



REGULAR COUNCIL MEETING MINUTES

December 5, 2017

Council Chambers 7:00 pm

Approve by Motion 2018-014

<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</p> <p><u>MINUTES PREPARED BY</u> SAO, Tammy Neal</p>
<p><u>GALLEY</u></p>	<p><u>DELEGATES</u></p>	

1. CALL TO ORDER

Mayor Craig McMaster called the December 5, 2017 Regular Council Meeting to order at 7:01 pm

2. COUNCILLOR ABSENCES

Resolution 2017-305

Move 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 Winnie Cadieux

ALL IN FAVOUR – MOTION CARRIED

3. AGENDA ADDITIONS

10. b) Addition of the resignation of Councillor Winnie Cadieux

4. ADOPTION OF THE AGENDA

Resolution 2017-306

Move to accept the December 5, 2017 Regular Council Meeting Agenda, with one addition:

10. b) Addition of the resignation of Councillor Winnie Cadieux

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST

No conflicts declared

Initials: Mayor AC SAO TM

6. DELEGATIONS

Nil

7. REPORTS

a. Mayor's Report

Mayor Craig McMaster requested an in camera discussion.

Resolution 2017-307

Motion to go into camera at 7:07 pm

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Chael Cadieux

ALL IN FAVOUR – MOTION CARRIED

Mayor Craig McMaster asked Tammy Neal, SAO to leave the room.

SAO Tammy Neal left the room at 7:08 pm.

SAO Tammy Neal was asked to return to the room at 7:22 pm

Resolution 2017-308

Motion to come out of camera at 7:27 pm

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

b. Deputy Mayor's Report

NIL

c. SAO Report

i. Written Report

SAO Tammy Neal explained that the contractor requested to provide a presentation on computer options was unable to provide a presentation. The SAO requested quotes, but has still not received any. The SAO is requesting direction; move forward with laptops within budget?

Council Discussed and Decided: The SAO is to move forward with the purchase of the laptops/ipads (big enough to read a document)

SAO Tammy Neal requested permission to attend a Plan Build and Maintain Course in Yellowknife January 9, 2018. The Course outline was provided to Council and covers the following topics: Principals of Asset Management, Capital Asset inventory and Accounting, Capital Planning Fundamentals, Financial Planning and Capital Reporting, Purpose of Project Management, Principles of Tendering, Requesting Proposals, Awarding Contracts and Maintaining Records.

Mayor Craig McMaster explained that NWTAC was hosting a workshop in the Spring regarding Asset Management. The course will be held in Hay River.

Council Discussed and Decided: The SAO is to call the NWTAC to see what course NWTAC is offering first to compare the training and to see if the courses overlap.

Initials: Mayor nc SAO tm

Resolution 2017-309

Motion that the SAO attend the Community management Program in Yellowknife on January 10-15, 2018. The SAO is to call the NWTAC to see what course they are offering, first, to compare the training to see if the courses overlap in order to make a sound decision on attending the course.

Moved By: Councillor Winnie Cadieux

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

Resolution 2017-310

Move to accept the SAO written report as presented

Moved By: Councillor Chaal Cadieux

Seconded By: Councillor Winnie Cadieux

ALL IN FAVOUR – MOTION CARRIED

ii. Project Variance Report

Resolution 2017-311

Move to accept the Variance Report, as at November 29, 2017, as presented.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

iii. Outstanding Motion List, as at November 29, 2017

Resolution 2017-312

Move to accept the Outstanding Motion List, as at November 29, 2017, as presented.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Winnie Cadieux

ALL IN FAVOUR – MOTION CARRIED

iv. Motion List, as at November 29, 2017

Resolution 2017-313

Move to accept the Motion List, as at November 29, 2017, as presented.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

d. Fire Chief Report

i. Written Monthly – November 2017

ii. Meeting Minutes – November 6, 2017

iii. Meeting Minutes – November 20, 2017

iv. Meeting Minutes – November 27, 2017

Initials: Mayor  SAO 

Resolution 2017-314

Move to accept the following Fire Chief Reports, as information:

- * Written Monthly – November 2017
- * Meeting Minutes – November 6, 2017
- * Meeting Minutes – November 20, 2017
- * Meeting Minutes – November 27, 2017

Moved By: Councillor Daniel Harley

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

e. Recreation/Wellness Reports - NIL

8. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

a. November 14, 2017 Regular Meeting Minutes

Resolution 2017-315

Move to accept the November 14, 2017 Regular Meeting Minutes, as presented.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Winnie Cadieux

ALL IN FAVOUR – MOTION CARRIED

9. DEFERRED BUSINESS AND TABLED ITEMS

10. NEW BUSINESS

a. In Camera – New Hamlet Office RFP: Hamlets Act 2003, c.22, Section 25(3)(e)

Resolution 2017-316

Motion to go into camera at 7:43 pm to discuss the following:

- * New Hamlet Office RFP: Hamlets Act 2003, c.22, Section 25(3)(e)

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

Resolution 2017-317

Motion to come out of camera at 7:50 pm.

Moved By: Councillor Chaal Cadieux

Seconded By: Councillor Daniel Harley

ALL IN FAVOUR – MOTION CARRIED

Initials: Mayor nc SAO mm

Resolution 2017-318

Motion to hire Greg Haist, as per the quote dated November 29, 2017 to draft an RFP for the Architectural Design of the New Hamlet Office Building.

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Chaal Cadieux

ALL IN FAVOUR – MOTION CARRIED

b) Resignation of Councillor Winnie Cadieux

Resolution 2017-319

Move to accept the resignation of Councillor Winnie Cadieux, as a Hamlet Councillor, as per the Local Authorities Elections Act R.S.N.W.T. 1988,c.L-10

Moved By: Councillor Daniel Harley

Seconded By: Councillor Mathew Gauthier

ALL IN FAVOUR – MOTION CARRIED

11. STRATEGIC PLAN REVIEW - NIL

- a. Final Draft – Strategic Plan

12. BYLAWS & POLICIES - NIL

13. COUNCIL ISSUES AND CONCERNS

- a. Open Discussion

* Councillor Chaal Cadieux expressed that the Christmas lights look awesome on the highway.

14. CORRESPONDENCE OUTGOING - NIL

15. CORRESPONDENCE AND INFORMATION

- a. World Town Planning Day Webinar Power Point (in binder for information)
- b. Municipal Solid Waste Operations and Maintenance Power Point Presentation (in binder for information)

16. ADJOURNMENT

- a. Upcoming Meetings

- i. Regular Meeting: January 2, 2018
- ii. Regular Meeting: January 9, 2018
- iii. Enterprise Presentation of Signs/Fire Department Award Lunch: January 10, 2018 Noon Community Hall
- iv. Bylaw Committee Meeting – TBA

Initials: Mayor nc SAO ml

Resolution 2017-320

Motion to adjourn at 7:55 pm

Moved By: Councillor Mathew Gauthier

Seconded By: Councillor Winnie Cadieux

ALL IN FAVOUR – MOTION CARRIED



Winnie Cadieux,
Mayor



Tammy Neal,
Senior Administrative Officer



Initials: Mayor  SAO 

"APPENDIX A"
SAO Report, as at November 30, 2017
For December 5, 2017 Council Meeting

SAO CONCERNS/COMMENTS

The SAO started the Communication and Leadership online courses that came out of the Facilitated Discussion and is feeling overwhelmed. She has not had time to keep up with two courses and the job duties at the same time; she is behind in the course. The SAO will do her best to make it through this course. The SAO feels that any future training might be best done in person because it is hard to focus on training and keep up with the job requirements. These courses have been hard to navigate, we encountered technical difficulties with the webinars, and our intranet speed would not accommodate the additional intranet usage.

The SAO had no choice but to upgrade the intranet package. Staff endured the slow intranet speeds until November 28, when no one could not get online because the intranet stopped working all together; this decision will affect the budget.

Human Resources

Current Staff: 13 (5 Full time, 7 Part Time, 0 Casual, 1 Seasonal)

Job Vacancies: Administrative Assistant

- job interviews were conducted and an Administrative Assistant was hired
- another Program Coordinator was hired at the hall to help with the Active After School Program

Projects

Council Laptops/Ipads – Waiting for a quote. Don't think there will be a presentation. The supplier is very busy.

Verbal Judo – Working on tentative dates for the new council

Christmas Lights – Northland Utilities has put the Christmas lights up on November 28th

Automatic Handi Capped Door – We need to order a whole new door frame. A new contractor is required. A new quote will be sought. This may have to be put in next year's budget.

Beaver – There is a beaver dam that has clogged the culvert along the railway. The beaver is being tracked and will be trapped.

Registered Psychologist – A Registered Psychologist is still coming to Enterprise regularly. The service is being utilized. I am told there are approximately 6 regular clients, to date.

Lighting Retro fit – The lighting retro fit is scheduled for approximately December 18, so the Community Hall will be closed while the work is being done. A sign will be posted accordingly.

Recreation Center bricks – Put off until next Spring.

Capital Projects

DOT – The SAO has been in contact with DOT to see if the Hamlet is allowed to clear brush along the right of way for the Itsago Dog Sled Races. DOT agreed to look into the request.

Fire Service Merit Award & Presentation of Fire Smart Community Signs – These will be awarded at a community lunch on January 10 at the Community Hall. The media will be in attendance.

Outstanding Water Licence Reports – All responses have been made to the MVLWB. MACA helped with these responses.

Hazardous Materials – The hazardous materials have been removed from the dump on November 28: batteries, paint, fire retardant foam and all white metal.

De-Sludging Berm – The berm for the de-sludging is now complete (the sides were built up higher).

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.

Key Metrix – The SAO has been in contact with the supplier and training is pending.

FireSmarting – The FireSmart Program is complete for the year - *will resume in the Spring.*

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

Community Hall Fence – The contractor did not respond, as of today. – *Postponed until Spring*

Training

MONTH	DATE	STAFF MEMBER	COURSE DESCRIPTION
November	8	Tammy	World Planning Day - MACA Webinar
November to January	14 to 23	Tammy Neal, SAO Blair Porter, Fire Chief Kellie Steinwand, Finance Manager Trainee Erin Porter, Recreation/Wellness Coordinator	Online Communications Course
November to January	21 to 30	Tammy Neal, SAO Blair Porter, Fire Chief	Online Leadership Course
November	15-22	Kellie Steinwand, Finance Manager Trainee	Accounting Cycle 1, Yellowknife

Initials: Mayor nc SAO M

Meetings

MONTH	DAY	ORGANIZATION	DESCRIPTION	TOPIC
November	1	Staff Member	Meeting	Daily Training Meeting
	1	Fire Chief	Meeting	FireSmart Update
	1	Staff	Meeting	Probationary Review
	1	Staff Member	Meeting	Update
	1	Staff Member	Meeting	Finance Update
	2	Staff	Meeting	Public Works Update
	2	Staff Member	Meeting	Daily Training Meeting
	2	Staff Member	Meeting	Wellness/Recreation Update & Planning
	3	Staff	Meeting	Position Change/Employee Capabilities
	3	Staff Member	Meeting	Daily Training Meeting
	6	MACA SOG	Phone Mtg	HEO Training Course Approved/Planning
	7	Staff	Meeting	Review Mail
	8	Mechanic	Meeting	School Bus Breaks/As and When Services
	8	Tammy	Webinar	World Planning Day
	8	Sunrise Cabinets	Meeting	Handi Capped Door/Dishwasher
	8	Key Contracting	Meeting	Sewage Shoot Addendum
	9	Staff	Meeting	Public Works Update
	10	Wellness	Presence/Assistance	Health Fair
	14	Staff 1	Meeting 1	Job Performance Issues
	14	Staff 2	Meeting 2	Job Performance Issues
	15	2 Candidates	2 Meetings	Job Interviews
	16	Staff	Discussion	Work Issue
	17	Staff	Meeting	Public Works
	16	Staff	Meeting	Complaint re Staff
	16	Staff	Phone Mtg	Complaint re Staff
	20	RCMP	Phone Mtg	Introduction/Swearing In Council
	21	Staff	Meeting	Discussed Discipline Letter
	21	Staff	Meeting	Discussed Discipline Letter
	21	Staff	Webinar	Leadership
	22	Staff	Meeting	Orientation
	23	Candidate	Meeting	Job Opportunity
	23	Staff Member	Meeting	Training Meeting
	23	Stantec	Phone Mtg	RFP Content
	24	Staff Member	Meeting	Daily Training Meeting
	24	Staff Member	Meeting	Training Meeting
	27	MACA SOG	Meeting	HEO Training Review/Planning
	27	Staff Member	Meeting	Daily Training Meeting/Performance
	27	Ent Project Coordinator	Phone Mtg	RFP Architectural Work
	28	Staff Member	Meeting	Performance Issue Requirements
	28	Staff	Meeting	Time Sheets
	28	MACA SOG	Phone Mtg	Confidential Issue

Boards/Committees

NIL