



MINUTES OF REGULAR COUNCIL MEETING
Thursday, October 15 , 2020

ATTENDANCE

PRESENT

MAYOR	Hillary Deneron
DEPUTY MAYOR	Cathy Kotchea
COUNCILORS	Julia Capot Blanc
	Kathie Hardisty
	Eva Hope
	Colin Woehl

ABSENT

COUNCILOR	Herbert Berreault [without notice]
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STAFF Senior Administrative Officer	John W. McKee
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The Chairperson (Mayor) took the chair and called the meeting to order at 7:06 pm.

ADOPTION OF AGENDA

Council reviewed the meeting agenda without changes.

MOTION 2020-70

That the agenda for the meeting of October 15, 2020 be approved as presented.

Moved:	Cathie Kotchea
Seconded:	Julie Capot Blanc
Carried.	

DECLARATION OF INTEREST

No conflicts of interests were declared.

ADOPTION OF MINUTES

Council reviewed the minutes for the previous meeting – two errors noted.
'Councilors absent and spelling Page 4.'

MOTION 2020-71

That the minutes of the meeting of October 6, 2020 be approved with the corrections noted.

Moved: Eva Hope
Seconded: Colin Woehl
Carried.

BUSINESS ARISING OUT OF THE MINUTES

Absent Councilor – Herbert Berreault has missed more than four meetings without notice.

Hay Lake Clearing – unable to complete - cannot get access to site

BYLAWS

BYLAW 285

Bylaw 285 to dispose of a water truck was presented in writing and given third and final reading.

MOTION 2020-72

That Bylaw 285 'Real Property Disposal' receive third and final reading.

Moved: Kathie Hardisty
Seconded: Eva Hope
Carried.

BYLAW 286

Bylaw 286 to extend the term of mayor and councilors to three years was given first reading.

MOTION 2020-73

That Bylaw 286 'Council Term Extension' receive first reading.

Moved: Colin Woehl
Seconded: Eva Hope
Carried.

Bylaw 286 to extend the term of mayor and councilors to three years was given second reading.

MOTION 2020-74

That Bylaw 286 'Council Term Extension' receive second reading.

Moved: Cathy Kotchea
Seconded: Colin Woehl
Carried.

TABLED DOCUMENTS

RCMP Report – September 2020 was reviewed by council – bootlegging issues noted, and councilors wanted to see more enforcement – lack of consistent staffing noted.

Fire Pumper Update – progress report – certification inspection noted for October 23, 2020.

COVID19 Secretariat – information on new department noted

Decanting of Sewage Lagoon – extra decanting required to rain this summer should be completed by the end of the week.

CORRESPONDENCE

Council reviewed correspondence

NWT Disability Council - introduction letter

Health and Social Service Travel – staff travel information

RWED – timber cutting permit – FA#005135 – no comments

COUNCILLOR CONCERN

Colin Woehl – raised the issue of increased rates for car wash – SAO reviewed economic rate and need to increase car wash rate – discussion on use of credit cards – will be reviewed before 2021 season.

NEXT MEETINGS

October 20, 2020 – NWT HC – Housing Plan for Fort Liard

November 3, 2020 – Land Use Plan and Bylaw – special meeting

November 19, 2020 – Regular Council Meeting

ADJOURNMENT

MOTION 2020-75

That the meeting of October 15, 2020 be adjourned.

Moved: Kathie Hardisty
Seconded: Colin Woehl
Carried.

The meeting adjourned at 8:20 pm.



Hillary Deneron
Mayor



John W. McKee
Senior Administrative Officer

Hamlet of Fort Liard

ESSENTIAL WATER AND SEWER ESSENTIAL SERVICES

Water Services include

Treatment of water to meet Drinking Water Standards.

Scheduled delivery of potable (drinking) water to users preapproved water tank.

No limit to the amount delivered per scheduled delivery.

Sewage Services include

Scheduled pump out of a user's preapproved sewage tank.

Hauling of effluent to sewage disposal site.

Treatment of disposal of effluent.

Service is provided at an economic rate approved by council – revenue collected, and subsidy provided by Municipal and Community Affairs are put in a separate fund.

Essential Services do NOT include

Provision of on demand services – “Call Outs”

Service outside the prescribed area within the municipal boundary

Service to any other location than the preapproved delivery point.

Car Wash

These services can be provided but at a full economic rate and not subsidized by revenue collected for essential services.

STAFFING OBJECTIVE

LOCAL GOVERNMENT STAFF SHOULD BE REPRESENTATIVE OF THE COMMUNITY THEY SERVE

➤ INCREASED JOB REQUIREMENTS MAKING THIS EXTREMELY DIFFICULT

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UNIONS

THE HAMLET STAFF ARE NOT UNIONIZED

2

COUNCIL HAS ONE STAFF -

THE SENIOR ADMINISTRATIVE OFFICER
SAO

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COUNCIL VS SAO RESPONSIBILITIES

MAYOR AND COUNCIL ARE RESPONSIBLE FOR POLICY MAKING

SAO ASSISTS COUNCIL IN ARRIVING AT DECISIONS AND ARRANGES FOR THE EFFICIENT EXECUTION OF THOSE DECISIONS BY MUNICIPAL STAFF

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SAO VS STAFF RESONSIBILITIES

- THE SAO IS RESPONSIBLE FOR HIRING, DIRECTING, MANAGING, AND SUPERVISING THE EMPLOYEES OF THE MUNICIPALITY
- STAFF ARE RESPONSIBLE FOR TRANSLATING POLICY INTO ACTION AND DELIVERING VARIOUS MUNICIPAL SERVICES
 - Including
 - Community Initiatives
 - Community Development
 - Public Works and Services
 - Protective Services
 - Recreation

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SPECIFIC SAO RESPONSIBILITIES -

- MANAGES AND DIRECTS COMMUNITY GOVERNMENT STAFF
- MAINTAINS COMMUNITY GOVERNMENT STAFF
- MAINTAINS COMMUNITY GOVERNMENT FINANCES
- ENSURES PROGRAMS AND SERVICES ARE EFFECTIVELY AND EFFICENCY DELIVERED
- IMPLEMENTS AND MONITORS RESOLUTIONS BYLAWS AND POLICIES

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PART TIME "REGULAR" POSITIONS

Definition
 PART TIME MEANS AN EMPLOYEE HIRED FOR LESS THAN THAT STANDARD HOURS OF WORK FOR AN INDETERMINATE PERIOD

HAMLET HAS POSITIONS THAT DO NOT REQUIRE A FULL MAN YEAR BUT ARE ESSENTIAL

- IDEAL SITUATION IS WHEN ONE EMPLOYEE FILLS TWO PART POSITIONS

EXAMPLE
 WATER PLANT OPERATOR
 FIRE CHIEF

IF PART TIME POSITIONS NOT STAFFED OTHER EMPLOYEES REQUIRED TO PERFORM ON AN OVERTIME BASIS

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STAFFING CHALLENGES

HAMLET IS ALWAYS SHORT STAFFED –

As of today

- 1 PERMANENT PART TIME WATER PLANT OPERATOR
- 2 FULL TIME PERMANENT SERVICE TRUCK DRIVERS
- 1 FINANCE OFFICER
- 1 ADMINISTRATIVE ASSISTANT
- 1 RECREATION LEADER

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TRAINING CHALLENGES

EMPLOYEES ARE NO LONGER SPECIALISTS AT BEING A GENERALIST

- MACA HAS CHALLENGES PROVIDING TRAINING WITH COVID RESTRICTIONS
- TRAINING NOW ONLINE RATHER THAN CLASSROOM
- LOW LEVEL OF EDUCATION LOCALLY - NEED FOR SPECIALIZED EXPERTISE - MOVING FASTER THAN EDUCATION
- MUCH MORE TECHNOLOGY
- SOME POSITIONS (WATER PLANT OPERATOR) REQUIRE TRAINING TO MAINTAIN CERTIFICATION

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FIRE CHIEF

COUNCIL IS RESPONSIBLE FOR PUBLIC SAFETY INCLUDING FIRE PREVENTION SERVICES

COUNCIL HAS APPOINTED FIRE CHIEF

FIRE CHIEF IS ALSO AN ASSISTANT TO THE NWT FIRE MARSHALL

FIRE CHIEF IS A PERMANENT PART TIME POSTION WITH SHIFT WORK AND ON CALL

IF NO FIRE CHIEF - SAO IS THEN FIRE CHIEF

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ADMINISTRATION

- ADMINISTRATIVE DUTIES WERE BEING DONE BY PART TIME CASUAL STAFF
- PERFORMANCE ISSUES
- JOB DESCRIPTION NEEDS TO BE COMPLETED FOR ADMINISTRATIVE ASSISTANT
- PROPOSED THAT ADMINISTRATIVE POSITON WOULD BE REMOVED FROM FINANCE AND REPORT DIRECTLY TO SAO
- ESSENTIAL THAT FRONT RECEPTION BE STAFF AT ALL TIMES WHEN OFFICE OPEN
- COMPUTER COMPCENCY A REQUIREMENT FOR THIS POSITION

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A GOOD FINANCIAL SYSTEM

PROVIDES FOR A GREATER

ACCOUNTABILITY AND EFFICIENCY

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RESPONSIBLY FOR FINANCIAL REPORTING

- COUNCIL IS RESPONSIBLE FOR FINANCIAL STATEMENTS
- DELEGATES RESPONSIBILITY TO THE ADMINISTRATION
- COUNCIL HIRES AUDITOR RE REVIEW ANNUALLY
- ADMINISTRATION MUST MAINTAIN A SYSTEM OF INTERNAL ACCOUNTING
- REQUIRES PROCEEDURES TO ENSURE SYSTEMS IN PLACE
- COUNCIL CAN HAVE AUDITOR REVIEW TO ENSURE ADEQUACY AND THAT PROCEEDURES ARE BEING FOLLOWED BY ADMINISTRATION

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FINANCIAL PROCEEDURES

- REQUEST FOR PROPOSALS TO DEVELOP ACCOUNTING PROCEEDURES
- ONCE PREPARED PROCEEDURES WILL BE REVIEWED BY HAMLET AUDITOR
- GOOD PRACTICE TO HAVE AS PART OF AUDIT AND HAVE AUDITOR PROVIDE A REPORT TO COUNCIL
- THIS ENSURES THAT THE ADMINISTRATION IS FULFILLING THE RESPONSIBILITIES THAT HAVE BEEN ASSIGNED

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FINANCE

- PREVIOUS SAO HAD ASSUMED FINANCIAL FUNCTIONS WITH TWO CLERKS REPORTING DIRECTLY TO SAO
- NOT A GOOD PRACTICE - ACCOUNTING FUNCTIONS SHOULD BE SEPARATED
- NO BACKUP STAFF
- CURRENT APPOINTED ASAO WILL BE LEAVING SHORTLY - THIS WAS A CLEANUP FUNCTION
- COUNCIL HAS APPROVED JOB DEcriptions FOR FINANCE OFFICER AND ACCOUNTING CLERK
- ONCE HIRED FINANCE OFFICER WILL BE APPOINTED BY BLAW

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OFFICER POSITIONS

- OFFICERS REPRESENT THE CORPORATION AND HAVE CORPORATE POWERS BY LEGISLATION (Hamlets Act)
- APPOINTMENT BY BYLAW - BYLAW DEFINES DUTIES
- DEFINES WHO ACTS WHEN ANY OFFICER VACANT
 - SENIOR ADMINSTRATIVE OFFICER
 - FINANCIAL OFFICER
 - CORPORATE OFFICER
- Will prepare appropriate bylaw

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PUBLIC WORKS

HAS A DIRECT IMPACT ON RESIDENTS DAILY LIFE

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PUBLIC WORKS, SERVICES AND INFRASTRUCTURE

- DEPARTMENT PROVIDES ESSENTIAL SERVICES AND IS RESPONSIBLE FOR A LARGE PORTION OF THE HAMLET BUDGET
- DEPARTMENT NOT BEING ADEQUATELY OR WELL MANAGED
- SOME RESPONSIBILITIES PERFORMED EXCEPTIONALLY WELL WITH OTHERS ARE NOT
- NO PLANNING AND LONGER TERM VISION
- STAFFING REQUIREMENTS HAVE NOT BEEN REVIEWED - 5 YEARS
- PROJECTS AND WORK-LOAD NOT PRIORITIZED
- OPERATIONAL POLICIES REQUIRED - OUTSOURCING PROCUREMENT

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MANAGER OF WORKS, SERVICES AND INFRASTRUCTURE

Under the general direction of the SMO

- oversees all municipal works operations, and is responsible for all personnel within the department, and will lead municipal services staff to ensure effective and appropriate services.
- monitors and oversees the physical assets of the Hamlet
- allocates resources, estimates and monitor job costs, purchases supplies, develop project plans, assist subordinates in resolving work issues, and liaise with other hamlet departments, and contractors in the coordination of projects.

THIS REQUIRES

- Comprehensive job description/management plan
- Decisions to be made by the SMO and subordinates
- Compliance with the town and local policies and procedures and procedures
- Resolving budget and performance issues in cooperation with the SMO
- Departmental compliance with the town and local policies

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A COMPREHENSIVE REVIEW OF THIS DEPARTMENT REQUIRED

Proposed Infrastructure

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RECREATION

Consideration for staffing:

Recreation is not block funded like other operations funding
 All funding must be applied for annually on a per program basis
 Funding conditions very specific
 All programs must be reported on quarterly
 In order to commence programs applications will have to be made
 Hamlet no longer manages "Wellness Programs"

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RECREATION

- NEW RECREATION LEADER JOB DESCRIPTION APPROVED
- INCUMBANT WILL BE REQUIRED TO OBTAIN CERTIFICATION WITHIN TIMEFRAME
- WILL BE A TERM POSITION UNTIL CERTIFICATION COMPLETED - IF NOT COMPLETED INCUMBANT WILL NOT BE OFFERED "REGULAR" POSITION
- SALARY WITH BE INCREMENTAL UNTIL CERTIFICATION
- SALARY SUBSIDY PROVIDED BY ECE
- TRAINING PROVIDED BY RECREATION NORTH

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QUESTION !

- DOES COUNCIL WANT A RECREATION COMMITTEE
- IF SO - ADMINISTRATION SHOULD DEVELOP A BYLAW

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SAFETY

- ALL SUPERVISORS MUST HAVE TAKEN A TWO-DAY TRAINING COURSE
- MUST MEET LEGISLATIVE REQUIREMENTS FOR SAFETY MEETINGS
- REQUIRE CHAIN SAW RECERTIFICATION
- REQUIRE FIRST AID RECERTIFICATION
- REQUIRE BASE POINT FOR MAINTENANCE STAFF DUE TO COVID19

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ORGANIZATIONAL CHART

