



REGULAR COUNCIL MEETING MINUTES

APRIL 4, 2016

Hamlet Council Chambers at 7:00 pm

Approved by Motion 2016-136

<p><u>PRESENT</u> Mayor Craig McMaster Deputy Mayor Lisa Tsetso Councillor Dinah Carnogursky Councillor Jim Dives Councillor Daniel Harley Councillor Winnie Cadieux Councillor Chaal Cadieux</p>	<p><u>ABSENT</u> Nil</p>	<p><u>STAFF</u> SAO Tammy Neal <u>MINUTES PREPARED BY</u> SAO Tammy Neal</p>
<p><u>GALLEY</u> Blair Porter, Deputy Fire Chief</p>	<p><u>DELEGATES</u> Daniel Allaire, Manager of Forests for the South Slave Brent Starling, Forest Officer for the South Slave Region Frank McKay, Aboriginal Liaison Coordinator</p>	

1. CALL TO ORDER

7:05 pm

2. AGENDA ADDITIONS

None

3. ADOPTION OF AGENDA

RESOLUTION 2016-098

Move that the Hamlet Council approve the April 4, 2016 meeting agenda, with the following changes:

Move item number 7 up to number 4 (and number 4 to number 5, etc. through to the last agenda item).

Moved By: Councillor Daniel Harley

Seconded By: Councillor Dinah Carnogursky

All in Favor - Motion Carried

Initials: Mayor CM SAO TM

4. DELEGATIONS

a. Committee of the Whole – Daniel Allaire: Manager, Forests Services for the South Slave Region

In attendance with Daniel Allaire were Brent Starling, Forest Officer for the South Slave Region and Frank McKay, Aboriginal Liaison Coordinator

RESOLUTION 2016-99

Move that the Hamlet Council move into a Committee of the Whole Meeting at 7:10 pm.

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

All in Favor - Motion Carried

RESOLUTION 2016-100

Move that the Hamlet Council move out of the Committee of the Whole Meeting and resume the April 4, 2016 Regular Council Meeting at 8:29 pm.

Moved By: Deputy Mayor Lisa Tsetso
Seconded By: Councillor Daniel Harley

All in Favor - Motion Carried

RESOLUTION 2016-101

Move that the Hamlet Council take a break at 8:30 pm.

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

All in Favor - Motion Carried

RESOLUTION 2016-102

Move that the Hamlet Council resume the April 4, 2016 Regular Council Meeting at 8:36 pm.

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

All in Favor - Motion Carried

Initials: Mayor

CM SAO ML

Committee of the Whole Notes:

Brent Starling presented a power point presentation to Council and the Galley that addressed the following:

- the Wildland Fire Management Policy
- ENR's Role in Fire Management
- The NWT's Fire History
- The NWT's and the South Slave's 2015 Fire Statistics
- The Fire Smart Program
- Community Protection
- The Harvesters' Fire Damage Assistance Program
- and Brent also provided a Question and Answer Period

This presentation is available upon request to the SAO

Discussion Notes:

- There is help to develop a wood lot
- Individuals can apply for a cutting permit (a permit is not required for camping (to cut wood for cooking and keeping warm)
- It is legal for Albertans to bring firewood to NWT to sell, but individuals must have appropriate tickets and cannot harvest wood in the NWT.
- The fire guards created a few years ago are not necessarily sufficient, but allow for space to fight a fire (control line)
- Enterprise can apply for fire smart funding. There are community recommendations on the fire smart website, but projects do not have to be on that list
- Would a chopper landing be helpful in Enterprise? Yes, ENR can help determine an appropriate spot
- Frank can arrange an information session with Forestry for Council to discuss programs, ect.
- Enterprise can be vulnerable to be being cut off from resources, eg: food, water, medical
- Looking at filling the tower position soon, it will be advertised. Some training will be required
- ENR can possibly coordinate prevention/cross training sessions with the Enterprise Fire Department, maybe in June

5. ADOPTION OF DRAFT MINUTES FROM PREVIOUS MEETING/S

a. February 1, 2016, Regular Meeting

RESOLUTION 2016-103

Move that the Hamlet Council approve the February 1, 2016, Regular Meeting Minutes, with changes:

- The 2016-15 and the vote was not unanimous; Lisa abstained & Dinah abstained
- The 2016-25 motion was supposed to read "accepted as information" not "as accepted"
- The 2016-30 motion gave direction to draft a letter to Rowes Construction, stating there were no concerns with regards to their Land Use Permit Application
- 2016-31 motion direction was given to draft a letter Dillion Consulting that there were no concerns with regards to the Well Monitoring Project

Moved By: Deputy Mayor Lisa Tsetso

Seconded By: Councillor Winnie Cadieux

Initials: Mayor ca SAO W

Discussion:

- 2016-024 & 025: the Acting SAO asked for training, council made a motion to send two councillors, but the motion did not make it into the minutes
- Finance report was accepted as information only: lots of items deviated from budget and the budget is not supposed to be deviated without council approval. Budget was amended once for the work on Bear Road, but other items were not approved: eg: Wellness Funding
- 2016 – 30 & 31: direction was given to draft letters, however no letters were drafted
- The Hamlet needs a financial policy
- Distribute minutes earlier; when complete

Abstention: Councillor Winnie Cadieux (was not at the meeting)

Motion Carried

a. March 8, 2016 – Regular Meeting

RESOLUTION 2016-104

Move that the Hamlet Council approve the March 8, 2016, Regular Meeting Minutes, with an addition:

- Add to section 10.c. Draft Capital Plan that Councillor Jim Dives made a comment that he felt that the cost of the trapper was inappropriate in a year of fiscal restraint.

Moved By: Councillor Dinah Carnogursky

Seconded By: Councillor Daniel Harley

Abstained: Councillor Winnie Cadieux (not present at meeting)

Motion Carried

b. March 15, 2016 – Special Meeting

RESOLUTION 2016-105

Move that the Hamlet Council approve the March 15, 2016 Special Meeting Minutes, with corrections

- Check Spelling on Blyth & Bathe Inc.
- For Council absences, just record with reason, or without reason
- Signature pages on minutes should include a portion of the minutes

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Dinah Carnogursky

All in Favor - Motion Carried

Initials: Mayor CM SAO TM

c. **March 21, 2016 – Special Meeting**

RESOLUTION 2016-106

Move that the Hamlet Council approve the March 21, 2016, Special Meeting Minutes, with corrections.

Moved By: Councillor Daniel Harley

Seconded By: Councillor Chaal Cadieux

- For Council absences, just record with reason, or without reason
- Signature pages on minutes should include a portion of the minutes

Abstained: Councillor Chaal Cadieux (not present at meeting)

Abstained: Councillor Winnie Cadieux (not present at meeting)

Motion Carried

6. DISCLOSURE OF PECUNIARY INTEREST

None

7. COUNCILLOR ABSENCES

- a. **Councillor Daniel Harley - Request to be excused, with reason, from the March 15, 2016 Special Meeting**

RESOLUTION 2016-107

Move that the Hamlet Council excuse Daniel Harley from the March 15, 2016 meeting, with reason.

Moved By: Deputy Mayor Lisa Tsetso

Seconded By: Councillor Winnie Cadieux

Abstain: Councillor Daniel Harley (concerns him)

Motion Carried

Initials: Mayor CM SAO TM

8. DEFERRED BUSINESS AND TABLED ITEMS

None

9. REPORTS

a. Mayor Report

Mayor Craig McMaster provided a verbal report on the following items:

- busy month
- will provide a report in the future
- 12th open house, Farming institute
- Supervisory Training 21st 22nd
- SOP meeting – coming along well
- Itsago
- Fuel Spill

RESOLUTION 2016-108

Move that the Hamlet Council approve the Mayor's April 4, 2016 Verbal Report, as presented.

Moved By: Councillor Daniel Harley

Seconded By: Councillor Chaal Cadieux

All in Favor - Motion Carried

b. SAO Report (Schedule A Attached)

i. Capital Purchases: Dozer, Pick Up Truck (specs)

Council discussed when the SAO should bring items back to Council for approval with regard to the items on the Capital Plan.

Council Discussed:

- No Procurement Policy, but there is a Contracting Bylaw.
- Sometimes it is hard to meet deadlines, or projects can be slowed down, because we only meet once a month.
- SAO has a signing authority of \$5000 (not in any policy/bylaw)

Council Decided: Best to bring all items back to Council at various stages of projects.

Initials: Mayor CM SAO TM

RESOLUTION 2016-109

Move that the Hamlet Council approve the purchase of the F250 pick-up truck (as per the March 29, 2016 specs) for \$43,428 plus GST and the 2013 650J John Deere Dozer (as per the March 16, 2016 specs) for \$213,000 plus GST.

Moved By: Councillor Jim Dives

Seconded By: Councillor Daniel Harley

All in Favor - Motion Carried

RESOLUTION 2016-110

Move that the Hamlet Council approve the SAO's April 4, 2016 Report, as presented verbally and written.

Moved By: Councillor Chaal Cadieux

Seconded By: Councillor Daniel Harley

All in Favor - Motion Carried

c. Financial Report

- Financial numbers will change after year end reporting is complete because projects will have to be balanced, ensuring expenditures are appropriate according to contribution agreements, not all revenues are recorded, ect.
- Vic center utilities: Seniors are not paying rent, the Hamlet is paying the utilities on their behalf
- Health and Wellness Contribution: Find out what its purpose is

RESOLUTION 2016-111

Move that the Hamlet Council approve the April 4, 2016 Financial Report, as presented.

Moved By: Deputy Mayor Lisa Tsetso

Seconded By: Councillor Winnie Cadieux

All in Favor - Motion Carried

d. Fire Department

i. Debra Richards – Resignation from Fire Chief Position

- Mayor Craig McMaster will encourage Debra to remain with the Fire Department.
- SAO is to write a letter of thanks to Debra, for her services.
- Insurance for Fire Fighters and Council (ask Melinda for new forms)
- Recognition for Fire Fighters

Initials: Mayor

CM SAO TM

RESOLUTION 2016-112

Move that the Hamlet Council extend the meeting past 10:00 pm at 9:57 pm.

Moved By: Councillor Daniel Harley

Seconded By: Councillor Winnie Cadieux

All in Favor - Motion Carried

RESOLUTION 2016-113

Move that the Hamlet Council accept Debra Richards' Resignation from the Fire Chief Position in Enterprise, as of March 28, 2016.

Moved By: Councillor Jim Dives

Seconded By: Councillor Chaal Cadieux

All in Favor - Motion Carried

ii. **Fire Department Minutes**

RESOLUTION 2016-114

Move that the Hamlet Council accept the Fire Department Minutes dated: March 8, 2016; and March 22, 2016, as presented.

Moved By: Councillor Jim Dives

Seconded By: Councillor Daniel Harley

All in Favor - Motion Carried

10. NEW BUSINESS

- a. **Mary Blake Moore – O&M, Water/Sewer & CIP Funding Contribution Agreements - See letter under 12 a.**

Mary is requesting motions to approve the following contribution agreements:

- O&M Contribution Agreement - April 1, 2016 to June 30, 2016
- Water/Sewer Contribution Agreement - April 1, 2016 to June 30, 2016
- Capital Contribution Agreement - April 1, 2016 to March 31, 2017

MACA's budget has not been approved yet, so there are two contribution agreements that are dated April 1, 2016 to June 30, 2016, as an interim agreement until their budgets are approved.

Initials: Mayor

CM SAO TM

RESOLUTION 2016-115

Move that the Hamlet Council approve the **Operations and Maintenance Funding Agreement with MACA**, for the period of **April 1, 2016 to June 30, 2016**, in the amount of **\$275,644**

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

All in Favor - Motion Carried

RESOLUTION 2016-116

Move that the Hamlet Council approve the **Water and Sewer Funding Agreement with MACA** for the period of, **April 1, 2016 to June 30, 2016**, in the amount of **\$66,333**.

Moved By: Councillor Jim Dives
Seconded By: Councillor Winnie Cadieux

All in Favor - Motion Carried

RESOLUTION 2016-117

Move that the Hamlet Council approve the **Community Public Infrastructure Funding Agreement with MACA** for the period of, **April 1, 2016 to March 31, 2017**, in the amount of **\$646,000**.

Moved By: Councillor Jim Dives
Seconded By: Councillor Dinah Carnogursky

All in Favor - Motion Carried

b. Road Signs

There are approximately 5 people asking to put up a road sign. The SAO will investigate how many signs are out there and who owns them. Other information will be investigated and a bylaw and/or policy will be developed for Council approval.

c. Key System

The Hamlet has a Best Key System, purchased by a previous SAO. Currently we cannot get trained to cut keys because we run off the Public Works system in Hay River, meaning their key codes are the same as ours and if we obtained certain information we could cut keys to their buildings, so they won't train us to use the system. On that note, they could currently enter all of our buildings with their master key. We need to purchase the proper software. SAO will look into purchasing what is required to use the key cutting system.

d. Bylaw Rental of Hamlet Equipment

There has been a request to rent out Hamlet equipment. Council needs to decide if they want to move into the direction of renting equipment. Deputy Mayor Lisa Tsetso read the bylaw that states the Hamlet can rent Hamlet equipment. Some stuff is allowed to be used free, e.g., the rototiller (as a courtesy to the public) providing it is returned in good working order. The SAO will research what other communities do.

Initials: Mayor CM SAO TM

11. CORRESPONDENCE OUTGOING

Did letter to Brenda go out? Not yet.

SAO is to write a letter to ITI thanking them for the use of their skidoo for the Itsago trail grooming.

12. CORRESPONDENCE AND INFORMATION

a. **Mary Blake Moore – O&M, Water/Sewer & CIP Funding Contribution Agreements (information)**

b. **General Mill Rate**

RESOLUTION 2016-118

Move that the Hamlet Council does not, want to increase the general mill rate for the 2016 Taxation Year above MACA's 1.6% increase.

Moved By: Deputy Mayor Lisa Tsetso
Seconded By: Councillor Dinah Carnogursky

All in Favor - Motion Carried

c. **Northwestel Modernization Plan Update (Information)**

Information purposes

d. **Occupational Health and Safety for Community Governments (Information)**

Ask MACA if we could be reimburse for the costs of our training.

13. COUNCIL ISSUES AND CONCERNS

Councillor Chaal Cadieux explained that 17 mushers, including one from Quebec, who participated in the 2016 Itsago. There was no circuit 12 years ago when this event started, but now they will meet to coordinate the 2017 circuit. We are last on the circuit, so they will include Enterprise in their future planning.

The SAO will send pictures to the newspaper regarding the 2016 Itsago.

Deputy Mayor Lisa Tsetso explained kids as young as 5 years old on the school bus. Some parents pulled their children off the bus. The school bus driver is continually turning around to tend to one kindergarten child; its causing safety issues. Can council send a parent on the bus to help the bus driver?

The SAO will investigate insurance coverage, speak to the bus driver, maybe needs to develop a procedure for complaints on the bus, apparently there is one, the SAO will investigate.

Councillor Jim Dives has received complaints about loose dogs. The bylaw needs to be enforced.

The SAO explained Council needed to make a new motion to appoint a person to implement the Dog Bylaw, as the current motion was made to appoint Public Works, Bruce Proud, to enforce the dog bylaw.

Council disagreed, saying the bylaw did not name an individual, rather a position. The SAO will investigate and bring info back to Council.

Initials: Mayor CM SAO JM

14. BY-LAWS

a. Fire Chief Bylaw

A discussion took place with regards to liability issues revolving around appointing a non-trained Fire Chief. There were questions about insurance and liability. Council discussed the safety training that took place, WSCC compliance that includes Fire Department Training, etc. Council members were hesitant to appoint a Fire Chief without training.

It was explained that a bylaw is required. It was also explained that WSCC met with the Mayor, SAO and Fire Chief. The WSCC Safety Officer knows the fire Chief is not trained, and prepared an order to develop a training plan. If it were unacceptable to have an untrained Fire Chief, WSCC would have likely shut down our Fire Department, rather than directing us to prepare and implement a training plan.

- Council discussed how the recommendation for the Fire Chief Bylaw comes forward, questioning a possible call for expressions for the Fire Department Chief, in the future
- It was suggested that the Fire Chief/Fire Department training be reviewed in 6 months to ensure the individuals are participating in proper training.

RESOLUTION 2016-119

Move that the Hamlet Council complete the First Reading of The Fire Chief Bylaw# 2016-68.

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Chaal Cadieux

All in Favor - Motion Carried

Councillor Dinah Carnogursky was in favour, although hesitant to vote in favour.

RESOLUTION 2016-120

Move that the Hamlet Council complete the Second Reading of The Fire Chief Bylaw# 2016-68.

Moved By: Councillor Chaal Cadieux

Seconded By: Councillor Daniel Harley

All in Favor - Motion Carried

RESOLUTION 2016-121

Move that the Hamlet Council complete the Third Reading of The Fire Chief Bylaw# 2016-68.

Moved By: Councillor Daniel Harley

Seconded By: Councillor Chaal Cadieux

All in Favor - Motion Carried

Initials: Mayor CM SAO TM

15. ADJOURNMENT

- a. **MACA: Accountability Framework/Roles and Responsibilities: April 6, 2016 6:30 pm**
Mary asked to reschedule the meeting for 7:00 pm, as Eleanor’s flight will not be in Hay River until 5:45 pm, if it is not delayed. Deputy Minister Eleanor Young will attend as well.

- b. **Dillon Consulting: Zoning Bylaw, Land Plan & Land Administration Bylaw Review – Proposed dates: April 7 or 11 at 7:00 pm**

SAO can book the April 7th

- c. **Next Regular Meeting: May 2, 2016 – 7:00 PM**

RESOLUTION 2016-122

Move that the Hamlet Council adjourn at 11:05 pm.

Moved By: Councillor Jim Dives

Seconded By: Councillor Daniel Harley

All in Favor - Motion Carried



Craig McMaster,
Mayor



Tammy Neal,
Senior Administrative Officer



Initials: Mayor CM SAO M

**SCHEDULE A
SAO REPORT**

SAO Report April 4, 2016

ACTION ITEM LIST

I provided Council with a list of the action items from the meetings since my employment began. I will review the past action items, as per Council's request for the next meeting.

DIESEL SPILL

Tuesday March 29, 2016, the office received a report regarding a fuel spill at RTL. The spill was reported accordingly. Environmental Health and Environment and Natural Resources have been investigating and making sure cleanup is conducted appropriately.

Mayor Craig McMaster has mainly been in contact with the various organizations involved in the cleanup and can provide more details.

PROGRAMS

Programming Changes

Programming changes are on hold, as Julia is on medical leave until April 23, 2016.

Requirement by Council: None

Wellness Program

Sandra and I worked together to develop a Wellness Work Plan for 2016-2017, which is complete and will be forwarded to Rachel Leblanc, as required to ensure the deferred revenue will be spent.

Sandra and I will soon be working on completing the 2015-2016 reporting.

Requirements by Council: None

Recreation Program

Sandra and I worked together to develop a Recreation Work Plan for 2016-2017, which is complete.

Sandra and I worked together to draft 3 Recreation reports:

- Active After School
- Youth Center Initiatives; and
- Heathy Foods

Melinda has been on time off and when she returns we will prepare the financials for these 3 reports and sent them out to Peter Daniels.

Requirements by Council: None

Initials: Mayor

CM SAO M

Healthy Children Initiatives Program

Erin and I worked together to develop a Healthy Children Initiative Work Plan, which is almost complete.

The Healthy Children Initiative will be changing because it has not been run properly. The program is meant more to work with the parents to provide them the support in order to provide healthy lifestyles for their children under 5, the focus is not supposed to be solely on the children. So positive changes are in the works.

Erin is also working on finalizing the Healthy Children Initiative report:

I am waiting for the forms from Ann Keizer to fill out in order to become licensed, as required.

Requirement by Council: None

STAFF TRAINING

On March 9, 2016, Ralph Sanguéz, School of Community Government, worked with our Public works Department and our Fire Department staff, Brian, Pat and Blair, with regards to conducting vehicle inspections. Ralph explained how important documenting these inspections are and how we can tailor the forms he provided to suit Enterprise's needs.

On March 9, 2016, Jean Saucy, MACA, worked with our Public works Department and our Fire Department staff, Brian, Pat and Blair, with regards to conducting building inspections. Jean explained how important documenting these inspections are and how these forms can be tailored to suit Enterprise's needs.

The Public Works Department and the Fire Department will start ensuring vehicle and building checks are documented and filed properly, beginning April 1,

Once all forms are tailored for Enterprise, the forms will be printed on duplicate forms, so there is a copy kept with the vehicle/building and a copy filed at the Hamlet Office.

CAPITAL PLAN

Capital Projects

With regards to moving forward with capital projects, when does council require me to turn to them prior to moving forward with projects/purchases?

For example:

- A capital plan is a plan that is "approved" to become a reality, is that enough for the straight forward items to move forward? What is considered straight forward to Council? What needs further approval?
- I worked with Pat and Brian on deciding on an appropriate dozer and pickup truck to purchase, as per the capital plan. We secured a dozer (but it is not final yet, so it can be cancelled); the pickup truck is ordered to meet the 2016 deadline and cheaper price, or we would have to wait until July for a 2017, which would cost more. Should I have brought the specs back to Council for prior approval or was it ok to move forward?

Requirement by Council: A motion with solid direction.

Initials: Mayor CM SAO M

Garage Extension

The RFP went into the newspaper for two weeks. The deadline to submit a proposal to the Hamlet was March 21, 2016. The Hamlet received 2 proposals that will be reviewed with Jean Saucy shortly after April 4, 2016, as he is on annual until April 4th.

Dozer

Pat and Brian reviewed several quotes provided by Gavin Olvera from Maca. Pat also did his own research and a final dozer has been decided upon. Council has been provided the specs under section 9.b.i. of this meeting agenda.

Dozer Trailer

Pat has been doing lots of research to find an appropriate trailer. He has decided to wait until the dozer we purchased arrives in Enterprise, so it can be weighed at the scales to ensure we purchase an appropriate trailer for the size of the dozer and the amount of allowable weight

Public Works Pick Up Truck

A pickup truck for public works has also been secured. The specs have been provided to Council under section 9.b.i. of this meeting agenda

Recreation Van

I received a quote from Gavin Olvera from Maca for a small 7 seat handi transit. I am still waiting for a quote from Kingland for a larger one.

As I mentioned in an email, Council may decide to use a portion of their Wellness surplus from previous years to help with the purchase of this van. I am guessing there is about \$70,000 in surplus; however, I have to confirm with the auditor.

Requirement by Council: Input

New Hamlet Office

I made a few inquiries to try to find out who owns the Vic center. The land will not be transferred until Council completes requirements to complete the second batch of land transfers.

Recreation Center Kitchen Renovations

I was thinking of conducting a request for proposals for this project, as there are possible local companies who might be interested in bidding.

Requirement by Council: Input

Initials: Mayor CM SAO M

FIRE DEPARTMENT

Leaky Roof

A leak was discovered at the Fire Department. I hired Roy Dobbs to shovel the roof in order to minimize damage. A deeper investigation of the reason why it is leaking will be conducted in the spring or summer.

Fire Protection Bylaw Review

I met with Debra and Blair on separate occasions to review the Fire Protection bylaw with them, as per council's request. Since Debra's resignation, Blair has developed a Fire Department Meeting Agenda template, using the bylaw as a guide.

Council can see the fire department's newly formatted minutes, as they are on this April 4th Council Meeting Agenda.

Ground Ambulance Service Contribution Agreement

This \$52,000 contribution agreement has mostly been fulfilled,

- bunker gear has been ordered
- airbrakes training is booked
- policy development is almost complete
- other equipment, as per the agreement, has been ordered

I anticipate having to send some of the funding back to the funder. We had a very hard time coordinating the class 2 driver training. It seems the driving school in Hay River changed its contact number to a cell number (we have just recently attained) and the driving school in Yellowknife, to date, has not provided a quote.

WORKERS SAFETY AND COMPENSATION COMMISSION DIRECTIONS

Supervisor Familiarization Training Course – Requirement Deadline: March 25, 2016 (fulfilled)

Monument Training of Yellowknife provided 10 participants this course on March 21 & 22, here at the Hamlet Office. In order to try to utilize full 20 seating capacity, the program was opened up to local businesses then to surrounding communities.

The following people participated in the course and have been certified:

- Craig McMaster, Mayor
- Dinah Carnogursky, Councillor
- Tammy Neal, SAO
- Melinda Lenoir, Finance
- Brian Johns, Public Works
- Sandra McMaster, Active After School Coordinator
- Erin Porter, Healthy Children Initiative Coordinator
- Blair Porter, Deputy Fire Chief
- Wayne xx, Blackstone Homes
- Wendy Cayen, SAO West Point First Nation

Initials: Mayor

CM

SAO

M

Occupational Health and Safety Committee Development – Requirement Deadline: March 31, 2016 (fulfilled)

On March 22, 2016 the Occupational Health and Safety Committee was finalized:

- Craig McMaster, Mayor
- Lisa Tsetso, Deputy Mayor
- Dinah Carnogursky, Councillor
- Brian Johns, Public Works
- Erin Porter, Healthy Children Initiative Coordinator
- Blair Porter, Deputy Fire Chief

Their first meeting will be held April 5, 2016 at 1:00 pm here in Council Chambers, after the initial meeting, there will be monthly meetings for the first 3 months then quarterly meetings after that.

Standard Operational Guidelines (SOG) in written formats – Requirement Deadline: April 29, 2016 (pending)

March 23, 2016 Mayor Craig McMaster and I met with Arctic Response Canada; Mike Rarog and Vic Scheuerman We discussed the requirement for Standard Operating Guidelines and discussed the process. After our meeting Mike and Vic went to the fire department and reviewed various items in order to develop Standard Operating Guidelines for the Fire Department.

On March 24, 2016 Mayor Craig McMaster, myself and Blair Porter, Deputy Fire Chief, met Mike and Vic to discuss their findings at the Fire Department the day prior and we agreed on the next steps to become compliant with WSCC.

Firefighter Training Skills and Awareness Planning – Requirement Deadline: April 29, 2016 (pending)

Northern Response will continue to work with the Enterprise, Hay River and Yellowknife Fire Departments and other relevant organizations, in order to develop a training plan for our fire fighters.

Forming and Establishing Fire Department Operations – Requirement Deadline: April 29, 2016 (pending)

Northern Response will continue to work with the Enterprise Fire Department in order to develop Fire Department Operations that are compliant to all legislation.

Submission of Inspection Report – Requirement Deadline: April 29, 2016 (pending)

As each direction is complete, the SAO is to fill out the Inspection report, initial and send to Ed Hardy, Safety Officer at WSCC. Once all directions are complete the Inspection report is to be signed and sent back to Ed Hardy.

1. Supervisor Familiarization Training Course – Requirement Deadline: March 25, 2016 (fulfilled)
2. Occupational Health and Safety Committee Development – Requirement Deadline: March 31, 2016 (fulfilled)
3. Standard Operational Guidelines (SOG) in written formats – Requirement Deadline: April 29, 2016 (pending)
4. Firefighter Training Skills and Awareness Planning – Requirement Deadline: April 29, 2016 (pending)
5. Forming and Establishing Fire Department Operations – Requirement Deadline: April 29, 2016 (pending)
6. Submission of Inspection Report – Requirement Deadline: April 29, 2016 (pending)

Initials: Mayor CM SAO TM