



REGULAR COUNCIL MEETING MINUTES
Tuesday, August 4, 2020
Zoom, 7:00 pm
 Approve by Motion 2020-389

<p><u>PRESENT</u> Mayor Craig McMaster Deputy Mayor Michael St Amour Councillor Barb Hart Councillor Sandra McMaster Councillor Joe Lalonde</p>	<p><u>ABSENT</u> Councillor Daniel Harley</p>	<p><u>STAFF</u> SAO, Tammy Neal</p> <p><u>MINUTES PREPARED BY</u> SAO, Tammy Neal</p>
<p><u>GALLERY</u> Winnie Cadieux</p>	<p><u>DELEGATES</u> Erin Griffiths, CEO Hay River Health & Social Services Authority Brian Willows, Public Administrator, Health & Social Services Authority Drew Queen, Ashton Chartered Accountants</p>	

1. CALL TO ORDER

Mayor Craig McMaster called the August 4, 2020 Regular Council Meeting to order at 7:04 pm

2. COUNCILLOR ABSENCES

Resolution 2020-323

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

- * Councillor Daniel Harley, without reason

Moved by: Deputy Mayor Michael St Amour
Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR - MOTION CARRIED

Discussion: NIL

3. AGENDA ADDITIONS

NIL

4. ADOPTION OF THE AGENDA

Resolution 2020-324

Motion to adopt the August 4, 2020 Regular Council Meeting Agenda, as presented.

Moved by: Councillor Barb Hart
Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR - MOTION CARRIED

Discussion: NIL

Initials: Mayor CM SAO m

5. DISCLOSURE OF CONFLICT OF INTEREST

Councillor Sandra McMaster declared an interest in item 10.d., due to her relationship with the Mayor.

6. DELEGATIONS

a. Hay River Health & Social Services Authority Annual Report

Erin Griffiths, CEO Hay River Health & Social Services Authority

Brian Willows, Public Administrator, Health & Social Services Authority

Mayor Craig McMaster introduced Erin Griffiths, CEO of Hay River Health & Social Services Authority and Brian Willows, Public Administrator of Health & Social Services Authority

A presentation was made pertaining the 2019-2020 Health and Social Services Authority Annual Report, including:

- The Audit Report
- Client Services (Acute & Ambulatory Care, Clinic, Community Health, Diabetes, Diagnostic Imaging, Dialysis, Health Records, Homecare, Laboratory, Long Term Care, Mammography, Medical Device Reprocessing, Midwifery, Pharmacy, Rehabilitation, Supportive Living Services, Ultra Sound)
- Social Programs (Counselling Services, Healthy Families, Social Services)
- Support Services (Engineering Services, Information Services & Technology, Dietary, Housekeeping,
- HRHSS (Human Resources, Quality Risk Management)

b. Financial Statement Presentation

Drew Queen, Ashton Chartered Accountants

Mayor Craig McMaster introduced Drew Queen, of Ashton Chartered Accountants.

The Audited Financial Statements were presented to Council. The audit was unqualified and found to be presented fairly in all material respects and the financial position of the Hamlet of Enterprise as at March 31, 2020 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Power went out at 7:55 pm and the presentation was interrupted; however, the power resumed at 8:05 pm, as did the council meeting.

Resolution 2020-325

Motion to accept the Audited Financial Statements for the year ending March 31, 2020, as presented by Drew Queen of Ashton Chartered Accountants on August 4, 2020.

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

7. REPORTS

a. Mayor's Report

- * Its been a busy month
- * The Mayor continues to participate with Protect NWT to be aware of travellers seeking exemptions to the self isolation to isolate in Enterprise
- * Council should be talking about the Covid-19 pandemic more; it has to be tough on families and we need to be kind

Initials: Mayor CM SAO 

Resolution 2020-326

Motion to accept the Mayor's, August 4, 2020, verbal report, as presented.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

b. Deputy Mayor's Report

- * Its been a busy week, talking to people
- * It would be beneficial to the residents if Administration can post on Facebook to throw away all store bought onions they might have; salmonella is not good and can cause illness or death

Resolution 2020-327

Motion to accept the Deputy Mayor's, August 4, 2020, verbal report, as presented.

Moved by: Councillor Sandra McMaster

Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

c. Acting Mayor's Report

- * The Acting Mayor has been working with the SAO, drafting Covid-19 Procedures, which should be considered a living document, as the pandemic situation may change or evolve
- * Hamlet Office and Fire Department Exposure Plans are near completion
- * Continuing to work on Exposure Plans, according to WSCC, Protect NWT and the GNWT's Emerging Wisely Plan

Resolution 2020-328

Motion to accept the Acting Mayor's, August 4, 2020, verbal report, as presented.

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

d. SAO Reports

- i. Written Report, as at July 30, 2020

Resolution 2020-329

Motion to accept the SAO's, August 4, 2020, written report, as presented.

Moved by: Councillor Barb Hart

Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

Initials: Mayor CM SAO m

Discussion: The SAO will contact ENR regarding the FireBreak and further discussions can take place with CN, as required. It is good Administration is securing funding for community assistance during the pandemic. The roads are scheduled to be crack sealed, as and when weather permits.

ii. **Outstanding Motions, at July 30, 2020**

Resolution 2020-330

Motion to accept the Outstanding Motion List, as at July 30, 2020.

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: Most motions are on hold due to the current pandemic; it is hard to secure or get a hold of contractors

iii. **Updated Motion List, at July 30, 2020**

Resolution 2020-331

Motion to accept the Updated Motion List, as at July 30, 2020.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

Discussion: This is the list of all motions made since the last reported motion list

iv. **Project Variance Report, at July 30, 2020**

Resolution 2020-332

Motion to accept the Project & Capital Variance Report, as at July 30, 2020.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

Discussion: This report shows the money in and money out since the last report; funding is starting to come in

Fire Chief Report – July 2020

Resolution 2020-333

Motion to accept the following Fire Chief Report/s, as information:

- * July 2020 Report

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

Discussion: The new fire truck is staying in High Level tonight then coming here tomorrow. Staff must wear masks when the truck arrives (with the non-NWT driver). The Fire Department should have a social distancing open house; maybe drive

Initials: Mayor CM SAO SAO

the new truck around for residents to view. The department has to take stuff off old truck and install it on the new truck first. There are decals on truck; however, if we need anything else on truck that work can be done in Hay River.

Wellness/Recreation Leader Report - July 20

Resolution 2020-334

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

- * July 2020 Report

Moved by: Councillor Barb Hart

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

Bylaw Report - July 2020 Report

Resolution 2020-335

Motion to accept the following Bylaw Officer Report, as information:

- * July 2020 Report

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

8. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

a. July 7, 2020 Regular Meeting

Resolution 2020-336

Motion to accept the July 7, 2020, Regular Meeting Minutes, as presented

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

b. July 14, 2020 Special Meeting

Resolution 2020-337

Motion to accept the July 14, 2020, Special Meeting Minutes, as presented

Moved by: Deputy Mayor Michael St Amour

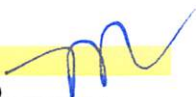
Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

c. July 20, 2020 Special Meeting

Resolution 2020-338

Initials: Mayor CM SAO 

Motion to accept the July 20, 2020, Special Meeting Minutes, as presented

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

Discussion: Motion

d. **July 21, 2020 Special Meeting**

Resolution 2020-339

Motion to accept the July 21, 2020, Special Meeting Minutes, as presented

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

e. **July 28, 2020 Special Meeting**

Resolution 2020-340

Motion to accept the July 28, 2020, Special Meeting Minutes, as presented, with the following changes:

- * Add Winnie Cadieux to the Gallery
- * Look at videos to see if others were in gallery on different dates
- * Motion made 2020-321 2 opposed not 1 opposed and 1 abstained

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

Discussion: Clarification regarding motion 2020-321; No motion was made during the December 19, 2019 Meeting, motion 2020-231 referred to "reviewed, revised and agreed upon," it did not refer to a motion made at the December 19, 2019 meeting."

9. **DEFERRED BUSINESS AND TABLED ITEMS**

a. **Council Training – Training Interest**

Resolution 2020-341

Motion that the SAO request the following Council training from Municipal and Community Affairs:

- * Roles and Responsibilities
- * Conflict of Interest
- * Open to other training, as time allows

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

Discussion: Mary provided links, there is good information if you follow the links, then maybe Council can identify other training also the Councillor Handbook in Council's package has good information, as well.

b. **Level of Service Workshop Information/HR Framework**

Resolution 2020-342

Initials: Mayor CM SAO [Signature]

Motion that the Council move forward with a Level of Service Workshop with Christina Benty as per the quote provided for the August 4, 2020 Council meeting in the amount of \$4,000, the workshop is to happen in August 2020. Once this work is complete the SAO will seek a quote from Deborah Ross, as per the email from Mary Blake Moore to develop a Human Resource Framework.

Moved by: Councillor Barb Hart

Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

c. **Staggered Term Information – Table to September 1 Meeting**

10. NEW BUSINESS

a. **MOU Meeting Report**

Meeting Topics:

- * There was an MOU Meeting July 28, 2020 at 7:00 pm, attended by the Mayor, Deputy Mayor and SAO
- * A map of the overview of the project was requested
- * AWP would like to build a berm around Hamlet's gravel pit and will be asking DOT to install a fence around their old gravel pit for safety reasons
- * AWP is looking at winter mulching
- * Tiger Chemicals has been hauling calcium chloride
- * AWP is looking at conducting aggregate sales; the Hamlet will receive a development permit soon
- * AWP is looking at a cement plant and making blocks, a sawmill joint venture
- * There is currently space on the AWP property for 175 rail cars
- * AWP cannot use the Hamlet's sewage lagoon, as there is not enough capacity
- * AWP's bonding companies have issues with the letter from the hamlet regarding the baselined data study
- * If AWP subdivides then roads, will have to be turned over to the Hamlet to maintain
- * The AWP has acres and acres of green space for farming and are looking at planting potatoes and carrots in 600 x 100 foot dimensions
- * The SAO advised that the Hamlet received the development permit application for selling aggregate and a development permit will be required to construct a berm

Discussion:

- * The baseline data collection is the Hamlet's business and does not concern AWP Ltd., nor his funders
- * 175 rail cars, is a lot
- * What about the pellet mill?
- * The meeting seemed productive, but were there discussions about jobs and training? –No there wasn't
- * Agriculture is identified as a permitted use in the bylaw in the industrial area
- * How is AWP Ltd benefiting Enterprise? Jobs, economy? AWP does not advertise employment in Enterprise; how many jobs have been offered to Enterprise?
- * The Hamlet does lots to help AWP, AWP needs to do a little for Enterprise
- * Hay River supports AWP and according to Cabin Radio there will be lots of jobs
- * Enterprise has yet to see a benefit from AWP Ltd.
- * Will there be a pellet mill in the future? A 200 tonne pellet mill?
- * Can we get a more formal report from the Mayor for the September regular meeting?

Resolution 2020-343

Motion to accept the MOU Meeting report, as presented verbally, as information. With a written report to be provided to Council with more details, for this and each upcoming MOU Meeting.

Initials: Mayor CM SAO SAO

Moved by: Councillor Barb Hart
Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

b. Application for a Scientific Research Licence - Hydrogeological investigation Application No. 4815

Resolution 2020-344

Motion that the Hamlet of Enterprise has no concerns with the Application for a Scientific Research Licence - Hydrogeological investigation Application No. 4815.

Moved by: Deputy Mayor Michael St Amour
Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: SAO read out the objectives of the project

c. Hamlet Office Exposure Plan (essential work only)

Resolution 2020-345

Motion that the Hamlet Office Exposure Plan (essential work only) be accepted, as information.

Moved by: Deputy Mayor Michael St Amour
Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

Discussion: The Exposure Plan was developed with the Covid-19 procedures to ensure the working conditions essential works are safe in the office.

- d. In Camera – Governance Complaint: Hamlets Act 2003, c.22, Section 25(3)(b)**
- e. In Camera - Business Licence Follow Up Information: Hamlets Act 2003, c.22, Section 25(3)(a)**
- f. In Camera – Development Officer/Business Matter: Hamlets Act 2003, c.22, Section 25(3)(a)**

Resolution 2020-346

Motion to take a 5 minute break at 9:37 pm.

Moved by: Deputy Mayor Michael St Amour
Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

Resolution 2020-347

Motion to resume the August 4, 2020 Regular Council Meeting at 9:43 pm.

Initials: Mayor CM SAO 

Moved by: Councillor Barb Hart
Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

Resolution 2020-348

Motion to go past 10:00 pm at 9:44 pm

Moved by: Deputy Mayor Michael St Amour
Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

Resolution 2020-349

Motion to move into an in-camera session at 9:45 pm, to discuss the following:

- i. Governance Complaint: Hamlets Act 2003, c.22, Section 25(3)(b)
- ii. Business Licence Follow Up Information: Hamlets Act 2003, c.22, Section 25(3)(a)
- iii. Development Officer/Business Matter: Hamlets Act 2003, c.22, Section 25(3)(a)

Moved by: Deputy Mayor Michael St Amour
Seconded by: Councillor Barb Hart

ALL IN FAVOUR - MOTION CARRIED

Discussion: NIL

Councillor Sandra McMaster left the room at 9:45 pm
Councillor Sandra McMaster rejoined the meeting at 10:16 pm

Resolution 2020-350

Motion to move out of camera at 10:40 pm and resume the August 4, 2020 Regular Council Meeting

Moved by: Deputy Mayor Michael St Amour
Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

Resolution 2020-351

Motion to host a meeting with the Hamlet's legal team regarding AWP as soon as possible.

Moved by: Deputy Mayor Michael St Amour
Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

11. STRATEGIC PLAN REVIEW - NIL

12. BYLAWS & POLICIES

a. Draft Enterprise Policies

Initials: Mayor CM SAO SAO

Resolution 2020-352

Motion to approve the following policies, as presented:

- * Strategic Plan
- * Annual Budget
- * Capital Plan
- * Appointment and Evaluation of the SAO
- * Long Distance Telephone Calls
- * Mail Handling
- * Media Relations
- * Vehicle and Equipment Use
- * Inventory Control
- * Records Management
- * Office Equipment
- * Account Reconciliations
- * Cash Floats
- * Purchasing
- * Credit Card Use
- * Bad Debts Schedule
- * Annual Audit
- * Duty Travel
- * Lease and Rentals
- * Employee Benefits
- * Payroll Administration
- * Hours of Work
- * Overtime
- * Pay Increments
- * Wage Scale
- * Acting Pay
- * All Staff Meetings

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

b. Draft Covid-19 Policy

Resolution 2020-353

Motion to approve the Covid-19 Policy, as presented.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

Discussion: purchased template, revised for Enterprise, cross referenced with the GNWT

13. COUNCIL ISSUES AND CONCERNS

- * Benches, sandflies; have not put benches out, so we don't encourage socialization, as benches are not able to social distance

Initials: Mayor CM SAO M

- * Put out chairs for people to sit on, so they can socially distance accordingly
- * Can we build benches; theft?
- * Start with chairs then if taken can look at building benches

14. CORRESPONDENCE OUTGOING - NIL

15. CORRESPONDENCE AND INFORMATION

- a. **Email July 22, 2020:** Preparing for the 2020-2021 School Year: Use of School and Community Gymnasiums as Learning Spaces During the Pandemic: Caroline Cochrane, Minister of Municipal and Community Affairs and RJ Simpson, Minister Education Culture and Employment

16. ADJOURNMENT

- a. **Regular Meeting September 1, 2020**
Special meeting TBA
Info for council training, service levels, legal, supervisor

Resolution 2020-354

Motion to adjourn the August 4, 2020 Regular Council Meeting to at 10:49 pm.

Moved by: Councillor Sandra McMaster

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR - MOTION CARRIED

Discussion: NIL



Craig McMaster,
Mayor



Tammy Neal,
Senior Administrative Officer



Initials: Mayor

CM

SAO

m

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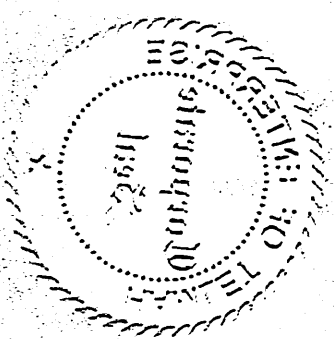
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SAO REPORT, AS AT July 28, 2020

COMMENTS

I would like to remind Council that any direction given to the SAO should be in the form of a motion. This ensures the direction is clear and it can be tracked through the outstanding motion list.

CN Rail Water: July 15, 2020, SAO spoke to CN Rail representative about an accumulation of water around the rail spur. Concerns were raised with regards to the fire break that was constructed. Berms were left along the fire break that have changed to course of the water flow, which is leading to an accumulation of water along the railway right of way. There was also mention of a few culverts farther down the track that need attention. CN is willing to work with the community to try to resolve the accumulation of water if the Hamlet is willing to decommission the high berms along that section of the fire break. The SAO will contact ENR for further discussion and input.

PROJECTS

Hamlet Office: Essential workers (SAO, Finance) have been working out of the office more in order to work towards, reopening the office.

Exposure Plan: The SAO and Councillor Barb Hart have been working on an Exposure Plan for the Hamlet Office and it is almost complete.

Covid-19 Policy: The SAO and Councillor Barb Hard have been working on a draft Covid-19 Policy, which has been distributed in your meeting packages for August 4th to be reviewed and approved.

Residents in quarantine: There is 1 known resident currently in quarantine in their Enterprise home.

United Way Yellowknife: Funding to assist local residents under 55 has been received and the Hamlet provided 10 meat packages, 4 Intranet subsidies, 2 heating fuel subsidies, for a total of 16 households assisted.

Community Food Centers Canada (CFCC) - Good Food Access Fund – The Hamlet was approved \$10,000 to assist each household with groceries; each household will receive a \$200 gift card in the near future.

Summer Labours: Two summer labours have been hired and are currently working. The Hamlet reached out to a local youth to see if there was interest in a summer job.

Municipal Works Maintainer: An ad has been circulated to replace the Municipal Works Maintainer, the position has not yet been filled; there have been three interested candidates and one resume has been received.

Administration Policies: On the August 4th agenda for approval.

Annual Audit: Drew Queen of Ashton Chartered Accountants will be presenting the audit on August 4th

Greenhouse Project: One of the greenhouses should be erected in the next few weeks

Local Food Infrastructure Funding: Staff are in the process of preparing a garden upgrade plan, that can be utilized to apply for greenhouse/garden funding to continue with the garden upgrade over the next 2 years, which could consist of additional greenhouses, additional garden beds, food storage equipment, education for the public on preserving food, ect. We are in the beginning stages of the proposal. More information will be available in the coming weeks.

Emergency Community Support Funding: Staff are applying for funding to help Enterprise prepare for a possible second wave of aCovid-19. This funding would allow for a food supply and freezers; more information will be available in the coming weeks.

Enabling Accessibility Fund: Staff applied for \$22,000 in funding for a ramp upgrade at the Hamlet Office. The wood is currently rotting, and the slope of the ramp is too steep for some individuals with mobility issues, pending a response on the application.

New Furnace/Air conditioner Project Installation & Rebate: Arctic Energy is reviewing our application for a furnace rebate. We are still waiting for information from one contractor; AEA is going to contact contractor directly. The Hamlet has still not had an update on this project.

Lighting Retrofit Project (Hamlet Office, Community Hall and Fire Department): This project is pending Arctic Energy Alliance approval.

Waste Management feasibility Study: The SAO has yet to request a second quote for this project

Development Permit Applications: 1 application for a development permits has been processed and there is one pending approval.

Baseline Data Gathering – Work Complete, pending report

AWP Site Inspection – Complete, report received and circulated to Council. A formal letter to AWP is in the process of being drafted.

6 Bay Exhaust System – The Hamlet is still waiting on a quote to fix this system. With Covid-19, some projects seem hard to get off the ground.

EMERGING WISELY

- * A review of the Emerging Wisely Documents and Risk Assessment is on going
- * A Covid-19 Policy has been developed and will be brought to Council for review and consideration, once the final draft is complete
- * An exposure plan will be developed, referencing the Covid-19 Policy
- * Currently we are in Phase 2 of the Emerging Wisely Plan (blue below)
- * After reviewing the Emerging Wisely Risk Assessment, information required from WSCC and other documentation, it appears Enterprise's Emerging Wisely process will look like this (things are subject to change as GNWT orders change):

Phase 1 (Mid to late May) - COMPLETE

- ✓ Municipal Office – Staff Essential Workers
- ✓ Municipal Office – Open to public by Appointment Only

- ✓ Municipal Office – Council Meetings – Online Only
- ✓ Fire Department - Fire Training Online Only
- ✓ Public Works Department – Essential Services
- ✓ Community Hall - Programing – Online Only
- ✓ Gym - Closed

Phase 2 (Mid to late June) – Current Phase

1. Fire Department - Fire Training (physical)
2. Community Hall - Programing - Kids Day Programing Outside Only
3. Community Hall - Programing – Adults Outside Only
- ✓ Municipal Office - Council Meetings – Online Only
4. Municipal Office - Public Gatherings
- ✓ Municipal Office - Opening Office – Essential Workers Only

- ✓ Municipal Office – Open to public by Appointment Only
- 5. Gym - Assessment

Phase 3 (to be decided, as second wave expected between August and October 2020)

1. Municipal Office – Open to public
2. Municipal Office - Opening Office – Essential Workers Only
3. Gym – TBD as per phase 2 assessment
4. Community Hall – Some Programming - Kids Day Programming (Inside)
5. Community Hall – Some Programming – Adults (Inside)

Final Measures Lifted (to be decided, as dependant on how pandemic unfolds; most experts believe 12-18 months to develop a vaccine for Covid-19)

1. Community Hall – All Recreation Programming (including Seniors Coffee)
2. Community Hall – Public Use (Rental/Donate Space)

ADMINISTRATIVE GOALS (IN PROGRESS)

1. Risk Assessments
 - ✓ Hamlet Office
 - ✓ Fire Hall Training
 - * Outside Activities
- ✓ Covid-19 Policy
2. Exposure Plans:
 - ✓ Hamlet Office
 - ✓ Fire Hall Training
 - * Outside Activities
3. Work Hazard Assessments
 - ✓ Municipal Works
 - ✓ Hamlet Office
 - ✓ Fire Hall Training
 - * Outside Activities
4. Field Risk Assessments
 - ✓ Municipal Works
 - ✓ Hamlet Office
 - ✓ Fire Hall Training
 - * Outside Activities
5. WHIMIS Training
6. Hand Washing Training

MEETINGS/TELECONFERENCES

JULY	ORGANIZATION	DESCRIPTION	TOPIC
3	Legal	Phone Mtg	Labour
7	Legal	Phone Mtg	Council Meeting
7	Council Meeting	Zoom	Regular Meeting
8	Municipal Works	Meeting	Updates
8	Resident	Inspection	Trees
9	Administrative Assistant	Meeting	Ramp Funding
9	Staff	Meeting	Private Discussion
10	Staff	Meeting	Private Discussion
10	Municipal Works	Meeting	Updates
10	Deputy Mayor	Meeting	Updates/Concerns
13	Municipal Works	Meeting	Tailgate Meeting
13	Finance/Reception	Meeting	Exposure Planning
13	Municipal Works	Meeting	Tailgate Meeting
14	SAO/Reception	Inspection	Assess Rain Accumulation
14	Mayor/Regional superintendent MACA	Phone Mtg	HR & Rec Planning
14	Council Meeting	Zoom	Special Meeting
15	Municipal Works	Meeting	Tailgate Meeting
15	Christina Benty	Phone Mtg	Leadership Training
15	CN Rail	Phone Mtg	Water/Fireguard
15	Resident	Phone Mtg	Zoning Bylaw Amendment
16	Municipal Works	Meeting	Tailgate Meeting
16	Administrative Assistant	Meeting	Covid-19 Safety/Work
17	Municipal Works	Meeting	Tailgate Meeting

17	Legal	Phone Mtg	AWP Report/Recommendation
20	Municipal Works	Meeting	Tailgate Meeting
20	Monster Recreation	Phone Mtg	Update on Quote
21	Municipal Works	Meeting	Tailgate Meeting
21	Council Meeting	Zoom	Special Meeting
22	Legal	Phone Mtg	Opinion re Seniors Conflict
23	Municipal Works	Meeting	Tailgate Meeting
23	Finance	Meeting	Discussion
23	Dillon Consulting	Phone Mtg	Cyber Attack
23	Resident	Meeting	Development Permit
27	Municipal Works	Meeting	Tailgate Meeting
27	Project Manager	Phone Mtg	New Office Expenditures
28	Municipal Works	Meeting	Tailgate Meeting
28	Acting Mayor	Meeting	Covid-19 Policy/Exposure Plan
28	Council Meeting	Zoom	Special Meeting
29	MOU Meeting	Zoom	AWP Updates