



**MINUTES OF REGULAR COUNCIL MEETING
Thursday, January 16, 2020**

ATTENDANCE

PRESENT

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

STAFF Senior Administrative Officer	John W. McKee
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The Chairperson (Mayor) took the chair and called the meeting to order at 7:03 pm.

New Councillor Colin Woehl was sworn in by Notary Julia Capot Blanc.

ADOPTION OF AGENDA

Council reviewed the meeting agenda without changes.

MOTION 2020-01

That the agenda for the meeting of January 16, 2020 be accepted as presented.

Moved: Herbert Berreault
 Seconded: Cathy Kotchea
 Carried.

DECLARATION OF INTEREST

No conflicts of interests were declared.

APPOINTMENT OF DEPUTY MAYOR

Council members agreed that Cathy Kotchea be appointed as Deputy Mayor effective immediately.

MOTION 2020-02

That Cathy Kotchea be appointed as Deputy Mayor effective January 16, 2020.

Moved: Herbert Berreault
Seconded: Kathie Hardisty
Carried.

ADOPTION OF MINUTES

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

MOTION 2020-3

That the minutes of the meeting of November 26, 2019 be accepted as presented.

Moved: Julia Capot Blanc
Seconded: Colin Woehl
Carried.

FINANCIAL

EXPENSE REALLOCATION

In December 2017 the Hamlet purchased fifty [50] winter jackets for hamlet council members and employees. The cost of these coats; sixteen thousand one hundred and seventy dollars (\$16,170.00) was paid for from Community Wellness Program funding that the hamlet was administering at the time.

Community Wellness Funding is provided to communities so that they can improve the wellness and health of their residents. The purchase of these coats was inconsistent with the intent of this funding and community wellness plans. The coats were only provided free to hamlet staff and council members.

Council agreed that the Community Wellness Funding should be reimbursed.

MOTION 2020-4

That the Hamlet of Fort Liard reimburse the Community Wellness Fund in the amount of \$16,170.00 for employee/council jackets expensed from the fund. The expenditure will be charged to council expense – councilor/community recognition.

Moved: Cathy Kotchea
Seconded: Herbert Berreault
Carried.

NWTAC AUCTION ITEM

After discussion it was agreed the two Hamlet jackets be used as auction items at the 2020 NWTAC AGM.

APPOINTMENT OF HAMLET AUDITOR

Council reviewed the need to appoint an auditor pursuant to the Hamlets Act and the need to have the audit for the fiscal year ending March 31, 2020 completed and submitted by MACA by June 30, 2020.

The SAO the role of the auditor and gave councilors a handout.

It was recommended that EPR Yellowknife Accounting Professional Corporation be appointed and after consideration council members concurred.

MOTION 2020-5

That EPR Yellowknife Accounting Professional Corporation be appointed as the Hamlet Auditor for the period ending March 31, 2020.

Moved:
Seconded:
Carried.

SAO EMPLOYMENT CONTRACT

Council reviewed an Employment Contract for the Senior Administrative Officer John McKee and approved the contract effective January 1, 2020. Typo error noted and corrected.

MOTION 2020-6

That the Employment Contract for Senior Administrative Officer John McKee be approved as presented.

Moved: Cathy Kotchea
Seconded: Herbert Berreault
Carried.

JOB DESCRIPTIONS

Council reviewed new Job Descriptions for –
Manager – Public Works and Services
Manager – Finance and Administration
Financial Assistant

The managerial job descriptions have been reformatted to include core responsibilities and management of the department. They also include a section of experience and formal education. Each year a set of objectives will be included.

MOTION 2020-7

That the following job descriptions be approved as presented –
Manager- Public Works and Infrastructure
Manager- Finance and Administration
Finance Assistant

Moved: Eva Hope
Seconded: Herbert Berreault
Carried.

BYLAWS

EMPLOYMENT BYLAW

The SAO made a power point presentation to guide council through a clause by clause of the new Employment Bylaw. This bylaw reflects changes in employment legislation. Edits clear up some of the ambiguous wording in the previous bylaw. Employees do not lose any benefits and additional benefits match those in Federal Territorial Legislation.

MOTION 2020-8

That Bylaw 276 "*Hamlet Employment Bylaw*" receive first reading.

Moved: Cathy Kotchea
Seconded: Colin Woehl
Carried.

Councillors gave further consideration of the Hamlet Employment Bylaw and gave it second reading.

MOTION 2020-9

That Bylaw 276 "*Hamlet Employment Bylaw*" receive second reading.

Moved: Herbert Berreault
Seconded: Cathy Kotchea
Carried.

PERSONNEL POLICIES

Council reviewed six personnel policies, some are new and some are updates. All policies supersede previous policies

- Substance Abuse Policy
- Code of Conduct Policy
- Reasonable Suspicion of Impairment Policy
- Occupational Health and Safety Policy
- Progressive Discipline Policy
- Reviewed

No changes were made, and the policies were approved as presented.

MOTION 2020-10

That the following personnel policies be approved as presented.

Substance Abuse Policy
Code of Conduct Policy
Reasonable Suspicion of Impairment Policy
Occupational Health and Safety Policy
Progressive Discipline Policy
Harassment Policy

Moved: Colin Woehl
Seconded: Cathy Kotchea
Carried.

APPOINTMENT BYLAW

Council review a bylaw to appoint Pauline Simba to the position of Assistant Senior Administrative Officer. Authority section was added.

MOTION 2020-11

That Bylaw 277 "Assistant SAO Appointment" Bylaw receive first reading.

Moved: Eva Hope
Seconded: Herbert Berreault
Carried.

Bylaw appointing Assistant Senior Administrative Officer was given second reading

MOTION 2020-12

That Bylaw 277 "Assistant SAO Appointment" Bylaw receive second reading.

Moved: Cathy Kotchea
Seconded: Colin Woehl
Carried.

CORRESPONDENCE

Correspondence reviewed and noted.

NWTAC New Website
GNWT – Time Off for Community Holiday
ENR – Wildlife Community Protection Plan
Land Use Permit Amendment

REPORTS

Recreation
Fire Department
R.C.M.P.
Liard Basin Groundwater Study

NEXT MEETING

Special Meeting – January 23, 2020
Employment Bylaw – third reading
A/Senior Admin Officer Appointment Bylaw – third reading
Temporary Borrowing Bylaw - first and second reading
Council Indemnity Bylaw – first and second reading

ADJOURNMENT

MOTION 2020-13

That the meeting of January 16, 2020 be adjourned.

Moved: Colin Woehl
Seconded: Herbert Berreault
Carried.

The meeting adjourned at 8:50 pm.


Hillary Deneron
Mayor


John W. McKee
Senior Administrative Officer