



**REGULAR COUNCIL MEETING AGENDA**

**August 9, 2017**

**Council Chambers 7:00 pm**

**Approve by Motion 217-258**

|   |  |  |
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| <p><b><u>PRESENT</u></b><br/>         Mayor Craig McMaster<br/>         Councillor Winnie Cadieux<br/>         Councillor Daniel Harley<br/>         Councillor Mathew Gauthier</p> | <p><b><u>ABSENT</u></b><br/>         Deputy Mayor Lisa Tsetso<br/> <i>(without reason)</i><br/>         Councillor Chaal Cadieux<br/> <i>(with reason)</i><br/>         Councillor Dinah Carnogursky<br/> <i>(with reason)</i></p> | <p><b><u>STAFF</u></b><br/>         SAO, Tammy Neal<br/><br/> <b><u>MINUTES PREPARED BY</u></b><br/>         SAO, Tammy Neal</p> |
| <p><b><u>GALLEY</u></b><br/>         NIL</p>  | <p><b><u>DELEGATES</u></b><br/>         NIL</p>  |  |

**1. CALL TO ORDER**

Mayor Craig McMaster called the meeting to order at 7:10 pm.

**2. COUNCILLOR ABSENCES**

**Resolution 2017-208 b**

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

- Deputy Mayor Lisa Tsetso, without reason
- Councillor Dinah Carnogursky, with reason
- Councillor Chaal Cadieux, with reason

**Moved By:** Councillor Mathew Gauthier

**Seconded By:** Councillor Winnie Cadieux

**ALL IN FAVOUR – MOTION CARRIED**

**3. AGENDA ADDITIONS**

**Resolution 2017-209**

Motion to add the following to the August 9, 2017 agenda:

- Tourism Operator Licence Application to 10. g)

**Moved By:** Councillor Mathew Gauthier

**Seconded By:** Councillor Daniel Harley

**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor CM SAO M

4. **ADOPTION OF THE AGENDA**

**Resolution 2017-210**

Motion to accept the agenda with one addition:

- Tourism Operator Licence Application to 10. g)

**Moved By:** Councillor Mathew Gauthier

**Seconded By:** Councillor Winnie Cadieux

**ALL IN FAVOUR – MOTION CARRIED**

5. **DISCLOSURE OF CONFLICT OF INTEREST**

None

6. **DELEGATIONS - NIL**

7. **REPORTS**

a. **Mayor's Report (to date)**

Mayor Craig McMaster stated he would like to report on the following; however, the report would be best discussed at the Committee of the Whole Meeting

- FCM
- Meeting in Calgary
- NWTAC
- Asset Management

i. **Councillor Resignation/Notice of Non Attendance**

Council Discussed and Decided:

- It is recognized there is no policy with regards to Council resignations and it would be best to implement a policy
- The SAO is to research and draft a policy or best practices for Council approval
- The Mayor needs to advise Council, at next meeting, whether or not there are resignations on council
- There was concern by a Councillor with regards to emails and information being circulated to non-council members

b. **Deputy Mayor's Report (to date)**

c. **SAO Report – Attached as "Appendix A"**

Council was provided a written report in their packages; the SAO answered questions from Council.

**Resolution 2017-211**

Motion to accept the SAO report, as at July 31, 2017, as presented.

**Moved By:** Councillor Daniel Harley

**Seconded By:** Councillor Winnie Cadieux

**ALL IN FAVOUR – MOTION CARRIED**

- i. *Project Budget Variance (tabled July 4)*
- ii. *Quarterly Balance Sheet (tabled July 4)*

Initials: Mayor CM SAO W

**iii. Quarterly Income Variance Statement (tabled July 4)**

**Resolution 2017-212**

Motion to accept, the following financial reports, as presented:

- Project Budget Variance, as at May 31, 2017 (tabled July 4)
- Quarterly Balance Sheet, as at June 27, 2017 (tabled July 4)
- Quarterly Income Variance Statement, as at June 20, 2017 (tabled July 4)

**Moved By:** Councillor Winnie Cadieux

**Seconded By:** Councillor Daniel Harley

**ALL IN FAVOUR – MOTION CARRIED**

**iv. Project Budget Variance (current)**

**Resolution 2017-213**

Motion to accept, the Project Budget Variance, as at July 31, 2017 (current), as presented.

**Moved By:** Councillor Mathew Gauthier

**Seconded By:** Councillor Winnie Cadieux

**ALL IN FAVOUR – MOTION CARRIED**

**v. Outstanding Motion Report (current)**

**Resolution 2017-214**

Motion to accept, the Outstanding Motion Report, as at July 27, 2017, as presented.

**Moved By:** Councillor Mathew Gauthier

**Seconded By:** Councillor Daniel Harley

**ALL IN FAVOUR – MOTION CARRIED**

**8. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)**

**a. June 22, 2017 Special Meeting Minutes**

Table until the September 5 Regular Meeting

**b. July 4, 2017 Regular Meeting Minutes**

Mayor Craig McMaster asked to table the minutes. Table until the September 5, 2017 Regular Meeting

**9. DEFERRED BUSINESS AND TABLED ITEMS**

NONE

**10. NEW BUSINESS**

**a. Upcoming Training**

Council Discussed and Decided:

- The SAO is to look into bringing Verbal Judo to Enterprise
- The SAO is to bring back all prices for all courses and registration deadlines
- The SAO is clarify what the November workshops are and the webinar possibilities

Initials: Mayor CM SAO M

#### Resolution 2017-215

Motion that the SAO participate in the online courses offered in the Leadership Training Programs:

- Community Development
- Leadership
- Communications
- Strategic Planning

**Moved By:** Councillor Winnie Cadieux

**Seconded By:** Councillor Mathew Gauthier

**ALL IN FAVOUR – MOTION CARRIED**

#### b. Motion: Small Communities Fund Contribution Agreement \$125,000

##### Resolution 2017-216

Motion to enter into the new Building Canada Fund/Small Communities Fund Contribution Agreement in the amount of \$125,000 with the Government of the Northwest Territories. The funding is to be utilized for the purpose of the design and/or construction of the new Hamlet Office.

**Moved By:** Councillor Winnie Cadieux

**Seconded By:** Councillor Mathew Gauthier

**ALL IN FAVOUR – MOTION CARRIED**

#### c. Briefing Note: Trail & FireSmarting Equipment

Table until September 5, 2017 Regular Meeting

#### d. Land Use Permit Application: Patterson Sawmill

Council Discussed and Decided:

There are no direct concerns with the permit applications; however, please request they:

- Drive safely in our community
- Consult with appropriate First Nations

#### e. In Camera: Development Update - Commercial: *Hamlets Act 2003, c.22, Section 25(3)(a)*

#### f. In Camera: Facilitated Discussion Results – Personal: *Hamlets Act 2003, c.22, Section 25(3)(D)* (tabled July 4)

##### Resolution 2017-217

Motion to go into camera at 8:07 pm to discuss the following:

- In Camera: Development Update - Commercial: *Hamlets Act 2003, c.22, Section 25(3)(a)*
- In Camera: Facilitated Discussion Results – Personal: *Hamlets Act 2003, c.22, Section 25(3)(D)*

**Moved By:** Councillor Mathew Gauthier

**Seconded By:** Councillor Daniel Harley

**ALL IN FAVOUR – MOTION CARRIED**

##### Resolution 2017-218

Motion to come out of camera at 8:30 pm.

**Moved By:** Councillor Daniel Harley

**Seconded By:** Councillor Winnie Cadieux

**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor CM SAO M

**Resolution 2017-219**

Motion that the SAO and Mayor draft a response to Mr. Mapes' emails dated July 11 and 21, 2017 with the advice of legal representation.

**Moved By:** Councillor Daniel Harley

**Seconded By:** Councillor Winnie Cadieux

**ALL IN FAVOUR – MOTION CARRIED**

The Facilitated Discussion Report is tabled to the Special Meeting.

**Resolution 2017-220**

Motion that the revised Facilitated Discussion Report, received July 4, 2017 remain confidential.

**Moved By:** Councillor Winnie Cadieux

**Seconded By:** Councillor Daniel Harley

**ALL IN FAVOUR – MOTION CARRIED**

**g. Tourism Operator License**

Council Discussed and Decided:

There are no direct concerns with the permit applications; however, please request they:

- Make every attempt to utilize local businesses
- Share presentation on Enterprise to ensure accurate information is provided to tourists
- Consider a meet and greet with the Hamlet Office

**11. STRATEGIC PLAN REVIEW**

**a. Strategic Plan: Final Draft - NIL**

**12. BYLAWS & POLICIES**

**a. Second Reading Land Administration Bylaw 2017-74**

**Resolution 2017-221**

Motion to move forward with the second reading of the Land Administration Bylaw 2017-74.

**Moved By:** Councillor Mathew Gauthier

**Seconded By:** Councillor Daniel Harley

Motion read out loud by Mayor Craig McMaster

**ALL IN FAVOUR – MOTION CARRIED**

**b. Second Reading Zoning Bylaw 2017-75**

**Resolution 2017-222**

Motion to move forward with the second reading of the Zoning Bylaw 2017-75.

**Moved By:** Councillor Winnie Cadieux

**Seconded By:** Councillor Mathew Gauthier

Motion read out loud by Councillor Mathew Gauthier

**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor CM SAO M

**c. Second Reading Community Plan Bylaw 2017-73**

**Resolution 2017-223**

Motion to move forward with the second reading of the Community Plan Bylaw 2017-73.

**Moved By:** Councillor Mathew Gauthier

**Seconded By:** Councillor Winnie Cadieux

Motion read out loud by Councillor Mathew Gauthier

**ALL IN FAVOUR – MOTION CARRIED**

**13. COUNCIL ISSUES AND CONCERNS**

**a. Open Discussion**

- Registered Psychologist: updated on upcoming services
- Electric Car Plug: If Council would like to pursue they need to take the initiative
- Request Presentation from MACA: Dump

**14. CORRESPONDENCE OUTGOING – NIL**

**15. CORRESPONDENCE AND INFORMATION – NIL**

**16. ADJOURNMENT**

**a. Upcoming Meetings**

*i. Regular Meeting: September 5, 2017*

*ii. Hay River Wellness Committee: September 13, 2017 in Enterprise*

Council agreed to September 13, 2017 at 7:00 pm.

*iii. Fire Chief Meeting: TBA*

Council agreed to August 29, 2017 at 7:00 pm.

*vi. Bylaw Committee Meeting: TBA*

Table to Special Meeting August 22, 2017.

*vii. Special Meeting*

Council agreed to Tuesday August 22, 2017 at 1:00 pm

**Resolution 2017-224**

Motion to adjourn the August 9, 2017 Regular Council Meeting at 9:00 pm.

**Moved By:** Councillor Winnie Cadieux

**Seconded By:** Councillor Mathew Gauthier

**ALL IN FAVOUR – MOTION CARRIED**

Craig McMaster,  
Mayor

Tammy Neal,  
Senior Administrative Officer



SEAL

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**“APPENDIX A”**  
**SAO Report, as at July 31, 2017**  
**For August 9, 2017 Council Meeting**

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*SAO CONCERNS/COMMENTS*

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**Audit Update:** Ashton Chartered Accountants began the audit on July 5th.  
**SAO Sick:** July 18 to 21, 2017 the SAO was off sick

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*Human Resources*

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**Current Staff:** 16 (4 Full time, 8 Part Time, 0 Casual, Full Time Seasonal)  
**Job Vacancies:** NIL  
**Appraisals:** 0  
**Disciplinary Actions:** 0

Program Coordinator Assistant has been advertised on the Hamlet bulletin boards, Facebook and in the Newsletters for the past several months. To assist with programs the following positions have been filled:

- 1 Summer Student has been hired (term June 25 to Aug 31)
  - 1 Part Time Assistant has been hired (term until March 31, 2018)
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*Projects*

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**Aboriginal Day** – Dallas Arcand; World Champion Hoop Dancer, Nathaniel Cunningham; Country Singer and Dave Herman; Entertainer/MC performed on Aboriginal Day. The event was successful and attended by many from outside of Enterprise. There were 24 youth at the hoop making workshop and approximately 75 people who attended the performances.

**Recreation Center bricks** – Public Works will be removing bricks in front of the door way in order to re-level the ground. This will prevent the door from sticking in the winter and allow for the handi-capped door to work properly. Environmental Health advised the door needs to work. - **Pending Capacity**

**Crack Sealing the Roads** – The SAO has been in discussion with Public Works, regarding fixing the cracks on the roads. Quotes have been sought from 3 sources and the project may be contracted out, if it is more economical. – **Pending Quotes**

**Ditch Maintenance** – Hired Cliff's Custom Cutting to cut the grass in the ditches; he is the only person in the community with the proper equipment and the quote was more economical than manual labour.

**FireSmarting** – The FireSmart Program is making good progress. The preliminary work in Block 4, Lot 5236 is complete and the crew has started the preliminary work in Block 4, Lot 4606. Preliminary work means the crew has taken out dead trees, fallen trees, brushed and cleaned up the site. The next steps would be to go thru the property to identify whether other trees need to be cut and removed. The brush needs to be removed on both sites and the crew will do what they can, but require equipment to proceed further (briefing notes provided: trail/park & firesmarting equipment)

**Small Communities Fund Signage:** As a recipient of the Small Communities Federal Funding (with regards to the New Hamlet Office Project) the Hamlet is required to install a sign at the construction site (proposed). The Senior Policy Specialist Directorate of Municipal and Community Affairs, Chris Hewitt worked with the SAO to ensure the sign was developed according to guidelines. Chris worked with NWT Association of Communities who coordinated the production, of the 13 signs for projects within the NWT. Chris delivered the sign to the Hamlet Office on July 14<sup>th</sup> Enterprise Public Works Department built a frame for the sign and the sign is now installed at the proposed new hamlet office site (if the site changes, the sign can be moved).

**Beaver** – There is a beaver dam that has clogged the culvert along the rails again. ENR has been contacted and they will come

Initials: Mayor CM SAO SM

break the dam and try to trap or shoot the beaver/s. A local with a GHL who will eat the beaver will also be asked, by ENR, to try to shoot the beaver/s. The SAO has attempted to contact CN Rail again. ENR will try to find us a Hay River contact, as well.

**NWT BDIC Visits** – Starting September 11, 2017, a representative from Northwest Territories Business Development and Investment Corporation will visit Enterprise on a monthly bases. The purpose of the visits are to assist individuals who are interested in opening a business.

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### Capital Projects

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**Outstanding Water Licence Requirements** – MACA has been working with the SAO to meet the requirements of the Hamlet's Water Licence. To date the following has been completed:

- a letter requesting an extension to the requirement deadlines
- a letter requesting an amendment to the water license with regards to remediation of the solid waste site
- the following draft Operation and Maintenance Plans have been submitted to the Mackenzie Valley Water Board for a preliminary review to see if anything else is required prior to their final submissions: Spill Contingency Plan, Solid Waste Plan and a Wastewater Plan
- draft water licence reports for 2014, 2015 and 2016 have been produced and require a final review by the SAO and the Public Works Department prior to submission to the Mackenzie Valley Land and Water Board to see if anything else is required prior to their final submissions

**Hazardous Materials** – The Hamlet is looking at having the old paint and some old batteries taken away from the dump with the expired fire department foam; however, the whole project is on hold, pending confirmation of a particular items (the assumed batteries). The SAO is having a hard time identifying what these items are and if they are even batteries. It has been said they are possibly bouys, or bouy batteries for the navigation system along the Mackenzie River for the barge. An email has been sent to Mackenzie Valley Water Board, Environment and Natural Resources and to the Hay River Coast Guard for help in identifying these items (batteries). - *Pending Clarification and a quote*

**De-Sludging Berm** – The berm for the de-sludging is now complete.

**Sludge Management Plan** – The SAO has been advised that a Sludge Management Plan must be developed and submitted to the Mackenzie Valley Land and Water Board for approval 90 days prior to the sludging taking place; the SAO is looking into creating this document. It is likely the de-sludging will not take place until next summer.

**Sewage Shoot Construction** - A Request for Quotes has been circulated to community businesses for this job. If there is no suitable candidate found, the job will be contracted outside of the community. The deadline for quote submissions is August 7, 2017.

**Storage Garage Roof** – A Request for Quotes has been circulated to community businesses for this job. If there is no suitable candidate found, the job will be contracted outside of the community. The deadline for quote submissions is August 14, 2017.

**Key Metrix** – Waiting for an online license to access the software required to cut keys.

**Trapper Project:** The Hamlet received 2 appraisals conducted on the Trapper. The issue will be put on the September 5, 2017 Agenda

**Weigh Scale Building** – July 13, 2017 papers were signed to transfer the weigh scale building and the land to the Hamlet of Enterprise.

**Registered Psychologist** – A Registered Psychologist has been retained to provide staff teambuilding, training and counselling services within the community. This is a piolet project that will last six months then be re-assessed. The project is meant to fill the gap in services due to the vacant positions within the GNWT.

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### Training

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June 15 – Webinar Small Communities Funding (SAO & Finance Manager Trainee)

August 14 – Trauma Informed Parent: Understanding Trauma and How it Effects children

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Meetings

| MONTH | DAY | ORGANIZATION   | DESCRIPTION    | TOPIC   |
|-------|-----|--|----------------|---|
| June  | 8   | Public Works   | Meeting        | Staff Meeting   |
|       | 14  | Fire Chief<br>FireSmarting Supervisor                                  | Meeting        | FireSmarting Update   |
|       | 15  | Fire Chief   | Meeting        | Fire Department Update  |
|       | 20  | MVLWB and MACA   | Teleconference | Water Licence Requirements  |
|       | 22  | CIBC Bank  | Meeting        | Investments, CMO Toggles  |
|       | 23  | Public Works   | Meeting        | Staff Meeting   |
|       | 23  | Brownlee LLP   | Teleconference | AWP Development Permit  |
|       | 26  | MVLWB, ENR, MACA   | Meeting        | Annual Inspection Solid & Liquid Waste Sites  |
|       | 26  | Fire Chief<br>FireSmarting Supervisor                                  | Meeting        | FireSmarting Update   |
|       | 26  | Wellness Coordinator<br>NWT Regional<br>Psychologist                   | Meeting        | Programs, Support Services  |
|       | 26  | Wellness Coordinator   | Meeting        | Canada Day  |
|       | 26  | MVLWB, ENR, MACA<br>Public Works                                       | Meeting        | Results of Annual Inspection of Solid & Liquid Waste Sites and Water Licence Requirements                                   |
|       | 27  | MACA, Public Works   | Meeting        | Reviewed outstanding Water Licence Reports Filled out what we could   |
|       | 28  | AWP, Northern News   | Meeting        | Mayor signed MOU with AWP   |
|       | 30  | Fire Chief   | Meeting        | Fire Department Update: Request to Meet with Council  |
| MONTH | DAY | ORGANIZATION   | DESCRIPTION    | TOPIC   |
| July  | 4   | Program Coordinator<br>Assistant                                       | Meeting        | Update and Clarification on upcoming training and needs while Wellness Coordinator is on maternity leave. Discussed issues. |
|       | 5-7 | Ashton Chartered<br>Accountants  |                | Answering Questions and Assisting   |
|       | 5   | Enterprise Council, Dillon<br>Consulting and<br>Enterprise Residents   | Meeting        | Public Hearing  |
|       | 6   | Department of Lands<br>and Dillon Consulting                           | Meeting        | Brought me maps, discussed public hearing, bylaw questions, new Regional Superintendent of Lands, etc.                      |
|       | 6   | Dillon Consulting  | Meeting        | AWP Inspection Results  |
|       | 13  | Public Works   | Meeting        | Staff Meeting   |
|       | 14  | Policy Specialist<br>Directorate of Municipal<br>and Community Affairs | Meeting        | Small Communities Funding Program and the delivery of the Enterprise New Hamlet Office Project Signage.                     |
|       | 17  | Office Assistant Meeting   | Meeting        | Personal Issue  |
|       | 17  | BDIC   | Meeting        | Regular Business Development Officer Visits   |
|       | 24  | FireSmart Supervisor   | Meeting        | Hiring/Shortage of Staff  |
|       | 28  | McLennan Ross  | Teleconference | Human Rights Case: Response   |
|       | 31  | Jamboree Society<br>Jamboree Coordinator                               | Meeting        | Upcoming Jamboree Planning  |

Boards/Committees

NIL

Initials: Mayor CM SAO M