



REGULAR COUNCIL MEETING MINUTES

May 2, 2017

Council Chambers - 7:00 pm

Approve by Resolution 2017-191

<p><u>PRESENT</u> Mayor Craig McMaster Councillor Winnie Cadieux Councillor Chaal Cadieux Councillor Daniel Harley Councillor Mathew Gauthier</p>	<p><u>ABSENT</u> Deputy Mayor Lisa Tsetso (with reason) Councillor Dinah Carnogursky (with reason)</p>	<p><u>STAFF</u> SAO, Tammy Neal</p> <p><u>MINUTES PREPARED BY</u> SAO, Tammy Neal</p>
<p><u>GALLEY</u> NIL</p>	<p><u>DELEGATES</u> Yvonne Burke, Program Advisor NWT Housing Corporation Greg Whitlock, Regional Superintendent GNWT Department of Transportation (New Name: GNWT Department of Infrastructure)</p>	

1. CALL TO ORDER

Mayor Craig McMaster called the meeting to order at 7:03 pm

2. COUNCILLOR ABSENCES

Resolution 2017-143

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

- * Deputy Mayor Lisa Tsetso
- * Councillor Dinah Carnogursky

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

3. AGENDA ADDITIONS

There were no agenda additions

4. ADOPTION OF THE AGENDA

Resolution 2017-144

Move to accept the May 2, 2017 Regular Council Meeting agenda, as presented.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Chaal Cadieux

ALL IN FAVOUR – MOTION CARRIED

Initials: Mayor CM SAO M

5. DISCLOSURE OF CONFLICT OF INTEREST

Councillor Winnie Cadieux declared a conflict for item 9. d) as she is the President of the Gateway Jamboree Society

6. DELEGATIONS

Resolution 2017-145

a) MOTION TO MOVE INTO A COMMITTEE OF THE WHOLE MEETING AT 7:05 PM FOR THE FOLLOWING DISCUSSIONS:

- * NWT Housing Presentation - Yvonne Burke, Program Advisor
- * Greg Whitlock, Regional Superintendent

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

b) COMMITTEE OF THE WHOLE: NWT HOUSING PRESENTATION - YVONNE BURKE, PROGRAM ADVISOR

Yvonne Burke, Program Advisor for the Northwest Territories Housing Authority provided Council with various program pamphlets outlining various Housing Programs. Yvonne explained the following programs to Council: Help Program, Path Program, Care PM Program, Step Program, Care Major Program, Care Mobility Program, Safe Program, Transitional Rent Supplement Program and the Housing Choices Appeal Process. Administration may copy pamphlets for the public and may post the pamphlets on our Facebook page, or any other means of sharing the information with the public.

c) DEPARTMENT OF TRANSPORTATION: GREG WHITLOCK, REGIONAL SUPERINTENDENT

Greg explained the GNWT Department of Transportation amalgamated with the GNWT Department of Public Works and is now called the GNWT Department of Infrastructure. Council invited Greg to discuss possible plans to accommodate a possible increase in traffic as a result of Aurora Wood Pellets coming to Enterprise. Greg explained the following:

- * a Working Group has been formed to address transportation concerns and possible solutions
- * there will be a split highway constructed at the entrance of the Pellet Mill (two separate lanes, north and south bound)
- * Greg can bring forward Council's Concerns (increased loitering, traffic, possibility of an Enterprise Representative sitting on the Working Group (this would be the biggest request to bring forward))
- * Greg answered Council's questions
- * Mayor Craig McMaster explained and read the motion recently submitted to the NWTAC AGM in Inuvik, so the GNWT Department of Infrastructure is aware of the motion

Resolution 2017-146

Motion to come out of the Committee of the Whole Meeting at 8:07 pm

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Chaal Cadieux

ALL IN FAVOUR – MOTION CARRIED

Initials: Mayor CM SAO M

Resolution 2017-147

Motion to take a 5 minute break at 8:07 pm

Moved By: Councillor Daniel Harley
Seconded By: Councillor Chaal Cadieux
ALL IN FAVOUR – MOTION CARRIED

Resolution 2017-148

Motion to resume the May 2, 2017 Regular Council Meeting at 8:20 pm

Moved By: Councillor Chaal Cadieux
Seconded By: Councillor Winnie Cadieux
ALL IN FAVOUR – MOTION CARRIED

7. REPORTS

a) Mayor Report

Mayor Craig McMaster explained that he foresees a busy month:

- * NWTAC AGM: May 11-14, 2017, Inuvik Attending: Mayor Craig McMaster, Councillor Winnie Cadieux & Councillor Dinah Carnogursky
- * Asset management Technical Working Group Meeting: May 18-19, 2017, Calgary Attending: Mayor Craig McMaster
- * FMC Conference: June 1-4, 2017, Ottawa Attending: Mayor Craig McMaster

Resolution 2017-149

Motion to accept the Mayor's verbal report, as presented

Moved By: Councillor Chaal Cadieux
Seconded By: Councillor Mathew Gauthier
ALL IN FAVOUR – MOTION CARRIED

b) SAO REPORT

Resolution 2017-150

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

Moved By: Councillor Chaal Cadieux
Seconded By: Councillor Daniel Harley
ALL IN FAVOUR – MOTION CARRIED

c) FINANCIAL UPDATE

Resolution 2017-151

Motion to accept the SAO's Financial Report consisting of:

- * Program Variance Report, as at March 31, 2017

Moved By: Councillor Mathew Gauthier
Seconded By: Councillor Chaal Cadieux
ALL IN FAVOUR – MOTION CARRIED

Initials: Mayor CM SAO M

Resolution 2017-152

Motion that the SAO will provide Council with quarterly reports rather than monthly reports for the following:

- * Balance Sheet
- * Income Variance Statement
- * Project Budget Report

And the SAO will provided Council with the following monthly report:

- * a Project Summary Variance Report

Moved By: Councillor Chaal Cadieux

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

d) MOTION LIST/OUTSTANDING MOTIONS

Resolution 2017-153

Motion to accept the 2017 Motion List and the Outstanding Motions, as information. The SAO is to update Motion List to include why Council went into camera and why council went in to a committee of the whole. From this point forward reasons will be included in the minutes.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Chaal Cadieux

ALL IN FAVOUR – MOTION CARRIED

8. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

a) MARCH 29, 2017 - SPECIAL MEETING MINUTES

Resolution 2017-154

Motion to approve the March 29, 2017 Special Meeting Minutes, as presented

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

Mayor Craig McMaster would like it noted that he does not agree with section 10. a) ii.

b) APRIL 4, 2017 - REGULAR MEETING

Resolution 2017-155

Motion to approve the April 4, 2017 Regular Meeting Minutes, as presented

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Winnie Cadieux

ALL IN FAVOUR – MOTION CARRIED

Initials: Mayor CM SAO M

c) APRIL 5, 2017 - SPECIAL MEETING MINUTES

Resolution 2017-156

Motion to approve the April 5, 2017 Special Meeting Minutes, with the following changes:

- * Remove Councillor Chaal Cadieux from absences
- * Add Deputy Mayor Lisa Tsetso to the present list

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Daniel Harley

MOTION CARRIED

Councillor Mathew Gauthier abstained, as he was not present at the April 5, 2017 meeting.

9. DEFERRED BUSINESS AND TABLED ITEMS

- a) IN CAMERA - COMMERCIAL: HAMLETS ACT 2003, c.22, SECTION 25(3)(A)
- b) IN CAMERA – EMPLOYEE: HAMLETS ACT 2003, c.22, SECTION 25(3)(D)
- c) IN CAMERA – PERSONAL: HAMLETS ACT 2003, c.22, SECTION 25(3)(C)

Resolution 2017-157

Motion to go into camera at 9:00 pm to participate in the following discussions:

- a) IN CAMERA - COMMERCIAL: HAMLETS ACT 2003, c.22, SECTION 25(3)(A)
- b) IN CAMERA – EMPLOYEE: HAMLETS ACT 2003, c.22, SECTION 25(3)(D)
- c) IN CAMERA – PERSONAL: HAMLETS ACT 2003, c.22, SECTION 25(3)(C)

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

Resolution 2017-158

Motion to come out of camera at 9:30 pm

Moved By: Councillor Chaal Cadieux

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

Initials: Mayor CM SAO M

d) ANNUAL JAMBOREE (TABLED APRIL 4)

Councillor Winnie Cadieux stepped away from the Council table and moved into the delegate chair.

Resolution 2017-159

Motion for the Hamlet of Enterprise to assume the responsibility for the Annual Enterprise Gateway Jamboree, as an annual Hamlet of Enterprise Event, with this year's Jamboree being the 19th annual.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Chaal Cadieux

ALL IN FAVOUR – MOTION CARRIED

Councillor Winnie Cadieux returned to the Council table.

e) COUNCIL IPADS

The SAO explained that the purchase of iPads for Councillors was discussed at a previous meeting and Council asked for time to think about it. The SAO is seeking direction on the purchase of iPads for Council, as they would be a valuable tool, especially if they were cellular.

Council Discussed and Decided: The SAO is to bring back iPad options and costs

10. NEW BUSINESS

a) CONSTITUENCY TOUR: MAY 3, 2017

The Constituency Tour will be held at the Community Hall: 10 am for a meeting with Council and 11 am to 1 pm for lunch and a public meeting. MLA Michael Nadli, Minister Caroline Cochrane, and Minister Glen Abernathy will be in attendance.

b) BRIEFING NOTE: GRAPPLE

Council was provided a Briefing note that outline the need for a grapple and the costs.

Resolution 2017-160

Motion to purchase a grapple attachment for the community loader, for the amount of \$17,000 (before GST) as per the quote from AMI Attachments provided via email on April 4, 2017 (to Pat Coleman). Shipping would be additional to a maximum of \$5,000. The maximum total expenditure of 22,000 is to come out of the 2017/2018 Capital Plan under, "Unplanned Expenditures" and/or the FireSmarting Project if approval from MACA can be sought.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

Resolution 2017-161

To go passed 10:00 pm at 9:55 pm

Moved By: Councillor Daniel Harley

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

Initials: Mayor

CM SAO DM

c) ELECTRICAL VEHICLE CHARGER SUPPORT

The SAO provided Council with information on an EV. It was requested if Council would support such a project in Enterprise.

Council Discussed and Decided: Yes they would support such a project and the SAO should draft a letter of support.

d) AURORA COLLEGE - MICROSOFT COURSES

The SAO explained to Council that Aurora College was starting Computer and writing courses each Tuesday at 9 am for approximately 6 weeks. The first class was held today.

e) LGANT 2017 Professional Development Conference & AGM: October 3 – 5, 2017

The SAO requested permission to attend the 2017 Annual LGANT Professional Development Conference & AGM

Resolution 2017-162

Motion that the SAO attend the 2017 Annual LGANT Professional Development Conference & AGM, in Yellowknife, October 3-5, 2017

Moved By: Councillor Chaal Cadieux

Seconded By: Councillor Winnie Cadieux

ALL IN FAVOUR – MOTION CARRIED

11. STRATEGIC PLAN REVIEW

a) OPEN DISCUSSION

- i. The Strategic Plan Review is pending a date from Allan Twissell

12. BYLAWS & POLICIES

a) LAND TRANSFER UPDATE: HEARING PROCESS

Table until a Special Meeting is called

b) DISCUSSION FINAL DRAFTS OF BYLAWS: LAND ADMINISTRATION, BYLAW, ZONING BYLAW, COMMUNITY PLAN

The SAO explained that as per the last meeting with Margaret Kralt of Dillon consulting, a change to the industrial area was suggested. The suggestion is outlined on one of the maps provided. Council has to decide if they will move forward with Option A, which is to leave the residential area across the tracks as residential, or Option B to convert the residential area across the tracks to an industrial area.

Resolution 2017-163

Motion to move forward with Option B in the Community Plan that converts a residential space across the tracks to an industrial space.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Chaal Cadieux

ALL IN FAVOUR – MOTION CARRIED

Initials: Mayor cm SAO m

c) FIRST READING COMMUNITY PLAN BYLAW 2017-73

Council raised concerns about whether or not the changes to the bylaws had to be read word for word, or if the Memo from Margaret Kralt of Dillon Consulting was acceptable worded broadly.

Resolution 2017-164

Motion to table agenda items 12. a, c, d & E: Council would like to call a special meeting on Friday May 5, 2017 at 7:00 pm to discuss these items.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

d) FIRST READING LAND ADMINISTRATION BYLAW 2017-74

Council tabled via Resolution 2017-64

e) FIRST READING ZONING BYLAW 2017-75 (TABLED)

Council tabled via Resolution 2017-64

13. COUNCIL ISSUES AND CONCERNS

a) OPEN DISCUSSION

The SAO explained she forgot to discuss this issue during her SAO report. The SAO explained she really needs a new computer, her computer is very slow and seems to do what it wants to do and it is frustrating. There are no funds in the administration budget, as the budget is really small this year. The SAO obtained a quote from James Locke in the amount of \$2,534.99 + GST for a Laptop and \$617.74 + GST for 2 Docking Stations. This price does not include Microsoft Office.

Resolution 2017-165

Motion to that the SAO purchase the laptop and docking stations, as per the quote from James Locke to a maximum of \$4,000 with required software.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Winnie Cadieux

ALL IN FAVOUR – MOTION CARRIED

14. CORRESPONDENCE OUTGOING

NIL

15. CORRESPONDENCE AND INFORMATION

NIL

Initials: Mayor

CM

SAO

M

16. ADJOURNMENT

a) Upcoming Meetings

i. May 15, 2017: Facilitated Discussion

The SAO is to ask Allan Twissell if he could rebook the Facilitated Discussion for the 23 or 24th of May, if not email council for other available dates

ii. June 6, 2017: Regular Council Meeting

Resolution 2017-166

Motion that the June 6, 2017 Regular Council Meeting be rescheduled for June 8, 2017, due to travel conflicts.

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

iii. May 5 at 7:00 pm a the Special Meeting

The SAO is to call a Special Meeting on May 5, 2017 to proceed with the first reading of the tabled bylaws, if requested information is received.

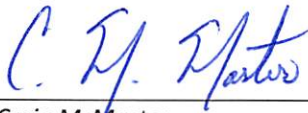
Resolution 2017-167

Motion to adjourn the May 2, 2017 Regular Meeting at 10.13 pm

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED



Craig McMaster,

Mayor



Tammy Neal,

Senior Administrative Officer



Initials: Mayor CM SAO M

"APPENDIX A"

SAO Report, as at April 30, 2017

SAO CONCERNS/COMMENTS

Since returning from annual, the office has been quite busy preparing for year end:

The SAO has worked with the Wellness and Recreation Coordinator to review the year end reporting and the new year proposals she prepared. Approximately 8 reports and 7 new funding applications have been completed, so far. There are still more reports and proposals the SAO must do.

The annual audit is scheduled to begin May 15. The SAO will be working to assist with the completion of the Bank Reconciliations in preparation for the audit. The SAO will be working with the auditor on improving the books and answering any questions the auditor might have.

Human Resources

Current Staff: 10 (4 Full time, 3 Part Time, 3 Casual)

Job Vacancies: Finance Manager

Appraisals: 0

Disciplinary Actions: 0

Advertisements

Finance Manager:

- News North Feb 6 & Feb 13, March 13 & March 20
- Hamlet Newsletter January 2017 & February 2017

Council Meeting Requests/Meetings

CN Rail – No update.

May 3 – Westly Steed (Wildfire Risk Management Coordinator) and Amanda Simpson (Communication and Public Education Coordinator), Forest Management Division and Brent Starling South Slave Region Forest Officer will be hosting a FireSmart Training Session at 6:00 pm. Council, Staff and Community Members are encouraged to attend.

Legal

Human Rights Issue – A response is anticipated at any time now. Once received, an in camera session will be held to provide Council with an update.

Trapper Project – The appraisals on the value of the Trapper are pending, along with funding proposals to purchase the Trapper.

Initials: Mayor

CM SAO M

Water License – There are outstanding issues that require attention. A request for an extension has been submitted to the Mackenzie Water Board. Gavin Olvera, Community Works Advisor, MACA is working with me to ensure the following tasks get completed within the extension request deadlines:

1. Annual Reports: 2015, 2016, 2017
2. Proposal to revise the Surveillance Network Program (SNP)
3. Revised Spill Contingency Plan
4. Revised Interim Closure and Reclamation Plan (consultant)
5. Revised Operation and Maintenance Plan for Landfill
6. Sewage Disposal Facilities Report

Bylaws

Contracting Bylaw – Legal comments have been received from the lawyer, which will be provided to the Bylaw and Policy Committee at their next meeting.

Land Bylaws – It has been suggested Margaret Kralt participate in the Public Hearing. Her availability to answer questions, or concerns would be an asset. Margaret is not available until June 6 or later. Margaret will submit a list of the changes made to each of the Land to be available for public review and to post with the Public Notice Hearing, which the Hamlet is required to post.

Financial Policies – As the Finance Manager Trainee is trained to complete various financial management duties, a policy with procedures will be drafted. The development of policies through this process will enable tailored financial policies to be drafted for the Hamlet of Enterprise, as part of the training process, acting as a reference for the trainee to refer to during the learning process. For example, this week the training focus is payroll and council/fire department honorariums, so a draft payroll/honorarium policy will be developed. All draft policies will be put into a binder in preparation for approval; draft Policies will be periodically brought to council for approval.

Training

Computer Training - Aurora College will be coming to Enterprise weekly/biweekly for the next 6 weeks to provide various computer application courses, basic writing, reading workplace documents, formatting documents, math, ect.

Fire Training: Working with limited water sources – Blair will be attending this workshop in High Level on May 7 & 8, 2017.

Bylaw Pilot Training Program – Brandon has agreed to participate in this training. Questions have been sent to MACA to inquire about starting the training.

Team Building – Pending. I have contacted Yvette Hayden to host this workshop, she has agreed. I have yet to request a quote (it has been very busy, since returning from annual). What dates would council be available to participate?

Payroll Administration – Kellie will be participating in this course. The course is being held in Hay River June 8 -15, 2017.

Initials: Mayor CM SAO M

Small Communities Fund Webinar – Kellie and Tammy will be participating in this free Webinar, hosted by the GNWT

MRA Annual AGM – Erin will be participating in this on May 17 & 18 in Fort Providence

LGANT Annual Conference and AGM – The SAO would like to attend this (discussed as an agenda item)

Community Events

Key Metrix – The Hamlet receive the software for the key cutting machine. I am waiting for a response from Public Works on changing the locks. A work plan will be submitted to Council for approval, prior to re-keying buildings.

Radio Station – Brandon continues to research this project.

Recycling Project – Brandon continues to work on this project. A proposal has been submitted to xx to purchase a bottle refill station and water coolers for each home in Enterprise.

Tablets – Pending Council discussion (on agenda for discussion)

Staff Lunches – SAO will be hosting regular Staff lunches, and staff recognition activities starting in the new year (April 1); ideas will be discussed and planned with staff – this project is pending

Boards/Committees

Development Appeal Board –to date there has been no interest in anyone wanting to sit on this committee.

South Slave Winter Games Committee - to date there has been no interest in anyone wanting to sit on this committee.

Capital Projects

An update has been provided under the Financial Report section of the agenda for this meeting. The new capital plan projects have not been acted upon, as of yet.

The SAO would like confirmation that it is a good time to proceed with drafting RFP documents for architectural design of the proposed capital projects (new hamlet office, fire hall garage extension, skating rink roof & gazebo).

Initials: Mayor CM SAO M