



**MINUTES OF REGULAR COUNCIL MEETING
Thursday, February 20, 2020**

ATTENDANCE

PRESENT

MAYOR	Hillary Deneron
DEPUTY MAYOR	Cathy Kotchea
COUNCILORS	Colin Woehl
	Herbert Berreault
	Kathie Hardisty
	Eva Hope

ABSENT

COUNCILOR	Julia Capot Blanc [with notice]
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STAFF Senior Administrative Officer

John W. McKee

The Chairperson (Mayor) took the chair and called the meeting to order at 7:10 pm.

ADOPTION OF AGENDA

Council reviewed the meeting agenda without changes.

MOTION 2020-32

That the agenda for the meeting of February 20, 2020 be approved as presented.

Moved:	Cathy Kotchea
Seconded:	Kathie Hardisty
Carried.	

DECLARATION OF INTEREST

Deputy Mayor Cathie Kotchea declared an interest on Commercial Timber Application.

ADOPTION OF MINUTES

Council reviewed the minutes for the previous meeting and no changes were made.

MOTION 2020-33

That the minutes of the special meeting of February 3, 2020 be accepted as presented.

Moved:
Seconded:
Carried.

OLD BUSINESS

MOTION 2020-

That the minutes of the meeting of _____ be accepted as presented.

Moved:
Seconded:
Carried.

BUSINESS ARISING FROM THE MINUTES

none

NEW BUSINESS

Deputy Mayor Cathy Kotchea left the council chambers.

COMMERCIAL TIMBER APPLICATION

A Commercial Timber Application by Level Up Contracting was reviewed by council. No comments were put forward.

Deputy Mayor Cathy Kotchea returned to the council chambers

TOURISM OPERATOR LICENSE APPLICATION

A Tourism Operator License Amendment by Ruby Range Adventures was reviewed by council. No comments were put forward.

FORT LIARD DAY CARE CLOSURE

Council reviewed a Briefing Note on the Day Care Closure effective March 20, 2020. None of the objectives set out in 2017 have been met as of this date. A board was to be established to manage the service but has not been done. No fees are being paid and GNWT Education Culture and Employment is no longer willing to fund the Day Care as a fee service. The funding provided to date was only intended as startup funding. Staff training objectives have not been met.

LAND ASSET TRANSFER

The hamlet would like to obtain title to the land now occupied by municipal infrastructure. The GNWT Municipal and Community Affairs would like to begin the process and is setting up a working committee with three communities to be pilot sites for this project. Council would like Fort Liard to be a pilot site. The administration will draft a letter to MACA to express their interest.

MOTION 2020-34

That the Hamlet of Fort Liard is interested in obtaining ownership of lands occupied by municipal infrastructure not including the liquid/solid waste dump site. Council supports the Government of the Northwest Territories initiative to transfer ownership to transfer ownership of municipal occupied lands to the community. The Hamlet of Fort Liard is interested in becoming a pilot community.

Moved: Cathy Kotchea
Seconded: Kathy Hardisty
Carried.

FINANCIAL

Council received the Financial statements for the period ending January 31, 2020. The SAO reviewed the statements for councilors. Noted the budget figures are not balanced and are system amounts posted by the previous administration.

MOTION 2020-35

That the financial statements for the period ending January 31, 2020 be accepted as presented.

Moved: Herbert Berreault
Seconded: Colin Woehl
Carried.

OPERATIONAL BUDGET

Council received a draft Operational Budget for the 2020/21 fiscal year. The SAO made presentation on "What is a Municipal Budget?".

The SAO reviewed the budget for councilors with the following highlights -

The Hamlet of Fort Liard (Hamlet) relies on funding transfers from the Government of the Northwest Territories (GNWT) for ninety percent of its operational revenue and in 2020/21 this is forecasted at 1.5 million dollars. The hamlet also receives the general taxation revenue collected by the GNWT. A very low percentage on taxes levied are collected therefore this amount has been budgeted at only twenty-five thousand dollars (\$25,000) for the fiscal year. Council has chosen not to increase the mill rate.



GOVERNANCE

The Senior Administrative Officer position is being staffed on an interim bases and ten thousand dollars (\$10,000) has been budgeted for the recruitment of a SAO. Council has chosen not to increase honorarium rates.

FINANCE and ADMINISTRATIVE SERVICES

The audit process has shown that there is a need to redefine the Finance and Administration Services so that it provides a singular function and not each individual position reporting to the SAO. Cross training is essential. New job descriptions have been approved by council and changes will be implemented. This department has been understaffed for the last several years.

There has been very poor financial administration and management and no regular financial reporting to council. Pauline Simba (the previous hamlet financial officer) has been hired on an interim bases to assist the SAO in preparing for the annual audit, improving financial management practices, and assisting in the training on staff. No training dollars have been identified in the budget as they will be funded by contribution agreements for Municipal and Community Affairs (MACA) and salary subsidies for Education Culture and Employment (ECE). New staffing job descriptions have been prepared by council.

Note: The computer server, switches, and workstations are now well beyond there expected lifespan and will be replaced in 2020.

FIRE and SAFETY SERVICES

This is a mandated responsibility of Council. Presently the Fire Chief position is staffed by a qualified staff member. She has not made a long-term commitment to stay in the community so re staffing of this position must be considered. The fire department, as most fire departments in small communities, relies on volunteer fire firefighters. Fort Liard should have eight members at any given time given the size of the community. Firefighters must have gear that meets safety standards. New gear was purchased last year, and this year's budget includes the cost of replacing gear as necessary.

Fort Liard has not updated their Emergency Response Plan and needs to implement annual emergency response exercises.

Nursing station staff can no longer provided first aid response within the community. Council will have a assume a level of response and train volunteers.

Two things of note:

*The 911 service is now up and operational
A new fire pumper has been ordered and delivery is expected
June 2020.*

WORKS and INFRASTRUCTURE SERVICES

This department has organization issues that need to be addressed. When the hamlet had the responsibility for Social Housing the operations were included in this department. When the hamlet gave up this service staffing of this department was not adjusted to include the change.

The hamlet took on a pilot project to implement a Maintenance Management System. While some staff training was completed no consideration was given to the

implementation of this program. While maintenance management is very important this program is far too complex for a community of this size and given the fact of poor data input into this and financial systems has proven to be of no benefit. It is currently not been used and re-evaluation of this program needs to be completed with MACA. A lot of maintenance management data can be obtained from other sources.

The Manager of this department needs take on the role of department management. A new job description has been approved by council and tasks assigned.

This position also has the responsibility to prepare capital project briefing notes, manage capital projects and input and maintain data in the web-based program. This is a must if the hamlet is to comply with its Community Capital Infrastructure funding agreement. Training of staff by MACA will commence in February 2020.

The Hamlet has been able to recruit a Municipal Services Technician (Water Plant and Landfill Operations). With the complex requirements and regulations this position requires that the incumbent have a solid high school education so that they can obtain certification for this position. With mentorship the present incumbent is getting very proficient in his job and problem solving.

The Hamlet has not been able to obtain the services of an equipment/vehicle technician to keep the Hamlets fleet maintained a peak efficiency. New regulations for diesel engines emissions have meant increased computer technology. The days of the general mechanic are gone.

Note:

This Operational Budget does not include a budget for the provision of municipal services including water delivery, sewage pump out and disposal and solid waste pickup and disposal. This is still under review and will be completed before the start of the fiscal year 2020/21.

The hamlet still has not received land tenure for the graveyard or the municipal storage yard and it is unlikely this will be completed in 2020.

A gravel source has yet to be found and the hamlet currently only has a two-year supply.

RECREATION, SPORT and YOUTH

Recreation while not an essential service provides important programs for the community.

Funding for this department has decreased considerably. The operational staffing, facility operation maintenance and overhead are funded through this budget. Programs are funded by a number of funding agreements mostly by MACA. When the hamlet also assumed the responsibility for social programs there were twenty-five separate funding agreements with various funding agencies. This is now down to six yearly agreements providing funding for youth between the ages of 2-25. These agreements are very specific as to the type of programs that they fund. A detailed list is attached.

The Library and Preschool Services were managed by the Recreation Manager. The Preschool will be shut down March 20, 2020 as it has not met any of its objectives to become self-financing and self-managed. [see report attached.]



The Library is fully funded by ECE including rent. The Librarian can produce the statistic reports and ECE will continue to provide staff with the necessary reports. It will operate independent of the recreation department.

This department will be re-organized, new job descriptions prepared, and staffed. With less of a management responsibility the Recreation Manager will be replaced with a Recreation Leader and Assistant. Ten thousand dollars (\$10k) has been budgeted for a recreation committee.

Council needs to develop and pass a recreation policy or bylaw and a community recreation plan. Both were identified in the Accountability Framework Report.

SALARIES and WAGES

The Salary and Wage Schedule for the fiscal year have been approved by council. Revised Job Descriptions have been rewritten for the Manager of Finance and Administration and the Manager of Works and Infrastructure, objectives assigned, and approved by council. Job descriptions were also written for a Financial Assistant and an Administrative assistant and approved by council. Job descriptions still need to be written for Recreation Leader, Recreation Assistant, and Supervisor Works and Services and submitted to council for approval.

GNWT SERVICES

Effective April 1, 2020 the hamlet will cease to provide the last service provided on behalf of the GNWT. The Income Support will become GNWT staff. The hamlet will continue to rent office space for the Government Service Officer and Income Support Officer. One more office is available for rent.

Recreation program funding available were outlined.

A complete budget was reviewed, and questions answered.

The SAO stated that this was a budget prepared with financial information available a will need a review after the audit.

The Economic Rate for the Water Sewage Services was reviewed by the administration and early analysis indicate the Economic Rate should be increased to .04179/litre. There is a surplus in the account so council agreed th current economic Rate would remain in effect until a more comprehensive review is completed by the administration.

Council agreed to approve the Operational Budget for 2020/21.

MOTION 2020-36

That the Operational Budget for the fiscal year 2020/21 be approved as presented.

Moved: Kathy Hardisty
Seconded: Eva Hope
Carried.



CAPITAL FORECASTING PLAN

The SAO presented Class D estimates for approved projects over the next five years. The need for a new hamlet computer system in the next year was identified at a cost of fifty-thousand dollars (\$50k). This project has been added and council approved the revised plan.

MOTION 2020-37

That the revised Capital Infrastructure Plan for the next five years be approved as presented.

Moved: Kathy Hardisty
Seconded: Herbert Berreault
Carried.

BYLAWS

MUNICIPAL SERVICES RATES BYLAW

Council received Bylaw 280 "*Municipal Service Rates*" and gave the bylaw third reading. Rates remain the same but there are procedural changes.

MOTION 2020-38

That Bylaw 280 Municipal Service Rates receive third reading.

Moved: Kathie Hardisty
Seconded: Cathy Kotchea
Carried.

EMERGENCY MANAGEMENT BYLAW

Council gave first reading to Bylaw 281 "*Emergency Management*" which establishes an emergency response committee and sets membership.

MOTION 2020-39

That Bylaw 281 Emergency Management receive first reading.

Moved: Kathie Hardisty
Seconded: Herbert Berreault
Carried.

Council gave second reading to Bylaw 281 "*Emergency Management*".

FIRE PROTECTION BYLAW

Council gave first reading to bylaw 282 "*Fire Protection*". This bylaw creates a fire department, defines membership and responsibilities, jurisdiction, authorities, and standards.

MOTION 2020-41

That Bylaw 282 Fire Prevention receive first reading.

Moved: Cathy Kotchea
Seconded: Herbert Berreault
Carried.

Council gave second reading to bylaw 282 "*Fire Protection*"

MOTION 2020-42

That Bylaw 282 Fire Prevention receive second reading.

Moved: Kathie Hardisty
Seconded: Eva Hope
Carried.

REPORTS

Water Licence – noted for fifteen years
RCMP Report
Recreation Report – councillors do not approve toddler gymnastic program for girls
Fire Chief Report – numerous false calls noted.

CORRESPONDENCE

Council reviewed correspondence
GNWT - Coronavirus Outbreak Preparations
MACA – Outstanding Volunteer Awards
GNWT – Budget Address
NWT HC – Housing Project Plans

NEXT MEETING

March 19, 2020

Agenda items to include
Fire Protection Bylaw 3rd reading
Fire Standard Operating Procedures
Emergency Management Bylaw
Operational Funding Agreement
Gas Tax Funding Agreement
CPI Funding Agreement



ADJOURNMENT

MOTION 2020-43

That the meeting of February 20, 2020 be adjourned.

Moved: Cathy Kotchea
Seconded: Collin Woehl
Carried.

The meeting adjourned at 8:50 pm.



Hillary Deneron
Mayor



John W. McKee
Senior Administrative Officer