



REGULAR COUNCIL MEETING MINUTES
Tuesday March 3, 2020
Council Chambers 7:00 pm
 Approve by Motion 2020-169

<p><u>PRESENT</u></p> <p>Councillor Craig McMaster (Chair) Councillor Barb Hart Councillor Daniel Harley Councillor Joe Lalonde Councillor Mike St. Amour Councillor Sandra McMaster</p>	<p><u>ABSENT</u></p> <p>Mayor Brandon Kimble</p>	<p><u>STAFF</u></p> <p>SAO, Tammy Neal Administrative Assistant, Lou Frost</p> <p><u>MINUTES PREPARED BY</u></p> <p>SAO, Tammy Neal</p>
<p><u>GALLERY</u></p> <p>Winnie Cadieux Amy Mercredi</p>	<p><u>DELEGATES</u></p> <p>Erin Griffiths, HRHSS, Chief Executive Officer Brian Willows HRHSS, Public Administrator Dr. Amy Lemay, University of Guelph Daniel Allaire, Manager Forests, Environment & Natural Resources Nancy Stanley, CPA, CA, Ashton Chartered Accountants</p>	

1. CALL TO ORDER

Deputy Mayor Craig McMaster called the March 3, 2020 Regular Council Meeting to order at 7:03 pm.

2. COUNCILLOR ABSENCES

Resolution 2020-108

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

- * Mayor Brandon Kimble, with reason

Moved by: Councillor Barb Hart

Seconded by: Councillor Daniel Harley

ALL IN FAVOUR - MOTION CARRIED

Discussion: None

3. AGENDA ADDITIONS

None

4. ADOPTION OF THE AGENDA

Resolution 2020-109

Motion to adopt the March 3, 2020 Regular Council Meeting Agenda, as presented.

Moved by: Councillor Daniel Harley

Seconded by: Councillor Barb Hart

ALL IN FAVOUR - MOTION CARRIED

Discussion: None

5. DISCLOSURE OF CONFLICT OF INTEREST

There were no disclosures of conflict of interest

6. DELEGATIONS

a. Hay River Health & Social Services Authority Update

Deputy Mayor Craig McMaster welcomed Erin Griffiths, Chief Executive Officer, Brian Willows Public Administrator and Lorie Steinwand.

Brian Willows explained it was a pleasure to come meet the new Council. He explained the Chief Public Health Officer was in Hay River today doing some training and giving the message on the corona virus and where we were at as a territory.

Lorie Steinwand explained:

- * Currently there are no Corona Virus cases in the NWT
- * There are 80,000 cases in China and 92,000 cases across globe
- * There are some cases in Ontario and Victoria area
- * Corona virus is a respiratory infection spread by another person, it generated in bats, then to cats, then person to person; the virus can spread through sneezing, coughing and inhaling
- * People come in contact with the virus by travelling where there is infection
- * Symptoms are fever, cough and diarrhea
- * Currently the GNWT plans on preventing by using safety measures to contain cases; swabbing, quarantining and testing until tests come back
- * The GNWT developed a pandemic plan and guidelines and are now educating individuals, organizations & communities
- * Influenza has a peak season and then it comes down, but with corona virus it seems to like the cold, so if people are sick outside of the influenza season it will be tested for corona virus
- * It is best to follow travel advisories and stay up to date with flue shots
- * People are stocking up on masks and sanitary supplies, but best to save for health care workers or on people who are not well, so they are not sneezing or infecting others
- * Hand shaking is discouraged
- * Washing hands for 20 seconds with soap is still superior to using hand sanitizer
- * With the corona virus, 81% of people do well with mild symptoms, 18% have severe issues (hospitalization), 5% death or ICU situation

Discussion:

- * Where is the best source to find reliable information? – Public Health Agency of Canada and Web based information on GNWT website
- * How many cases in Japan? – As of this morning there is 2,100 and in 77 countries
- * How do you mitigate risk in airports? – there are standards, regulations and safe practices in hot spots; some planes deferred to bigger centres; some places conduct temperature checks and detain high risk individuals then test; individuals need 2 negative tests to be cleared from having the corona virus
- * The virus can live on surfaces up to 9 days but can be killed immediately with hand sanitizer, Lysol wipes or bleach; carry hand sanitizer and practice good hand hygiene and wipe down high traffic surfaces with wipes and keep your hands away from eyes, mouth and nose
- * Are there recommendations for the Seniors? – yes, Seniors between 60-80 years of age are 18% more at risk and under 9 years of age it can be fatal; people with heart problems, liver problems, asthma, COPD and other chronic disease related issues are also at higher risk of serious illness
- * Any corona presentations at the schools yet? – Not specifically to the virus, just hand hygiene practices
- * Can you get virus more than once? – it is unknown, suggest testing

Resolution 2020-110

Motion to accept Hay River Health & Social Services Authority Update on Coronavirus, as information.

Moved by: Councillor Daniel Harley

Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: None

b. Enterprise Agri Food Presentation

Deputy Mayor Craig McMaster introduced Dr. Amy Lemay, University of Guelph and Andrew Spring, Wilfrid Laurier University.

Dr. Amy Lemay explained she would like to provide brief on the Agri Food Project that Enterprise is a formal partner in:

- * The project is called the Northern Agricultural Futures and is funded by Northern Affairs, Climate Change Preparedness in the North Program, an \$800,000 project that runs from 2018-2022, so 4 years
- * There are 4 communities involved in the project, Kakisa which is the lead proponent on the project, Enterprise, Katlodeeche and Samba K'e
- * There is a contribution agreement between Kakisa and Enterprise for \$33,000 per year; \$30,000 for a community researcher and \$3,000 for administration for the last 3 years of the project
- * Enterprise must provide financial reports and a plain language reporting summary, so reports provided will meet reporting requirement
- * The objectives are to address barriers in local food production in the South Slave and in the Dehcho regions; identify areas for agricultural development; and use pilot scale projects
- * Dr. Amy Lemay started on project last June and in August at the Jamboree a survey was conducted to get a sense of what the agri-food needs, opinions and requirements were here in the region. She was here again in August at the community engagement and again spoke to residents on their thoughts on agri-food strategy in the community. As a follow up to that, a report was provided to the community, "Enterprise Agri-Foods Survey Report" and "Enterprise Agri-Food Agenda" and the first report is attached to this report as an appendix.
- * The Jamboree Survey was largely people from Hay River, but several from Enterprise and a few from Alberta, so there were differences in the results of this survey and the community survey. Overall, there was a shared vision across both surveys about local food and small scale agriculture. Most people considered it extremely important to develop local food capacity
 - o At the community engagement, people felt the goals should be food security and protecting the environment; types of local food production were community gardens, greenhouses, market gardens and livestock production and field crop production; other things that were important were composting and renewable energy; greatest barriers to food production were human barriers: capacity, skills, etc.
 - o At the Jamboree community economic development and protecting the environment were important; types of local food production were community gardens and market gardens; other things that were important were composting, renewable energy and farmers markets; greatest barriers to food production were human barriers: capacity, skills, etc.
- * What does this mean for Enterprise as a partner and as a priority?
 - o The Agri-Food Agenda provided to Council is a framework to understand opportunities and priorities in supporting agri-food initiatives, there are 3 key pieces and 4 strategic objectives either in the community or in the region that could help support agri-food production, including leadership, advocacy and collaborations, policy and governance, community engagement, education and training, and research and innovation.
 - o Keys to success are community engagement and establishing community organizations, recommendations are Enterprise Agri-Food Advisory Committee and Enterprise Agricultural Society (as identified in the GNWT Agri-Food Strategy, and there is support to support these committees)
 - o Overall there are 12 recommendations in the report to help develop agriculture, but not meant for all recommendations to be done, ideas for consideration, e.g.: farmers markets (traffic study identifies Friday afternoons as the most busiest time), community garden, waste management programs and renewable energy, community farms (allow farmers to plant on a commercial level in a certain area), etc.
 - o Where we go next is up to Enterprise, there is ongoing support should Enterprise choose to implement any of the recommendations; project runs until March 2022, so there is lots of time.

Discussion:

- * This is an exciting project.
- * Is Enterprise allowed to use the fireguard as a garden area --Daniel will look into it
- * Is there funding for greenhouses – there is help available for the community to find and apply for the funding

Resolution 2020-111

Motion to accept Enterprise Agri Food Presentation as information.

Moved by: Councillor Joe Lalonde

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED

Discussion: None

c. Community Wildfire Protection Plan (CWPP)

Deputy Mayor Craig McMaster introduced Daniel Allaire, Manager Forests, Environment & Natural Resources

Daniel explained he will review the power point presentation with Council:

- * Each community in the NWT has a Community Wildfire Plan (29 communities), Enterprise's was last updated February 2019
- * Changed photos and updated maps and projects
- * Looked at wildfire ignition potential between 2009 to 2018 within a 10 km radius of Enterprise, which is high and is naturally caused by lightning. Enterprise was the only community with no human caused fires and there were 8 lightning caused fires (within the planning area)
- * The Enterprise Hazard Assessment determined that the risk was low to moderate in the town site, moderate to high in the south area and high in the proposed research area
- * Explained the experimental grids in Fort Providence and the several organizations involved in the research and that eventually these people will be involved in the Enterprise experimental grids
- * Vegetation management in various zones: zone 1a) 0-1.5 meter spacing, zone 1) 1.5-10 meter spacing, zone 2) 10-30 meter spacing and zone 3) 30-100 meter spacing
- * It's the Hamlet's responsibility to maintain the fireguard, or it will overgrow and there will be no more fire guard
- * When ever the community does FireSmarting please let ENR know so they can update their map
- * Discussed various fire management prescriptions
- * It is important to encourage residents to establish adequate Zone 1a and Zone 1 defensible space around their structures
- * The Hamlet is encouraged to maintain areas that have been FireSmarted to avoid re-growth
- * The Hamlet can implement bylaws that encourage FireSmart initiatives (eg: metal roofs)
- * Public education options are available on the GNWT Environment and Natural Resources website at: <https://www.enr.gov.nt.ca/en/services/be-firesmart>
- * Enterprise Volunteer Fire Department and GNWT MACA & ENR should continue to partner on cross-training initiatives to ensure emergency responders are cross-trained to the following: Wildland Firefighter, Structure and Site Preparation Workshop (S-115) and Incident Command System (I-100 to I-300) as applicable
- * There are 7 recommendations in the Community Wildfire Protection Plan identifying who is responsible for carrying out each recommendation

Resolution 2020-112

Motion to accept Community Wildfire Protection Plan (CWPP) as information

Moved by: Councillor Barb Hart

Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

Discussion: None

Resolution 2020-113

Motion to take a five-minute break at 8:28 pm

Moved by: Councillor Barb Hart

Seconded by: Councillor Daniel Harley

ALL IN FAVOUR MOTION CARRIED

Resolution 2020-114

Motion to resume meeting at 8:37 pm

Moved by: Councillor Daniel Harley

Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

d. In Camera – Employee Benefit Report: Hamlets Act 2003, c.22, Section 25(3)(e)

Nancy Stanley, CPA, CA, Ashton Chartered Accountants

Resolution 2020-115

Motion to move into an in-camera session at 8:38 pm, to discuss the following:

- * Employee Benefit Report

Moved by: Councillor Barb Hart

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR - MOTION CARRIED

Discussion: None

Resolution 2020-116

Motion to move out of the in-camera session at 9:44 pm, and resume the March 3, 2020 Regular Council Meeting.

Moved by: Councillor Barb Hart

Seconded by: Councillor Daniel Harley

ALL IN FAVOUR - MOTION CARRIED

Discussion: None

Resolution 2020-117

Motion to rescind motion 2019-390 due to the fact that it cannot be fully implemented, as discussed in camera.

Moved by: Councillor Daniel Harley

Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion:

Council would like the SAO to compile costs of implementing a Northern Living Allowance for staff, based on the in camera discussions.

7. REPORTS

a. Mayor's Report

None

b. Deputy Mayor's Report

None

c. Acting Mayor's Report

None

d. SAO Reports (attached as Appendix "A")

i. Verbal/Written Report, as at as at February 26, 2020

In addition to the written report:

- * AWP postponed the MOU Committee Meeting; however. Council should request an AWP update for the new Council Members
- * Councillor Joe Lalonde mentioned that Concept Energy was selling a sprung that could be used over the skating rink or at the Public Works Yard for Sand/Salt/Gravel

Resolution 2020-118

Motion to accept the SAO Report, as at March 3, 2020.

Moved by: Councillor Barb Hart

Seconded by: Councillor Mike St. Amour

ALL IN FAVOUR MOTION CARRIED

Discussion: None

ii. Project Variance Report, as at as at February 26, 2020

Resolution 2020-119

Motion to accept the Project & Capital Variance Report, as at March 3, 2020.

Moved by: Councillor Joe Lalonde

Seconded by: Councillor Barb Hart

ALL IN FAVOUR MOTION CARRIED

Discussion: None

iii. Briefing Note – Proposed 2019-2020 Budget Amendments

Resolution 2020-120

Motion to amend the 2019-2020 MACA O&M funding portion of the Budget as follows:

DESCRIPTION	FROM: APPROVED 2019/2020 BUDGET	TO: AMENDED 2019/2020 BUDGET
MACA O&M FUNDING		
MACA – Misc O&M Funded Programs	54,892	19,892
MACA –Administration	324,608	399,608
MACA –Land Administration	45,000	80,000
MACA –Fire & Emergency	60,000	60,000
MACA –Recreation	75,000	75,000
MACA –Solid Waste	27,500	27,500
MACA –Public Works & Transportation	240,000	165,000
TOTAL MACA O&M FUNDING	827,000	827,000

The proposed re-allocations to MACA – Land Administration, are as follows:

- * \$20,000 unutilized by Community Wellness to MACA – Land Administration
- * \$7,500 unutilized by the School Bus Project to MACA – Land Administration
- * \$7,500 unutilized by ALGAP to MACA – Land Administration

Total Re-Allocation: \$35,000

The proposed re-allocations to MACA – Finance and Administration, are as follows:

- * \$75,000 unutilized by MACA – Transportation and Public Works to MACA – Finance and Administration

Total Re-Allocation: \$75,000

Moved by: Councillor Mike St. Amour

Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

Discussion: None

iv. Motions – Outstanding, as at as at February 26, 2020

Resolution 2020-121

Motion to accept the Outstanding Motion List, as at March 3, 2020.

Moved by: Councillor Joe Lalonde

Seconded by: Councillor Daniel Harley

ALL IN FAVOUR MOTION CARRIED

Discussion: None

v. **Motions – Updated List, as at as at February 26, 2020**

Resolution 2020-122

Motion to accept the Updated Motion List, as at March 3, 2020 with corrections:

- * Motion 2020-88 – Mover and Seconder are the same
- * Motion 2020-91 – Should be “err on the side of” not “err o the side of”

Moved by: Councillor Barb Hart

Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

Discussion: None

e. **Fire Chief Report**

- i. February 2020 Report

Resolution 2020-123

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

- * February 2020 Report

Moved by: Councillor Barb Hart

Seconded by: Councillor Daniel Harley

ALL IN FAVOUR MOTION CARRIED

Discussion: None

f. **Wellness/Recreation Leader Report**

- i. February 2020 Report

Resolution 2020-124

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

- * February 2020 Report

Moved by: Councillor Barb Hart

Seconded by: Councillor Daniel Harley

ALL IN FAVOUR MOTION CARRIED

Discussion: None

Resolution 2020-125

Motion to go past 10:00 pm at 9:59 pm

Moved by: Councillor Daniel Harley

Seconded by: Councillor Mike St. Amour

ALL IN FAVOUR MOTION CARRIED

Discussion: None



Resolution 2020-126

Motion to table the following agenda items:

- * 8a. – 8b., 9a., 10b., 11a.; and 15a.

Moved by: Councillor Daniel Harley
Seconded by: Councillor Joe Lalonde

ALL IN FAVOUR MOTION CARRIED

8. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

- a. February 14, 2020 Regular Council Meeting
- b. February 19, 2020 Special Council Meeting

9. DEFERRED BUSINESS AND TABLED ITEMS - NIL

- a. In Camera – Legal Opinion: Trapper Monument/Conflict: Hamlets Act 2003, c.22, Section 25(3)(h)

10. NEW BUSINESS

- a. Quarry Permit Application - KM 4.5, NWT Highway No 2

Resolution 2020-127

Motion Quarry Permit Application - KM 4.5, NWT Highway No 2 is supported

Moved by: Councillor Barb Hart
Seconded by: Councillor Mike St. Amour

ALL IN FAVOUR MOTION CARRIED

Discussion: None

- b. Area Development Plan Quote – Dillon Consulting

11. STRATEGIC PLAN REVIEW

- a. Strategic Plan Update – Written, as at February 26, 2020

12. BYLAWS & POLICIES

- a. Beautification Bylaw - NIL

13. COUNCIL ISSUES AND CONCERNS

- a. Open Discussion

14. CORRESPONDENCE OUTGOING - NIL

15. CORRESPONDENCE AND INFORMATION

- a. Letter: February 4, 2020 – NWT Preparations in Response to Coronavirus Outbreak, Diane Thom Minister of Health & Social Services

16. ADJOURNMENT

- a. Upcoming Meetings, Workshops and Training
 - i. Regular Meeting – March 3, 2020 (Council Chambers 7:00 pm)
Regular Hamlet Business
 - ii. Special Meeting – March 4-6, 2020 (Council Chambers 6:00 pm)
Governance Review and Strategic Planning
 - iii. Special Meeting – March 12, 2020 (Council Chambers 4:45 pm)
Capital Planning Session with Supper
 - iv. Special Meeting – March 14, 2020 (Council Chambers 9:30 am)

MACA Governance Training with Lunch & O&M/Capital Budgets, as information

- v. **Special Meeting – March 23, 2020 (Council Chambers 6:30 pm)**
O&M & Capital Budget Review/Approval and, 3rd Reading of Indemnities Bylaw 2020-02
- vi. **Regular Meeting – April 14, 2020 (Council Chambers 7:00 pm)**
Regular Hamlet Business
- vii. **Special Meeting – April 21, 2020 (Council Chambers 7:00 pm)**
New Hamlet Office/Heritage and Visitor Information Building Discussions

Resolution 2020-128

Motion to Adjourn the March 3, 2020 Regular Council Meeting at 10:07 pm

Moved by: Councillor Mike St. Amour

Seconded by: Councillor Sandra McMaster

ALL IN FAVOUR MOTION CARRIED



Craig McMaster,
Mayor



Tammy Neal,
Senior Administrative Officer



“APPENDIX A”
SAO Report, as at February 26, 2020
for the March 3, 2020 Council Meeting
Red Text Requires Council Input

SAO CONCERNS/COMMENTS

I would like to request that Council to make motions whenever it is expected that I complete a task, for two reasons: 1. it is much easier to track the tasks I need to complete and 2. it clarifies what I am actually supposed to do vs the ideas being voiced during meetings.

All T4's have been completed and will be mailed today, February 26, 2020

COUNCIL FOLLOW UPS

Signing Authority: New signatories are now in place

HUMAN RESOURCES

Current Staff: 12 (5 Full time, 4 Part Time, 3 Casual, 0 Seasonal, 0 Term, 0 medical)

Job Vacancies: None

Will be posting for: Public Works Manager/Supervisor

PROJECTS

FUNDING	
	*
ECE Funding - Small Communities Employment Program	<ul style="list-style-type: none"> * All funding has been utilized by the Hamlet; no local businesses utilized the funding * Labour Market Study Funding has been retained from Education Culture and Employment * Labour Market Consultants retained and have started study * Letter to residents and local businesses will be circulated in the next few days, for their participation in the study
PROJECTS	
Asset Management	<ul style="list-style-type: none"> * Enterprise has been chosen (SAO expressed interest in participating) to participate in round two of MACA's Asset Management Software Implementation Project. * Council approved the implementation of the Asset Management Software via motion 2019-442, as it will be mandatory to access the Gas Tax Funding in the future * MACA came to Enterprise to make an inventory list of all assets, in preparation for the implementation of Asset Management Software

	<ul style="list-style-type: none"> * Training will take place in the near future to learn the software; the SAO and the staff member identified to work with the program will take the training and the program will go live in Enterprise after the training. * The SAO is participating in training in Yellowknife from January 20-26 with travel being the 19 & 27th. Due to the Jan 21 meeting being scheduled, she has been approved to miss the first few days of the training.
Counselling	<ul style="list-style-type: none"> * Hay River Counselling Services have implemented a walk in service for Enterprise residents, until counselling can be brought back to the community * Community Counselling Services provides a daily walk-in service 9 am – 4 pm for anyone needing access to counselling. It is recommended to call in the morning, after 8:30 am to get a scheduled time to walk-in for an appointment. If a resident cannot call in, they may go to the Gensen building upstairs (down the hall from Norland insurance) and they will be assisted.
Controlled Burn/FireSmart Project with ENR	<ul style="list-style-type: none"> * No Update on winter burns
Best Locks/Keys	<ul style="list-style-type: none"> * Administration is preparing to make an order for locks and cores, as this project is planned to begin this winter
Wood Stove Program	<ul style="list-style-type: none"> * The Hamlet and AEA are planning the next steps to move forward with this project
NWT Housing House	<ul style="list-style-type: none"> . Bylaw sent to NWT Housing, pending transfer of the house . Emailed requesting an update on the transfer
Land Transfers	<ul style="list-style-type: none"> . No new updates from the Department of Lands since the September SAO report . Most equity leases have been inspected for compliance with bylaws . Lands will advise when remaining equity leases will be inspected . Equity leases have gone out to consultation . Late October, residents who's properties received their inspection were provided written reports outlining areas that need to be in compliance, if any. Once their properties are in compliance and the consultation is complete land transfers will begin. . 7 vacant lots are pending transfer . 11 commercial, transportation & industrial lots have gone out to consultation

BYLAWS

Water/Sewer Bylaw (Dillon Consulting Ltd.)	<ul style="list-style-type: none"> . A revised Water/Sewer Bylaw has been received by the SAO; A copy will be provided to council for review prior to the first reading . A separate Solid Waste Bylaw is being prepared
Zoning Bylaw (Dillon Consulting Ltd.)	<ul style="list-style-type: none"> . A bylaw review meeting was held October 29 with Dillon Consulting . A revised draft bylaw is pending; once received a review meeting will be scheduled with Dillon Consulting
Council Indemnities (Brownlee LLP)	<ul style="list-style-type: none"> . Third reading set to take place at the March 23, 2020 special meeting
Cemetery Bylaw (Internal)	<ul style="list-style-type: none"> . A draft bylaw has been provided to council (August 6, 2019) for review and further discussion. . New Council will be provided in the near future . A bylaw review meeting needs to be determined by Council

Beautification Bylaw	<ul style="list-style-type: none"> Draft bylaws have been provided to council (July 2, 2019) for review and further discussion A legal opinion has been received regarding derelict properties, this information needs to be incorporated into the Beautification Bylaw. The SAO will work on a draft bylaw for Council to review
Employment Bylaw (McLennan & Ross LLP)	<ul style="list-style-type: none"> Pending a draft bylaw from the lawyer SAO Requested an update SAO has been in contact with the lawyer and she is working on the bylaw and the WSCC required policies
Rules of Conduct and Ethical Procedures Bylaw (McLennan & Ross LLP)	<ul style="list-style-type: none"> Draft Bylaw received January 13, 2020 A review with new council should take place prior to the first reading

POLICIES

Harassment Policy (McLennan & Ross LLP)	<ul style="list-style-type: none"> * Legal Council is working on amending the Hamlet's Harassment Policy * Pending amendments
Administration Policies (Internal)	<ul style="list-style-type: none"> * To be /researched & developed over the winter * Several policies provided to Council at the Jan 21 meeting for review and approval at February's meeting * Policies continue to be worked on as time allows
Council Email Policy (Internal)	<ul style="list-style-type: none"> * This is already included in the Councillor Electronic Use Policy

TRAINING/WORKSHOPS/CONFERENCES (COMPLETED)

MONTH	DATE	DESCRIPTION	STAFF MEMBER
to Completion	to Completion	Bylaw Officer Course	SAO - Need to Write Exam Only
June	Ongoing	Mentoring Land Administration/Development Officer Roles with Dillon Consulting	SAO
November	Ongoing	Leadership Training with Christina Bentley Focus: Self Betterment/Self Care, Effective Communication, Time Management, Strengthening Abilities as SAO, Team Building Strategies	SAO
January	22-27	Plan, Build and Maintain Course in YK	Cancelled (to many council tasks)
January 15 to	March 11	Municipal Contracts & Tenders	Cancelled (to many council tasks)
April	7-9	Asset Management Introductory Training	SAO/Admin Assistant

CM *ml*

SAO MEETINGS/TELECONFERENCES/TELEPHONE MEETINGS

Last year's book with my meeting dates is at home, I will have an update at the meeting.

MONTH	DAY	ORGANIZATION	DESCRIPTION	TOPIC
JANUARY	6	Finance Manager	Meeting	Update
	6	Christina Benty	Teleconference	Training Session
	7	Mayor (Winnie)	Meeting	Update
	8	Recreation/Wellness Leader & Recreation Coord Trainee	Meeting	Update
	9	Finance Manager	Meeting	Update
	9	Municipal Works Maintainer	Meeting	Update
	9	Mayor (Winnie)	Meeting	Wrap Up Discussions
	9	Admin Assistant	Meeting	Update
	9	Legal	Teleconference	Document Request
	14	Municipal Works Maintainer	Meeting	Update
	14	Mayor (Brandon)	Meeting	Update
	16	Contractor	Discussion	Reconsider Desision
	22	Recreation/Wellness Leader & Recreation Coord Trainee	Meeting	Update
	22	Municipal Works Maintainer and Heavy Equip Operator	Meeting	Update
	27	Community Researcher	Meeting	Update
	28	OFF ALL DAY		
	29	OFF ALL DAY		
	30	Mayor (Brandon)	Meeting	Update
FEBRUARY	3	Municipal Works Maintainer and Heavy Equip Operator	Meeting	Update
	3-7	Travel to Yellowknife	Workshops	MVLWB Resource Management Workshop
	13	Municipal Works Maintainer and Heavy Equip Operator	Meeting	Update/Resignation from Equipment
	13	Christina Benty	Teleconference	Training Session
	13	Regional Superintendent	Telephone	Petition
	13	MNP Ltd	Teleconference	Labour Market Study
	13	Project Manager	Telephone	Council Meeting Feb 14
	17	Admin Assistant	Meeting	Injury Reports
	17	Finance Manager	Meeting	Updates
	17	Admin Staff	Meeting	Updates
	17	Acting Mayor	Meeting	Concerns
	18	Municipal Works Maintainer	Meeting	Update
	18	Resident	Discussion	Bus Licence, Zoning Bylaw & Dev Permit App
	19	Municipal Works Maintainer	Meeting	Re: Bear Road & RTL
	19	Legal	Teleconference	Legal Opinion Info
	19	Recreation/Wellness Leader & Recreation Coord Trainee	Meeting	Update
	20	OFF ALL DAY		
	21	OFF ALL DAY		
	24	OFF ALL DAY		
	25	Contractor	Discussion	Re: Bear Road
	26	Municipal Works Maintainer	Meeting	Update

CAPITAL PROJECTS

CAPITAL PLAN PROJECTS	
Hamlet Office Upgrades	
New Furnace with Air conditioning Unit	- Energy Audit was conducted November 4 th a report is received - Pending 3 quotes from suppliers
Sound/acoustic Improvement	- Dana Cross came to look at equipment and will email suggestions for improvements; he can help set up and provide support.
New Hamlet Office/Heritage & Visitor Information Center (Strategic Plan)	
Architectural Design	- Council has a meeting scheduled for April 21, to discuss the new hamlet/heritage and visitor information center - Architects are looking for direction
RFP	- No action taken on this project yet (Architect will prepare)
Project Management	- Project Manager retained and actively involved
Trapper Monument	- Legal opinion to be reviewed March 3, 2020
Reserve Fund	
Reserve Savings (replace capital items)	- Year end duty
Emergency Measures Mitigation	
Mitigation Measures (if crisis emerges)	- Allocated funds available, if required
Emergency Measures Equipment (Wildfire, Other Crisis)	
Wildfire Protection: Back Pack Sprayers (5 or 6)	- Quotes received, next step to order
House Sprinklers (stay on houses all year, hamlet pay/have program)	- Fire Chief has been asked to research
Water Access at Muster Point (well/pump/test for drinking)	- Fire Chief has been asked to research
Well Access Tools (tools to access residents' wells in an emergency: connections/hoses/pumps)	- Fire Chief has been asked to research
Fire Protection Equipment (Fire Department)	
Bunker Gear (replacement/new; staggered expiry)	- Complete ; 3 sets purchased & received
SCBA Replacement (expires 2021)	- Savings until 2021
Fire Fighting Equipment (as per WSCC & Workplan approved July 2019)	- Funds available as required
FireSmartering - Fire Smart plan	

2019 FireSmart Work	<ul style="list-style-type: none"> - Complete for 2019 - Issue with Contractor - December 3, 2019 Council Meeting: Council decided the issue was an administrative matter - Matter went to lawyer for legal advice on next steps - Response received; SAO will follow up
Community Development Plan	
Land Development Plan (Sport & Recreation) Consultant	<ul style="list-style-type: none"> - Dillon contacted for a quote to work with Enterprise to draft a Development Plan
Land Development Plan (subdivisions) Consultant	<ul style="list-style-type: none"> - Quote received - Quote provided to council March 3, for their review and approval
Road Development	
Fox Farm Road - Legal Survey	<ul style="list-style-type: none"> - Legal survey was received and submitted to the Dept of Lands for approval
Transportation – Grader	
Savings to purchase of new grader	<ul style="list-style-type: none"> - Savings until sufficient funds available to purchase
Aggregate	
Stockpile (road construction, road maintenance, community Beautification): crushed gravel, pit run & sand	<ul style="list-style-type: none"> - No action taken on this project yet - Stockpile is sufficient, at this point
Community Storage	
Sea Can Roof Construction (dry storage)	<ul style="list-style-type: none"> - Complete
Wages Wooden Landings (between sea cans)	<ul style="list-style-type: none"> - Complete
Public Works Tools	
Tools (required to build capacity)	<ul style="list-style-type: none"> - No action taken on this project yet - Tools yet to be identified
Cemetery Upgrades	
Ground Water Investigation (water depths)	<ul style="list-style-type: none"> - Complete
Plot Map	<ul style="list-style-type: none"> - Consulted Ollerhead regarding what work would be required in order to confidently develop a Plot Map - Ollerhead will follow up with a plan - NO UPDATE
Community Promotion & Beautification	
Tapered Culverts rock edging (to hold material)	<ul style="list-style-type: none"> - On hold at this point, pending Public Works Supervisor/Manager
Mailbox Site Upgrades	<ul style="list-style-type: none"> - Pending, further discussions with new gas station owners
Parks	
Playground Upgrade Plan	<ul style="list-style-type: none"> - Community Consultation August 28, 2019 - Plan to be developed winter of 2019 - Plan developed, to be discussed during Strategic Planning and Capital Planning



Trails	
Disc Golf on Trails (signage) (new trails, if required for game options)	- Community Consultation August 28, 2019 - On hold at this point, pending Spring 2020
Running Creek Trail Development (join with borrow pit)	- Community Consultation August 28, 2019 - On hold at this point, pending Public Works Supervisor/Manager
Borrow Pit Upgrades	
Borrow Pit Development Plan	- Community Consultation August 28, 2019 - Plan to be developed winter of 2019 - Plan developed, to be discussed during Strategic Planning and Capital Planning
Community Hall Upgrades	
Preliminary Architectural Advice	- Community Consultation August 28, 2019 - Pending Strategic Planning/Capital Plan Review
Venue Development (eg: Itsago/Jamboree)	
New Venue Tables (tennis balls for feet) (25-3x6)	- Purchased 25 tables - tennis balls to be purchased
Medium Size Tents	- Research began; more research required prior to purchasing
Skateboard Park (Northern Lights Street)	
Skating Rink Upgrade Plan	- Community Consultation August 28, 2019 - Pending Strategic Planning/Capital Plan Review
Outdoor Skating Rink Construction	
Construction (Sprung?) Options for size and value	- Community Consultation August 28, 2019 - In discussions regarding feasibility of installing prior to winter 2019 it is not looking feasible, at this point (capacity/current rink has permanent walls/better to reconstruct walls/research for quonset still needs to be conducted) - Project not feasible prior to winter - Skating rink will be made beside the Community Hall for winter 2019 without a sprung. A berm will be developed with the snow then flooded. - Pending Strategic Planning/Capital Plan Review
Bleachers walls for skating rink	
Strategic Plan: Healing Cabins	
Plan	
Survival Cabins (skids) 12x12 (behind VIRC & on Trails)	- Community Consultation August 28, 2019 - Plan to be developed winter of 2019 - Plan started, but not complete yet (lost capacity)

Garden Upgrade	
Greenhouses	- Researcher Hired
Development/Landscaping (walkways, raised beds, soil, ect.)	- Application to ITI submitted for funding for a greenhouse, landscaping and upgrades - Application for funding was denied, a revised budget will be submitted
Composting Area (garden site/landfill site)	- A Federal Application for funding is being prepared - Meeting with Andrew Spring October 26, 2016 - Garden/Agriculture Plan to be developed - Community Consultation August 28, 2019; information gathered - Information will be considered in future plans - Funding will be applied for in 2020-2021 - 3 Year plan being developed to accommodate this research/project - Working with Kakisa, the University of Guelph and Wilfrid Laurier University - Project to continue in 2020-2021
Local Waste Management	
Recycling Program (Strategic Plan):	
Community Education Program (clear bags; not recycling, not picking up garbage)	
Resident Recycling Tools (blue bins)	
Central Recycling Units (eg: metal cardboard collection unit, metal recycle collection unit, compost unit)	- Plan to be developed
Recycle Units/Buildings (recycle thrift areas: wood, household items - outside public works fence and at landfill site)	
Landfill Segregation Units	- Complete
Biomass heater Chipper (biomass heating fuel)	- Consulted with AEA - Council Biomass presentation – December 3, 2019 (confirmed) - Pending direction from Council
Regional Waste Management (Strategic Plan):	
Regional Waste Management Feasibility Study	- Contacted consultant for quote - Quote pending - Consultant backed out with the referral of another
ECONOMIC DEVELOPMENT	
Set Up Development Corporation	- Council spoke with consultant regarding the matter (October 9) - Council was provided a legal opinion on the matter (October 15) - Further discussions on the matter are to be coordinated - To be brought back to the table March/April
Water Licence: Liquid & Solid Waste Improvements	
Perimeter Fence	- Complete

CM 