



REGULAR COUNCIL MEETING MINUTES
November 14, 2017
Council Chambers 7:00 pm
Approve by Motion 2017-315

<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 (without reason) Councillor Dinah Carnogursky (without reason)</p>	<p><u>STAFF</u> SAO, Tammy Neal Public Works Maintainer, Brian Johns</p> <p><u>MINUTES PREPARED BY</u> SAO, Tammy Neal</p>
<p><u>GALLEY</u> NIL</p>	<p><u>DELEGATES</u> Gavin Olvera, Community Works Advisor, Municipal and Community Affairs</p>	

1. CALL TO ORDER

Mayor Craig McMaster called the November 14, 2017 Regular Council Meeting to order at 7:03 pm.

2. COUNCILLOR ABSENCES

Resolution 2017-282

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

- * Deputy Mayor Lisa Tsetso, without reason
- * Councillor Dinah Carnogursky, without reason

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Chaal Cadieux

ALL IN FAVOUR – MOTION CARRIED

3. AGENDA ADDITIONS

No Additions

4. ADOPTION OF THE AGENDA

Resolution 2017-283

Motion to approve the November 14, 2017 Regular Meeting Agenda, as presented.

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST

Councillor Mathew Gauthier declared an interest in item 10.d) In Camera – SAO Lieu Time: Hamlets Act 2003, c.22, Section 25(3)(d), as the SAO is his mother.

Initials: Mayor  SAO 

6. DELEGATIONS

- a. Committee of the Whole: Dump Presentation - Gavin Olvera, Community Works Advisor, Municipal and Community Affairs.

Resolution 2017-284

Motion to move into a Committee of the Whole Meeting at 7:10 pm.

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

Mayor Craig McMaster introduced Gavin Olvera. Gavin presented his power point presentation to council. The presentation included:

- Municipal and Solid Waste Attendant Training/Safety Operations
- Personal Protective Equipment
- Waste Management
- Waste Management Planning
- Facility Operations
- Operational Activities
- Waste Types
- Best Practices and Priorities

Resolution 2017-285

Motion to come out of camera at 8:05 pm

Moved By: Councillor Daniel Harley

Seconded By: Councillor Winnie Cadieux

ALL IN FAVOUR – MOTION CARRIED

Resolution 2017-286

Motion to take a 5 minute break at 8:05 pm

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Winnie Cadieux

ALL IN FAVOUR – MOTION CARRIED

Resolution 2017-287

Motion to resume the November 14, 2017 Regular Council Meeting at 8:14 pm.

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

7. REPORTS

- a. Mayor's Report

Mayor Craig McMaster explained he attended the Asset Management (FCM) meeting in Quebec City.

Resolution 2017-288

Motion to approve the Mayor's verbal report, as information.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

b. Deputy Mayor's Report

There was no Deputy Mayor's Report

c. SAO Report

i. Written Report

Resolution 2017-289

Motion to approve the SAO Report as at, October 31, 2017, as information.

Moved By: Councillor Daniel Harley

Seconded By: Councillor Winnie Cadieux

ALL IN FAVOUR – MOTION CARRIED

ii. Project Variance Report

Resolution 2017-290

Motion to approve the Project Variance Report, as at October 31, 2017, as information.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

d. Fire Chief Report

i. Written Monthly

ii. Meeting Minutes – October 2, 2017

iii. Meeting Minutes – October 16, 2017

iv. Meeting Minutes – October 23, 2017

v. Meeting Minutes – October 30, 2017

Resolution 2017-291

Motion to approve the following Fire Chief Reports, as information:

- * Fire Department October Monthly Report
- * Meeting Minutes – October 2, 2017
- * Meeting Minutes – October 16, 2017
- * Meeting Minutes – October 23, 2017
- * Meeting Minutes – October 30, 2017

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

- e. Recreation/Wellness Reports
- i. *Active After School Program*
 - ii. *Wellness Report*

Resolution 2017-292

Motion to accept the following Recreation/Wellness reports, as information:

- * Active After School Program
- * Wellness Report

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Chaal Cadieux

ALL IN FAVOUR – MOTION CARRIED

8. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

- a. October 19, 2017 Regular Meeting Minutes

Resolution 2017-293

Motion to accept the October 19, 2017 Regular Meeting Minutes, as presented.

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

9. DEFERRED BUSINESS AND TABLED ITEMS

- a. After School Program Policies

The SAO explained the policies were provided by Education Culture and Employment (ECE) and were formatted to accommodate Enterprise. The policies are to help minimize liability issues and provide structure to move towards licensing the After School Program.

There were questions raised regarding how the program would work for children who may not be regular participants in the program, rather participate on a drop in basis. The SAO explained she was unsure, that a meeting with the funder was pending; however, no child would be denied access to the program.

It was agreed the policies would likely require some revisions, as they are used, because they are being newly implemented.

Resolution 2017-294

Motion to approve the After School Program Policies, including the Enterprise Community Hall Emergency Procedures, as presented, with the following addition:

- * Add Attachment A – Registration Form
- * Create a policy for “Drop Ins”

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

10. NEW BUSINESS

a. Energy Audit Community Center

The SAO explained that in order to become licensed for the After School Program, they require wire mesh on the lights at the Community Hall. It was decided to see if Arctic Energy had funding to assist in a lighting retrofit; however, prior to being able to help, they would have to conduct an Energy Audit. An Energy Audit was conducted and fully funded, so it did not cost any money to the Hamlet. The final Energy Audit has been provided to Council. There are good ideas in the document to save money, including the lighting retrofit, which has been approved as a project they could support. Arctic Energy has agreed to pay 50% of the cost of retrofitting the lights at the Community Hall.

Resolution 2017-295

Motion to accept the Energy Audit for the Community Center dated October 2017, as information. Administration is to implement recommendations as the current budget allows and Council is to recognize this Energy Audit in the Annual Budget process.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Chaal Cadieux

ALL IN FAVOUR – MOTION CARRIED

b. Resignation - Councillor Mathew Gauthier

Resolution 2017-296

Motion to accept the resignation of Councillor Mathew Gauthier, effective the date of the swearing in of the newly elected council in January 2018.

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Chaal Cadieux

ALL IN FAVOUR – MOTION CARRIED

c. SAO Training

Council approved training the SAO was supposed to attend in Yellowknife at the beginning of November; however, the training was cancelled. The Regional Superintendent provided other training options coming up at the end of November in Yellowknife that are included in the Council packages. The SAO explained that she was already in an 8 week training program and feels the timing is bad. She currently feels overwhelmed with training and duties and hopes Council will wait to approve more training.

Council Discussed and Decided: The SAO can inform Council when she is ready to take more training.

d. In Camera – SAO Lieu Time: Hamlets Act 2003, c.22, Section 25(3)(d)

e. In Camera – Hazardous Waste Removal Quote: Hamlets Act 2003, c.22, Section 25(3)(a)

Resolution 2017-297

Motion to move into camera at 8:45 pm to discuss the following:

1. In Camera – SAO Lieu Time: Hamlets Act 2003, c.22, Section 25(3)(d)
2. In Camera – Hazardous Waste Removal Quote: Hamlets Act 2003, c.22, Section 25(3)(a)

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

Mathew Gauthier left the room at 8:45 pm Re: item 10.d)

Mathew Gauthier returned to the room at 9:15 pm Re: item 10.e)

Resolution 2017-298

Motion to move out of camera at 9:32 pm.

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

Resolution 2017-299

Motion that the SAO be paid out for 214.5 hours of accumulated lieu time (\$10,999.56), as there is less than five months left in the current fiscal year and she will likely not be able to utilize these lieu credits via paid time off.

Moved By: Councillor Chael Cadieux

Seconded By: Councillor Daniel Harley

MOTION CARRIED

Councillor Mathew Gauthier Abstained, as per his declaration of conflict in item 5.

Resolution 2017-300

Motion that the SAO move forward with the quote from KBL for a maximum of \$10,000, including the removal of batteries, plus GST. The expense is to be paid for out of the Capital Budget: Water License Requirements/Solid Waste Improvements.

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

f. 2018 Regular Council Meeting Dates

Resolution 2017-301

Motion to accept the 2018/2019 Meeting dates with the addition of Tuesday January 9, 2018.

Moved By: Councillor Daniel Harley

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

g. Christmas Closure

Resolution 2017-302

Move to accept that the Hamlet Office will be closed for the Christmas Holidays from December 21, 2017 to January 1, 2018 and staff will be paid holiday pay accordingly.

Moved By: Councillor Daniel Harley

Seconded By: Councillor Winnie Cadieux

ALL IN FAVOUR – MOTION CARRIED

h. Christmas Dinner – Saturday December 16, 2017

(3 pm Santa/Entertainment, 5:00 pm Supper, 5:30 Recognitions)

The SAO explained she put this on the agenda, so council is aware of the dinner; council, staff, fire department volunteers and volunteers will be recognized at the dinner.

i. Election – Public Candidate Panel

Resolution 2017-303

Motion that administration coordinate an Election Candidate Panel to provide the opportunity for community members to hear the election candidate goals (providing there will be an election vs acclamations).

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Chael Cadieux

ALL IN FAVOUR – MOTION CARRIED

11. STRATEGIC PLAN REVIEW - NIL

a. Final Draft – Strategic Plan

Table

12. BYLAWS & POLICIES - NIL

13. COUNCIL ISSUES AND CONCERNS

a. Open Discussion

- * Look into what happened to the Recycling Project Status initiated by Kakisa

14. CORRESPONDENCE OUTGOING - NIL

15. CORRESPONDENCE AND INFORMATION

a. FireSmart Community (Official Letter)

b. Report on the Progress of Recovery Strategy Implementation for the Woodland Caribou (in council binder)

c. School of Community Government Online Survey Results

16. ADJOURNMENT

a. Upcoming Meetings

- i. Regular Meeting: December 5, 2017
- ii. Regular Meeting: January 2, 2018
- iii. Regular meeting January 9, 2018
- iv. Bylaw Committee Meeting – TBA

Resolution 2017-304

Motion to adjourn at 9:54 pm

Moved By: Councillor Daniel Harley

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED





Winnie Cadieux, Mayor



Tammy Neal, Senior Administrative Officer



Initials: Mayor  SAO 

“APPENDIX A”
SAO Report, as at October 31, 2017
For October November 14 (Nov 7 Rescheduled), 2017 Council Meeting

SAO CONCERNS/COMMENTS

The SAO was on annual from October 9 -30, 2017, so activities were minimal.

Human Resources

Current Staff: 11 (4 Full time, 6 Part Time, 0 Casual, 1 Seasonal)

Job Vacancies: Administrative Assistant

Our Heavy Equipment Operator’s last day of being a permanent part time worker was October 13; he moved south, but agreed to stay with the Hamlet of Enterprise as a seasonal worker and return next Spring.

Projects

Automatic Handi Capped Door – This door has been an ongoing issue for years. Various contractors, over the years, have looked at it and could not fix it. The current contractor explained the automatic door components are not compatible with the door (wrong door). He is looking into solutions. The Hamlet may have to purchase a proper door, which could be costly. – **Pending Update from Contractor**

Recreation Center bricks – Put off until next Spring.

Beaver – There is a beaver dam that has clogged the culvert along the railway. The dam was broken some time ago, but we are not sure by whom. The beaver is still around; ENR has been contacted to ensure it is still ok to kill the beaver. – **Pending Response**

NWT BDIC Visits – Industry, Tourism and Investment started sending an Economic Development Officer (EDO) to Enterprise. The first visit was September 11. The visits are for anyone wanting to learn more about funding programs, mentorship and training opportunities and is able to come talk to the EDO. The Economic Development Officer cancelled November 6, but is still scheduled to visit December 4 from 12:00 noon to 3:00 pm.

Registered Psychologist – A Registered Psychologist has been retained to provide Counselling Services within the community. Services will began on October 6 future sessions based on need and availability. So far she has been booked when she comes; however, there have been no shows. Clients are allowed one no show. So far, there appears to be a need for the service.

Newsletter – An issue went out the beginning of November.

Energy Audit – The Energy Audit is complete for the Community Center. We have been approved funding to retrofit the lights (to become licenced for the After School Program through ECE). This item has been placed on the Nov 14 (this meeting) agenda for further discussion.

Capital Projects

Outstanding Water Licence Reports – All reports and plans below have been completed and submitted to the Mackenzie Valley Land and Water Board and posted to their website for comments. The SAO has been working with MACA to respond to the comments. There are approximately 50 recommendations that require comments.

An extension to respond has been requested and approved. The new deadline to respond is December 4th.

- Operation and Maintenance Plan – Spill Contingency Plan
- Operation and Maintenance Plan – Solid Waste Facility
- Operation and Maintenance Plan – Wastewater
- 2014 Annual Report
- 2015 Annual Report
- 2016 Annual Report

Hazardous Materials – The Hamlet is still waiting for a quote to have the following removed from the dump: batteries, paint, fire retardant foam, old metal, vehicles and all white metal. November 6th the contractor was reminded we are waiting for a quote.

The Public Works Department will be working on removing electronics and tires; the bottle depot takes electronics and Kal Tire will take our tires for a small fee of 4\$ per tire and \$16-\$18 if they have rims.

De-Sludging Berm – The berm for the de-sludging is now complete the sides are being built up.

De-Sludging the Sewage Lagoon – *Postponed until Spring*

Sludge Management Plan – The SAO submitted a draft Sludge Management Plan to the Mackenzie Valley Land and Water Board (MVLWB) and to ENR for review prior to its submission to the MVLWB. The SAO has to make changes to this report, as recommended.

Storage Garage Roof – Complete



RFP for Architectural – The SAO started working on this again and is hoping to present the RFP to council for approval prior to the election date. The SAO is waiting for information from an architect with regards to some items to include in the RFP.

Training

MONTH	DATE	STAFF MEMBER	COURSE DESCRIPTION
Completed			
October	2-5	Tammy Neal, SAO	LGANT Conference
October	17-19	Kellie Steinwand, Finance Manager	MACA Quarterly Workshops
UPCOMING			
November January	14 23	Tammy Neal, SAO Blair Porter, Fire Chief Kellie Steinwand, Finance Manager Trainee Erin Porter, Recreation/Wellness Coordinator	Online Communications Course
November January	21 30	Tammy Neal, SAO Blair Porter, Fire Chief	Online Leadership Course
November	15-22	Kellie Steinwand, Finance Manager Trainee	Accounting Cycle 1, Yellowknife
November December	27 1	Brandon Kimble, HEO Operator	Heavy Equipment Operator, Enterprise

Meetings

MONTH	DAY	ORGANIZATION	DESCRIPTION	TOPIC
October	6	Staff Member	Meeting	Discipline
	10	Staff Member	Meeting	Discipline
	31	Staff Member	Meeting	Probationary Period

Boards/Committees

NIL