approve the minutes of the:

- Special Council Meeting: February 5, 2016

With the addition of, "that the Chairperson asked Tammy Neal to return to the meeting" after Resolution 2016-36, when Council came out of camera.

Moved By: Councillor Chaal Cadieux
Seconded By: Councillor Daniel Harley

All in Favor – Motion Carried

c. Special Council Meeting: February 9, 2016

RESOLUTION 2016-065

Motion that that the Hamlet Council approve the minutes of the:

- Special Council Meeting: February 9, 2016

with the addition of Committee of the whole discussion notes, approved at the next Regular Council Meeting.

Moved By: Councillor Chaal Cadieux
Seconded By: Councillor Dinah Carnogursky

All in Favor – Motion Carried

Initials: Mayor CH SAO M

d. Special Council Meeting: February 22, 2016

RESOLUTION 2016-066

Motion that that the Hamlet Council approve the minutes of the:

Special Council Meeting February 22, 2016

Moved By: Councillor Dinah Carnogursky

Seconded By: Councillor Daniel Harley

Motion Carried

Abstained: Councillor Jim Dives (was absent from that meeting)

e. Special Council Meeting: March 2, 2016

RESOLUTION 2016-067

Motion that that the Hamlet Council approve the minutes of the:

a. Special Council Meeting: March 2, 2016

Moved By: Councillor Daniel Harley

Seconded By: Councillor Chaal Cadieux

Motion Carried

Abstained: Councillor Jim Dives (was absent from that meeting)

5. DISCLOSURE OF PECUNIARY INTEREST

None

6. COUNCILLOR ABSENCES

None

7. DELEGATIONS

a. Richard Lafferty – Flash Point 2016 Proposal Update to RFP

Richard presented his proposed gas and fiber optic line project to the Hamlet Council. The lines would run 10 metres off the highway from the Alberta border to Enterprise and 10 meters off the railway right away to Hay River. The project would run to various northern communities that support the project.

Richard provided a sample of what the gas line and the fibre optic line would look like. The gas line would flow natural gas and the fiber optics would be 10 GB lines. These lines could be run to Enterprise homes and businesses. He also spoke of one area with two gas lines that would run the natural gas and diesel side by side.

Initials: Mayor CM SAO M

If the project becomes a reality, the project would look for land in Enterprise to accommodate a bulk fuel plant to accommodate a compression station (batching plant).

Richard will keep Council up to date on progress.

RESOLUTION 2016-068

Motion that the Hamlet Council take a 10 minute break at 8:17 pm.

Moved By: Councillor Daniel Harley
Seconded By: Councillor Chaal Cadieux

All in Favor – Motion Carried

RESOLUTION 2016-069

Motion that the Hamlet Council resume their Regular Council Meeting at 8:27 pm.

Moved By: Councillor Daniel Harley
Seconded By: Councillor Chaal Cadieux

All in Favor – Motion Carried

Council Discussed/Decided: SAO is to write a thank you letter to Richard, for his presentation

8. DEFERRED BUSINESS AND TABLED ITEMS

9. REPORTS

a. Mayor Report

Written report was provided to Council at the meeting (Attached – Schedule A).

Verbal Additions to Mayor's Report:

The Mayor explained he was not sure what Council expected to see as a written report and if they had questions about his written report.

Mayor Craig McMaster explained that when he met with Brad Mapes, Brad explained that he would start clearing his land soon. Brad is interested in providing shared services, for example possibly partnering on a water treatment plant; but the plant would have to be located closer to his lot. The Mayor continued to explain that this issue may come up in the near future to further discuss because no matter what businesses comes to Enterprise, there is going to be a need for services.

Initials: Mayor CM SAO M

The Mayor asked if there were any questions.

Question: Is Council going to review the MOU with Brad Mapes?

Council Discussed/Decided: There is no real set format. The report should include a list of items the Mayor participated in, important issues he has been part of, and any other important information to keep Council up to date.

Reviewing the MOU after the budget, capital plan, and other immediate items requiring our attention are dealt with, the MOU should become a priority.

RESOLUTION 2016-070

Motion that the Hamlet Council approve the Mayor's Report, as presented.

Moved By: Councillor Daniel Harley
Seconded By: Councillor Chaal Cadieux

All in Favor - Motion Carried

b. Travel Reimbursement - Invitation: First Sitting of the Second Session of the 18th Legislative Assembly

RESOLUTION 2016-071

Motion that the Hamlet Council approve Mayor Craig McMaster's travel to Yellowknife to participate in the First Sitting of the Second Session of the 18th Legislative Assembly; and

Council further approves that Mayor Craig McMaster be paid an honorarium for his time and be reimbursed for his travel costs, upon submission of a travel claim form to the Finance Officer.

Moved By: Councillor Daniel Harley
Seconded By: Councillor Chaal Cadieux

All in Favor - Motion Carried

Mayor Craig McMaster explained that he met with Sara Brown and Ron Dennill from NWTAC while in Yellowknife. They discussed several different topics, such as insurance, available resources and support through NWTAC, upcoming AGM, ect.

c. SAO Report

A written report was provided to Council at the meeting (Attached – Schedule B). The SAO reviewed each section of her report with Council verbally.

Initials: Mayor CH SAO M

RESOLUTION 2016-072

Motion that the Hamlet Council approve the SAO Report, as presented.

Moved By: Councillor Daniel Harley

Seconded By: Councillor Dinah Carnogursky

All in Favor - Motion Carried

d. Fire Hall Meeting Minutes: February 9, 16, 23 & 25, 2016

Council was provided the above noted Fire Hall Meeting Minutes (Attached – Schedule C). There was a mistake in the February 25th minutes, a revised copy has been provided at the meeting.

Council Discussed/Decided: The SAO needs to review the Fire Protection Bylaw with the Fire Chief to ensure the training and reports are conducted/prepared according to the bylaw.

RESOLUTION 2016-073

Motion that the Hamlet Council approve the Fire Hall Meeting Minutes, as presented, for the following meetings:

- a. February 9, 2016
- b. February 16, 2016
- c. February 23, 2016; and
- d. February 25, 2016

Moved By: Councillor Chaal Cadieux

Seconded By: Councillor Daniel Harley

All in Favor - Motion Carried

10. NEW BUSINESS

a. Swearing on of the Newly Elected Councillor (March 7, 2016)

The election officer informed the SAO that there was not enough time to do the required paperwork and provide the required notice, by this meeting. The Swearing in must be postponed until the next meeting.

Council Discussed/Decided: When the paperwork is complete, the new Councillor can be sworn in by a commissioner.

b. 2015/2016 Listing of Motions

Council was provided a list of 2015/2016 Council Motions and a list of the 2016 motions, to date, as requested.

Initials: Mayor CH SAO M

Notes: Several motions not complete. SAO should be able to receive direction from Council without the need for motions all the time. Need to re-discuss these issues at the committee of the whole.

Council Discussed/Decided: Create an action motion list and re-discuss at the upcoming committee of the whole meeting.

c. Draft Capital Plan

Council was provided a copy of a draft capital plan for 2016/2016 that was developed by way of a Capital Planning Session on, February 22, 2016, with Jean Saucy, Manager, Community Infrastructure & Planning and Gavin Olvera, Community Works Advisor and a Committee of the Whole Meeting on, March 2, 2016.

The SAO explained that at one of the Capital Planning meetings, purchasing a trailer to haul the new dozer was thought to be impossible with the Hamlet's dump truck. However, Pat Coleman did some research and the Hamlet's dump truck can haul a dozer, if the Council approves the purchase of a trailer. Purchasing a trailer would save lots of money on mob and demob costs, which would, in turn, pay for the trailer.

The SAO also explained that she did not prepare project notes, with regards to the capital items, in case items were not approved. The SAO will prepare project notes once the Capital Plan has been approved.

Council Discussed/Decided:

Question: Cost of trapper, who determined price?

Mayor Craig McMaster explained the artist determined the price; however, there is likely room to negotiate. In addition, there is likely funding available to assist with costs. The SAO explained the trapper must be part of the New Hamlet Office Project, not a stand-alone project.

Councillor Jim Dives made a comment that he felt that the cost of the trapper was inappropriate in a year of fiscal restraint.

RESOLUTION 2016-074

Motion that the Hamlet Council approve the 2016/2017 Capital Plan, as presented, with the following change:

- The addition of \$35,000 to purchase a trailer to pull the dozer with.

Moved By: Councillor Daniel Harley

Seconded By: Councillor Chaal Cadieux

Motion Carried

Abstained: Councillor Jim Dives (was absent from the capital planning meeting)

Initials: Mayor CH SAO M

d. Draft Financial Report

The SAO explained why the financial statements were different: The financial statements previously being presented to Council were not the proper tool for council to make effective decisions. The financial statements being presented to Council were the exact same as the statements the auditor presents at year end. The SAO mentioned that reason the auditor presents the audited financial statements to Council is because most people do not understand audited financial statements.

The SAO also explained that she requested that the Finance Officer stop producing the financial statements, presented to Council, each month because there was no real purpose for them; MACA does not need them, nor does the auditor (with the exception of at year end). The statements cost approximately \$300 per month and \$3600 per year.

The SAO provided Council the opportunity to continue to have those statements produced each month if they preferred.

The SAO explained to Council, each of the new financial reports she provided.

Council Discussed/Decided: They prefer to receive the new financial reporting format.

RESOLUTION 2016-075

Motion that the Hamlet Council approve the Financial Report, as at March 2, 2016, as presented:

Moved By: Councillor Dinah Carnogursky

Seconded By: Councillor Daniel Harley

All in Favor - Motion Carried

e. Draft 2016-2017 Operating Budget

Council was provided a draft operational budget for 2016/2017, including a copy of the smaller budgets that made up the overall budget. The SAO explained how she derived at the numbers presented and explained that she included extra funding for legal and consulting because of the requirements to fulfill the Accountability Framework, which left budgets a little bit tight, but workable. The SAO requested Council input.

Council Discussed/Decided: Bring the budget back to the next meeting.

There needs to budget amounts included for:

- Scholarships/Grants/Donations
- Animal Control Services
- Advertising/Marketing
- Grass Cutting & Cemetery Maintenance

Bring the budget back to the next meeting.

Initials: Mayor CM. SAO 

f. Appointment of Auditor

RESOLUTION 2016-076

Motion that the Hamlet Council Appoint Ashton Chartered Accountants to perform the annual audit for 2015-2016.

Moved By: Councillor Chaa Cadieux

Seconded By: Councillor Jim Dives

All in Favor - Motion Carried

g. Draft Job Descriptions

- i. Community Wellness Coordinator
- ii. Recreation Coordinator
- iii. Healthy Children's Initiative Coordinator

Council Discussed/Decided: Table until March 15, 2016 (call a special meeting and include all tabled items and Kevin's presentation)

h. In Camera – Salary, Benefits or Performance of Employee (Sec 25.3.d. Hamlets Act)

None

11. CORRESPONDENCE OUTGOING

12. CORRESPONDENCE AND INFORMATION

a. February 15, 2016 - Invitation: First Sitting of the Second Session of the 18th Legislative Assembly – Honorable Jackson Lafferty

Discussed during Item 9. a. Mayor's Report

b. February 16, 2016 NWTAC AGM – Request for Motions

Defer to a Special Meeting on March 15th

c. February 17, 2016 - Lock Change Request – Julia Norberg, Recreation/Wellness Leader

Council Discussed and Decide: Implement Locks and check cameras for mess. Signage for damage. Council respond to the employee.

RESOLUTION 2016-077

Motion that the Hamlet Council extend the meeting past 10:00 pm at 9:59 pm

Moved By: Councillor Chaa Cadieux

Seconded By: Councillor Daniel Harley

All in Favor - Motion Carried

Initials: Mayor CM SAO 

d. February 19, 2016 – Transfer of Commissioner Lots to the Hamlet of Enterprise

The SAO explained that this letter outlines what is required to turn over the second batch of land to Enterprise and to start administering Land in Enterprise.

It was explained that there has been a first reading of the Draft Zoning Bylaw, and the Draft Community Plan and that once the Draft Land Administration Bylaw has had its first reading, all three plans will be taken to the public (all at once) and the approval process will be conducted, as outline in the Hamlets Act.

It was suggested that it might also be best if Dillon came in and reviewed the draft bylaw/s with Council to ensure a good understanding of the bylaw/s prior to conducting the first reading.

Council Discussed/Decided

Concern: The draft Bylaw refers to establishing prices, however people have prices outlined already in their lease agreements. Individuals should only pay the cost established and the fees simple title; there is no negotiation to be done when lease terms are already outlined in lease agreements.

Jim's lot is on the lot to be transferred, but it is not vacant. List needs to be reviewed.

RESOLUTION 2016-78

Motion that Dillon Consulting to come to the community to explain all three plans; Zoning Bylaw, Land Plan and Land Administration Bylaw, answer questions and possibly draft revisions where necessary.

Moved By: Councillor Jim Dives

Seconded By: Councillor Dinah Carnogursky

All in Favor - Motion Carried

e. February 22, 2016 McLennan Ross Webinar Sessions

The SAO expressed interest in participating in the Webinar, "Dealing with Performance and Absenteeism Issues," and "Privacy Issues: What an Employer Needs to Know," as they would be good refreshers.

RESOLUTION 2016-079

Motion that the SAO may participate in the following Webinars offered by McLennan Ross:

- Dealing with Performance and Absenteeism Issues: Wednesday, April 27
- Privacy Issues: Wednesday, May 25

Moved By: Councillor Chaal Cadieux

Seconded By: Councillor Daniel Harley

All in Favor - Motion Carried

Initials: Mayor CM SAO M

February 23, 2016 - Request for meeting Kevin Smith: Regional Economic Development Planning

This date is set for March 15, 2016 at 7:00 pm at the Hamlet office in Council Chambers, as Kevin is travelling with a team.

Council Discussed/Decided:

Add this Session to the Special Meeting on March 15, 2016

- f. **March 9, 2016 – Meet n Greet; Human Rights Commission**

Emily Lodge contacted the SAO to postpone, a new date will be confirmed.

- g. **February 25, 2016 - Malcolm L. (Mac) Stark: Community Tourism Infrastructure Contribution program**

Council Discussed/Decided:

Re-request park boundaries maps ask Melinda if there are maps in this office from previous years.

- h. **February 26, 2016 – Land Fill Use Permission: Jaime D. Goddard, P.Eng, Senior Technical Officer, Water & Sanitation, MACA GNWT**

RESOLUTION 2016-080

Motion that the Hamlet Council provide permission that BlueMetirc have access the local dump for disposal of garbage and brush for the well monitoring project. With a comment that waste disposal be directed by a Municipal Employee.

Moved By: Councillor Chaal Cadieux

Seconded By: Councillor Jim Dives

All in Favor - Motion Carried

- i. **April 11-12, 2016 – Curtis Brown: Level 1 Violence Threat Risk Assessment certificate training workshop (Invitation to Free Training)**

Council Discussed/Decided: No Action on item

13. COUNCIL ISSUES AND CONCERNS

The following items were raised by Council:

- **Animal control: dog problems**

Council Discussed/Decided: Animal Control Bylaw needs to be enforced.

- **NWTAC Motions:** Will be discussed on March 15 at Special Meeting

Initials: Mayor

CM

SAO

M

- **Secondary road coming off highway:** Seems like an all access road. Big trucks come down the road fast and there have been accidents; can we make it off limits to big trucks? The access was built for the big trucks. Possibly build sidewalks; can look at possibility in the future. Our speed limits are not enforceable we don't have a bylaw/officer. Could relocate the mailboxes to the recreation center.

Council Discussed/Decided: Think of solutions and bring forward.

14. BY-LAWS

a. Draft Land Administration Bylaw (Information to review)

This item was discussed in item 12 d.

15. ADJOURNMENT

a. Next Regular Meeting: April 4, 2016 – 7:00 PM

Confirmed April 4, 2016 at 7.00 pm

b. Accountability Framework/Roles and Responsibilities: April 6, 2016 6:30 pm

This update and workshop has been scheduled, but Mary is requesting 6:30 pm instead of 7:00 pm

Council Discussed/Decided: 6:30 pm would be fine

c. March 14 & 15 – Work planning session: 7:00 pm

The SAO suggested postponing the work planning session until after the Accountability Framework Update. Mary Blake-Moore will be explaining the outstanding issues Council needs to address, during this Update and these items should be included Council's work plan.

Council Discussed/Decided: Council will rebook, as suggested

d. March 15 - Kevin Smith: Regional Economic Development Planning

This is an information session only; therefore, the meeting will not be hosted through a council meeting.

Council Discussed/Decided: Hold a Special meeting with this on the agenda and include all tabled items on the agenda, as well.

e. March 21, 2016 – Committee of the Whole Meeting

Council Discussed/Decided: Keep this meeting scheduled, in case it is required. Council will review the need for this meeting at the March 15, 2016, meeting.

Council Discussed/Decided: Ask Daniel Allaire for suggested dated during the second week of April.

Initials: Mayor CM SAO M

RESOLUTION 2016-081

Motion that the Hamlet Council adjourn at 10.32 pm.

Moved By: Councillor Jim Dives

Seconded By: Councillor Chaal Cadieux

Motion Carried



*Craig McMaster,
Mayor*



*Tammy Neal,
Senior Administrative Officer*



Initials: Mayor CM SAO SN

**SCHEDULE A
Mayor's Report**

Mayors's Report for January 2016

January 04th Sworn in as Mayor of the Hamlet of Enterprise
During the first week of January, I called Brad Mapes, we agreed that we were both very busy but would plan to meet in the near future.
January 11th attended the Community Education meeting
January 12th attended a fire hall meeting
January 18th Special Council Meeting
January 27th Literacy Day Story reading at the Community Hall
January 28th Meeting with Michael Nadli
January 30th Attended the Monster Pillow Literacy Dinner

The main priority this month was filling the vacant SAO position.
Active member of a Walk To Tuk team

Mayor's Report for February 2016

February 1st Regular Council Meeting
February 5th Special Council Meeting, Tammy Neal became our new SAO
February 9th Special Council Meeting
February 18th InYellowknife for the first sitting of the second session of the 18th Legislative Assembly
Met with Sara Brown and Ron Dennill at NWTAC
Breakfast with Michael Nadli
February 20th Attended the Feast and Drum Dance at the Community Hall
February 22nd Capital Planning Tool supported by Jean Sousy from MACA
February 25th Meeting with Brad Mapes
Attended meeting with WSCC re: fire hall
February 26 Peter Danials from MACA sports was in town and liked our Bush Wackers Club idea
February 27th Attended Get Active Sliding day

Focus this month has been on the RFP for the three bay garage expansion and budgets.
Stopped at the Seniors Coffee Shop at the old scales building a couple of times and encourage others to do so.

Initials: Mayor CM SAO M

**SCHEDULE B
SAO's Report**

SAO Report March 8, 2016

NETWORKING

Since I began my position with the Hamlet, I have been in contact with several organizations to help with settling into my position:

Regional Superintendent, Mary Blake-Moore:

I established a working connection with Mary. We have discussed several items, including Council training, Staff training, items required to be completed as part of Accountability Framework, Mary answered various questions for me and provided advice on items she felt I should know, as a new SAO in Enterprise, which was very helpful.

Manager, Community Infrastructure & Planning, Jean Soucy:

Jean contacted me with regards to the Capital Plan and Capital Planning Session for Council. I have been working with Jean on the Capital Plan and he drafted the Project Management Request for Proposals for me. We will continue to communicate with regards to upcoming capital items and he will be helping me with hiring the Project Manager for the Public Works Garage Extension.

MACA Community Works Advisor, Gavin Olvera:

Gavin called to introduce himself as new GNWT employee, informing me of his position and how he can help support myself or Council. Gavin came to Enterprise and was part of the MACA Capital Planning Session. He has also been working with me, researching capital items costs.

Local Government Administrators of the Northwest Territories (LGANT)

I contacted LGANT for a user name and password. The hamlet is a member of LGANT who represents local administrators (LGA's) at a regional level and provides a vast array of resources to assist LGA's with their day to day duties, for example: templates for job descriptions, policies, bylaws, etc., information on upcoming or new funding, information on specific topics, etc. It is a very valuable resource to remain a part of.

School of Community Government

I emailed Dan Schofield about possible training for our Public Works Staff. It came to my attention that Staff was interested in learning more about building and vehicle maintenance checks because no one ever provided check lists to perform these maintenance checks properly.

Mary Blake-Moore contacted me, as a result of my email to Dan Scofield, to inform me that Jean Saucy would contact Ralf Sanguex to coordinate the requested training.

Other Organizations

I have also been in contact with other organizations listed below.

Initials: Mayor CM SAO M

PROGRAMMING CHANGES

I would like to implement programming changes, by April 1, 2016. The current staff structure is not effective, or efficient.

I've met individually with each employee working out of the Recreation Center to discuss their programs and become familiar with their roles and responsibilities. Each employee voiced the same issues; they were struggling; they did not have the appropriate tools or support to do their jobs effectively.

I assured each staff member, that there would be positive change come April 1, 2016. I believe part of this change would include a separation of duties, reporting directly to the SAO, having individual budgets, and by working with each program coordinator to develop a work plan and related budget by the new fiscal year.

Each staff member also voiced interest in participating in training relevant to their positions. I have budgeted to enable some training, as it becomes available.

Requirement by Council: Review and Approval of Draft Job Descriptions.

Recommendation to Council:

- Develop and approve an organizational chart
- When designing the new Hamlet Office, or adding on to the Recreation Center, ensure there is appropriate office space for each long term position.

MEETING – MACA SPORT AND RECREATION PROGRAM, PETER DANIELS

Sandra and I met with Peter on February 26th. Peter provided us with an overview of all Sport and Recreation Funding. Peter provided Sandra and I with a condensed course on Sport and Recreation Planning. The meeting was very informative.

A work plan will be developed for the new year.

Requirements by Council: None

MEETING – ECE HEALTHY CHILDREN'S INITIATIVE PROGRAM

I met with Ann Keizer, Early Childhood Consultant for the South Slave on February 17th. An updated me on the need to licence our After School Program. We also discussed other program funding that can enhance our Early Childhood Programs. The Healthy Children's Initiative Coordinator was supposed to meet with us, but she was unable to because her program was running when Ann Came.

I will be filling out the required documents to license the program/s, as required. The funding was not being utilized the way it was intended to be. I will be working with staff to make positive programming changes.

Requirement by Council: None

Initials: Mayor CM - SAO M

MEETING – GNWT WELLNESS PROGRAM

I have been in contact with Rachel Leblanc, Community Development and Wellness Planner for North/South Slave Aboriginal Health and Community Wellness.

I met with Rachel on February 23, 2016. We discussed the Community Wellness Program and possible programs that can be offered in the new year. There is a large amount of deferred revenue that needs to be spent by 2018.

A work plan will be developed for the new year.

Requirement by Council : None

FIRE SEASON

Daniel Allaire Manager of Forests for the South Slave Region

I have been in contact with Daniel Allaire. He is willing to come and discuss with council the 2015 fire season and proactive protection/preparedness measures for the community. Daniel is available from March 1st – 18th with the exception of the 16th. Otherwise, he is available the second week of April.

Council Requirement: Set a meeting date

Tom Lakusta, Manager, Forest Resources, Forest Management, Division, Environment and Natural Resources

I have been in contact with Tom Lakusta, he has asked Kathleen Groenewegen to forward a few maps to Council to help initiate the forest fire discussion with Daniel.

Kathleen Groenewegen

- I have been in contact with Kathleen and she agreed to have maps to us by March 15.

Council Requirement: None

FIRE DEPARTMENT

Debra Richards, Fire Chief and Blair Porter, Deputy Fire Chief

On February 11th, I met with Debra Richards, and Blair Porter. We talked for two hours about several deficiencies in the fire department and how we would move forward.

Some items corrected since the meeting:

- the combination numbers on the door locks were changed
- the loader was removed from the fire department and is now parked at the works garage

Initials: Mayor CM SAO M

Ground Ambulance Service Contribution Agreement

The Hamlet signed into a \$52,000 contribution agreement for Ground Ambulance Service Development for the 2015-2016 fiscal year. With the exception of ordering of radios, the obligations in this contribution were outstanding and the money would be lost come April 1st.

Some items corrected since the meeting:

- bunker gear has been ordered
- driver training is being scheduled
- policy development is being coordinated
- other equipment is being ordered, as per the agreement

Workers Safety and Compensation Commission

On February 22, 2016, I received a call from Judy Kanen, Director of Prevention, WSCC and Ed Hardy, Safety Officer. They informed me that they received a complaint about the fire department and that Ed was going to come to the community with Bill Reimer, to conduct an inspection.

On February 25, 2016, Ed and Bill came to the community, met with myself, the Mayor Craig McMaster, Fire Chief Debra Richards and Deputy Fire Chief Blair Porter. We participated in a meeting prior to the inspection at the Fire Hall.

The inspection proved that our fire department was impressive. The deficiencies at the fire department had already been acted upon (mentioned above) and this was acceptable.

Ed will follow up with a letter outing all deficiencies and the results of his inspection.

WSCC Required Training

Another requirement of the inspection is that the SAO participate in Safety Training. It was agreed that this training would be brought to the community and the SAO, Fire Chief, Deputy Fire Chief, Mayor and all other managers, or interested parties, would participate in the training.

WSCC Required Safety Officer/Committee

In addition, it is a requirement, based on the number of staff (including Council and Fire Members) that the Hamlet hire a Safety Officer and/or develop a Safety Committee. Ed will confirm the number of staff that would be a requirement to develop a Safety Committee vs a Safety Officer.

Initials: Mayor CM SAO M