



**REGULAR COUNCIL MEETING MINUTES**

June 6, 2016

Hamlet Council Chambers at 7:00 pm

Approve by Motion 2016-184

<p><b><u>PRESENT</u></b>          Mayor Craig McMaster          Councillor Dinah Carnogursky          Councillor Daniel Harley          Councillor Winnie Cadieux</p>	<p><b><u>ABSENT</u></b>          Councillor Jim Dives          (without reason)          Deputy Mayor Lisa Tsetso          (with reason)          Councillor Chaal Cadieux          (with reason)</p>	<p><b><u>STAFF</u></b>          SAO Tammy Neal</p> <p><b><u>MINUTES PREPARED BY</u></b>          SAO Tammy Neal</p>
<p><b><u>GALLEY</u></b>          Mike Kimble</p>	<p><b><u>DELEGATES</u></b>          Drew Queen, Ashton Chartered Accountants</p>	

**1. CALL TO ORDER**

7.05 pm

**2. AGENDA ADDITIONS**

There were no additions to the agenda.

**3. ADOPTION OF AGENDA**

**RESOLUTION 2016-153**

Motion to approve the agenda with one change:

- Bump item number 7. DELEGATIONS to item number 4

Moved by: Councillor Daniel Harley

Seconded By: Councillor Dinah Carnogursky

**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor CM SAO TM

**RESOLUTION 2016-154**

**Motion to move into a committee of the whole at 7.10 pm**

**Moved by: Councillor Daniel Harley**

**Seconded By: Councillor Dinah Carnogursky**

***ALL IN FAVOUR – MOTION CARRIED***

**4. DELEGATIONS**

**a. Committee of the Whole - Ashton Chartered Accountants – Presentation of the 2015-2016 Annual Audit**

Mayor Craig McMaster introduced Drew Queen, of Ashton Chartered Accountants to present the Audit Financial Statements.

Drew reviewed each statement and note within the audited financial statements with Council. Council agreed it was a lot to take in, but had no questions. If Council had questions at a later date, they would forward their questions to Drew through the SAO.

**RESOLUTION 2016-155**

**Move out of a committee of the whole meeting at 8.09 pm**

**Moved by: Councillor Dinah Carnogursky**

**Seconded by: Councillor Winnie Cadieux**

***ALL IN FAVOUR – MOTION CARRIED***

**5. ADOPTION OF DRAFT MINUTES FROM PREVIOUS MEETING/S**

**a. April 29, 2016 – Special Meeting**

**RESOLUTION 2016-156**


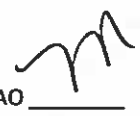
**Motion to approve the Special Meeting Minutes of the April 29, 2016, as presented.**

**Moved by: Councillor Winnie Cadieux**

**Seconded by: Councillor Daniel Harley**

***ALL IN FAVOUR – MOTION CARRIED***

Initials: Mayor

 SAO 

**b. May 2, 2016 – Regular Meeting**

**RESOLUTION 2016-157**

Motion to approve the Special Meeting Minutes of the May 2, 2016, as presented, with the comment raised that reviewing the minutes brought to light concerns for when the land administration bylaw is reviewed.

**Moved by:** Councillor Dinah Carnogursky

**Seconded by:** Councillor Winnie Cadieux

***ALL IN FAVOUR – MOTION CARRIED***

**c. May 3, 2016 – Special Meeting**

**RESOLUTION 2016-158**

Motion to approve the Special Meeting Minutes of the May 3, 2016, with one correction:

- Note councillor absences with “with reason” or “without reason”

**Moved by:** Councillor Dinah Carnogursky

**Seconded by:** Councillor Winnie Cadieux

***ALL IN FAVOUR – MOTION CARRIED***

**d. May 18, 2016 – Special Meeting**

**RESOLUTION 2016-159**

Motion to approve the Special Meeting Minutes of the May 18, 2016, with one correction:

- Add that Ed Gulberg conducted a code of conduct presentation

**Moved by:** Councillor Daniel Harley

**Seconded by:** Councillor Winnie Cadieux

***ALL IN FAVOUR – MOTION CARRIED***

**6. DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interests were declared.

Initials: Mayor

CM SAO mm

## 7. COUNCILLOR ABSENCES

- a. Councillor Jim Dives (without reason)
- b. Deputy Mayor Lisa Tsetso (with reason)
- c. Councillor Chaal Cadieux (with reason)

### RESOLUTION 2016-160

Motion to take a 5 minute break at 8:45 pm.

**Moved by:** Councillor Daniel Harley

**Seconded by:** Councillor Dinah Carnogursky

***ALL IN FAVOUR – MOTION CARRIED***

### RESOLUTION 2016-161

Motion to resume the regular meeting at 8:53 pm

**Moved by:** Councillor Winnie Cadieux

**Seconded by:** Councillor Daniel Harley

***ALL IN FAVOUR – MOTION CARRIED***

## 8. DEFERRED BUSINESS AND TABLED ITEMS

### a. Job Descriptions

- I. Recreation Coordinator
- II. Wellness Coordinator
- III. Healthy Children's Initiatives
- IV. Healthy Children's Initiative Assistant
- V. After School Coordinator
- VI. Program Assistant Coordinator
- VII. Receptionist
- VIII. Heavy Equipment Operator
- IX. Municipal Works Maintainer
- X. School Bus Driver

Initials: Mayor

CM

SAG

m

## **RESOLUTION 2016-162**

Motion to approve the following job descriptions, with the addition of "Job descriptions may be subject to change based on Council Discretion" to each job description.

In addition the following job descriptions are approved under the understanding that the job descriptions may be revised, depending on the outcome of the upcoming strategic planning process.

- I. Recreation Coordinator
- II. Wellness Coordinator
- III. Healthy Children's Initiatives
- IV. Healthy Children's Initiative Assistant
- V. After School Coordinator
- VI. Program Assistant Coordinator
- VII. Receptionist
- VIII. Heavy Equipment Operator
- IX. Municipal Works Maintainer
- X. School Bus Driver

**Moved by:** Councillor Winnie Cadieux

**Seconded by:** Councillor Daniel Harley

***ALL IN FAVOUR – MOTION CARRIED***

### **b. Used Ambulance**

Blair Porter, Enterprise Fire Chief, was present to discuss the purchase of the used ambulance:

- the seller came down in his price to \$4999 and agreed to strip the decals off the vehicle
- the vehicle could be used for non-emergency transport
- in the future, the Council could look at the possibility of using the vehicle as a supplement to transporting people to the hospital vs calling an ambulance and enduring the high ambulance cost from Hay River Fire Department
- the Fire Department received medical supplies from MSS from the ground ambulance funding that could be kept in the ambulance
- the vehicle could be used for first responder in the future, not in exchange for the Hay River Services, rather a compliment (as a first responder)
- the vehicle has lots of mileage on it, but the vehicle was well maintained and could still be a benefit to the community
- right now the fire department cannot leave the community with the Fire Truck, however, if we had a First Responder vehicle and a Fire Truck to stay in the community we could participate in a First Responder capacity, to assist with emergencies until Hay River reports to a scene
- the vehicle does require a special licence, but we are working on attaining a licence that would accommodate driving the ambulance
- there are 347,000 kms on the vehicle

Initials: Mayor

*CM* SAO *M*

- At this point in time, the vehicle would not be considered an ambulance; it could be considered a First Responder Vehicle, possibly
- the vehicle could be valuable just to be able to get out of the cold in an emergency situation
- it is a good opportunity to start out without a large expenditure

**RESOLUTION 2016-163**

Motion to purchase the used 2008 E 350 ambulance from Shawn Ross of Yellowknife for \$4999. The costs will come out of the Capital Plan's Fire Protection Budget

**Moved by:** Councillor Daniel Harley

**Seconded by:** Councillor Winnie Cadieux

**ALL IN FAVOUR – MOTION CARRIED**

**c. Quarry Application No.: SS16-031 – Enterprise (Update)**

SAO updated Council on an email that she received from Gwen Mercredi, informing the Council that the above mentioned application has been approved; the department is bound by the Privacy Protection Act.

**The Council Discussed and Decided:** The SAO is to ask Gwen if she is allowed to release the name of the permit applicant now that it has been approved.

**d. Electrical Distribution Franchise Agreement Bylaw and Related Information**

The SAO explained that at a previous meeting, Council requested the background documents and a copy of the Electrical Distribution Franchise Agreement Bylaw.

**Council Discussed and Decided:** the SAO is to invite Northland Utilities to attend the July 4 council meeting to provide a presentation on the changes within Northland Utilities and to discuss the franchise agreement that will be expiring in November 2016.

**9. REPORTS**

**a. Mayor Report**

No written report, been very busy. Mayor Craig McMaster provided a verbal report, discussing the following items:

- May 2: Regular Council Meeting
- May 3: Occupational Health and Safety Committee Meeting
- May 4-8: Annual NWTAC AGM, Yellowknife. Met with Ray Ruban and Earnest Betsina, visited the Yk Trade Show, met with Yellowknife Councillors
- May 8: viewed the 2008 ambulance while in Yellowknife
- May 8: Picked up 25 bike helmets for a community helmet awareness day for the Enterprise Children. Activity coordinated by the Fire Department and the Recreation Center. Each child in Enterprise will receive a free helmet. The Hamlet and the Jamboree Society split on a \$500 donation to acquire the helmets through "Helmets for Hardy" in Yellowknife

Initials: Mayor

CM SAO [Signature]

- May 9-10: Organized a working space within the Hamlet Office in order to carry out Mayor duties
- May 10: Participated in an Emergency Measures Committee Meeting and a Fire Department Meeting
- May 11: AGM Debriefing meeting with Councillor Dinah Carnogursky and Councillor Winnie Cadieux
- May 18: Workshops - Council Codes of Conduct, Conflict of Interest and Roles & Responsibilities with Ed Gulberg
- May 20: Site meeting with contractors regarding the construction of the 3 Bay Extension on the Public Works Garage
- May 20: Meeting with Michael Nadli – discussed the possibility of a Government Service Officer in Enterprise, Fire Smart, the need to develop an MOU with Brad Mapes and how Enterprise received no support with regards to this issue, how it seems Enterprise is not recognized and included in important issues, such as the MLA's visit to talk Business that was held in Hay River and Enterprise was not invited, how we are exempt from applying for certain funding because Enterprise is deemed a "white" community when ½ the population is aboriginal, ect.
- May 21: Participated in the community clean up, coordinated by the Recreation Center and the NWT Power Corporation
- May 22: Finished the community clean up
- May 24: Participated in a Fire Department meeting with Bill Reimer, regarding FireSmarting the Community. We went for a drive around the community to flag hazards/areas that need attention
- May 26: Hooked up generator at the Recreation Center with Public Works Staff to ensure the generator is in good working condition, in case of an emergency
- May 27: Visited the Chief Sunrise School to see what a school might look like in our community and met with Peter Gronen at the Band Office
- May 28: Participated in the Air Brakes Endorsement training held at the Fire Department

**Council Discussed and Decided:** Would like Mayor Craig McMaster's Mayor's report to show what was done as Mayor vs what items have been completed with Council as a whole (eg: meetings and workshops).

Council would like Mayor Craig McMaster to speak politically regarding assistance in negotiating an MOU with Brad Mapes. Council was pressured politically into the land transfer, there should be support in the negotiations like other communities received. Mayor Craig McMaster would like input and direction on the steps they would like him to take with regards to speaking politically about this issue.

**RESOLUTION 2016-164**

Motion to accept the Mayor's verbal report.

**Moved by:** Councillor Daniel Harley

**Seconded by:** Councillor Winnie Cadieux

**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor

CM SAO W

**b. SAO Report**

**i. Verbal/Written Report (Attached as Appendix A)**

The SAO provided council with a written report. She read it out loud to Council, discussing the following items (see Appendix A for more details):

- Scholarship fund
- commercial Road Signs
- MOU
- Locks at Hall
- WEBINAR
- Dog Bylaw
- Best Lock Key System
- School Bus Safety Issues
- Fire Department/Chief Training and Development
- FireSmart Program
- Training
- Land Use Bylaws
- Development Permits
- Programs
- Capital Projects
- Workers Safety and Compensation Commission Orders

**RESOLUTION 2016-165**

Motion that in order to be proactive in the FireSmart Program, \$15,000 be set aside from the General Operating Fund in order to hire 3 people to fire smart the municipal lands. Budget amount will be reviewed as the project progresses.

**Moved by:** Councillor Winnie Cadieux

**Seconded by:** Councillor Dinah Carnogursky

***ALL IN FAVOUR – MOTION CARRIED***

**RESOLUTION 2016-166**

Motion to re-advertise for Development Appeal Board Committee members.

**Moved by:** Councillor Dinah Carnogursky

**Seconded by:** Councillor Winnie Cadieux

***ALL IN FAVOUR – MOTION CARRIED***

Initials: Mayor

CM SAO m



The SAO asked Council if she should start working on an RFP for the Community Hall Kitchen Renovations.

**Council Discussed and Decided:** When we have the public meeting for the bylaws, we can discuss the future of the Community Hall Repairs because there are more issues than just the kitchen.

It was noted that the Hamlet still requires a receipt from Ed Hardy for the donation for the helmets

Does Councillor Winnie Cadieux need to sit in for Deputy Mayor Lisa Tsetso at the next OHSC meeting, which is tomorrow? Councillor Winnie Cadieux was advised she was required to attend the meeting.

- ii. **Action Item List (current)**
- iii. **Action Item List 2015**

Council Tabled items 9(b)i and 9(b)ii until the July 4, 2016 meeting; they would like to have time to review these items in more depth.

**RESOLUTION 2016-167**

Motion to continue the meeting past 10:00 pm (at 9:55 pm).

**Moved by:** Councillor Winnie Cadieux

**Seconded by:** Councillor Daniel Harley

***ALL IN FAVOUR – MOTION CARRIED***

**iv. Wellness Program**

The SAO suggested that Mayor Craig McMaster declare a conflict for this topic.

**Mayor Craig McMaster declared a conflict and left the room at 9.56 pm.**

The SAO explained the possible need for a Home Care Program to provide for some services not offered through Hay River. There is believed there is a need within the community. The SAO wondered if it was an initiative that was worth researching.

**Council Discussed and Decided:** Yes a Home Care Program is an initiative Council would be interested in considering. The SAO is to research further, develop draft guidelines, and bring the information back to Council for review.

**Mayor Craig McMaster returned to the room at 10.20 pm**

Initials: Mayor

CM SAO M

**v. Land Development Project Costs in 2015-2016**

The SAO explained that the Land Development Costs were not added to the 2015-2016 Capital Plan. In order to pay for these expenses from the Capital Funds, Finance needs a motion to add the expenditures to the Capital Planning Report for the 2015-2016 fiscal year in the amount of \$55,900.

**RESOLUTION 2016-168**

Motion to include the Land Planning Bylaw Update Expenditures, in the amount of \$55,900, to the 2015-2016 Capital Planning Report under Unplanned Spending.

**Moved by:** Councillor Daniel Harley

**Seconded by:** Councillor Dinah Carnogursky

***ALL IN FAVOUR – MOTION CARRIED***

**c. Financial Report**

- i. Project Summary
- ii. Income Summary
- iii. Balance Sheet

The SAO explained that she provided Council with 3 financial report documents. She asked for questions, Council had none.

**RESOLUTION 2016-169**

Motion to approve all three Financial Reports, as presented.

**Moved by:** Councillor Winnie Cadieux

**Seconded by:** Councillor Dinah Carnogursky

***ALL IN FAVOUR – MOTION CARRIED***

**RESOLUTION 2016-170**

Move to accept the Audit, as presented by Drew Queen of Ashton Chartered Accountants.

**Moved by:** Councillor Winnie Cadieux

**Seconded by:** Councillor Dinah Carnogursky

***ALL IN FAVOUR – MOTION CARRIED***

Initials: Mayor

CM SAO mm

**d. Fire Department**

- i. 6 Month Training Plan (informational)
- ii. May 10, 2016 Minutes
- iii. May 24, 2016 Minutes
- iv. May Monthly Report

**RESOLUTION 2016-171**

Move to accept all four Fire Department reports, as presented.

**Moved by:** Councillor Daniel Harley

**Seconded by:** Councillor Dinah Carnogursky

***ALL IN FAVOUR – MOTION CARRIED***

**e. NWTAC Report**

- i. Written Report

**RESOLUTION 2016-172**

Motion to accept the NWTAC Report as presented and to direct the SAO to follow up on recommendations mentioned in the report.

**Moved by:** Councillor Winnie Cadieux

**Seconded by:** Councillor Dinah Carnogursky

***ALL IN FAVOUR – MOTION CARRIED***

**10. NEW BUSINESS**

**a. Appointment of Emergency Response Committee**

As per the Civil Emergencies Bylaw Number 46, it is required that Council appoint an Emergency Response Committee.

**RESOLUTION 2016-173**

Motion to appoint the following positions to the Hamlet of Enterprise Emergency Response Committee:

- Mayor
- SAO
- Fire Chief
- 2 Community Center Employees

Initials: Mayor

CM SAO mm

- Public Works Maintainer
- Heavy Equipment Operator

**Moved by: Councillor Daniel Harley**

**Seconded by: Councillor Dinah Carnogursky**

**ALL IN FAVOUR – MOTION CARRIED**

**b. Garbage Bins**

The SAO explained that a local business was requesting a garbage bin in order to have the Hamlet of Enterprise pick up their garbage, rather than a Hay River Business.

**Council Discussed and Decided:** The SAO is to contact Robbie Jameson to see if he has any old bins he would like to dispose of, and to find out if any other local businesses would utilise the Hamlet's services rather than Hay River's services.

The bylaw and fees would have to be reviewed in order to provide this service.

The SAO is to bring the information back to Council for a decision.

**c. Disposal of old vehicles/equipment**

The SAO explained that there are many old vehicles in the Public works yard (list provided to council, attached as Appendix B), along with items that are not used that should be disposed of.

Council needs to determine a disposal method and motion the authorization to dispose of these items.

**Council Discussed and Decided:** The SAO is to advertise in the News North to dispose of the vehicles by silent bid, for a period of two weeks.

All other items, determined by Public Works Staff and the SAO may be disposed of. These items may be advertised on the Hay River and Yellowknife Social Media Classifieds. Any offer will be accepted, in order to get rid of all unnecessary items cluttering the Public Works Department, in an attempt to clean the yard and shop.

The vehicles may be advertised by that means as well.

Initials: Mayor DM SAO mm

**RESOLUTION 2016-174**

Motion to dispose of the following items, by silent bid, advertised in the News North for a period of two weeks:

1. MAKE: INTERNATIONAL,  
MODEL/SERIES: PAYSTAR 5050  
YEAR: 1985  
SERIAL #: 2HTIEL6N9FCA13596
2. MAKE: CASE LOADER  
MODEL/SERIES: W14  
YEAR: 1985  
SERIAL #: 9154946
3. MAKE: INTERNATIONAL  
MODEL/SERIES: TD20B TRACTOR  
YEAR: 1968  
SERIAL #: BP88490
4. MAKE: FORD VAN (DAMAGED)  
MODEL/SERIES: CLUB WAGON E150  
YEAR: 1995  
SERIAL #: IFBJS31HOSHBE8615
5. MAKE: INTERNATIONAL SCHOOL BUS (SOLD APRIL 2010)  
MODEL/SERIES: 3000 SERIES  
YEAR: 1997  
SERIAL #: IHVBBABMSVH479267
6. MAKE: FORD  
MODEL/SERIES: F-150  
YEAR: 1998  
SERIAL: 2F1ZX18W5WCB00937
7. MAKE: FORD  
MODEL/SERIES: F-150  
YEAR: 1999  
SERIAL: 2FTRX17W6XCA80443

All other items, including the old loader tires, may be disposed of at the discretion of Public Works Staff and the SAO by advertising on the Hay River and Yellowknife Social Media Classifieds. Any offer may be accepted, in order to dispose of all unnecessary items.

**Moved by:** Councillor Dinah Carnogursky

**Seconded by:** Councillor Daniel Harley

**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor CM SAO mm

**d. In Camera – Labour Issue Section 25 (3)(c) & (d) of the *Hamlets Act S.N.W.T. 2003***

The SAO explained there were two issues that needed to be discussed in camera on one the SAO's behalf and one on Mayor Craig McMaster's behalf and asked who should speak first. Mayor Craig McMaster suggested the SAO speak first.

The SAO suggested that Mayor Craig McMaster declare a conflict for her discussion.

**Mayor Craig McMaster declared a conflict and left the room at 10:46 pm.**

**RESOLUTION 2016-175**

Motion to move into camera at 10:46 pm

**Moved by:** Councillor Winnie Cadieux

**Seconded by:** Councillor Dinah Carnogursky

***ALL IN FAVOUR – MOTION CARRIED***

**Mayor Craig McMaster returned to the in camera discussion at 11:18 pm**

**SAO, Tammy Neal left the in camera discussion at 11:18 pm**

**SAO, Tammy Neal returned to the in camera discussion at 11:25 pm**

**RESOLUTION 2016-176**

Motion to move out of camera at 11:26 pm

**Moved by:** Councillor Daniel Harley

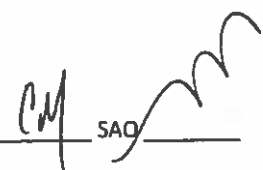
**Seconded by:** Councillor Winnie Cadieux

***ALL IN FAVOUR – MOTION CARRIED***

**Direction from in camera session:**

1. The SAO is to proceed with acquiring further legal advice, as directed in camera.
2. The SAO is to circulate the SAO Evaluation Form to all Councillors for review.

Initials: Mayor

Handwritten initials 'CM' for Mayor and 'SAO' for the School Activities Officer, each written over a horizontal line.

Direction from in camera session continued:

**RESOLUTION 2016-177**

Motion to approve a 1.8% raise, to all current staff, based on the Bureau of statistics inflation rate, retroactive until April 1, 2016, with the exception of the SAO.

**Moved by:** Councillor Winnie Cadieux

**Seconded by:** Councillor Dinah Carnogursky

**ALL IN FAVOUR – MOTION CARRIED**

**11. CORRESPONDENCE OUTGOING**

There was no outgoing correspondence

**12. CORRESPONDENCE AND INFORMATION**

**a. Email May 2, 2016: Ron Dennill – Community Hall Access & Insurance Issues**

This email is Informational, at this point. Once the Hamlet is in a position to cut their own keys, a recommendation will be brought back to Council for consideration to start over with keys for the community hall in order to know better who better has keys and to sign appropriate wavers.

**b. Email May 18, 2016: RCMP Greg Moreau – Community Policing Plan**

No issues, email Cst. Greg Moreau a response

**c. Email May 18, 2016: Canadian Nuclear Laboratories Matthew Bond – Permafrost Study**

No issues, wait for documents from the Mackenzie Valley Water Board.

**d. Email May 15, 2016: Aurora Wood Pellets, Brad Mapes – MOU**

Council Discussed earlier

**e. Email May 15, 2016: Town of Hay River, Brad Mapes – July 1 Celebrations**

Email letter declining invitation

**13. COUNCIL ISSUES AND CONCERNS**

Mayor Craig McMaster voiced that it has come to his attention that a children in our community were not able to participate in track and field events due to an entry fee that was not affordable to the parents.

Initials: Mayor

CM SAO mm

Mayor Craig McMaster suggested that this should not happen and that next year it would be good to be proactive to ensure this does not happen again.

It was also commented that Enterprise used to have a track team. It would be nice to see this again.

#### 14. BY-LAWS

a. **3<sup>rd</sup> Reading: BYLAW 69 - Dog Officer Appointment**

The SAO explained that on May 2, 2016, during the Regular Meeting the Dog Officer Appointment Bylaw was read as Bylaw #68; this was a mistake. The bylaw number is actually Bylaw #69, which is corrected on the copy of the bylaw presented for the third reading.

**RESOLUTION 2016-178**

Motion to conduct the third reading of Bylaw Number 69 - Dog Officer Appointment Bylaw

**Moved by:** Councillor Winnie Cadieux

**Seconded by:** Councillor Daniel Harley

**ALL IN FAVOUR – MOTION CARRIED**

b. **In Camera Discussion - Section 25 (3)(b) of the *Hamlets Act S.N.W.T. 2003***

**RESOLUTION 2016-179**

Motion to move into camera at 11:37 pm

**Moved by:** Councillor Winnie Cadieux

**Seconded by:** Councillor Daniel Harley

**ALL IN FAVOUR – MOTION CARRIED**

**RESOLUTION 2016-180**

Motion to move out of camera at 11:39 pm

**Moved by:** Councillor Winnie Cadieux

**Seconded by:** Councillor Dinah Carnogursky

**ALL IN FAVOUR – MOTION CARRIED**

Initials: Mayor



SAO





Direction from in camera session:

**RESOLUTION 2016-181**

Motion that Kathy Kimble proceed with the inurnment of her mother's ashes in the Enterprise Cemetery, as requested.

**Moved by:** Councillor Daniel Harley

**Seconded by:** Councillor Winnie Cadieux

***ALL IN FAVOUR – MOTION CARRIED***

**c. Draft Cemetery Bylaw (for review and consideration)**

The SAO explained that she provided Council with a copy of a draft Cemetery Bylaw, as information only. The SAO requests that Council read and be prepared for a First Reading of the Bylaw. In the meantime, the SAO will submit the bylaw to a lawyer for a legal review. The SAO will report any legal recommendations at the July 4<sup>th</sup> Council meeting.

**d. Bylaw Review Committee**

Mayor Craig McMaster suggested the possibility of the development of a Bylaw Review Committee; there are bylaws that require a review and there may be a need for new bylaws to be developed.

**Council Discussed and Decided:** The SAO is to email council to see who would be interested, in sitting on a Bylaw Review Committee and an appointment can be made at the July 4 Council meeting.

**15. ADJOURNMENT**

- a. **Special Meeting:** June 23, 2017 – 7:00 pm (SAO A Team Resource)
- b. **Next Regular Meeting:** July 4, 2016 – 7:00 PM

**RESOLUTION 2016-182**

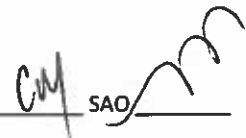
Motion to adjourn at 11:45 pm

**Moved by:** Councillor Daniel Harley

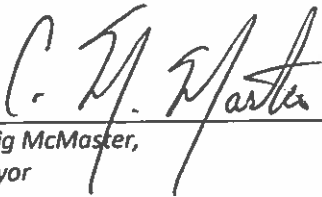
**Seconded by:** Councillor Winnie Cadieux

***ALL IN FAVOUR – MOTION CARRIED***

Initials: Mayor

 SAO

Councillor Dinah Carnogursky noted that she will not be at the July 4, 2016 Council Meeting; however, she should be able to phone in.



Craig McMaster,  
Mayor



Tammy Neal,  
Senior Administrative Officer



Initials: Mayor CM SAO TN

**APPENDIX A**  
**SAO REPORT JUNE 6, 2016**

May has been a busy month I have been working on the following:

**SAO AWAY**

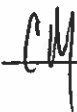
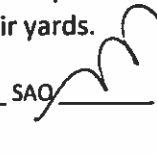
1. **MAY 3 TO 6** – I was off for medical in Edmonton

**ACTION ITEM LISTS**

I have been working on the action items I could:

1. **SCHOLARSHIP FUND** - I spoke to the bank on May 31 to discuss options and interest rates. A package will be brought to council at the July 4 meeting.
2. **COMMERCIAL ROAD SIGNS** - I documented all signs, researched other commercial sign bylaws and now need to draft a bylaw for Enterprise. A package will be brought to the July 4 meeting.
3. **MOU** - The MOU with Brad Mapes will have to be negotiated with a 3<sup>rd</sup> party. There is no support from MACA for this initiative.
4. **LOCKS AT HALL** - I have been working on changes at the hall with regards to locking things up. Sunrise Cabinets have been contacted and authorized to install a locking door on the kitchen serving counter, they will fix the glass doors properly and install a deadbolt on the equipment room.
5. **WEBINAR** - May 25 – I Participated in a Privacy Issues Webinar
6. **DOG BYLAW** - Public works was directed to build a dog pen. I received an information package from the SPCA that will be reviewed to see if our Dog Bylaw can be revised to be more enforceable. A flyer will be circulated that includes an option for spaying or neutering your pet for a reduced rate.
7. **BEST LOCK KEY SYSTEM** - The Finance Officer contacted the company we purchased the lock system from and they are researching what we need to be able to cut keys. They have not gotten back to us yet.
8. **SCHOOL BUS SAFETY ISSUES** - The bus driver says there are no real issues; only with a few select kids. There are forms to fill out for incidents that currently go to the school to deal with, but In the future, this will become our responsibility, according the Finance Officer. Insurance covers people the Hamlet allows on the bus.
9. **FIRE DEPARTMENT/CHIEF TRAINING AND DEVELOPMENT** = I have had several meeting with the Fire Chief regarding the development of the Fire Department. Action has been taken to implement training and purchase some necessary equipment. For example: training media (tv/vcr), office equipment (laptop), and the intranet has been purchased for the fire hall for training purposes. Some truck enhancements/tools have been purchased. The department has participated in part one of their airbrakes course and will be participating in part one of their Level one Fire Fighting Training July 24 to 26 with Hay River's Fire Department.
10. **FIRESMART PROGRAM** - A flyer went into all the mailboxes to update the community on what preparations are being taken for fire season, how community members can help FireSmart their yards and how the Fire Department can help them FireSmart their yards.

Initials: Mayor

 SAO 

Two Chainsaws, chap pants, safety hats and goggles have been purchased and I am currently looking into bringing a facilitator to Enterprise to host a Chainsaw Safety Certification Course, which will enable the Fire Department to start working on FireSmartering the community. The course will be open to any interested community members

### TRAINING

1. **A Roles and Responsibilities Workshop** was held on May 8: Mayor, 4 Councillors, 3 Staff and 1 Fire Chief were in attendance.
2. **Conflict of Interest and Codes of Conduct Workshops** were held on May 18<sup>th</sup>: 4 Councillors, the Mayor and Myself attended.

### LAND USE BYLAWS

1. **Land Administration Bylaw** – Has gone to the Lands Department for Review and is now with the lawyer for review
2. **Zoning Bylaw** – Is with MACA for review then will be forwarded to the lawyer for review
3. **Community Plan** – Requires Ministerial Approval after the second reading. Waiting for Bylaws to be reviewed, so a public hearing can be held for all three documents at once.

### DEVELOPMENT PERMITS

2 Development Permits were provided to community members:

1. **Mathew Gauthier** – the construction of a deck
2. **Bill Harris** – the construction of a gazebo

### PROGRAMS

1. Discussed under item number 8 on the agenda.

### CAPITAL PROJECTS


1. **Garage Extension** – RFP Closes June 7 @ 3:00 pm. Proposals will be reviewed shortly after.
2. **Dozer** – Has been received
3. **Dozer Trailer** – Will be picked up this weekend in Westlock, Alberta.
4. **Public Works Pick Up Truck** – Scheduled to receive approximately July
5. **Recreation Van** – Still waiting for a quote
6. **Emergency Measures Equipment** – 3 air purifiers were purchased. 2 for the Community Hall (muster point) and one for the office. This will help provide a safe place for people with breathing issues to go should the community become smokey. The office staff can continue working in a safer environment, as well.
7. **Recreation Center Signs** – Information has been circulated via email for approval at July 4<sup>th</sup> meeting
8. **Recreation Center Kitchen** – RFP?

### WORKERS SAFETY AND COMPENSATION COMMISSION DIRECTIONS

1. **Submission of Inspection Report** – Complete

Ed Hardy confirmed via an email on May 11, 2016 that the Hamlet file is now closed, which means he is satisfied that the Hamlet met all requirements.

Initials: Mayor

 SAO 