



MINUTES OF REGULAR COUNCIL MEETING
Thursday, September 17, 2020

ATTENDANCE

PRESENT

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

ABSENT

DEPUTY MAYOR	Cathie Kotchea	[WITHOUT NOTICE]
COUNCILORS	Herbert Berreault	[WITHOUT NOTICE]
STAFF Senior Administrative Officer	John W. McKee	

The Chairperson (Mayor) took the chair and called the meeting to order at 7:07 pm.

ADOPTION OF AGENDA

Council reviewed the meeting agenda without changes.

MOTION 2020-54

That the agenda for the meeting of September 17, 2020 be approved as presented.

Moved: Colin Woehl
Seconded: Kathie Hardisty
Carried.

DECLARATION OF INTEREST

No conflicts of interests were declared.

ADOPTION OF MINUTES

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

MOTION 2020-55

That the minutes of the meeting of July 14, 2020 be accepted as presented.

Moved: Colin Woehl
Seconded: Kathie Hardisty
Carried.

DEPUTY MAYOR APPOINTMENT

The Deputy Mayor [Cathy Kotchea] has been absent for medical reasons. The Mayor has confirmed that she will be able to assume her duties as soon as she completes her COVID isolation.

TERM OF OFFICE

Discussion of extending the term of office from the current two years to either three or four years. Councilors as agreed that they would like an extension to three years. As per section 18(1) of the Hamlets Act council directed the administration to prepare a procedure for council to follow and draft the necessary bylaw for council approval.

BUSINESS FROM THE MINUTES

None

NEW BUSINESS

LAND USE PLAN AND ZONING BYLAW

The SAO briefed council on the process and the progress of developing a new Land Use Plan and Zoning Bylaw started in 2018. Noted the Land Use Plan must have ministerial approval and the zoning bylaw council approval. As required a public meeting involving all stakeholders has been held and recorded and fits reading completed.

In November 19, 2019, the Acho Dene Koe (ADK) put forward their comments on the plan and bylaw as part of the Indigenous Consolation. ADK held meetings with GNWT with the following results -

ADK stated that they felt that the Community Plan and Zoning Bylaw have the potential on their Treaty- protected rights: and
Stated that ADK wants to assume a public model of local government.

Specific concerns raised -
conflicting policies with new development in the center core and
highway commercial along highway 7.

ADK concerns with plan not zoning bylaw.

The Hamlet now need to address the concerns raised before they can proceed further in the approval process for a Community Plan and Zoning Bylaw.

Council directed the administration for Dillon Consulting (the original consultant) to meet with council assist them further move this process ahead.

FORT LIARD HOUSING PLAN

Janelle Derksen Community Housing planner with the NWT Housing Corporation [NWT HC] made a verbal presentation to council on the Fort Liard Housing Plan. This was supported by a power point printed report. Council needs to appoint a new Hamlet representative and advise the NWT HC.

ZONING REQUESTS

Noted: Julia Capot Blanc declared a Conflict of Interest.

ADK Holdings Ltd.

The installation ADK Holdings Ltd. fuel pumps located on Lot 186 LTO 1910 do not conform with Zoning Bylaw 139 in that they are located less than 6 meters from the property line. Council reviewed the request for 'grandfathering' as requested in their letter of February 19, 2020. After discussion council agreed not to permit this non-conforming installation.

MOTION 2020-55

That the non-conforming installation of ADK Holding Ltd. Fuel pumps on Lot 186 LTO 1910 not be approved as requested in their letter of February 19, 2020.

Moved: Kathie Hardisty
Seconded: Eva Hope
Carried.

NWT Housing Corporation

The NWT Housing Corporation requests permission to construct an Office/Warehouse/Maintenance Shop on Lot 188 LTO 1910. This lot is zoned commercial (Bylaw 139). The office construction would be compliant with the bylaw but the warehouse is not conditionally permitted development. Council did not agree with this type of development on Valley Main Street. After discussion it was agreed that this development is not permitted. There are more suitable locations in the community.

MOTION 2020-56

That the non-conforming construction of an office/warehouse/shop is not permitted on Lot 188 LTO 1910 not be approved.

Moved: Eva Hope
Seconded: Kathie Hardisty
Carried.

RECREATION LEADER

Council reviewed a Job Description, training plan, and salary subsidy program for the new position of Recreation Leader. The job description was approved, and the SAO advised council that a salary range had not yet been determined and would wait until after the LGANT Wage Review.

Council directed that this position be advertised in the community immediately. For the long term it is preferable to train a local applicant.

MOTION 2020-57

That the job description for the position of Recreation Leader be approved.

Moved: Kathie Hardisty
Seconded: Colin Woehl
Carried.

EMPLOYEE COVID SAFETY

The SAO advised council that safety precautions and procedures were in place for employee safety. Presently the seasonal workers are based from the Works Garage and this not a safe practice. Alternate arrangements will have to be put in place. No WSCC inspections yet.

RFP PROPOSALS

The SAO reviewed to RFP's to be invitationally advertised

Financial Manual

Require written procedures for accounting staff

Practices badly out of date and policies not being adhered to

Reconciliations not been completed on a regular basis

Need to be better prepared and compliant for the audit.

Manual will be used to have approved procedures, train staff, and to inform ne staff of the fundamentals of their position.

Two bylaws also included

1. Procurement
2. Financial Administration

Review of Works, services, and Infrastructure Department

Serious problems and lack of management

Not getting a proper balance on what must be done

Legislation – need to make it work with the least risk – not an enforcer

Need a vision and planning – do a day to day process

Need control purchasing and contracts

Need to develop an outsourcing policy

Need to establish divisions and update job descriptions

Need a Maintenance Management System
Must be proficient with Capital Planning Tool
Once proposals are received council will go through a structures review process and approval.

FINANCIAL

AUDITED FINANCIAL STATEMENTS

The financial statements for the period ending March 31, 2020. These statements included an outline of Management Responsibilities and Management Report. The SAO reviewed the statements with council covering the following items –

- ✓ Report reflects the hamlet's financial position March 31, 2020
- ✓ Fund accounting "not for profit"
- ✓ Accrued accounting – expense revenue recorded when incurred
- ✓ Make correcting to prior year
- ✓ Still compliance issues
- ✓ Files and record retention related to finance needs improvement
- ✓ Use of separate spread sheets made audit trail difficult
- ✓ Cannot use CPI for projects and maintenance
- ✓ Municipal service rates need to be reviewed annually – surplus too high
- ✓ Dump cleanup not capital
- ✓ GNWT does not provide subsidy for waste disposal operations
- ✓ Recreation program funding accounts were not recorded accurately and reconciled
- ✓ Loss on Day Care operations
- ✓ Loss on staff training – no agreement on place
- ✓ Marketplace Survey not completed therefore not in compliance with funding agreement
- ✓ Investments not recorded properly
- ✓ CPI and Gas Tax fund bank accounts not reconciled

Quarterly operational financial statements to be provided quarterly.

MOTION 2020-59

That the audited financial statements for the period ending March 31, 2020 be accepted and approved as reviewed and presented.

Moved: Colin Woehl
Seconded: Eva Hope
Carried

FUNDING TRANSFER AGREEMENTS GNWT

Council reviewed the policies and funding transfers for 2020/21. Conditions were agreed to and motion passed as required by Municipal and Community Affairs.

MOTION 2020-60

That the Fort Liard Hamlet Council accepts the following 2020/2021 contribution agreements with the Department of Municipal and Community Affairs.

Community Public Infrastructure	\$827,000
Operations and Maintenance	\$1,460,000
Water and Sewage Services	\$722,000
Federal Gas Tax Funding	\$298,000

Council agrees to –

- Adhere to all conditions set forward in each agreement
- Use the funds for the purpose intended
- Adhere to policies related to each funding agreement
- Provide quarterly financial reporting as required by each agreement

Moved: Kathy Hardisty
Seconded: Colin Woehl
Carried.

At nine o'clock councilors made the decision to adjourn the meeting and defer additional agenda items to a special Meeting to be held October 6, 2020

ADJOURNMENT

MOTION 2020-61

That the meeting of September 17, 2020 be adjourned.

Moved: Kathie Hardisty
Seconded: Eva Hope
Carried.

The meeting adjourned at 9:10 pm.


Hillary Deneron
Mayor


John W. McKee
Senior Administrative Officer