



SPECIAL COUNCIL MEETING AGENDA

**April 11, 2023, 7:00 pm
Council Chambers**

- 1. CALL TO ORDER**
- 2. COUNCILLOR ABSENCES**
- 3. AGENDA ADDITIONS**
- 4. ADOPTION OF THE AGENDA**
- 5. DISCLOSURE OF CONFLICT OF INTEREST**
- 6. DELEGATIONS**
- 7. REPORTS**
- 8. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**
- 9. DEFERRED BUSINESS AND TABLED ITEMS**
- 10. NEW BUSINESS**
 - a. NWTAC Conference – Jun 8-10, 2023
 - b. In-Camera – SAO evaluation
- 11. STRATEGIC PLAN REVIEW**
 - a. Strategic Plan review
- 12. BYLAWS & POLICIES**
 - a. Fire Chief Appointment Bylaw – 1st, 2nd, & 3rd readings
 - b. Bylaw Officer Appointment Bylaw – 1st, 2nd, & 3rd readings
 - c. Council Procedures Bylaw – 1st & 2nd readings
 - d. Business Licence Bylaw – 1st & 2nd readings
- 13. COUNCIL ISSUES & CONCERNS**
- 14. CORRESPONDENCE OUTGOING**
- 15. CORRESPONDENCE & INFORMATION**
- 16. ADJOURNMENT**



Hamlet of Enterprise 5 Year Strategic Plan

April 1, 2018 to March 31, 2023

Approved Motion 2018-101

CURRENT SITUATION

Enterprise is proud to be known as the "Gateway to the NWT," earning this title by being located at the crossroads of the two highways that provide access to the rest of the Territory; highway #2 leading to Hay River, Ft Smith, and Ft. Resolution and highway #1 leading to Ft. Providence, Yellowknife, Ft. Simpson and beyond. We are part of the Dehcho Nation land base, located along the scenic Hay River Gorge.

Enterprise is a Hamlet of 125 persons and growing. The primary sources of employment are government, the mining and forestry industries and the community's private enterprises consisting of one gas bar with a 9 room motel, one craft store, cabinet making shop, transportation company, mobile home distributor, and several self-employed people.

The residents of Enterprise need to travel the 38 kms to Hay River to access basic services such as medical, education, retail and grocery shopping, senior's and other government services. The Hamlet operates its own school bus to transport the resident K - 12 students to and from school in Hay River.

Enterprise is an active community, offering various organized events such as the annual Gateway Jamboree, the Itsago Dog Sled Races, an annual fall fair, an annual spring carnival, etc. for the local and surrounding area. Our location also offers availability to many recreational activities such as snowmobiling, x-country skiing, ATVing, hiking, fossil pits, boating, fishing, and camping. The community has constructed a beautiful wilderness-walking trail and a community beach.

Over the years, the Hamlet has constructed a new community hall/recreation centre, a six bay mobile equipment parking garage, and an expansion and upgrade on the existing fire hall. It has also completed the first two phases of a multi-phase program to reduce the threat of wild fires by constructing fireguards throughout the community. These projects are part of the community's vision to grow and provide more services and a safe environment for its residents.

The Hamlet currently employs five full-time positions:

- ✓ an SAO
- ✓ an Administrative Assistant
- ✓ a Public Works Maintainer; and
- ✓ a Wellness Coordinator

The Hamlet currently employs several part time and seasonal positions:

- ✓ a Finance Officer
- ✓ a Bus Driver
- ✓ a Janitor
- ✓ a Heavy Equipment Operators
- ✓ 2 Program Assistant Coordinators
- ✓ a Labourer
- ✓ Summer Students
- ✓ Fire Smart Labourers
- ✓ a Fire Smart Heavy Equipment Operator

The Hamlet operates a number of local programs such as:

- ✓ Wellness
- ✓ Recreation
- ✓ Healthy Children
- ✓ Active After School
- ✓ Sewing
- ✓ Carving
- ✓ Ladies' Night
- ✓ Men's Night
- ✓ Senior's Night
- ✓ Literacy
- ✓ Get Active
- ✓ Walk to Tuk; and
- ✓ other recreational initiatives as funding is made available

Enterprise is currently developing its land base, and continues to pursue a vision of becoming a self-sufficient community. Due to the current lack of local businesses and the demographics, the development of the land base is an essential element to complete this vision.

Being one of the only two entrances to the NWT by road, Enterprise holds the potential to capitalize on its location by focusing on tourism and increasing services to the local residents, visitors and to those just passing through.

- ✓ Sustainability (housing, economy, health and social services, education, recreation, essential services)
- ✓ The community's image (community clean up, cleanup of properties , assistance, work together)
- ✓ Regional politics (where does Enterprise fit in)
- ✓ The need to engage with Decho first nations
- ✓ Community support
- ✓ Global issues (climate change, natural disasters)

WHAT IS THE PURPOSE OF COUNCIL?

Council is the political body that connects the community to the Government of the Northwest Territories (GNWT) and other local Governments. The purpose of Council is to ensure community needs are being met through effective programs and services. It is Council's responsibility to facilitate the ability for staff to run effective programs and services by ensuring up to date bylaws and policies and procedures are in place and appropriate infrastructure is available and maintained in order to provide these programs and services.

WHO DOES COUNCIL SERVE

Council serves all residents of the community of Enterprise, NT.

THE HAMLET OF ENTERPRISE'S MISSION STATEMENT

To maintain and enhance our quality of life and self-sufficiency by being open in our communications with the public, and promoting healthy growth of our children, families, and businesses while remaining a safe, efficient and accountable community.

THE HAMLET OF ENTERPRISE'S VISION STATEMENT

Enterprise is an environmentally friendly, clean, safe, sustainable community with manageable growth. Enterprise provides local access to quality education, and health and social service programs supported by volunteer organizations. Enterprise has a broad range of economic development opportunities that provide local employment and services.

The Hamlet of Enterprise Values:

- ✓ Transparency
- ✓ Accountability
- ✓ Respect
- ✓ Commitment and Dedication
- ✓ Honesty and Integrity
- ✓ Trust
- ✓ Quality Leadership
- ✓ Positive Change
- ✓ Engagement of Public, Family and Friends

EXECUTIVE SUMMARY

The Hamlet Council hosted a series of Strategic Planning workshops, during 2016/2017. The purpose of these workshops were to enable Hamlet Councillors to look closely at where the community is currently, and the best direction it should move towards in the future, in order to determine the most beneficial goals the Hamlet Councillors could work towards during their 2017-2019 term on Council.

During these workshops, Council and Staff first identified a series of goals, under four focus areas, they felt were practical and in the best interest of the community to strive for:

FOCUS AREA - STRENGTHEN GOVERNANCE CAPACITY

- ✓ Goal #1 - Effective Planning Process
- ✓ Goal #2 - Effective Communication Strategy
- ✓ Goal #3 - Review Community Infrastructure and Redevelopment
- ✓ Goal #4 - Capital Plan Review & Development
- ✓ Goal #5 - Develop A Tourism Plan
- ✓ Goal #6 - Develop A Community Resource Inventory
- ✓ Goal #7 - Develop External Relationships

FOCUS AREA - STRENGTHEN ADMINISTRATIVE CAPACITY

- ✓ Goal #1 - Policy Development
- ✓ Goal #2 - Bylaw Review & Development
- ✓ Goal #3 - Human Resource Needs

FOCUS AREA - ENHANCE PROGRAMS & SERVICES

- ✓ Goal #1 - Housing (local)
- ✓ Goal #2 - Health Services/Partnerships
- ✓ Goal #3 Greenhouse/Garden
- ✓ Goal #4 - Waste Reduction/Management (Regional Waste Center)
- ✓ Goal #5 - Annual Community Events
- ✓ Goal #6 - Healing Programs

FOCUS AREA - ECONOMIC DEVELOPMENT

- ✓ Goal #1 - Promote New & Existing Businesses
- ✓ Goal #2 - Economic/Sustainability Development Coordinator

NEWLY ELECTED COUNCIL

December 2017, brought newly elected Council Members. The current Mayor and Council finalized the Hamlet of Enterprise 5 Year Strategic Vision and identified the following (out of this plan) as their goals for the duration of the Mayor's term, 2018-2020:

COUNCIL'S PRIMARY FOCUS AREAS & GOALS *(Means Councils Main Focus for 2018-2020)*

FOCUS AREA - STRENGTHEN GOVERNANCE CAPACITY

Goal #3 - Review Community Infrastructure and Redevelopment

- Identify Building Purposes (inventory, current use, future use; develop project plan)
- Bylaw (building rental fees (hall, kitchen, ect)
- Updates, Upgrades or Transformations (according to project plan, transfer to capital plan)

Goal #5 - Develop A Tourism Plan

- Gather Information (community meetings: develop a theme)
- Host Tourism Planning Workshop (develop & approve tourism plan)

Goal #6 - Develop A Community Resource Inventory

- GIS Mapping
- Hire Coordinator/Student (Research)
- Identify potential Resources (Physical, Environmentally Sensitive, Human)
- Communicate with relevant departments and gather information (gather and document information, including historical land uses, traditional lands, sensitive areas, etc

FOCUS AREA – ENHANCE PROGRAMS AND SERVICES

Goal #3 Greenhouse/Garden

- Improve current community garden (research ideas and viability)
- Year-round greenhouse (research ideas and viability)
- Storage Facility (research ideas and viability)

Goal #4 - Waste Reduction & Management (Regional Waste Center)

- Research Resources/Partnerships & Funding Sources (ENR/NWTAC/Ecology North, etc)
- Education Program (recycling)
- Recycling Program (identify & develop initiatives)

Goal #6 - Healing Programs

- Healing Cabins (research ideas, funding, develop guidelines, policies, acquire maps)

COUNCIL'S SECONDARY GOALS *(Means Goals that will be worked on, as time allows, during 2018-2020)*

FOCUS AREA - STRENGTHEN GOVERNANCE CAPACITY

Goal #1 - Effective Planning Process

- Strategic Plan is to be considered and treated as a living document
- Strategic Plan Logo is to be the Ptarmigan (old logo)

Goal #2 - Effective Communication Strategy

- Utilize and promote various means of communication (mini news updates/posters, revamp website)
- Promote other means of communication through community input via phone surveys (how community would like to be updated?)

Goal #4 - Capital Plan Review & Development

- Develop a Guideline (Policy) for planning capital projects

Goal #7 - Develop External Relationships

- Promotional Items (hand out while traveling and networking)
- FCM Membership (maintain)

FOCUS AREA - STRENGTHEN ADMINISTRATIVE CAPACITY

Goal #1 - Policy Development

- Develop Policies (Administrative, Financial, Recreation, Public Works)

Goal #2 - Bylaw Review & Development

- Current Bylaws (review & amend)
- New Bylaws (develop as required)

Goal #3 - Human Resource Needs

- Develop Policies (Human Resource)

FOCUS AREA - ENHANCE PROGRAMS & SERVICES

Goal #2 - Health Services/Partnerships

- Health Cabin (needs assessment, determine viability)

FOCUS AREA - ECONOMIC DEVELOPMENT

Goal #1 - Promote New & Existing Businesses

- Utilize Local Businesses (Develop a Local Business Policy: fair pricing, 15% local incentive, develop local business rating)



Note: If an item does not have a deadline date specified, it is because it is not one of the focus areas of Council for the 2018-2020 period. If there is opportunity for the item to be completed, then the Strategic Vision will be updated with relevant dates.

It is the goal of the Hamlet Council to improve planning practices. Council wants to ensure plans that are produced are treated as a living document and continually worked on, not just put on a shelf and forgotten about.

FOCUS AREA - STRENGTHEN GOVERNANCE CAPACITY

Goal #1 - Effective Planning Process

Time Frame: 2 Years

Objectives	Funding Source	Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Strategic Plan is to be considered and treated as a living document	O&M/Capital Funds	Review draft plan with new Council	Council	31-Mar-18		Date set and plan reviewed	Date/s:	
		Review draft plan with community	Council/SAO	May 1, 2018 Council Meeting		Date set and plan reviewed	Date/s:	
		Finalize Strategic Plan	Council/SAO	31-Mar-18		Council resolution approving Strategic Plan	Resolution No:	
		Develop a visual wall display (summary)	Council/SAO	01-May-18		Display hanging on wall		

Objectives	Funding Source	Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
		Available to the public (full document) Review regularly - Council Meetings	SAO Council	03-Apr-18 Each Regular Council Meeting		Copies of Strategic Plan available in rotary shelf Strategic Plan on each council meeting agenda	Date/s:	
		Review regularly - Committee of the Whole meetings	Council/SAO	Quarterly (from effective date of plan)		Committee of the whole meeting on every quarterly agenda	Date/s:	
		Review regularly - staff meetings	SAO	Each Staff Meeting		Review with staff each staff meeting	Date/s:	
		Develop a "Review Schedule"	Council/SAO	1-May-18		Include Schedule in Strategic Plan (Appendix)		
		Bylaw: add "Strategic Plan Review" to council procedures bylaw (as a regular agenda item)	SAO	December 2016 Meeting (Prior to 3rd Reading)	13-Dec-16	Added to Bylaw	Third Reading Date/s: 13-Dec-16	
Planning Software		Research and identify effective planning software	SAO			Research Conducted	Findings:	
		Purchase software	SAO			Software Purchased	Purchase Date/s:	
		Facilitated software training	SAO			Training Complete	Training Date/s:	
		Develop email list for planning updates	SAO			Email List Complete	Email List Distribution Date/s:	

Objectives	Funding Source	Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Strategic Planning Logo		Use ptarmigan logo for strategic planning logo (on all Strategic Plan Documents)	Council/SAO	31-Mar-18	31-Mar-18	Logo on Documentation		
Develop Strategic Planning Policy		Research other policies for ideas and best practices	Bylaw Committee Council, SAO			Research Conducted	Findings:	
		Obtain subscriptions: NWTAC, LGANT, Municipal World & FCM	SAO			Subscriptions Paid For	Subscription Effective Date/s: Subscription Expiry Date/s:	
		References: NWTAC, LGANT, Municipal World & FCM	Council/SAO			As Required		
		Develop Draft Policy	Council/SAO			Draft Policy Developed		
		Circulate to Council for review	SAO			Council Reviewed	Date/s:	
		Seek Council Approval	SAO			Council Approved	Resolution No:	

Goal #2 - Effective Communication Strategy

Time Frame: 2 Years

Objectives	Funding Source	Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Improving Communications		Research and identify effective communication software (for internal use)	SAO			Research Conducted	Findings:	Local Radio
		Purchase software	SAO			Software Purchased		
		Facilitated software training	SAO			Training Complete	Training Dates:	

Objectives	Funding Source	Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
		Facilitated public relations training (Council & Staff) External, internal & phone	SAO			With Council Training		
		Develop Draft Policy	Council/SAO			Draft Policy Developed		
		Circulate to Council for review	SAO			Council Reviewed	Date/s:	
		Seek Council Approval	SAO			Council Approved	Resolution No:	
Utilize and promote means of communication	O&M	Council Meetings	Council/SAO	Ongoing		Advertised	Means of Advertising: Dates:	
		Committee of the Whole Meetings	Council/SAO	Ongoing		Advertised	Means of Advertising: Dates:	
		Community Dinners/Information Sessions	Council/SAO	Ongoing		Advertised	Means of Advertising: Dates:	
		Newsletter	SAO	Ongoing		Circulated	Means of Circulation: Dates:	
		Mini News Updates Prior to Events/Activities (newsletters/posters)	SAO/Staff	Ongoing			Means of Advertising: Dates:	
		Social Media	SAO/Staff	Ongoing		Advertised	Means of Advertising: Dates:	
		Website	SAO/Staff	Ongoing		Advertised	Means of Advertising: Dates:	

Objectives	Funding Source	Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
		Revamp Website (new look, more info & timely updates)	SAO/Consultant	31-May-18				
		Posting on Bulletin Boards	SAO/Staff	Ongoing		Advertised	Means of Advertising: Dates:	
		Mailing Schedules	SAO/Staff	Ongoing		Circulated	Means of Circulation: Dates:	
Promote other means of communication/community input	O&M	Suggestion boxes	SAO/Staff	Ongoing		Circulated	Means of Circulation: Dates:	
		Telephone Survey: ask public how they would like to receive updates and information from the Hamlet	SAO	1-Jun-18		Conducted	Dates of Surveys:	
		Telephone Survey: ask public how they would like to communicate with the Hamlet (voice concerns, make suggestions, etc.)	SAO	1-Jun-18		Conducted	Dates of Surveys:	Best time of day to participate in activities/events?

Goal #3 - Review Community Infrastructure and Redevelopment

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Identify Building Purposes	O&M/Capital	Develop an inventory of buildings: Identify current and future uses, develop a project plan on building purposes (Appendix to Strategic Plan)	Council/SAO	May 1, 2018 Council Meeting		Building Purposes Developed	Circulated to Council Date/s:	Community Office
		Seek Council approval	Council/SAO	June 5, 2018 Council Meeting			Resolution No: Attached to Strategic Plan as an Appendix	
Bylaw	O&M	Rental Fees (hall, kitchen, etc.)	Council/SAO	July 3 2018 Council Meeting				Research Bylaw vs Policy. Look into insurance - would rentals be covered? Include Kitchen Rental Develop Booking Schedule - Subject to Hamlet Use First (availability) 3 months (funerals/emergencies /crisis exception)
		Seek Council approval	SAO	July 3 2018 Council Meeting		Council Approved	Resolution No: Attached to Strategic Plan as an Appendix	Recreation Center
Updates, Upgrades or Transformations	O&M/Capital	Transfer projects to capital planning process	SAO	June 5, 2018 Council Meeting		Capital Planning Session Complete	Session Dates:	New Hamlet Office

Goal #4 - Capital Plan Review & Development

Time Frame: 2 Years

Objective		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Develop a Guideline (Policy) for planning capital projects	O&M	Research "Project Scope" guidelines templates/policy	Council/SAO	04-Aug-18		Research Conducted	Findings:	Extensive Trail Network & Trail Maintenance Equipment
		Develop a "Project Scope" guideline template/policy	Council/SAO	04-Aug-18		Project Scope Guideline Developed	Circulated to Council Date/s:	Recycling Transfer Station
		Seek Council Approval	SAO	04-Sep-18		Council Approved	Resolution No: Attached to Strategic Plan as an Appendix	Water Treatment Plant
Review/Revise Capital Plan Annually		Annual capital planning sessions	SAO	February/March 2019		Capital Planning Sessions Held	Dates of Sessions:	Sidewalks
		Develop project scopes	Council	February/March 2019		Project Scopes Developed	Circulated to Council Date/s:	Community Beautification
		Revise capital plan, as required	Council	February/March 2019		Project Scopes Approved	Resolution No:	Seniors Living Center
		Seek Council Approval	SAO	31-Mar-19		Annual Capital Plan Approved	Resolution No:	Sewage Truck
Identify other funding partners		Research funding opportunities (various projects)	SAO	See Project Scopes		Research Conducted	Findings:	
		Develop funding database in planning software	SAO	Ongoing		Funding sources added to planning software	Date/s:	Cabins Healing Camps

Goal #5 - Develop A Tourism Plan

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Gather information	ITI/O&M	Meet with community. Develop a Theme	SAO	31-May-18		Theme for New Hamlet Office (and History) developed and documented	Circulated to Council Date/s:	
		Meet with ITI, Parks, and other relevant organizations or stakeholders	Council/SAO	31-May-18		Meetings held	Dates of Meetings:	Ski Hill
Host tourism planning workshop	O&M	Identify a facilitator	SAO	31-May-18		Facilitator identified	Name:	Zip Line
		Host community workshop	SAO	31-May-18		Workshop held	Dates:	Campground
		Develop a Draft Tourism Plan		May - June 2018		Draft plan developed	Circulated to Council Date/s:	
		Seek Council Approval		May - June 2018		Council Approved	Resolution No:	Tourism Dome

Goal #6 - Develop A Community Resource Inventory

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
GIS mapping	O&M/Funding	Research College/University Student	SAO	30-Apr-18		Research Conducted	Findings:	Know how it works and what is required (Sufficient Skills/Land Student) Date/s:
		Determine Next Steps (take information to Council)	Council/SAO	01-May-18		Council Determined Next Steps	Next Steps:	Gravel
Hire a Student/Lands Coordinator	O&M/Funding	Research CIS Software	Student	01-Jun-18		Research Conducted	Findings:	Wood
		Purchase software	Student	TBA		CIS Software Purchased	Date/s:	Sand
Identify potential resources	O&M/Funding	Gather information (Physical: Gravel, Sand, Dirt, Timber, Water, etc.. Environmentally Sensitive: Animals, Fossils, Plants/Berries, River, Trails, etc. Human: Demographics, Capacity, Training, Policy Development, Roles, Responsibilities, etc.)	Student	June - August 2018		Call DFN for Software ideas	Resource Names:	

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Communicate with relevant departments and gather information	O&M/Funding	Speak with relevant organizations	Student	June - August 2018		Communicated with other organizations	Organization Names:	
		Delegate responsibilities	Student	June - August 2018				
		Gather information about Enterprise's historical land uses, traditional lands, sensitive areas, ect. (utilize local knowledge)	Student	June - August 2018		Briefing note prepared	Date Presented to Council:	
		Contact Dehcho First Nations (Acquire a Copy Land Use Plan Developed for Enterprise Area)	Student	June - August 2018		Land use plan acquired	Circulated to Council Date/s:	

Goal #7 - Develop External Relationships

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Dehcho Process		Write DFN a letter to initiate revitalizing communication	Mayor			Letter sent	Circulated to Council Date/s:	
Promotional items	O&M/Funding	Purchase Promotional Items	SAO	March 31, 2016 and March 31, 2018	Purchased 2016 - 2018 2017-2018 Fiscal Years	Items purchased	Items Purchased: Winter Hats, Coffee Mugs, Travel Mugs, Water Bottles, Glass Water Bottles, Grocery Bags, Travel Totes, Tshirts	
		Handing out while traveling and networking	SAO	Ongoing	Ongoing	Gave items away	Date/s: From whom:	
		Utilize local crafts as potential promotional items	SAO	April/May 2017	Purchased 2016 - 2017 Fiscal Year	Purchased local crafts	Items Purchased: Books (local author) CD (local musician)	
FCM	O&M	Become a member (initiate communication)	SAO	31-Mar-17	Purchased 2016 - 2017 Fiscal Year	Accepted as a member	Date/s: 2016-2017 Fiscal Year	

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Regional Communication		Reach out to neighbours, initiating communication (sharing ideas/learning, working together)	Council/SAO	Ongoing		Reached out to neighbours	To whom: Date/s:	
		Identify how much money is spent in Hay River. Mayor is to reach out to Neighbours.	SAO	Start now, put on May or June Council Agenda		Research Conducted	Findings:	Through our books/Statistics Canada. Mayor is to talk to neighbouring communities for the same information.
Regional Organizations		Identify what regional authorities Enterprise falls under (Dehcho/South Slave)	SAO			Research Conducted	Findings:	
		Identify Enterprise's resource organizations (in Dehcho or South Slave)	SAO			Research Conducted	Findings:	
		Encourage communication and networking	Council/SAO	Ongoing		Encouraged communication and networking	To whom: How: Dates:	
		Invite organizations to host workshops, information sessions, meetings, etc (help build relationships)	Council/SAO	Ongoing		Invitations sent	To whom: For What: Dates:	

FOCUS AREA - STRENGTHEN ADMINISTRATIVE CAPACITY

Goal #1 - Policy Development

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Identify required policies, as required	O&M	Research similar policies for reference	SAO	Prioritize as Required		Similar policies acquired	Submitted to Council Date:	
		Draft Policies: Finance Policies Administration Policies Public Works Policies	SAO	Prioritize as Required		Draft Policy Developed	Circulated to Council Dates:	
		Seek Council approval	SAO	Prioritize as Required		Council approved	Resolution No:	2 or 3 at a time
		Add new policy to binder (book)	SAO	As Approved By Council		Policy in binder	Date/s:	
Update the Bylaw Committee's title to Bylaw & Policy Committee		Seek a Council Resolution	SAO		Bylaw Committee Dissolved February 2, 2018	Bylaw Committee's title changed	Resolution No: Resolution 2018-055	
Include "Bylaw & Policies" on each Council Meeting Agenda	O&M	Update the Council Procedures Bylaw to include Bylaws & Policies as a regular agenda item	SAO	December 2016 Meeting (Prior to 3rd Reading)	13-Dec-16	Added to Bylaw	Third Reading Date/s: 13-Dec-16	

Goal #2 - Bylaw Review & Development								
Time Frame: 2 Years								
Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Identify Bylaws, as required	O&M	Identify required bylaws and discretionary bylaws	Council/SAO	As Required		Required bylaw identified	Submitted to Bylaw & Policy Committee Dates:	
		Research similar bylaws for reference	Council/SAO	Prioritize as Required		Similar bylaws acquired	Submitted to Bylaw & Policy Committee Dates:	
		Draft Bylaws	Council/SAO	Prioritize as Required		Draft bylaw developed	Circulated to Council Date/s:	
		Seek public input and approval, as required	Council/SAO	As Required		Public Notice	Date/s:	
		Seek Council approval (first, second and third readings)	Council/SAO	As Required		Council Approved	Third Reading Date/s:	
Review current bylaws annually	O&M	Identify required revisions	Council/SAO	Annually		Required revisions identified	Submitted to Bylaw & Policy Committee Dates:	
		Seek public input and approval, as required	Council/SAO	As Required		Public Notice	Date/s:	
		Seek Council approval (first, second and third readings)	SAO	As Approved by Council		Council Approved	Third Reading Date/s:	

Goal #3 - Human Resource Needs

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Develop Human Resource Policy (policies, job descriptions, evaluation forms, etc.)	O&M	Research similar policies/documents for reference	Council/SAO	31-Mar-19		Similar policies/documents acquired	Submitted to Bylaw & Policy Committee Dates:	
		Draft Policies	Council/SAO	Prioritize as Required		Draft policy developed	Circulated to Council Date/s:	
		Seek Council approval	SAO	As Required		Council approved	Resolution No.	
		Develop a policy to binder (book)	SAO	31-Mar-19				
Training		Identify required training	SAO	Annually, As Required		Training identified within one month of annual staff evaluations Training supported as required, provided there is available funding	Identified Training:	
		Identify funds to provide training	SAO	Annually (in operation and maintenance budget)		Funds Identified	Funding Source:	
		Coordinate training	SAO	As required		Training Coordinated	Training Dates: For Whom:	

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Staff Development		Staff to work in same building (offices)	SAO	Ongoing		Work space set up	Start Date/s:	
		Encourage teamwork	SAO	Ongoing		Ongoing	How:	
		Support staff, as required (to fulfil job duties, eg: training, workshops, etc.)	SAO	Ongoing		Ongoing	How:	
Hire an Administrative Assistant		Develop a job description & Seek Council Approval	SAO	January 2017 Special Meeting	22-Nov-17	Job description developed	Approval Resolution No:	
		Advertise, when appropriate/prepared	SAO			Advertised	Date/s: Means:	Bylaw Officer
		Recruit	SAO			Suitable Candidate Found	Start Date/s:	
Hire a Lands Coordinator		Develop a job description	SAO			Job description developed	Approval Resolution No:	
		Advertise, when appropriate/prepared	SAO			Advertised	Date/s: Means:	
		Recruit	SAO			Suitable Candidate Found	Start Date/s:	
Hire Sustainability Coordinator		Contact Universities/Schools about a Student Position (talk to Brandan)	SAO			Briefing note prepared	Date Presented to Council:	
		Develop a job description & Seek Council Approval	SAO			Job description developed	Approval Resolution No:	

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
		Advertise, when appropriate/prepared	SAO			Advertised	Date/s: Means:	
		Recruit	SAO			Suitable Candidate Found	Start Date/s:	
Hire a Transfer Station/Dump Attendant		Develop a job description & Seek Council Approval	SAO			Job description developed	Approval Resolution No:	
		Advertise, when appropriate/prepared	SAO			Advertised	Date/s: Means:	
		Recruit	SAO			Suitable Candidate Found	Start Date/s:	
Hire a Public Works Supervisor		Develop a job description & Seek Council Approval	SAO			Job description developed	Approval Resolution No:	
		Advertise, when appropriate/prepared	SAO			Advertised	Date/s: Means:	
		Recruit	SAO			Suitable Candidate Found	Start Date/s:	
Hire Visitor Information Staff		Determine required position/s	SAO			Briefing note prepared	Date Presented to Council:	
		Develop a job description/s & Seek Council Approval	SAO			Job description developed	Approval Resolution No:	
		Advertise, when appropriate/prepared	SAO			Advertised	Date/s: Means:	
		Recruit	SAO			Suitable Candidate Found	Start Date/s:	

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Local Sewage Collection Services		Compile potential costs to determine viability	SAO			Briefing note prepared	Date Presented to Council:	
Hire Sewage Truck Driver (if Viable)		Develop a job description & Seek Council Approval	SAO			Job description developed	Approval Resolution No:	
		Advertise, when appropriate/prepared	SAO			Advertised	Date/s: Means:	
		Recruit	SAO			Suitable Candidate Found	Start Date/s:	

FOCUS AREA - ENHANCE PROGRAMS & SERVICES

Goal #1 - Housing (local)

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
NWT Housing House(s)		Research ownership of house	SAO			Briefing note prepared	Date Presented to Council:	
		Compile options for the house/s	Council			Council discussed & decided upon options	Date/s:	
		Draft and letter to NWT Housing Corp (house options)	Mayor			Letter drafted	Date/s:	
		Determine next steps	Council			Council discussed & decided upon options	Date/s:	

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Affordable market housing		Research local housing program/options (build houses to rent)	SAO			Briefing note prepared	Date Presented to Council:	Develop Housing Programs/Policies
		Determine next steps	SAO			Council discussed & decided upon options	Date/s:	Tiny House Community
Goal #2 - Health Services/Partnerships								
Time Frame: 2 Years								
Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Health cabin	O&M/Program Funding	Determine which health authority Enterprise falls under	SAO	April 2017 Council Meeting	31-Mar-18	Briefing note prepared	Date Presented to Council:	Prefer Red House Denturist: What other servies?
		Determine viability with MLA/Ministers (Mayor to draft letter/s)	Mayor	31-Mar-19		Letters Drafted	To whom: Dates:	Physical, Mental Spritual Healing
		Include community members in update meetings	Council/SAO	31-Mar-19				
Local Homecare Assistance		Conduct a local needs assessment	SAO			Assessment Complete	Date Presented to Council:	
		Develop program guidelines	SAO			Guidelines Drafted	Date Presented to Council:	
		Determine costs (viable?)	SAO			Briefing Note Prepared	Date Presented to Council:	
		Seek Council approval	SAO			Council Approval	Resolution No:	

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Nurse Practitioner/Doctor Visits		Conduct a local needs assessment	SAO			Assessment Complete	Date Presented to Council:	
		Open discussions with relevant organizations/service providers	SAO			Met with relevant organizations/service providers	With whom: Date/s:	
		Determine next steps	Council			Council discussed & decided upon options	Date/s:	
Public Health Services		Conduct a local needs assessment	SAO			Assessment Complete	Date Presented to Council:	
		Open discussions with relevant organizations/service providers	SAO			Met with relevant organizations/service providers	With whom: Date/s:	
		Determine next steps	Council			Council discussed & decided upon next steps	Date/s: Next Steps:	
Counselling/Mental Health Services		Conduct a local needs assessment	SAO			Assessment Complete	Date Presented to Council:	
		Open discussions with relevant organizations/service providers	SAO			Met with relevant organizations/service providers	With whom: Date/s:	
		Identify possible resources	SAO			Resources Identified	List Identified Resources:	
		Determine next steps	Council			Council discussed & decided upon next steps	Date/s: Next Steps:	

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Ambulance Subsidy (local)		Develop eligibility criteria and guidelines	SAO			Guidelines Developed	Circulated to Council Date/s:	
		Seek Council approval	SAO			Council Approved	Resolution No:	
Other Health Services/Needs		Conduct a local needs assessment	SAO			Assessment Complete	Date Presented to Council:	
		Coordinate specific health visits until local resources are established	SAO			Health Visits Coordinated	Visit Type: Dates:	
Provide Health Education/Support		Host education sessions	SAO			Education Sessions Hosted	Date/s:	
(Nutrition, Diabetes, Natural Remedies, etc.)		Provide Resources	SAO			Resources Provided	Types of Resources:	
		Offer workshops/training	SAO			Workshops/Training Offered	Type: Date/s:	
		Research/Promote Health Apps	SAO			Research Conducted	Findings:	
Identify Services		Determine which health authority Enterprise falls under	SAO			Health Authority Identified	Circulated to Council Date/s:	
		Research available services/support	SAO			Identified services & support	Services & Support Available:	
		Promote available services/support (Telehealth, etc.)	SAO			Advertised	Means: Date/s:	

Goal #3 Greenhouse/Garden

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Improve current community garden		Research ideas on how to make the garden benefit all local residents	SAO	31-Mar-19		Research Conducted	Findings:	
		Consult local resources for ideas (e.g.: NIFTI, ITI)	SAO	31-Mar-19		Research Conducted	Findings:	
		Research/Seek Partnerships (local)	SAO	31-Mar-19		Research Conducted	Findings:	
Year round greenhouse		Research ideas and viability	SAO	31-Mar-19		Research Conducted	Findings:	
		Determine next steps	Council	31-Mar-19		Council discussed & decided upon next steps	Date/s: Next Steps:	
Produce storage facility		Research ideas and viability	SAO	31-Mar-20		Research Conducted	Findings:	
		Determine next steps	Council	31-Mar-20		Council discussed & decided upon next steps	Date/s: Next Steps:	

Goal #4 - Waste Reduction/Management (Regional Waste Center)

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Research Resources/Partnerships & Funding Sources		Collect information from Govt Programs/Services so Council Can develop a plan (ENR/NWTAC/Ecology North)	SAO	TBA (Ecology North Leading Project)		Research Conducted	Findings:	
Education Program		Talk with ecology north about workshops and program development assistance	SAO	31-Mar-19		Education Program Developed	Workshop Dates: Programs Developed:	
		Use community dinners to help educate locals; invite guest speakers	SAO	Each Month		Hosted Community Dinners	Dinner Dates: Guest Speakers:	
Recycling program		Identify recycling initiatives	SAO	31-Mar-19		Initiatives Identified	Initiative Description:	
Recycling program		Develop a Policy	Policy Committee	31-Mar-19		Policy Developed	Circulated to Council Date/s:	
		Council Approval	Council	31-Mar-19		Council Approved	Resolution No:	
		Develop/Research educational tools	SAO	31-Mar-19		Tools Developed	Types of Tools Developed:	
		Research and acquire recycling tools	SAO	31-Mar-19		Tools acquired	Types of Tools Acquired:	
		Promote, educate & set examples	Council	31-Mar-19		Promoted, educated & set examples	Description of promotions, education and examples set:	

Goal #5 - Annual Community Events

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Enhance annual events		Hire a Photographer (delegate staff)	SAO			Photographer hired	Who:	
		Advertise (e.g.: Visitors Guide)	SAO			Advertised	Means: Date/s:	
		Combine Fairs	SAO			Fairs Combined	Which ones?	
		Broadcasting Gear	SAO			Gear Purchased	Date/s Installed	
		Promotional Items (e.g.: bibs for Itsago)	SAO			Promotional Items Purchased	Description of items:	
		Improve locations (e.g.: green room)	SAO			Improved Locations	Where:	
		Volunteer wear (e.g.: event t-shirts, hats, buttons, etc.)	SAO			Volunteer Wear Purchased	Description of Items:	
		Volunteer recognition at/after each event (e.g.: gifts, awards, etc.)	SAO			Volunteer Recognition Event Hosted	Date:	
		Fundraising/sponsorships	SAO			Fundraising/sponsorships Identified	Funds Raised: Sponsors:	

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Seasonal Fairs		Develop policy with volunteers and stakeholders (Appendices for different event coordination needs)	Policy Committee			Draft Policy Developed	Circulated to Council Date/s:	
		Seek policy approval	SAO			Council Approval	Resolution No:	
Jamboree		Develop policy with volunteers and stakeholders	Policy Committee			Draft Policy Developed	Circulated to Council Date/s:	
		Circulate policy to Council for review	SAO			Circulated to Council	Date:	
		Seek policy approval	SAO			Council Approval	Resolution No:	
Itsago (end march, start of April)		Develop policy/with volunteers and stakeholders	Policy Committee			Draft Policy Developed	Circulated to Council Date/s:	
		Circulate policy to Council for review (stable date, larger purses, more fundraising)	SAO			Circulated to Council	Date:	
		Seek policy approval	SAO			Council Approval	Resolution No:	
		Register with the Dog Musher's Association (calendar with circuit schedule)	SAO			Member of Musher's Association	Date:	
		Develop local programs for youth/adults (dog mushing, training & caring for dogs)	SAO			Programs Developed	Type of Program: Date:	

Goal #6 - Healing Programs

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Healing Lodge/Cabins		Research development ideas	SAO	July 3 Council Meeting 2018		Research Conducted	Findings:	
		Research funding	SAO	July 3 Council Meeting 2018		Research Conducted	Findings:	
		Develop program guidelines	SAO	31-Aug-17		Guidelines Developed	Circulated to Council Date/s:	
		Develop policies	Policy Committee	31-Aug-18		Policies Developed	Circulated to Council Date/s:	
		Seek policy approval	SAO	August Council Meeting, 2018		Council Approval	Resolution No:	
		Acquire forestry maps	SAO	August Council Meeting, 2018		Maps Acquired	Types of Maps: Date/s:	

FOCUS AREA - ECONOMIC DEVELOPMENT

Goal #1 - Promote New & Existing Businesses

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Utilize Local Businesses		Council Resolution to Support Local Businesses	SAO	01-Apr-17	01-Apr-17	Council Resolution	Resolution No:	Acquire Trades Quotes for Reference (electrician, plumbing, etc.) travel time

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
		Develop a Local Business Policy (fair pricing, 15% local incentive, develop local business rating)	SAO	30-Sep-17		Draft Policy Developed	Circulated to Council Date/s: Resolution No:	Develop local business rating (service quality)
		Develop a local business list	SAO	Ongoing	Ongoing	Business List Developed	Available for Reference	look at gravel quality
		Request "As & When" available services and costs from local businesses	SAO	Ongoing	31-Mar-16	Advertised	Resource Booklet/Binder	Shopping
		Talk to local businesses to help identify business challenges	SAO	30-Sep-17		Talked to businesses	Findings Documented Circulated to Council Date/s:	Café/Restaurant
		Politically lobby for local business support	Mayor/Council	30-Sep-17		Lobbied	To Whom: When: Outcome:	Arts/Culture
		Encourage the use of local businesses	Mayor/Council/SAO	01-Apr-17	01-Apr-17	Ongoing	Document Locals Business Use	Tourism Initiatives
Provide Advertisement Opportunities		In the news letter	SAO	30-Sep-17		Advertised	Businesses that utilized service:	
		Links on the website	SAO	30-Sep-17		Advertised	Businesses that utilized service:	
		Highway signage	SAO	30-Sep-17		Advertised	Businesses that utilized service:	

Goal #2 - Economic/Sustainability Development Coordinator

Time Frame: 2 Years

Objectives		Actions	Who is Responsible	Deadline	Date Completed	Measurable	Notes	Suggestions & Ideas
Seek Student Assistance		Contact Universities/Colleges about a Student Position (talk to Brandan)	SAO			Research Conducted	Findings:	
		Develop a job description & Seek Council Approval	SAO			Job Description Developed	Circulated to Council Date/s: Resolution No:	
		Recruit someone with project management and research skills	SAO			Recruited Student	Start Date:	
		Research how the hamlet can develop an economic corporation	SAO			Research Conducted	Findings:	
		Develop relevant policies/code of ethics/operating procedures	SAO			Policies/code of ethics/operating procedures developed	Circulated to Council Date/s: Resolution No:	
		Gather ideas with an "input" section on the Hamlet of Enterprise Website (capital ideas, business ideas, event ideas, etc.)	SAO			Input section on website developed	Store input into a binder/file	

APPENDIX A – CAPITAL PLAN

See attached

APPENDIX B - REVIEW SCHEDULE

See attached

APPENDIX A – CAPITAL PLAN

5 YEAR CAPITAL INVESTMENT PLAN

Community: Enterprise

Fiscal Year End: March 31

Council/BCR Motion Number: 2018-102

		2018 / 2019	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023
Funding Source		Total	Total	Total	Total	Total
Opening Balance		\$5,370,548	\$3,734,548	\$2,320,548	\$2,026,548	\$2,617,548
Annual Allocation		\$726,000	\$726,000	\$726,000	\$726,000	\$144,600
Total Funds Available		\$6,096,548	\$4,460,548	\$3,046,548	\$2,752,548	\$2,762,148
Project Name	Project Cost	Total	Total	Total	Total	Total
Administration - Hamlet Office Upgrades	\$50,000	\$50,000	\$ -	\$ -	\$ -	\$ -
Administration - New Hamlet Office	\$1,550,000	\$125,000	\$1,260,000	\$140,000	\$ -	\$ -
Administration - Reserve Fund	\$255,000	\$85,000	\$85,000	\$ -	\$ -	\$ -
Capacity Building - Engineering\Planning	\$175,000	\$25,000	\$25,000	\$ -	\$ -	\$ -
Emergency Measures - Emergency Measures Equipment	\$50,000	\$50,000	\$ -	\$ -	\$ -	\$ -
Environmental Health - Waste Management Equipment	\$100,000	\$100,000	\$ -	\$ -	\$ -	\$ -
Environmental Protection - Sewage Truck	\$220,000	\$220,000	\$ -	\$ -	\$ -	\$ -
Fire Protection - Fire Dept Garage extension	\$400,000	\$ -	\$50,000	\$315,000	\$35,000	\$ -
Fire Protection - Fire Protection Equipment (Fire Department)	\$80,000	\$40,000	\$ -	\$ -	\$ -	\$ -
Fire Protection - Fire Pumper	\$405,000	\$ -	\$ -	\$405,000	\$ -	\$ -
Fire Smart - Community Fire Smart	\$150,000	\$110,000	\$ -	\$ -	\$ -	\$ -
Green Projects	\$100,000	\$100,000	\$ -	\$ -	\$ -	\$ -
Land - Development - Recreational Planning	\$50,000	\$50,000	\$ -	\$ -	\$ -	\$ -
Land- Development - Recreational Development	\$200,000	\$200,000	\$ -	\$ -	\$ -	\$ -
Lands - Development: New Residential and Industrial Planning	\$45,000	\$45,000	\$ -	\$ -	\$ -	\$ -
Lands - Development: Residential and Industrial	\$458,000	\$304,000	\$ -	\$ -	\$ -	\$ -
Public Works - Aggregate	\$60,000	\$20,000	\$ -	\$ -	\$ -	\$ -
Public Works - Cemetery	\$35,000	\$35,000	\$ -	\$ -	\$ -	\$ -
Public Works - Community Promotion & Beautification	\$120,000	\$100,000	\$ -	\$ -	\$ -	\$ -
Public Works - Community Storage	\$50,000	\$50,000	\$ -	\$ -	\$ -	\$ -
Public Works - Tools	\$10,000	\$10,000	\$ -	\$ -	\$ -	\$ -
Recreation - Community Hall Upgrades	\$650,000	\$50,000	\$540,000	\$60,000	\$ -	\$ -
Recreation - Development: Venue (eg: Itsago/Jamboree)	\$67,000	\$50,000	\$ -	\$ -	\$ -	\$ -
Recreation - Gazebo	\$80,000	\$25,000	\$55,000	\$ -	\$ -	\$ -
Recreation - Parks/Trails/Equipment	\$67,000	\$50,000	\$ -	\$ -	\$ -	\$ -
Recreation - Skating Rink Roof	\$40,000	\$15,000	\$25,000	\$ -	\$ -	\$ -
Security - Fencing	\$50,000	\$50,000	\$ -	\$ -	\$ -	\$ -
Tourism - Tourism Initiatives & Infrastructure	\$200,000	\$190,000	\$ -	\$ -	\$ -	\$ -
Transportation - Grader	\$500,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
VIRC Building - Replace Boiler	\$13,000	\$13,000	\$ -	\$ -	\$ -	\$ -
Water Licence: Liquid & Solid Waste Improvements	\$133,000	\$100,000	\$ -	\$ -	\$ -	\$ -
Expenditure Total		\$2,362,000	\$2,140,000	\$1,020,000	\$135,000	\$100,000
Closing Balances		\$3,734,548	\$2,320,548	\$2,026,548	\$2,617,548	\$2,662,148

5 YEAR CAPITAL INVESTMENT PLAN

Community: Enterprise
 Fiscal Year End: March 31
 Council/BCR Motion Number: 2018-102

Legend:
 CPI - MACA Community Public Infrastructure Funding
 Res - Reserve Funding
 PT - Property Tax
 GTF - Federal Gas Tax Fund
 BCP - Building Canada Plan

2018 / 2019									2019 / 2020					
Funding Source	CPI	Res	PT	GTF	BCP	SCF	Total		CPI	Res	PT	GTF	BCP	Total
Opening Balance	\$4,792,238	\$ -	\$ -	\$453,310	\$ -	\$125,000	\$5,370,548		\$3,571,238	\$ -	\$ -	\$163,310	\$ -	\$3,734,548
Annual Allocation	\$646,000	\$ -	\$ -	\$80,000	\$ -	\$ -	\$726,000		\$646,000	\$ -	\$ -	\$80,000	\$ -	\$726,000
Total Funds Available	\$5,438,238	\$ -	\$ -	\$533,310	\$ -	\$125,000	\$6,096,548		\$4,217,238	\$ -	\$ -	\$243,310	\$ -	\$4,460,548
Project Name	Project Cost	CPI	Res	PT	GTF	BCP	SCF	Total	CPI	Res	PT	GTF	BCP	Total
Administration - Hamlet Office Upgrades	\$50,000	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration - New Hamlet Office	\$1,550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$125,000	\$125,000	\$1,260,000	\$ -	\$ -	\$ -	\$ -	\$1,260,000
Administration - Reserve Fund	\$255,000	\$85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$85,000	\$85,000	\$ -	\$ -	\$ -	\$ -	\$85,000
Capacity Building - Engineering\Planning	\$175,000	\$25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$25,000	\$25,000	\$ -	\$ -	\$ -	\$ -	\$25,000
Emergency Measures - Emergency Measures Equipment	\$50,000	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Environmental Health - Waste Management Equipment	\$100,000	\$100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Environmental Protection - Sewage Truck	\$220,000	\$ -	\$ -	\$ -	\$220,000	\$ -	\$ -	\$220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Protection - Fire Dept Garage extension	\$400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$50,000
Fire Protection - Fire Protection Equipment (Fire Department)	\$80,000	\$40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Protection - Fire Pumper	\$405,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Smart - Community Fire Smart	\$150,000	\$110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Green Projects	\$100,000	\$50,000	\$ -	\$ -	\$50,000	\$ -	\$ -	\$100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land - Development - Recreational Planning	\$50,000	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land- Development - Recreational Development	\$200,000	\$200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lands - Development: New Residential and Industrial Planning	\$45,000	\$45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lands - Development: Residential and Industrial	\$458,000	\$304,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$304,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works - Aggregate	\$60,000	\$20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works - Cemetery	\$35,000	\$35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works - Community Promotion & Beautification	\$120,000	\$100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works - Community Storage	\$50,000	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works - Tools	\$10,000	\$10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation - Community Hall Upgrades	\$650,000	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$50,000	\$540,000	\$ -	\$ -	\$ -	\$ -	\$540,000
Recreation - Development: Venue (eg: Itsago/Jamboree)	\$67,000	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation - Gazebo	\$80,000	\$25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$25,000	\$55,000	\$ -	\$ -	\$ -	\$ -	\$55,000
Recreation - Parks/Trails/Equipment	\$67,000	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation - Skating Rink Roof	\$40,000	\$15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$15,000	\$25,000	\$ -	\$ -	\$ -	\$ -	\$25,000
Security - Fencing	\$50,000	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tourism - Tourism Initiatives & Infrastructure	\$200,000	\$190,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$190,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation - Grader	\$500,000	\$100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$100,000	\$100,000	\$ -	\$ -	\$ -	\$ -	\$100,000
VIRC Building - Replace Boiler	\$13,000	\$13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Licence: Liquid & Solid Waste Improvements	\$133,000	\$ -	\$ -	\$ -	\$100,000	\$ -	\$ -	\$100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Total		\$1,867,000	\$ -	\$ -	\$370,000	\$ -	\$125,000	\$2,362,000	\$2,140,000	\$ -	\$ -	\$ -	\$ -	\$2,140,000
Closing Balances		\$3,571,238	\$ -	\$ -	\$163,310	\$ -	\$ -	\$3,734,548	\$2,077,238	\$ -	\$ -	\$243,310	\$ -	\$2,320,548

APPENDIX B – REVIEW SCHEDULE

NEW ITEM

PURPOSE & PRIORITIES

SETTING THE STAGE FOR SUCCESS

Prepared by
Christina Bentley
Strategic Leadership Solutions
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CHRISTINA BENTY
STRATEGIC LEADERSHIP SOLUTIONS

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Organizational Alignment

Executive Summary

Local government exists in a complex environment. Building a successful and high functioning municipal team does not just happen. Investing in optimal governance work is the key. High level governance training, visioning and priority setting will raise your organization's bar, will increase the quality of service you provide your constituents, and will bring fun and efficiency to the job at hand. Our workshops are designed to ensure foundational roles and responsibilities are clearly examined, common misconceptions are debunked, and a context based on the primacy of service delivery is constructed.

Organizational Snapshot with Senior Management

- What is working well (inside and out) and what needs attention?
- What policy direction does your department need from council?
- Why? What problem would it solve?
- What significant change could make your life better?
- What resources do you require to accomplish this?

Workshop with Council and SAO

Introductions:

- Who are you and what got you into this frustrating and fabulous world of politics?
- What excites you about local government?
- What are you most leery or concerned about?

Systems review from a political perspective:

- Why does local government exist?
- What is local government and its primary, secondary and tertiary functions?
- What is council's role and what is staff's role?
- Where does council's control/influence/concern lie?
- Where does the ability to affect change lie?

Designing the future

- What is the purpose of this organization?
- What services does this organization provide and at what level?
- What is your vision for your community and the services this organization provides?
- What are the costs/risks?
- What is relational leadership and why does it matter?
 - Council
 - Staff
 - Community
 - Intergovernmental

Systematically Priority Setting

Strategic planning is all about intentionality. Priority setting and strategic planning is most successful when integrated as an ongoing activity rather than a one-time event.

- Strategic Areas of Focus
- Strategic Priority Goals
- Strategic Priority Initiative and Actions
- Criteria (responsibility, urgency and reasonability)

The following are to be developed by staff and communicated to Council:

- Capacity and Resources
- Implementation and execution plan

Protect the plan and doing what you say you are going to do:

- How will you monitor and evaluate success?
- How will you communicate it internally and externally?

Community:

- How do you want to engage your community?
- How do you plan to build public trust?

Feedback loop: Building safety valves into the system so it does not blow up

- What systems are in place to keep the organization functional?
- How do you make sure that day-to-day priorities do not trump long term strategies?
- What needs to be in place to ensure that politics does not sabotage your plan?
- How will you monitor and evaluate success?
- How will you communicate it internally and externally?

Professional Fees

Professional fees are based on deliverables laid out in the proposal. Not included in the fee structure is the associated fees required to host meetings or for travel costs.

<u>Service</u>	Value
<ul style="list-style-type: none"> • Preparation work with SAO • The creation, distribution, and collation of pre-session questions for the Council and SAO • 1 day organizational check in with Senior Management Team • 3-4 days of leadership development, service level review and priority setting workshops with council and SAO (and staff were appropriate) • 2-4 Page Strategic Priorities Report 	\$12 500.00
TOTAL	\$12 500.00 plus applicable taxes
Travel	Client to cover expenses for travel and accommodation as required and per diem at \$80.00 per day per consultant. Actual cost TBA. Over and above proposal rate.

Our Team

Strategic Leadership Solutions is a highly regarded and innovative consulting team that brings over 30 years of experience working with local governments across British Columbia.

Christina Benty (bio below)

Caleb Moss (bio below)

Brandi Esler

Christina Benty's Bio



“The ability to deal with people is as purchasable a commodity as sugar or coffee. I will pay more for that ability than for any other under the sun.” John D Rockefeller

Christina Benty, MA is a speaker, facilitator, published author and a performance coach for governing bodies and senior management teams who want to develop a culture of high performance. Her superpower is that she can deliver intellectual content with energy and enthusiasm. As former Mayor for the Town of Golden, her leadership journey forced her to face her own resistance to uncertainty and discomfort. Now she uses her lived experience to help others develop their own leadership muscles, welcome curiosity into discomfort and expose the stories that keep us out of partnership and out of collaboration. She does it in the political arena where power dynamics, hierarchies, and competitive ‘us and them’ thinking is a risk to all of us.

Christina has over 25 years’ experience on numerous policy governance boards spanning from health care, government, information technology, and community planning. Her passion for good governance is evident in her chosen profession as the owner of Strategic Leadership Solutions, a consulting firm designed to assist teams in building a culture of excellence in leadership and governance.

In addition to her lived experience in the political arena, she studied political science for her undergrad and completed her MA in Leadership at Royal Roads University. She is a certified

Power + Systems Organizational Workshop Trainer, an experiential learning methodology designed to expose and transform system blindness. Christina has developed and facilitated numerous governance/asset management/service delivery education sessions and roundtable discussions. She has worked across the country informing, educating and engaging local governments on roles and responsibilities as well as sustainable service delivery challenges and opportunities. Christina uses a variety of methodologies to stimulate group dialogue. She focuses on the importance of building a common language and understanding that allows local governments to address their complex issues in a collaborative manner.

Christina is passionate about internal and external leadership development, organizational culture and change management. She believes in the importance of cultivating leaders who lead from the inside out. After her wealth of time spent living within the world of local government, she recognizes the need for relevant coaching and consulting to assist teams and individuals in understanding their roles to achieve their goals. Check out Christina's TEDX Talk on Leadership here: <https://www.youtube.com/watch?v=VmDN0PLHZHk>

Caleb Moss's Bio



Caleb is a dynamic, amusing, and sophisticated consultant with nearly 20 years of practice with higher level systems theory. He is currently the vice chair of the Columbia Shuswap Regional District (CSRD) and serving in his 3rd term as a councillor for the Town of Golden, BC. With a diverse background that includes time spent as a high school teacher, family therapist, semi-pro baseball player, spoken word poet, bookstore owner, and leadership consultant Caleb has collected a breadth of rich experience from which to draw. His formal education includes a Master Degree in Applied Behavioural Science with a focus on Leadership in Human Systems from Bastyr University in Seattle, Washington, a professional

Teachers Degree from Simon Fraser University and a Bachelor Degree in Behavioural Psychology from University of Victoria.

Terms and Conditions

Strategic Leadership Solutions is looking forward to working with you. Please take a few moments to review the following and sign the bottom.

Payment

Strategic Leadership Solutions is looking forward to working with you. Please take a few moments to review the following and sign the bottom.

Confirmation of date: A high demand for our services requires firm commitments to secure dates. We do our utmost to accommodate busy schedules and coordinate bookings to be cost effective for our clients. Deposit is required to confirm booking dates and times. Dates remain unsecured and open until deposit hold is received. Upon receipt of deposit travel arrangements are fully established.

Payment: A deposit of 50%, or agreed upon amount, is required to confirm the booking date. An invoice can be provided as required. Payments should be made to Christina Benty Box 53 Golden, BC V0A 1H0. Upon completion of the event a separate invoice will be sent for the balance due, payable upon receipt.

Schedule changes: Any and all date changes initiated by client following booking confirmation will require a \$1000.00 contractual increase to allow for any and all logistical flight/hotel/travel changes.

Cancellation: In case of cancellation by either party, Strategic Leadership Solutions will make every effort to reschedule within one-two months of the original booking date.

If an event can be rescheduled within six months, or as agreed, all funds paid will be applied to the re-scheduled event.

If the event cannot be rescheduled within six months of the original booking date, or as agreed, then deposit funds paid are non-refundable unless the cancellation was initiated by Christina Benty, Strategic Leadership Solutions. In that case, all funds paid are refundable.

Thank you for your commitment to excellence in governance and leadership!

Agreed to this on the ____ of _____, 2023



Christina Benty, MA
Strategic Leadership Solutions

AND

NEW ITEM

HAMLET OF ENTERPRISE

BYLAW # 2023-149

“FIRE CHIEF/BYLAW OFFICER APPOINTMENT BYLAW”

Approved: xx
Motion: #2023-xx

HAMLET OF ENTERPRISE
FIRE CHIEF/BYLAW OFFICER APPOINTMENT BYLAW 2023-149

A bylaw of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territory to appoint a Fire Chief, pursuant to the provisions of the *Hamlets Act*, R.S.N.W.T., 2003, c.22, and *Fire Prevention Act*, R.S.N.W.T., 1988, c.F-6.

WHEREAS the Municipal Corporation of the Hamlet of Enterprise desires to appoint a Fire Chief/Bylaw Officer;

NOW THEREFORE, the Council of the Municipal Corporation of the Hamlet of Enterprise, at a duly assembled meeting, hereby enacts as follows:

1. TITLE

This Bylaw shall be cited as the “**Fire Chief/Bylaw Officer Appointment Bylaw**”.

2. DEFINITIONS

“**Bylaw Officer**” means the person appointed by Council to enforce municipal bylaws.

“**Council**” means the Council of the Hamlet of Enterprise.

“**Fire Chief**” means the person appointed by Council as Head of the Fire Department and anyone acting or authorized to act on his behalf;

“**Fire Marshall**” means the Fire Marshall appointed under the Fire Prevention Act

“**Hamlet**” means the Municipal Corporation of the Hamlet of Enterprise.

“**Local Assistant**” means the local assistant to the Fire Marshall;

“**Mayor**” means the Mayor of the Hamlet; and,

“**SAO**” means the Senior Administrative Officer of the Hamlet of Enterprise.

3. APPOINTMENT

Craig McMaster is hereby appointed as Fire Chief/Bylaw Officer for the Hamlet of Enterprise.

- a. This appointment will be effective unless otherwise rescinded by a motion of council.
- b. The Fire Chief/Bylaw Officer reports to the Senior Administrative Officer.
- c. The Fire Chief will assume responsibilities as a Local Assistant to the Fire Marshall.
- d. The Fire Chief has the authority to issue written or spoken orders to ensure compliance with the bylaws of the Hamlet.
- e. The Fire Chief/Bylaw Officer has the authority to enforce all municipal bylaws of the Hamlet of Enterprise.
- f. The general nature, level or work, and responsibilities of the Fire Chief/Bylaw Officer are as defined in the job description approved by Council, attached as “**Schedule A**”.

4. REPEAL

Bylaw number 2019-86 is hereby repealed.

5. EFFECTIVE DATE

This bylaw shall come into force and take effect upon receiving third reading.

6. READINGS

Read a First time this ____ day of _____, 2023.

Read a Second time this ____ day of _____, 2023.

Read a Third and Final time this ____ day of _____, 2023.

Michael St. Amour
Mayor

Blair Porter
Senior Administrative Officer

As per Section 77(1)(d) of the Hamlets Act, I hereby certify that this bylaw has been made in accordance with the requirements of Hamlets Act and the bylaws of the Municipal Corporation of Hamlet of Enterprise.

Certified this ____ day of _____, 2022.

Blair Porter
Senior Administrative Officer

“APPENDIX A”



JOB DESCRIPTION

FIRE CHIEF/BYLAW OFFICER

This document is intended to describe the general nature and level of work being Performed by the incumbent of this job. It is not intended to be an exhaustive list of all responsibilities and activities required of the position.

PURPOSE OF THE POSITION

The Fire Chief/Bylaw Officer is responsible for the organization and direction of the Enterprise Fire Department, enforcing all municipal by-laws, and providing public education and awareness programs and services in order to ensure the protection of residents, property and employees.

SCOPE

The Fire Chief/Bylaw Officer reports to the Senior Administrative Officer. They are responsible for directing the activities of the Enterprise Fire Department, including ensuring that adequate training is provided for all firefighters, and that fire protection equipment is monitored on a regular basis and is in good working order. They will develop all policies and procedures concerning firefighting in accordance with municipal bylaws and federal and territorial legislation in accordance with the Office of the Fire Marshall. They also are responsible to conduct public education/awareness activities and enforce municipal bylaws.

The Fire Chief/Bylaw Officer is also responsible for maintaining confidentiality of residents, fellow employees and Council in the spirit of the Access to Information & Protection of Privacy Act and any other relevant legislation.

RESPONSIBILITIES

1. Provide public education and awareness and promote safety in order to reduce the incidence of accidents and emergencies and bylaw infractions

Main Activities

- Encourage public safety in all areas, for example but not limited to: fire safety, animal safety, vehicle safety, ATV and snowmobile safety, firearm safety, bicycle safety, etc.
- Promote and provide safety awareness programs for community groups and/or organizations concerning safety issues and concerns

2. Develop, review, and implement all firefighting policies and procedures in accordance with municipal bylaws, and federal and territorial legislation and the Office of the Fire Marshall.

Main activities

- Establish appropriate firefighting techniques
- Plan firefighting strategies
- Liaise with the Emergency Response Committee
- Ensure firefighting policies and procedures are strictly adhered to
- Make recommendations on changes to the Fire Protection bylaw

3. Recruit, train, and direct the activities of firefighters in order to ensure that trained firefighters are available in the event of an emergency.

Main activities

- Recruit and orient firefighters
- Ensure a high level of morale among firefighters
- Facilitate the training of firefighters

- Evaluate the performance of firefighters
- Discipline and/or dismiss firefighters if necessary

4. Inspect firefighting equipment in order to ensure appropriate equipment is available as required.

Main Activities

- Inspect the fire truck on a regular basis
- Inspect firefighting equipment and apparatus on a regular basis
- Make recommendations on the replacement and/or repair of equipment
- Make inspections of places of business to ensure compliance with regulations

5. Take sole command in the event of a fire in order to ensure a safe, effective and controlled response

Main activities

- Ensure effective command and control techniques are in place at the scene of the fire
- Make all decisions concerning the appropriate response to and method fighting a fire
- Direct all activities at the scene of the fire
- Ensure that fire fighters are responding in a safe and appropriate manner
- Arrange for the investigation of the cause of fire once it has been extinguished

6. Enforce municipal bylaws in order to ensure a safe environment for community members

Main Activities

- Perform day to day enforcement activities
- Provide information on bylaws and enforcement conditions
- Maintain public relations concerning bylaw awareness and enforcement
- Respond to resident complaints and concerns with a focus on resolution
- Issue letters of compliance, warnings and summary offense tickets as required
- Conduct investigations when appropriate i.e. animal cruelty, dog attack and noise
- Ensure evidence is gathered in an appropriate and legal manner
- Follow search and seizure procedures when necessary and appropriate
- Properly store evidence if needed
- Maintain detailed records of incidences and tickets issued (summary or otherwise)
- Attends meetings of Council, as requested
- Enforces bylaws through Court Action when required
- Represent the Hamlet to present and give testimony in Justice of the Peace Court and Territorial Court as required

7. Undertake Court related responsibilities

Main Activities

- Prepare reports for presentation to court
- Present evidence and give testimony in court
- Follow up on court responsibilities

8. Complete administrative tasks as required

Main Activities

- Maintain records on incidence of fire, injuries and loss of property
- Monitor the firefighting budget
- Implement fire prevention education and awareness programs
- Maintain records of bylaw infractions, permits, etc.
- Prepare reports as required
- Reviews and makes necessary recommendations to existing bylaws

9. Perform other related duties, as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Firefighting techniques and methods
- Knowledge of command-and-control techniques
- Firefighting training programs
- Regulatory bylaws legislation, policies, procedures and rules
- Investigation and evidence gathering techniques
- Training programs such as bicycle safety, etc.
- Training techniques and methods
- Public education and awareness programs concerning fire protection and bylaw
- Public safety theories and methods
- Court processes and procedures
- Emergency response techniques
- Crowd control techniques
- An understanding of the northern cultural and political environment
- Emergency procedures, First Aid and CPR
- Volunteer training, development, and recognition

Skills

The incumbent must demonstrate the following skills:

- Leadership skills, including the ability to take full command at the scene of a fire
- Analytical, problem-solving and decision-making skills
- Effective verbal and listening communications skills
- Negotiation skills
- Effective written communications skills, including the ability to prepare reports
- Ability to deal effectively with people in difficult situations
- Ability to deal with physical situations and physically control others when necessary
- Effective public relations and public speaking skills
- Research and program development skills
- Defensive driving skills
- Stress and time management skills

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Be flexible
- Possess cultural awareness and sensitivity
- Be consistent and fair
- Demonstrate sound work ethics

The Fire Chief/Bylaw Officer would normally attain the required knowledge, skills, and abilities through completion of Firefighting and Bylaw Training combined with related firefighting, bylaw enforcement, and supervisory experience in emergency and command and control situations.

The ideal candidate would possess the following:

- Firefighting certificate
- Class 5 Drivers license with Air Brake endorsement
- Occupational Health and Safety Supervisor training
- WHIMIS
- First Aid

WORKING CONDITIONS

Physical Demands

The Fire Chief/Bylaw Officer may be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations and be involved in physically dangerous and confrontational situations.

Environmental Conditions

The Fire Chief/Bylaw Officer may work in a number of facilities and outdoor locations. The Fire Chief/Bylaw Officer may have to manage a number of people and projects at one time and may be interrupted frequently to meet the needs and requests of residents. The Fire Chief/Bylaw Officer may find the environments to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

The situations and programs may be noisy and busy making it difficult for the Fire Chief/Bylaw Officer to concentrate.

Mental Demands

Mental and emotional stress may be caused by the requirement to fight fires and enforce municipal bylaws. Stress may also be caused by the need to respond to physically threatening situations and individuals. Stress may also be caused by the need to be actively involved in and coordinate crisis, emergency and search and rescue activities.

I certify that I have read and understand the responsibilities assigned to the Fire Chief/Bylaw Officer position and that I have read and understand the Employment Bylaw Number 45.

Employee Signature

Printed Name

Date

*Senior Administrative Officer's
Signature*

Printed Name

Date

NEW ITEM

HAMLET OF ENTERPRISE

BYLAW # 2023-147

“BUSINESS LICENCE BYLAW”

**HAMLET OF ENTERPRISE
BUSINESS LICENCE BYLAW 2023-147**

A bylaw of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories to provide for the licencing and regulating of businesses pursuant to the provisions of the *Hamlets Act, S.N.W.T. 2003, c. 22*.

WHEREAS the Municipal Corporation of the Hamlet of Enterprise desires to licence and regulate businesses, operating within the corporate limits of the Hamlet of Enterprise;

NOW THEREFORE, the Council of the Municipal Corporation of the Hamlet of Enterprise, at a duly assembled meeting, hereby enacts as follows:

1. **TITLE**

This Bylaw shall be cited as the “**Business Licence Bylaw**”.

2. **DEFINITIONS**

“**Business**” means any person engaged in commercial activity for gain or livelihood but does not include a business that is regulated by any Act of Parliament or the Legislative Assembly of the Northwest Territories or any other exempt business as may be prescribed by regulation.

“**Carry On**” means carry on, perform, operate, keep, hold, occupy, deal in or use for gain whether as principal or as agent.

“**Council**” means the Council of the Hamlet of Enterprise.

“**Hamlet**” means the Municipal Corporation of the Hamlet of Enterprise.

“**Home Business**” means any business carried on by a person who is an occupant of a residential building as a use secondary to the residential use of the building.

“**Licence**” means a Business Licence issued pursuant to this Bylaw.

“**Local Business**” means any person, as defined in this section, carrying on a business and establishing a permanent office or location of operation within the corporate limits

of the Hamlet, and whose main business operation is being carried on within the Hamlet.

“Non-Local Business” means any person carrying on a business within the Hamlet without establishing a permanent office or location of operation within the Hamlet, or whose main business operation is outside the corporate limits of the Hamlet.

“Peddler” means a person who sells goods or services from door to door, on the street or in other public areas to individuals or businesses.

“Person” means any individual, corporation, firm, partnership, club or association.

“Premises” means the premises in or upon which such business is carried on.

“Public Health Officer” means a person appointed pursuant to the Public Health Act.

“SAO” means the Senior Administrative Officer of the Hamlet of Enterprise.

3. APPLICATION

- a. Any person carrying on a business, including a Home Business, in the Hamlet is required to purchase a Business Licence.
- b. The SAO shall issue a Business Licence to any person to carry on a business within the Hamlet.
- c. Where a business is carried on, or is intended to be carried on, in more than one location within the Hamlet, a separate Business Licence shall be required for each location.
- d. Where the business of an auctioneer, canvasser, peddler, itinerant photographer or itinerant salesman is carried on, each individual carrying on that business is required to obtain a separate Business Licence to carry out that business whether acting as an employee of, or agent for, a business.
- e. Any person delivering a commodity to a purchaser within the Hamlet is deemed to be carrying on a business in the Hamlet and shall obtain a Business Licence.
- f. A Business Licence from the Hamlet is not required to hold a concert, recital, show, bingo, casino or other entertainment where the monies charged to, collected for, or collected with admission, are for the benefit of a charitable organization within the Hamlet.

4. ISSUANCE OF BUSINESS LICENCES

- a. An application for a Business License shall be made on forms supplied by the Hamlet and shall contain the following:
 - i. Name, address, and occupation of the applicant.
 - ii. Business for which the licence is applied.
 - iii. Place where it is proposed to be carried on.
 - iv. Period for which the licence is required, and
 - v. Such other particulars of the business as the SAO may require.
- b. The SAO shall not issue a Business License unless such business and premises are in keeping with the Hamlet's Zoning bylaw.
- c. The SAO shall not issue a Business License where the WCB, Public Health Officer, Fire Chief or Building Inspector of the Government of NWT declines a Certificate of Compliance.
- d. All Business Licences issued shall be in effect from the date of issue or renewal until twelve o'clock midnight March 31 of the year specified on the Business Licence or until revoked, whichever is sooner.
- e. All Business Licence renewals shall have the option of a one-, two-, three-, or five-year renewal.
- f. Every Business License, to be in force, shall bear on its face the date on which it is issued and the date on which it will expire, the name of the applicant, the name of the business, the nature of the business, any special conditions under which the license has been issued, and the seal of the Hamlet.

5. FEES

- a. Except as herein provided, before the Hamlet issues any Business Licence, the applicant shall pay to the Hamlet the fees set forth or calculated in the Hamlet's Fees and Charges Policy #2023-1.

- b. Except as otherwise approved by Council motion, no money shall be refunded to a person whose Business Licence has been revoked or surrendered while still current.
- c. Where any Business Licence becomes defaced, obliterated, or otherwise illegible, or is lost or mislaid, the licensee shall forthwith apply to the SAO for a replacement licence, produce the licence unless it is lost, and pay a fee in accordance with the Hamlet's Fees and Charges Policy #2023-1 for a replacement licence.

6. DUTIES OF THE LICENCEE

- a. Every Licensee shall comply with all bylaws of the Hamlet.
- b. The Licensee shall advise the SAO of the Licensee's address changes.
- c. The Licensee shall produce its Business Licence at all reasonable times on demand of the SAO.
- d. Every Licensee who holds a Business Licence under this Bylaw which applies to specified premises shall, so long as the Business Licence is in force, keep it or a duly authorized copy thereof, posted up in some conspicuous place on the licensed premises as may be approved by the SAO.
- e. The Licensee shall not post or display any photographic or other reproduction of its Business Licence issued by the Hamlet, except as specifically authorized by the SAO.

7. REVOCATION OF BUSINESS LICENCE

- a. Pursuant to the *Hamlets Act*, Council may, after giving three day's notice to the public, show cause to suspend or revoke a Business Licence.
- b. The notice to show cause at a hearing must set out the date, time and place of the hearing and advise the person of the right to attend and make a presentation. Such notice shall be served pursuant to the *Hamlets Act*.
- c. A holder of a Business Licence may submit an appeal no later than thirty days after any decision made by Council pursuant to the *Hamlets Act*.
- d. No person shall take any action referred to in article 7(a) until after the period for making an appeal has expired and no appeal is submitted, or a Judge has dismissed any appeal.

8. ADMINISTRATION

- a. The SAO shall administer this Bylaw and may delegate the authority to another Officer of the Hamlet, who shall act under their general supervision.
- b. The SAO or his/her appointee shall:
 - i. Ensure that the Bylaw is enforced;
 - ii. Enforce payment of Business Licence fees where any business is carried on without a licence;
 - iii. Process and approve or reject all applications for licenses and transfers of licenses;
 - iv. Ensure that all businesses licenced within the Hamlet are notified thirty days prior to renewal of the licence; and
 - v. Inspect at reasonable times any location at which a business licence holder or applicant is operating or is believed to be operating. Refusal to allow such inspection constitutes a contravention of this Bylaw.

9. OFFENCES AND PENALTIES

- a. Except herein provided, any person who contravenes or disobeys, or refuses or neglects to obey any provision of this Bylaw is guilty of an offence and liable, on summary conviction, to a fine as specified in the Hamlet's Fees and Charges Policy #2023-1.
- b. An Officer who has reasonable and probable grounds to believe that a person is violating any provisions of this Bylaw may lay an information and issue a summons by means of a ticket as defined in the Summary Convictions Procedures Act, setting forth the date, time, and place of the offence, briefly stating that payment may be made in accordance with the Hamlet's Fees and Charges Policy #2023-1.
- c. A person, who has received a ticket pursuant to article 9(b) in respect of an alleged offence under this Bylaw, may, within seven days of receipt of such ticket, in lieu of appearing in court in answer to the summons, pay the Hamlet such penalty as set forth in the Hamlet's Fees and Charges Policy #2023-1.

10. FORMS

All forms needed may be created and amended as necessary by the SAO or their designate.

11. REPEAL

Bylaw number 2012-07 is hereby repealed.

12. EFFECTIVE DATE

This bylaw shall come into force and take effect upon receiving third reading.

13. READINGS

Read a First time this ____ day of _____, 2023.

Read a Second time this ____ day of _____, 2023.

Read a Third and Final time this ____ day of _____, 2023.

Michael St. Amour
Mayor

Blair Porter
Senior Administrative Officer

As per Section 77(1)(d) of the Hamlets Act, I hereby certify that this bylaw has been made in accordance with the requirements of Hamlets Act and the bylaws of the Municipal Corporation of Hamlet of Enterprise.

Certified this ____ day of _____, 2022.

Blair Porter
Senior Administrative Officer

NEW ITEM

HAMLET OF ENTERPRISE

BYLAW # 2023-148

“COUNCIL PROCEDURES BYLAW”

Approved: xx
Motion: #2023-xx

**HAMLET OF ENTERPRISE
COUNCIL PROCEDURES BYLAW 2023-148**

A bylaw of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories to establish rules providing for the orderly, open, and efficient conduct of meetings of Council pursuant to the provisions of the *Hamlets Act, S.N.W.T. 2003, c. 22* as amended from time to time.

WHEREAS a council shall, by bylaw, make rules governing the proceedings of Council;

NOW THEREFORE, the Council of the Municipal Corporation of the Hamlet of Enterprise, at a duly assembled meeting, hereby enacts as follows:

1. TITLE

This Bylaw shall be cited as the “**Council Procedures Bylaw**”.

2. DEFINITIONS

In this bylaw:

“**Confidential**” means containing information whose unauthorized disclosure could be prejudicial to the interest of the Hamlet.

“**Conflict of Interest**” means a direct or indirect conflict of interest as defined in the *Conflict of Interest Act, S.N.W.T. 1988*.

“**Council**” means the Council of the Hamlet of Enterprise.

“**Hamlet**” means the Municipal Corporation of the Hamlet of Enterprise.

“**In-Camera**” means a meeting or a portion of a meeting which is closed to the public.

“**Member**” means a member or members of Council, inclusive of the Mayor.

“**Motion**” means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting.

“**Minister**” means the Minister of Municipal and Community Affairs.

“**Peace Officer**” means a peace officer as defined in the Criminal Code.

“**Presiding Officer**” means the Mayor or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, any other Member chosen to preside over a meeting.

“**Resolution**” means a formal expression by a meeting, agreed to by a vote.

“**SAO**” means the Senior Administrative Officer of the Hamlet of Enterprise.

“**Special Resolution**” means a Resolution requiring the approval of two-thirds of the members in attendance at a Regular Meeting of Council or two-thirds of the member of a standing committee present at a meeting.

3. **APPOINTMENT OF ACTING MAYOR**

a. Where both the Mayor and Deputy Mayor are absent or unable to perform their duties, the Acting Mayor shall assume the duties of the Mayor.

4. **REFERENCE SOURCE**

a. In all cases not provided for in this bylaw, applicable **Robert's Rule of Order** shall be followed.

b. A copy of **Robert's Rules of Order** shall be provided to each Councillor and copies of **Robert's Rules of Order** shall be made available in the Hamlet Office or in digital form.

5. **TERM OF OFFICE**

a. The term of office for Council members:

i. commences at 12 noon on the first Monday in January following their election, or when they are sworn in, whichever is later; and

ii. ends at 12 noon on the first Monday in January.

b. Where a Councillor dies, resigns, or otherwise vacates his office, Council may:

i. appoint a person from the nominated election candidates;

ii. accept names from the public (eligible as a candidate to run) to be decided by Council vote;

iii. proceed with a by-election;

- iv. not fill the seat if the vacancy occurs within six months of a general election.
- c. Should there be different terms of office for the seats available during an election, Council shall determine the length of the terms of office by discussion in the first duly assembled meeting of Council, after having been sworn in.
 - i. Should that discussion not resolve the issue, the length of term shall be decided by the greatest number of votes.
 - ii. Should there be a tie for the last remaining seats, Council shall:
 - 1. write the names of those candidates on separate blank sheets of paper;
 - 2. fold the sheets of paper so that the names are concealed;
 - 3. deposit them in a receptacle and withdraw one of the sheets at random; and
 - 4. declare the candidate whose name appears on the withdrawn sheet to have the seat with the longest term.

6. **MEETINGS**

a. **First Meeting**

- i. The first meeting of council following a general election must be held not later than 45 days after the election day at the time and place that the mayor designates.
- ii. Prior to commencement of the first meeting of Council following a general election, every Member shall take the Oath of Office.
- iii. At this first meeting of Council:
 - 1. No business shall be conducted.
 - 2. Council will be sworn in.
 - 3. Council will be orientated.
 - 4. Council shall, by resolution appoint on the recommendation of the Mayor, a Deputy Mayor, and an Acting Mayor.
 - 5. Council shall set their first regular meeting date.
 - 6. A Meet and Great of the new Council shall take place with the public.
 - 7. If a newly elected Councillor is not present at the First Meeting to be sworn in, they may be sworn in by one of the following:
 - a. a Commissioner for Oaths
 - b. Notary Public
 - c. Justice of the Peace; or
 - d. the RCMP

prior to assuming their Councillor duties at the next meeting of Council.

b. Regular Meeting

- i. Regular meetings of Council shall be held on the first Tuesday of each month at 7:00 p.m., unless that day falls on a holiday, in which case the meeting shall be scheduled for the next regular working day at 7:00 p.m.
- ii. Regular Council meetings and Statutory Public Hearings shall be held in the Community Council Chambers, unless otherwise determined by the Mayor.
- iii. Council may, by motion, change the time, date, or location of any regular meeting of Council, or cancel any regular meeting, provided a seventy-two-hour advance notice has been given.
- iv. The Mayor may cancel any regular meeting of Council if they anticipate that there will not be a quorum for the meeting, or if there are not items for the agenda, provided a seventy-two hour advance notice has been given.
- v. Where a seventy-two-hour notice is not possible, Members shall be notified as soon as possible.
- vi. Where the time, date or location of any regular meeting is changed, or a meeting is cancelled pursuant to subsection (iii) or (iv), the SAO shall give written notice to:
 1. all Members of Council; and
 2. shall post notices in four prominent locations within the community and on the Hamlet's website and social media page(s).

c. Special Meetings

- i. A special meeting of Council may be called by the Mayor or any two Members at any time and the calling of such meetings shall be in accordance with the requirements of the *Hamlets Act, S.N.W.T. 2003, c. 22*.
- ii. Section 6(m), relating to the holding of In-Camera sessions, applies to all special meeting of Council.
- iii. Where a special meeting has been called pursuant to subsection (i) the Senior Administrative Officer shall post notice in four prominent locations within the community and on the Hamlet's website and social media page(s) and give at least forty-eight hours notice to each member of Council.

- iv. The agenda for the special meeting shall indicate the time, date, location, and purpose for the special meeting of Council.
- v. No other business shall be conducted at a special meeting except the items included on the agenda referred to in subsection (iv), unless all Council members are present and all are in agreement.

d. Emergency Meetings

- i. Any Member may call an Emergency meeting of Council where the Member considers that an emergency exists or may exist in the Hamlet and the calling of such a meeting shall be in accordance with the *Hamlets Act, S.N.W.T. 2003, c. 22*.

e. Attendance

- i. Any Member absent for three consecutive regular meetings of Council, without reason, and ratified by a motion passed at a regular meeting of Council, shall be deemed to have resigned.
- ii. Members must make a reasonable effort to phone or email the SAO when they will be absent from a meeting.
- iii. Permission for a Member to be absent from a regular meeting of Council pursuant to subsection (i) shall not be unreasonably denied.

f. Quorum

- i. A quorum for a Council is a majority of the Council members then holding office.
- ii. A quorum of Council for an emergency meeting shall be those members who show up and are in attendance.
- iii. Where the number of Members present is reduced by reason of one or more members having disclosed a conflict of interest in the matter and are therefore prevented from participating in a meeting, and in the result the remaining number of Members present does not constitute a quorum as specified under 6(f)(i), quorum shall be those Members remaining who do not have a conflict of interest in the matter.

g. Commencement of Meetings

- i. As soon after the time set for the meeting as a quorum exists, the Presiding Officer shall take the Chair and call the meeting to order.

- ii. Where the Mayor and the Deputy Mayor do not attend the meeting within fifteen minutes after the time set for the meeting, the SAO shall call the Members to order and, if a quorum is present, call for a motion for the appointment of a Presiding Officer from among those Members present.
- iii. If a quorum is still not present thirty minutes past the time set for the meeting, the SAO shall record the names of those Members present and the meeting shall stand adjourned until the next regular meeting. The agenda for the adjourned meeting will be dealt with at the next regular meeting of Council unless a special meeting is called before the next regular meeting to deal with the business of the adjourned meeting.

h. Recess and Adjournment

- i. At all regular meetings of Council and Committee of the Whole meetings, there shall be a ten minute recess after ninety minutes of continuous business, unless such recess is waived by the unanimous consent of the Members in attendance.
- ii. Every regular meeting of Council shall be adjourned at or before 10:00 p.m., unless a motion to extend the meeting beyond 10:00 p.m. is passed by the unanimous consent of all Members present.

i. Duties of the Presiding Officer

- i. The Presiding Officer of Council shall have the following duties at meetings of Council:
 - 1. to open the meeting of Council by assuming the chair and calling the Members to order;
 - 2. to announce the business before Council in the order in which it is to be acted upon;
 - 3. to receive, submit to Council and put to a vote, in accordance with the rules of procedure, all matters presented by the Members, and to announce the result;
 - 4. to decline to put to a vote any motion that infringes upon the rules of procedure;
 - 5. to recognize any Member who wishes to speak on any matter that's debatable and determine the right of precedence where two or more Members request the floor of Council;
 - 6. to enforce the rules of procedure;
 - 7. to preserve order and decorum at meetings of Council;
 - 8. to rule on any point of order or question of privilege raised by any Member; and
 - 9. to authenticate by signature all bylaws and minutes of Council.

j. Duties of a Member of Council

- i. A Member shall have the following duties at meetings of Council:
 - 1. to deliberate the business submitted to Council;
 - 2. to respect the rules of procedure;
 - 3. to disclose a conflict of interest in any matter before Council in accordance with this bylaw and the *Conflict of Interest Act, S.N.W.T. 1988* and remove themselves from the meeting when this item is under consideration.

k. Duties of the SAO

- i. The SAO shall have the following duties at meetings of Council:
 - 1. to prepare and distribute the agenda and supporting material for all meetings of Council in accordance with the provisions of this Bylaw;
 - 2. to keep the minutes of Council;
 - 3. to inform the Members of Council, when requested, on all questions of procedure;
 - 4. to advise the Presiding Officer, when requested, on all questions of procedure;
 - 5. to receive and file the original of any document presented to Council during a meeting;
 - 6. to follow up on undertakings made by members to provide additional information;
 - 7. to keep in their office or in the place appointed for that purpose, the originals of all bylaws and of all minutes of the proceedings of Council;
 - 8. to cause to be printed and indexed all minutes of Council in any Council year;
 - 9. to cause to be printed and indexed all bylaws enacted by the Council in any Council year;
 - 10. to provide information to Council, through the Presiding Officer;
 - 11. to respond to any question directed to them through the Presiding Officer or refer the question to the appropriate Member for response;
 - 12. to provide advice to Council through the Presiding Officer on any matter;
 - 13. recording of motions and resolutions made by Council in a separate file, in order to track progress of Council direction; and
 - 14. to ensure the use of projection equipment, to enable the viewing of the agenda, wording of motions, and other items by Council.

l. Meeting Open to the Public

- i. Subject to Section 6 (n), all meetings of Council and its committees shall be open to the public and no person shall be expelled from any meeting except for conduct in contravention of this bylaw.

m. Public Hearings

- i. All Public Hearings shall be conducted as a Special Meeting of Council and shall follow the same rules of procedure.
- ii. Special meetings of Council where a Public Hearing will take place shall, by motion, move into a Committee of the Whole to hear from the public.

n. In-Camera Meeting

- i. Council or a committee of council may, in accordance with Section 25 of the *Hamlets Act, S.N.W.T. 2003, c. 22*, by motion approved by at least two-thirds of council members present, authorize its meeting to be closed to the public if it decides to discuss any of the following, (all items discussed In-Camera are to be confidential and cannot be discussed out of the In-Camera meeting)
 1. commercial information that, if disclosed, would likely be prejudicial to the Hamlet or the persons involved;
 2. information received in confidence that, if disclosed, would be prejudicial to the Hamlet of the persons involved;
 3. personal information, including personal information about employees;
 4. the salary, benefits or performance record of an employee;
 5. a matter still under consideration and on which council has not yet publicly announced a decision, if discussion in public would likely prejudice the Hamlet's ability to carry out its activities or negotiations;
 6. the acquisition or disposition of property by or on behalf of the Hamlet;
 7. the setting of minimum tax sale prices under the *Property Assessment and Taxation Act*;
 8. the conduct of existing or anticipated legal proceedings;
 9. the conduct of an investigation under, or enforcement of, an enactment or bylaw;
 10. information, the disclosure of which could prejudice public security or the maintenance of law and order;
 11. the security of documents or premise.
- ii. The motion to move to an In-Camera session must identify the general nature of the topics to be discussed during the In-Camera session.
- iii. Council has no power to make a bylaw or a motion at a meeting that is closed to the public, other than outlined in the *Hamlets Act, S.N.W.T. 2003, c. 22, Section 25(4) a-c*.
- iv. Following an In-Camera session, Council shall:

1. make relevant motions, as per In-Camera discussions and decisions; and
2. summarize into the minutes the results of the In-Camera session with no confidential details revealed.

o. Agendas and Minutes

- i. The agenda format shall follow the Order of Business set out in Section 6 (p) and shall be in the format established in “Schedule A”, attached to and forming part of this bylaw.
 1. Items to be discussed at an In-Camera session shall be marked "Confidential."
- ii. The SAO shall prepare and distribute the agenda and all supporting materials for regular meetings of Council and its standing committees to Members no less than seventy-two hours in advance of regular meetings, and no less than forty-eight hours in advance of special meetings.
- iii. The Senior Administrative Officer shall make copies of the agenda and supporting materials available to the general public with the exception of supporting material scheduled to be considered at an In-Camera session and only after the agenda and supporting materials have been delivered to all Members.
- iv. The minutes of Council shall record:
 1. the date, time, and location of the meeting.
 2. the name of the Presiding Officer, names of Council Members, the name of the Senior Administrative Officer, and the name of the recording secretary, if applicable.
 3. the adoption of the minutes of previous meetings of Council.
 4. the name of any Member who discloses a conflict of interest in any matter on the agenda, the general nature, and extent thereof and the time that the Member excused him or herself from and returned to the meeting.
 5. any motion moved and seconded by Council that has not been voted upon unanimously, shall include the name of each Member who voted and whether they voted for, voted against or abstained from voting;
 6. in the event of a tie vote, the minutes shall reflect that there was a tie and how the Presiding Officer voted to break the tie;

7. a summary of the proceedings of Council with the exception of those proceedings conducted during an In-Camera session; and
8. the signatures of the Presiding Officer and the Senior Administrative Officer.
- v. Except for those portions of meetings held during an In-Camera session, the SAO shall make an audio recording of all Council meetings.
- vi. The SAO shall supervise access to the recordings of meetings.
- vii. Any request to review recordings of meetings must be made in writing, explaining why the request is being made
- viii. The audio recordings may only be transcribed by motion of Council unless the transcript is required by the Hamlet's legal counsel in connection with litigation. Any transcript of the recordings authorized by Council must be prepared under the direction of the SAO, at the cost of the individual requesting it.

p. Order of Business

- i. The Order of Business at regular meetings of Council shall be as follows:

1. CALL TO ORDER

Council's Presiding Officer shall open the meeting of Council by assuming the chair and calling the Members to order.

2. COUNCILLOR ABSENCES

The absence of Members shall be recorded. Member's absence with permission shall be excused by a motion of Council.

3. AGENDA ADDITIONS

Items of an urgent nature that cannot be delayed to a future meeting or an item that receives two thirds majority of Members present.

4. ADOPTION OF AGENDA

As presented with agenda additions and/or revisions.

5. DISCLOSURE OF CONFLICT OF INTEREST

When a Member has a direct or indirect conflict of interest, as defined in the *Conflict of Interest Act, S.N.W.T. 1988*, in any matter before Council and is present at a meeting when this matter is the subject of consideration, that member shall disclose their interest in the matter and the general nature and extent thereof and remove themselves from the meeting during consideration of the matter.

When the interest of the Member has not been disclosed by reason of:

- a. The Member being absent from the meeting in which the matter was the subject of consideration; or
- b. The Member acquiring the interest after the meeting;

the Member shall disclose his or her interest in the matter at the next meeting of Council at which the matter is considered.

6. DELEGATIONS

Any delegation wishing to appear before Council shall inform the SAO before the agenda for the meeting is due.

The names and the general nature of the presentation shall be stated on the agenda under Delegations.

The following procedures apply to all delegations before Council and these procedures shall be provided to the delegate/s prior to the meeting:

- a. all delegations shall in writing express their concerns to the Presiding Officer and upon requesting presentation to the Presiding Officer shall address their remarks directly to the Presiding Officer and shall not pose questions to individual Members or Administration.
- b. each delegation must provide the SAO with the estimated length of their presentation.
- c. each delegation shall be afforded 30 minutes to make their presentation.
- d. the time allowed to each delegation may be extended at the discretion of Council by a motion of Council.

- e. after a person has spoken, any Member may, through the Presiding Officer, ask relevant questions.
- f. no debate shall be permitted on any delegation to Council either between Members or with an individual making a delegation.
- g. when making a presentation to Council, no person shall speak disrespectfully of the Crown, any Member of Council, the public, or an employee of the Hamlet.
- h. use offensive language.
- i. make personal remarks about any Member of Council, the public or employee of the Hamlet.
- j. reflect upon the motives of Members who may have voted for a particular motion.
- k. reflect upon the motives of advice given to Council by Administration.
- l. refuse to comply with the decision of the Presiding Officer regarding any interpretation of this bylaw.

Once a delegation has been heard, Council may:

- a. provide no response and refer the matter to Administration or a designated committee.
- b. provide a response through:
 - i. an invitation to a meeting for a verbal response;
 - ii. a formal letter; or
 - iii. an email
- c. consider a motion on the subject matter of the presentation in accordance with the Order of Business.

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

The minutes of each meeting shall be circulated with the agenda of the meeting at which they are to be adopted. If Council is of the opinion that the minutes contain no errors or omissions, a motion to adopt the minutes shall be passed. If errors or omissions are noted in the minutes, a motion to amend shall be

introduced and the minutes shall be adopted as amended. Minutes that have been adopted by Council shall be signed by the Presiding Officer and the SAO.

8. REPORTS

Monthly written and/or oral reports from the Presiding Officer, the SAO, and any other Hamlet Department. Copies of all report material to be included in the meeting package. The department of the report shall be stated on the agenda.

9. DEFERRED BUSINESS AND TABLED ITEMS

Items of business that have been addressed at previous regular Council meetings or items that were previously tabled. The nature of the business shall be stated on the agenda.

10. NEW BUSINESS

Matters that require Council consideration, or action, and public complaints that cannot be resolved by the SAO of which are not included in the report of a committee or included elsewhere on the Order of Business for the meeting.

Public Complaints must be:

- a. in writing
- b. signed by the complainant(s)
- c. identify the nature of the complaint

Materials related to the issue are to be included in the meeting package.

11. BYLAWS & POLICIES

New bylaws and policies or amendments to existing bylaws or policies.

12. COUNCIL ISSUES AND CONCERNS

Issues and concerns of a public nature.

13. INFORMATION ITEMS

Correspondence or information addressed to the Mayor and/or Council shall be listed in this section.

14. IN-CAMERA ITEMS

Meeting that is closed to the public to discuss what is outlined in Section 6 (n).

15. ADJOURNMENT

Council shall conclude its proceedings by adopting a motion to adjourn.

7. **MOTIONS**

a. Introduction of Motions

- i. All motions must be concise, unambiguous, and must either be given in writing or dictated to the SAO.
- ii. Wherever possible, motions shall be composed in a nature to avoid the use of any double negative statements and to result in a positive course of action upon receiving an affirmative vote.
- iii. A motion shall be considered to be in the possession of Council when it has been moved, seconded and stated by the Presiding Officer.
- iv. No debate or vote on a motion shall be permitted until the motion is in the possession of Council.
- v. The mover of a motion shall have the right to speak first to a motion for a period of up to five minutes and the right of the mover to introduce that motion takes precedence over all other motions.
- vi. No motion shall be introduced that is substantially the same as one which in the judgment of Council has already been expressed during the same meeting.

b. Making a Motion

- i. Member asks permission from the Presiding Officer for the floor.
- ii. Presiding Officer grants permission.
- iii. The member makes the motion, stating, "I move to..."
- iv. The Presiding Officer asks for any seconds.
- v. Members call out, "I second" or raise their hand.

- vi. If there is no second, the motion fails.
- vii. If there is a second, the Presiding Officer states the question of the motion and opens the debate.
- viii. The Council debates the motion, during this time the motion may be amended or tabled for further debate at a later time.
- ix. When the debate is finished, the Presiding Officer puts the motion to vote.
- x. The Presiding Officer counts the votes.
- xi. The Presiding Officer announces the votes and enacts or defeats the motion.

c. Motion out of Order

- i. Wherever a motion is contrary to the rules of procedure, the Presiding Officer shall rule the motion to be out of order.

d. Reconsideration of Motion

- i. After any motion has been voted on, any Member who voted with the majority on that motion may, at the same, or any later regular meeting, serve notice that the Member will move, at the next regular meeting held thereafter, for reconsideration of the motion.
- ii. A motion to reconsider requires a Resolution.
- iii. A motion to reconsider allows for an amendment.
- iv. A motion to reconsider may not be applied to:
 - 1. a vote which has caused an irrevocable action.
 - 2. a motion to give Third Reading to a bylaw; or
 - 3. a motion to reconsider that has already been brought forward.

e. Withdrawal of Motion

- i. The mover of a motion may, with the consent of Council, withdraw his or her motion at any time prior to the commencement of the taking of the vote on the motion.

f. Reading of a Matter

- i. Any Member may, at any time, request that the motion under consideration is read by the Mayor or the SAO.
- ii. The request shall be made in such a manner as to not interrupt any Member who has obtained the floor of Council.

g. Dividing Motion Into Parts

- i. Where a matter relating to a single subject contains several parts, each capable of standing as a complete proposition, the matter may, at the request of any Member, be divided and each part shall be considered and voted on separately.

h. Motion to Adjourn

- i. A motion to adjourn is not debatable or amendable.

i. Point of Order

- i. Where a Member rises on a point of order, the Member shall request leave from the Presiding Officer, and after being recognized, shall state the point of order.
- ii. A point of order is not debatable or amendable.
- iii. The Presiding Officer shall immediately rule on the point of order.

j. Numbering of Motions

- i. The motions of Council shall be numbered in order, commencing with the current year followed by the number of the motion.

8. CONDUCT DURING DEBATE

a. Address Through Presiding Officer

- i. Every Member intending to speak on any matter shall signify their intent to the Presiding Officer and, upon being recognized, shall address only the Presiding Officer.

b. Order of Speakers

- i. The Member who has moved a motion that is debatable, shall be entitled to speak first to the motion and have a final reply when all Members wishing to speak have spoken.
- ii. When two or more Members signify their intent to speak, the Presiding Officer shall recognize the Member who, in the opinion of the Presiding Officer, first requested the floor of Council and next recognize the remaining Members wishing to speak in the same order.

c. Limits to Debate

- i. No Member may speak more than twice to a motion and no speech longer than five minutes shall be permitted except with the consent of Council by motion.
- ii. No Member shall speak a second time to the same motion as long as any Member who desires to speak has not yet spoken.

d. Opportunity to be Heard

- i. Each Member will be given the opportunity to speak to a motion before it is put to a vote, unless a motion to limit or end debate is passed.

e. Interruptions

- i. Any Member who has the floor of Council may only be interrupted by another Member
 1. when the Member is discussing a matter and no motion is on the floor;
 2. when a Member has exceeded the time limit to speak;
 3. by a point of order;
 4. by an objection to the consideration of a matter;
 5. by a challenge of the ruling of the Presiding Officer.

f. Prohibited Acts

- i. No member shall:
 1. speak disrespectfully of the Crown, other Members, the public or any employee of the Hamlet;
 2. use offensive language in Council Chamber, or in reference to any Member, the public or any employee of the Hamlet;
 3. speak on any matter except the subject being considered by Council;
 4. make personal remarks about other Members;

5. reflect upon the motives of Members who may have voted for a particular motion;
6. debate the merits of a past vote of Council, unless to move to reconsider a motion;
7. walk out of the room while the Chair is putting the question;
8. speak to a question after the question is finally put by the Presiding Officer;
9. refuse to comply with the decision of the Presiding Officer on any point of order, question of personal privilege or any other interpretation of the provisions of this bylaw.

g. Disciplinary Procedures

- i. The Presiding Officer may call to order any Member who is out of order.
- ii. Subject to subsection 8 (g)(iii), where a Member persists in refusing to comply with the ruling of the Presiding Officer or a decision of Council on any point of order, or other interpretation of the provisions of this bylaw, the Presiding Officer may consider such action to be improper conduct and order such a Member to leave the Council Chamber and Council must vote immediately on a motion to expel that Member from the meeting without debate.
- iii. Where a Member presents an apology, the Presiding Officer shall permit the Member to remain in his or her seat.
- iv. The Presiding Officer shall have the authority to determine whether the use of any word, phrase, term, or expression was offensive.

h. Disturbance of Public

- i. The Presiding Officer may order any member of the public who disturbs the proceedings of Council by words or action to be expelled from the meeting.
- ii. Where a member of the public presents an apology, the Presiding Officer shall permit the member of the public to remain in his or her seat.
- iii. The Presiding Officer may call upon a Peace Officer to remove any member of the public who refuses to leave a meeting voluntarily after having been expelled.

i. Participation of Presiding Officer in Debate

- i. The Presiding Officer may state relevant facts on any matter before the Council without leaving the chair but shall not fully participate in a debate or move or second any motion without first leaving the chair. If the Mayor wishes to leave the chair for

any reason, he or she must call on the Deputy Mayor, the Acting Mayor, or, in the absence of both, any other Member to assume the chair.

- ii. When the Presiding Officer vacates the chair pursuant to subsection (i), it shall not be resumed until after vote has been taken on the motion.

j. Committee of the Whole

- i. Where Council, in consideration of any matter, requires additional information through questions to administration or wishes to allow for a less formal discussion of a matter, Council may, by motion, move into Committee of the Whole.
- ii. The Presiding Officer of Council or an appointed facilitator shall chair the Committee of the Whole.
- iii. A quorum of Committee of the Whole is a majority of Members.
- iv. The rules of procedure for Council shall be observed in Committee of the Whole with the following exceptions:
 1. Members may speak more than twice to a matter provided that all Members who wish to speak to a matter have been permitted to speak; and
 2. the proceedings of Committee of the Whole will not be recorded except the report to Council.

9. VOTING

a. Voting Procedures

- i. Votes on all motions shall be taken as follows:
 1. Members shall be in their designated seat when the motion is presented.
 2. The Presiding Officer shall present the motion.
 3. Members shall vote by a show of hands.
 4. The Presiding Officer shall declare the result of the vote and, in the case of a recorded vote, how each Member voted.

b. Duty of a Member to Vote

- i. All Members present, with the exception of the Presiding Officer, shall vote when the question is put by the Presiding Officer.

- ii. Notwithstanding subsection (i), should any Member refuse to vote on a motion, his or her vote shall neither be considered a vote in favour or against the motion.
 - iii. The Presiding Officer shall not vote on any motion except to cast the deciding vote for or against the motion in the case of a tie or when a Special Resolution is required.
- c. Secret Ballot Prohibited**
- i. No vote shall be taken in Council by ballot or by any other method of secret voting, and every vote so taken is of no effect.
- d. Errors in Good Faith**
- i. Where a Member, immediately after casting his or her vote, states to the Presiding Officer that he or she has made an error in good faith, the matter may be resubmitted for a vote with the consent of Council.

10. COMMITTEES

- a. Council may, by motion, appoint one or more Committees of Council, designate its mandate, term, composition and authorities, duties and responsibilities, and appoint its members to deal with any matter.
- b. Such a committee will exist until a motion of Council terminates the committee.
- c. Council may remove Committee members for just cause.
- d. Each committee will create a Terms of Reference to be approved at its first meeting after its establishment.
- e. All committees are advisory in nature, and have no powers to pass any bylaws, motions, or policies, but rather make recommendations to Council on any matter within its mandate.
- f. A committee of Council has no authority or power to commit Council or the Hamlet to any course of action or to incur any expenditure on behalf of Council or the Hamlet.

11. REPEAL

Bylaw number 2016-71 is hereby repealed.

12. EFFECTIVE DATE

This bylaw shall come into force and take effect upon receiving third reading.

13. READINGS

Read a First time this ____ day of _____, 2023.

Read a Second time this ____ day of _____, 2023.

Read a Third and Final time this ____ day of _____, 2023.

Michael St. Amour
Mayor

Blair Porter
Senior Administrative Officer

As per Section 77(1)(d) of the Hamlets Act, I hereby certify that this bylaw has been made in accordance with the requirements of Hamlets Act and the bylaws of the Municipal Corporation of Hamlet of Enterprise.

Certified this ____ day of _____, 2022.

Blair Porter
Senior Administrative Officer

**“SCHEDULE A”
Hamlet Council Agenda Format**



REGULAR COUNCIL MEETING AGENDA

Date

Location and time of Meeting

1. Call To Order
2. Councillor Absences
3. Agenda Additions
4. Adoption of the Agenda
5. Disclosure of Conflict of Interest
6. Delegations
7. Adoption of Minutes From Previous Meeting(s)
8. Reports
9. Deferred Business and Tabled Items
10. New Business
11. Bylaws & Policies
12. Council Issues and Concerns
13. Information Items
14. In-Camera Items
15. Adjournment

**“SCHEDULE B”
Hamlet Council Agenda Format**



SPECIAL COUNCIL MEETING AGENDA

Date

Location and time of Meeting

1. Call To Order
2. Councillor Absences
3. Agenda Additions
4. Adoption of the Agenda
5. Disclosure of Conflict of Interest
6. Delegations
7. New Business
8. Bylaws & Policies
9. Council Issues and Concerns
10. In-Camera Items
11. Adjournment