



SPECIAL COUNCIL MEETING MINUTES
Friday, November 6, 2020
Zoom, 7:00 pm
 Approve by Motion 2020-513

<u>PRESENT</u> Mayor Craig McMaster Deputy Mayor Michael St Amour Councillor Barb Hart Councillor Joe Lalonde Councillor Sandra McMaster	<u>ABSENT</u> Councillor Daniel Harley	<u>STAFF</u> SAO, Tammy Neal <u>MINUTES PREPARED BY</u> SAO, Tammy Neal
<u>GALLERY</u> Winnie Cadieux	<u>DELEGATES</u> Amanda Brea Watson, Dillon Consulting	

1. CALL TO ORDER

Mayor Craig McMaster called the meeting to order at 7:05 pm.

2. COUNCILLOR ABSENCES

Resolution 2020-461

Motion to accept the absence of the following Council member:

- * Councillor Daniel Harley, without reason

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Resolution 2020-462

Motion that as per the *Council Procedures Bylaw 2016-71, Section 5.(a)*, Council accepts the resignation of Councillor Daniel Harley, as he has been absent for more than three (3) consecutive "regular meetings" of Council, without reason.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

3. AGENDA ADDITIONS

NIL

4. ADOPTION OF THE AGENDA

Resolution 2020-463

Motion to adopt the November 6, 2020 Regular Meeting agenda. as presented

Moved by: Councillor Barb Hart

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

Councillor Joe Lalonde joined the meeting at 7:07 pm

5. DISCLOSURE OF CONFLICT OF INTEREST

Mayor Craig McMaster & Councillor Sandra McMaster declared an interest in agenda item 10. j. Senior Society Request for Assistance with Snow Ploughing, as per their involvement with the Senior Society.

6. DELEGATIONS

NIL

7. REPORTS

a. Mayor's Report

Mayor Craig McMaster explained he has:

- * been busy with covid-19 secretariat, including on a Sunday, Emergency meeting and workshop engagement on policy revisions
- * been participating in the Covid-19 updates with the NWTAC and an Emergency meeting with the Premiere regarding the proposed GNWT Covid-19 Policy changes; and
- * explained that Isolating in Enterprise has been working ok, but it has not been in all communities and that its nicer to isolate in our own homes to maintain mental stability

Resolution 2020-464

Motion to accept Mayor Craig McMaster's Mayors verbal report.

Moved by: Councillor Barb Hart

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

b. Deputy Mayor's Report

- * No report
- * Lots of snow, stay safe

c. Acting Mayor's Report

- * Still working on exposure plans
- * volunteered to coordinate the Flu Clinic, due to unforeseen circumstances; must make appointments
- * 2 regional heath meetings, biggest topic is medical travel, now on the table for review

Resolution 2020-465

Motion to accept the Acting Mayor's verbal report.

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

d. SAO Reports

- i. Written Report, as October 31, 2020

Resolution 2020-466

Motion to accept the Senior Administrative Officer Report, as at September 30, 2020, as presented.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

Discussion:

- * The SAO will require a wage threshold for the Finance Manager, as there is none. The SAO is to research Finance Manager wages and bring to Council at the December 1 regular meeting.
- * With regards to the SAO's request for time off, she is to see if Vivianne will act in her absence.
- * The mold issue needs to be looked into as soon as possible, its not healthy.

- ii. **Outstanding Motions, as October 31, 2020**

Resolution 2020-467

Motion to accept the Outstanding Motion List, as at October 31, 2020, as presented.

Moved by: Councillor Barb Hart

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

- iii. **Updated Motion List, as October 31, 2020.**

Resolution 2020-468

Motion to accept the Updated Motion List, as at October 31, 2020, as presented.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

iv. **Project Variance Report, as October 31, 2020**

Resolution 2020-469

Motion to accept the Project & Capital Variance Report, as at October 31, 2020, as presented.

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

v. **Income Summary, as October 31, 2020**

Resolution 2020-470

Motion to accept the Income Statement, as at October 31, 2020, as presented.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

vi. **Balance Sheet, as October 31, 2020**

Resolution 2020-471

Motion to accept the Balance Sheet, as at October 31, 2020, as presented.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

e. **Fire Chief Report – October 2020 Report**

Resolution 2020-472

Motion to accept the October 2020 Fire Chief Report, as information.

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

Discussion: Q: How come old fire truck still here? A: Waiting for purchaser to make arrangements to assume ownership.

f. **Wellness/Recreation Leader Report – NIL**

g. **Bylaw Report – October 2020 Report**

Resolution 2020-473

Motion to accept the October 2020 Bylaw Report, as information.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

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

a. **October 6, 2020 Regular Meeting**

Resolution 2020-474

Motion to accept the October 6, 2020, Regular Meeting Minutes, as presented.

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

b. **October 15, 2020 Special Meeting**

Resolution 2020-475

Motion to accept the October 15, 2020, Special Meeting Minutes, as presented.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

9. **DEFERRED BUSINESS AND TABLED ITEMS**

10. **NEW BUSINESS**

a. **In Camera – Development Permit: Hamlets Act 2003, c.22, Section 25(3)(e)**

Resolution 2020-476

Motion to move into an in camera discussion at 7:26 pm to discuss the following:

* Development Permit: Hamlets Act 2003, c.22, Section 25(3)(e)

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

Resolution 2020-477

Motion to resume the November 6, 2020 Regular Council Meeting at 8:36 pm

Moved by: Councillor Barb Hart

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

Resolution 2020-478

Motion that AWP's Development Permit Application #DPA 2020-0928 be deemed complete, and now that complete, the application can be circulated.

An emergency Response Plan shall be circulated to the appropriate personnel (Enterprise Fire Department, Hay River Fire Department, First Nation and Metis Organizations (on the land consultation list), MACA's Emergency management Section and/or the MVLWB) and the Hamlet shall receive verification from each that the appropriate emergency equipment is available, and that an appropriate response to potential emergencies related to the approved uses/activities included in this DPA can be provided. The review period will be 14 days.

Moved by: Deputy Mayor Michael St Amour

Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: Bands are to know what is going on with land, as well. AWP does need an Environmental plan as Enterprise Fire Department does not have capabilities and will have to turn to Hay River. Deem complete, notify people, then reconvene to determine conditions.

b. Investigation Committee

Members of the Investigation committee recommend that the matter be forwarded to the lawyer, as after reviewing paperwork it was decided that it was beyond council's scope and should be sent to the Ethic's Commissioner.

This issue has since escalated to a harassment complaint and the Hamlet has a legal obligation under the Occupational Health and Safety Act to investigate.

Resolution 2020-479

Motion to hire Shannon Gullburg to conduct a staff harassment investigation, at a cost of \$10,000 - \$20,000 (as per the verbal quote).

Moved by: Councillor Barb Hart

Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

Discussion: Q: Does the Hamlet need to contact a lawyer for advice first? A: No a lawyer has already been contacted.

c. **AWP Liaison Team**

Resolution 2020-480

Motion to request another meeting with the GNWT for additional discussions regarding the development of a Liaison Team and that the MLA, Ron Bonnetrouge be invited.

Moved by: Councillor Barb Hart

Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

Discussion: Q: What is the purpose of hiring this liaison team? A: The liaison team will be teaming up with ENR and other organizations to assist with AWP matters and help improve communication between parties. Q: Will a council member sit on this committee? A: All of Council will be part of this committee. Q: Is the GNWT covering the cost? A: Yes Q: What is the role and capacity of this team, does anyone know? A: There needs to be more clarification on the Roles and Responsibilities of the Hamlet, GNWT & AWP. The GNWT is paying bill, so GNWT would be their boss? Council needs to speak the GNWT for more information. Council needs to see a job description; how does one approve this being uncertain of roles? Maybe the parties need to meet again, as the Hamlet has had no issues with the most recent Development Permit. It is not understood why the GNWT is involved and why the GNWT deems they need people in between AWP and Hamlet. Council needs another meeting with the GNWT for further discussions. Invite MLA.

d. **Capital Budget Revisions**

Resolution 2020-481

Motion to approve the following revisions to the 5 year capital plan (2020-2025), in order to accommodate the addition of paving/chip sealing the community roads. It is acknowledged that this revision also affects the 10 Year Capital Plan (2020-2030) in the Capital Planning Tool, and these revisions are also approved:

- * Add a line item "Public Works & Transportation - Paving or Chip Sealing Roads" to the Capital Plan with the following annual budgets – 2024/2025: \$100,000; 2025/2026: \$150,000; 2026/2027: \$2,450,000; and 2027/2028: \$300,000
- * Remove the "Emergency Measures - Emergency Mitigation" annual allocation of \$65,000 per year for 2022/2023, 2023/2024 & 2024/2025 (roll over the 2020/2021 and the 2021/2022 funds (total \$130,000 when not used); this line item can be reviewed and re-implement at a later date
- * Remove the "Reserve Fund" annual allocation of \$85,000 for 2020/2021, 2021/2022, 2022/2023, 2023/2024 & 2024/2025, as it is not a requirement to allocate to a reserve fund; this line item can be reviewed and re-implement at a later date
- * Removed \$85,000 allocation for Wellness Cabins, as this project is likely not going to happen in the near future; this project can be reviewed and re-implement at a later date
- * Bump the Arbor Project from 2020/2021 to 2026/2027; this project can be reviewed and re-implement at a later date

Moved by: Councillor Barb Hart

Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

e. **Area Development Feedback**

The SAO explained that she did not receive any feedback or workbooks pertaining to the information requested for the development of the Area Development Plan and the Zoning Bylaw revisions.

f. Biomass – 6 Bay

Resolution 2020-482

Motion to move forward with a pellet/wood biomass system for the 6 Bay Public Works Garage, quotes will be obtained.

Moved by: Councillor Barb Hart

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

Discussion: NIL

g. Residential lease application SA20-011

Resolution 2020-483

Motion to draft a letter of response that the Hamlet does have concerns. Council will review the letter prior to responding to the Department of Lands.

Moved by: Councillor Barb Hart

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

Discussion: Yes concerns, houses can pop up everywhere, municipal services, road responsibility, etc.

h. Tourism Operator Licence Amendment – Jackpine Paddle

Resolution 2020-484

Motion that the Hamlet of Enterprise has no issues with the Jackpine Paddle Tourism Operator Licence Amendment Application.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

i. Christmas Break

Resolution 2020-485

Motion that the Hamlet Council approve that the Hamlet Office will be closed from December 21, 2020 to January 1, 2021 for the Annual Christmas Break. Staff are to return to normal work hours on January 4, 2021.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

Resolution 2020-486

Motion that the SAO be granted time off from December 7 to 18, 2020 and that the SAO be paid out all accumulated vacation pay.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED

Discussion: The SAO is to see if Vivianne Cadieux will act in her absence and provide an update to Council at the December 1, 2020 Regular Council Meeting.

Resolution 2020-487

Motion that Deputy Mayor Michael St Amour assume the chair at 8:20 pm

Moved by: Councillor Barb Hart

Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

Mayor Craig McMaster and Councillor Sandra McMaster left the room at 8:20 pm.

j. Senior Society Request for Assistance with Snow Ploughing

SAO explained her findings on the research she conducted with regards to this matter; however, she needs to know if Council wants to entertain this request and, if so, what direction they would like to go; financial paying contractors or developing a bylaw to use municipal equipment.

Resolution 2020-488

Motion that the Hamlet NOT provide help to the Senior Society for snow removal for Seniors. It is recommended that the Senior Society hire seniors or contractors for snow removal and possibly advocate for a discount from contractors.

Moved by: Councillor Barb Hart

Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

Discussion:

- * Q: is there a liability if municipal equipment is on private property? A: Insurance company confirmed there is no liability if there is a bylaw in place.
- * Seniors should hire local; hiring seniors with equipment is a good idea.
- * Maybe contractors would give a discount to the Senior Society

Mayor Craig McMaster and Councillor Sandra McMaster returned to the room at 8:29 pm.

Resolution 2020-489

Motion that Mayor Craig McMaster reassume the Chair at 8:29 pm

Moved by: Councillor Barb Hart

Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

11. STRATEGIC PLAN REVIEW - NIL

12. BYLAWS & POLICIES

a. Draft Beautification Bylaw 2020-86

The SAO explained that she did not receive any feedback with regards to the Draft Beautification bylaw, questioning:

- * Is the bylaw considered ready for formatting into a bylaw format and sending to legal for a review?
- * A section of the bylaw speaks to Corporations, but what about limited companies? Another section speaks about unused vehicles with no licence plates, but what about cars in yards for parts? Project vehicles and vintage cars are understood and acceptable, but not scrap vehicles for parts.

Consensus Decision: The SAO is to prepare the bylaw for the new council to review and approve (format, send to legal) and after the election bring the bylaw back to the table for readings to be enacted for next spring and summer clean up.

13. COUNCIL ISSUES AND CONCERNS

Q: Has AWP provided burning updates? A: Yes AWP has, almost every day.

14. CORRESPONDENCE OUTGOING - NIL

15. CORRESPONDENCE AND INFORMATION

a. Election Count Down Calendar

This calendar has been provided as important information

16. ADJOURNMENT

a. Regular Meeting December 1, 2020

Resolution 2020-490

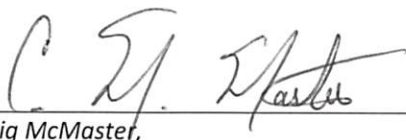
Motion to adjourn at 9:34 pm.

Moved by: Councillor Barb Hart

Seconded by: Deputy Mayor Michael St Amour

ALL IN FAVOUR MOTION CARRIED





 Craig McMaster,
 Mayor



 Tammy Neal,
 Senior Administrative Officer

Initials: Mayor CM SAO M
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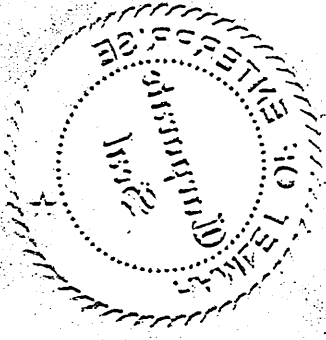
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SAO REPORT, AS AT September 2020

COMMENTS

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

SAO Comments:

Between the staff off on medical, the vacant Public Works Positions and staff requesting staggered shifts within the office, the past month has been challenging to keep up. The SAO is feeling exhausted having to assume additional duties and having to work on weekends to get things done.

In addition, there have been many questions from MACA over the past several months (to answer community complaints). Accusations have been made that point to the SAO position, both in emails and in meetings, and that has caused undue stress, worry and embarrassment. It has been mentally hard for the SAO to keep up.

A Public Works Foreman and a Municipal Works Foreman have been hired, an ad is out for a Program Coordinator Assistant and the staggered shifts will be ending, so the situation will improve in the near future; solutions are becoming realities, which is very encouraging.

It is believed the Hamlet Office has mold in it. The SAO is allergic to 3 types of mold and she has been experiencing reactions when in the building. Other staff must also be considered when it comes to the long term affects of an exposure. The Public Works Foreman has been asked to hire a contractor to assess the building and provide recommendations to remedy, if mold is identified.

The SAO would like to request time off: from December 2 until the Christmas Break; this time along with the Christmas Break would provide the SAO with approximately a month off for much needed self care. Further discussions can take place under item 10.h. Christmas Break, in order to identify the exact dates, if approved.

COUNCIL HONORARIA AS PER INDEMNITIES BYLAW 2020-02

Month	Allowable Number Meetings in Budget	Meetings Held	Budgeted Meeting Variance
January	3	3	0
February	3	2	1
March	3	5	-1
April	3	2	0
May	3	3	0
June	3	3	0
July	3	5	-2
August	3	4	-3
September	3	3	-3
October	3	1	-4
November	3	1	-2

STAFF

Total: 12	Full Time: 5	Part Time: 4	Casual: 2	Term: 0	Summer Student: 0
Sick Leave: 2	Vacation: 1				

Summer Labours: Labour positions are done for the season

Municipal Works Maintainer: A Municipal Works Maintainer has been hired – Roy Dobbs

Public Works Foreman: A Public Works Foreman has been hired – Chaal Cadieux

Office Staff: Office staff continue to work staggered shifts due to covid-10 concerns. 1 staff continues to be on holidays due to covid-19 concerns.

COVID-19 RELATED PROJECTS

Residents in quarantine: Unknown.

Hamlet Office: The office remains closed to walk ins but continues to assist residents on an appointment basis.

Covid-19 Policy: The Covid-19 Procedures continue to be implemented and adhered to.

Exposure Plans: Exposure Plans continue to be worked on, as required. In the recent month a plan has been developed for Educational Studies at the Community Hall and the Deputy Minister Meetings, and a Flue Clinic Exposure Plan is currently being worked on.

Food Banks Canada – The Hamlet has been approved for two pallets of meat (chicken, fish and pork) for the community in preparation for a second wave and to help with the struggles of the current pandemic. The Hamlet is expecting the first round of meat before year end and another shipment early in the new year.

Emergency Community Support Fund – The Hamlet is applying for freezers to accommodate the two pallets of meat.

PUBLIC WORKS PROJECTS

CN Railway/Calcium Tank Area/Excess Water: The beaver dam has been broken. One beaver was trapped and circulated to xx residents.

FireSmarting Fox Farm Road: This work has been done, but more could have been done.

Brushing on Fox Farm Road: Northland Utilities assessed the road, and brushed only by the power meter. It is unknown if they are planning more work in the spring/summer.

New Grader: The new grader has been ordered and is expected in approximately 2 months.

Public Works Security Fence: This project has been postponed until the Spring. Test holes were dug to see if the property could accommodate fence post holes and some creative planning will be required, as there is a section of the perimeter that has bedrock approximately 2 feet down.

Furnace and Boiler Servicing: This regular maintenance has started and once complete, the Hamlet will be able to apply for a rebate from NWTAC. Last year the Hamlet received \$15,000 and hopefully the rebate will be similar this year.

Building Inspections: Building inspections will be taking place. Once these are complete, the Hamlet will be able to apply for a rebate from NWTAC, as well. Last year the Hamlet received \$20,000, hopefully the rebate will be similar this year.

Hamlet Office Furnaces: Stittco has been provided authorization to move forward with the furnace replacements.

6 Bay Exhaust System – Public Works Forman is going to follow up on this matter to ensure it is fixed.

Waste Management feasibility Study: A second quote is pending.

OTHER PROJECTS

Halloween: Staff have been working on Halloween festivities. There will be a pumpkin carving and costume contest with some really good prizes. The Hamlet will be providing Halloween bags to the kids, to help off set the challenges of trick or treating during the pandemic. Advertisements have been mailed to each house and an ad has been put on Facebook.

Christmas: Christmas activities are in the preliminary discussions, but the Hamlet will be coordinating Christmas festivities during the pandemic; not a Christmas dinner, but ideas are being discussed.

Staff/Council Recognition: Normally during the Christmas dinner volunteers, staff and council are recognized for their dedication to the community. Discussions on ideas are underway.

HR Framework: The consultant for this project has been retained and the SAO and the consultant are working on the preliminary steps to start this project.

Development Officer: An agreement has been signed with Dillon Consulting to act as the Development Officer for the Hamlet. Preliminary discussions have taken place on how information will flow. Once finalized, the community will be notified how to submit Development Applications.

Vacant Lots: The Department of Lands has been contacted about pricing land and this information is pending. The SAO will draft disposal bylaws, and a process for selling some of the lots will be prepared for Council to review.

Red NWT Housing House: A bill of sale has been received for the house only. Documents have been submitted to initiate the transfer of the land to the Hamlet. Legal is preparing a sales agreement, SAO is preparing a disposal bylaw and the bylaw should be circulated publicly prior to enacting the bylaw. Processes will be finalized as more information is received.

Policies: All policies have been formatted and put into a binder. A staff meeting will be held to provide each department with a binder and review the policies.

Website: A new website has been developed (not quite complete yet), but all policies, bylaws and minutes are on the site for easier access: www.enterprisenwt.com and www.enterprisenwt.ca. The site will be finished, as time allows. It is a goal to keep it up to date once it is finished.

The original site was lost when new computers were set up (at the beginning of covid-19 when staff were still working from home).

Wood Stove Program: An ad has been circulated to see if residents are still interested in this program, if so, Arctic Energy Alliance has authorized the project can move forward.

Voting on Staggered Term/Term Extension: The SAO is working on preparing for this vote during the election.

Greenhouse Project: One of the greenhouses is currently installed with planting beds inside. Fertilizer has been ordered and will be received in February. A goal is to build some raised beds in the Spring to accommodate residents with mobility issues or disabilities.

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.**

Housing Strategic Plan: Administration staff will assist NWT Housing with re-initiating the coordination of the Housing Strategy Work, as soon as it is possible to host public meetings.

PROJECTS REQUIRING FOLLOW UP

Local Food Infrastructure Funding: Staff continue to prepare a garden upgrade plan, when time allows, 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.

EMERGING WISELY

- ✓ A Covid-19 Policy has been approved and is being implemented
- ✓ A review of the Emerging Wisely Documents and Risk Assessment is on going
- ✓ Exposure plans continue to be developed, referencing the Covid-19 Policy
- ✓ Currently we are in Phase 2 of the Emerging Wisely Plan (blue)

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 – Essential Workers Only
- ✓ Municipal Office – Open to public by Appointment Only
- ✓ Municipal Office – Council Meetings: Online
- ✓ Fire Department - Fire Training Online
- ✓ Public Works Department – Essential Services
- ✓ Community Hall – Programming: Online Only
- ✓ Gym - Closed

Phase 2 (Mid to late June) – Current Phase

- ✓ Fire Department - Fire Training (physical)
- ✓ Community Hall – Programming: After School Program Re-Opening
- 1. Community Hall – Programming: Kids Day Programming Outside Only
- 2. Community Hall – Programming: Adults Outside Only
- ✓ Municipal Office - Council Meetings – Online Only
- 3. Municipal Office - Public Gatherings
- ✓ Municipal Office - Opening Office – Essential Workers Only
- ✓ Municipal Office – Open to public by Appointment Only
- 4. 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 Programing - Kids Day Programming (Inside)
5. Community Hall – Some Programming – Adults (Inside)

- ✓ Fire Hall Training
- ✓ After School Program
- ✓ School Bus Operations
- ✓ Council Training
- ✓ Small Meetings
- ✓ Educational Studies
- ✓ Flu Shot

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 Programing (including Seniors Coffee)
2. Community Hall – Public Use (Rental/Donate Space)

3. Work Hazzard Assessments
 - ✓ Hamlet Office
 - ✓ Public Works
 - ✓ Fire Hall Training
 - ✓ School Bus Operations

ADMINISTRATIVE GOALS (IN PROGRESS)

1. Risk Assessments
 - ✓ Flu Shot
 - ✓ Covid-19 Policy

4. Field Risk Assessments
 - ✓ Public Works
 - ✓ Fire Hall Training
 - ✓ School Bus Operations

2. Exposure Plans:
 - ✓ Hamlet Office

5. WHIMIS Training
6. Hand Washing Training

MEETINGS/TELECONFERENCES

OCT	ORGANIZATION	DESCRIPTION	TOPIC
1	Municipal Works	Meeting	Tailgate/Meeting
1	Project Manager	Phone Mtg	Architect Requirements
2	Heavy Equipment Operator	Phone Mtg	Grader Purchase
3	Tamarak	Phone Mtg	Hamlet Email Issues
5	Municipal Works	Meeting	Tailgate/Meeting
5	Administrative Assistant	Meeting	Updates
5	Finance Manager	Phone Mtg	Various Items
5	ENR	Meeting	Fall Sewage Lagoon/Land Fill Inspection
5	Mayor & Deputy Mayor	Meeting	Updates
6	Municipal Works	Meeting	Tailgate/Meeting
6	Dillon Consulting	Phone Mtg	Development Permit Application
6	Council Meeting	Zoom	Meeting
	Dillon Consulting	Phone Mtg	Development Permit Application
7	Municipal Works	Meeting	Tailgate/Meeting
7	Wellness/Recreation Leader/Assistant	Meeting	Weekly Meeting
7	Project Manager	Phone Mtg	Architect Requirements
7	Administrative Assistant	Meeting	RW Minutes
7	Finance Manager	Meeting	Payables
	Legal	Phone Mtg	AWP Dev Permit
7	Deputy Minister Meeting	Meeting	AWP
8	OFF - MEDICAL		
	Dillon Consulting	Phone Mtg	Development Permit Updates
9	Minister Covid-19 Meeting	Teleconference	Covid-19
13	Municipal Works	Meeting	Tailgate/Meeting
14	Program Coordinator Assistant	Meeting	Active After School/Halloween

