



AGENDA

PUBLIC INPUT

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DECLARATION OF INTEREST
4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS
5. MINUTES
 - a. Regular Meeting of Council – July 31st – page 3-31
 - b. Special Meeting of Council – August 7th, 2018 – page 32-35
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7. ADMINISTRATIVE ENQUIRIES
8. COMMITTEE REPORTS
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 - b. Development & Building Report for June 2018 – page 42-43
 - c. Mayors Monthly Report for June 2018 – page 44-45
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 - e. Emergency Services Activity Report for June – page 47-50
 - f. Municipal Enforcement Activity Report for June – page 51-53
 - g. Recreation Activity Report for June – page 54-57
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9. NEW BUSINESS
 - a. Appointment of Returning Officer – page 59-60
 - b. Accountability Framework – page 61-67
 - c. Recreation Centre Ice Rakes - page 68-69
 - d. Replacement of Fire Dept Pickup – page 70-71
 - e. Lift Station System Assessment Report – page 72-74
 - f. Procurement Approval – page 75-77
 - g. Commissioner Land Inspection Report – page 78-82
 - h. Fisherman's Wharf Pavilion – page 83-89
10. NOTICES OF MOTIONS
 - a. Councillor Dohey - Bylaw re: Cannabis in Public Places



11. IN CAMERA

- a) Contracts - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (g)

- b) Matter on Consideration - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)

12. ADJOURNMENT



COUNCIL MINUTES – July 31st, 2018

The Regular Meeting of Council was held on Tuesday, July 31st, 2018 at 6:30pm in the Council Chambers.

Present: Mayor Mapes, Deputy Mayor Jungkind, Councilors McKay, Anderson, Dohey & Jameson

Staff: Judy Goucher – Senior Administrative Officer, Glenn Smith - Assistant Senior Administrative Officer, Ruth Boden - Director of Finance and Administration, Earle Dumas – Director of Public Works, Ross Potter – Director of Protective Services, Stacey Barnes – Council Administrator

1. CALL TO ORDER:

This Meeting was called to order at 6:30pm with Mayor Mapes presiding.

2. ADOPTION OF AGENDA

#18-265

**MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR JAMESON**

CARRIED

3. DECLARATION OF INTEREST

SAO Judy Goucher declared an interest in 11b) Previous employer

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

There were no announcements, awards, ceremonies or presentations for the Regular Meeting of Council on July 31st, 2018

5. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

a) June 26th, 2018 – Regular Meeting of Council

#18-266

**MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR ANDERSON**

CARRIED

b) July 9th, 2018 – Special Meeting of Council

#18-267

**MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR ANDERSON**

CARRIED



COUNCIL MINUTES – July 31st, 2018

c) July 17th, 2018 – Special Meeting of Council

#18-268

**MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR ANDERSON**

CARRIED

6. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

7. ADMINISTRATIVE ENQUIRIES

SAO – Judy Goucher

- Owners of the buildings on Courtorielle Street have agreed to pay their portion of the sidewalks.
 - Moving forward with the one way and accessibility sidewalks
 - Still looking for funding sources
- Ad for Returning Officer will be going in the paper on Friday. We are working with MACA
- NWT Metis will be coming to Council in August with a presentation
- Bill 8 – Emergency Management Plan will be presented by the GNWT on August 13th
- High Level Tri Meeting Tomorrow evening – Who can come?

DPW – Earle Dumas

- Geotech for Sundog and Evergreen is complete, just waiting on the report from Stantec
- Porritt Landing MVLWB comments have closed
- Mansell Place and Stewart Drive will be paved today, Wright Crescent will be tomorrow
- Courtorielle is on hold for a couple of days

DOF – Ruth Boden

- Accounts payable and Admin Clerk positions are looking at being hired into
- Review budget for Quarter 2 with management

DPS – Ross Potter

- Pump testing over the last few days is completed, and went well

Recreation – ASAO Glenn Smith

- Porritt Landing Lottery – we received 12 applications by closing and since 2 more
 - Planned work continues with signage and park development
- Shift is now towards preparation of ice for the hockey camp
- Pond hockey is in support of a permanent structure at the wharf - more information to follow

Councilor Anderson – The sidewalk in front of the Back Eddy is in rough shape, can we add it as part of Courtorielle Street?

Dumas – It is wrapping around by 2 meters, but that waterline is to be replaced down the road

Councilor Anderson – Do you have a time frame for Courtorielle Street?



COUNCIL MINUTES – July 31st, 2018

Dumas – Haven't seen the schedule lately, but have a meeting on Thursday morning, will send to Council. Also, all tenets are informed by the building owners daily

Deputy Mayor Jungkind – The Recreation Dept with the new shirts looks great.

8. COMMITTEE REPORTS

- a. Public works Monthly report for June 2018

RECOMMENDATION:

#18-269 **MOVED BY: CLLR ANDERSON**
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the monthly report from Public Works for the month of June 2018.

CARRIED

BACKGROUND:

- Water Treatment Plant, Water Reservoir, Lagoon and Lift Stations operations and inspections.
- Sewer main flushing of troubled areas
- Vehicle and equipment maintenance servicing
- Cold mix pot hole filling
- Repair and replacement of miscellaneous road signs
- Installation of flower pots and flags
- Pre-construction meeting completed for all 3 major projects (June 26)
- Wright Crescent curb and gutter grades set, Proform to start week of July 9th
- Start of soil mixing at Bio Treatment Pad
- Meet with Environmental and Natural Resources and Mackenzie Valley Land and Water Board for spring inspection of all facilities (June 13)
- Set up information for Geo-Technical investigation on new land development
- Preparation of yearly gravel overlay on local gravel roads before dust control application
- Prep for gravel overlay on corridor roads and dust control application

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Mackenzie Valley Land and Water Board (MV2009L3-0005)
- Environment and Natural Resources Waste Management Guidelines
- Bylaw 1574/GEN/16 Town of Hay River Purchasing Policy

FINANCIAL IMPLICATIONS:

N/A



COUNCIL MINUTES – July 31st, 2018

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by: **Earle Dumas**
 Director of Projects and Planning

Reviewed by: **Glenn Smith**
 ASAO

B) Development & Building Report for June 2018

RECOMMENDATION:

#18-270 **MOVED BY: DPEUTY MAYOR JUNGKIND**
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of June 2018.

CARRIED

BACKGROUND:

SUMMARY

- 12 Development Permits and 3 Building Permit have been approved for the month of June 2018. In the month of June 2017, we had 15 Development Permits and 4 Building Permits signed out.

Background

- The June 2018 Development and Building Permit Report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
May 18/18	D18-030	42 Industrial Drive	New Commercial 60'X76' Shop c/w Caretakers
June 1/18	D18-034	9 Pine Crescent	New Rear Residential Fence
June 5/18	D18-035	6-101 st Street	New Rear Covered Deck and Garage
June 6/18	D18-036	8 Ptarmigan Crescent	New 20'X20' Garage Rear Yard
June 7/18	D18-037	9 102 nd Street	Develop Lot and set up 16'X76' Mobile Home
June 7/18	D18-038	17 Woodland Drive	New Rear PVC Fence 5' in height
June 8/18	D18-039	27 Industrial Drive	Move 12'X26' Garage to Commercial Property



COUNCIL MINUTES – July 31st, 2018

June 12/18	D18-041	10 Industrial Drive	New 10'X12' Vestibule and Sidewalks
June 13/18	B18-007	49 Riverview Drive	Engineered Basement Repairs
June 13/18	D18-042, B18-008	322 Miron Drive	New 16'X24' Addition c/w Basement Foundation at Rear of House
June 18/18	D18-043	35-105 th Street	Demolish Burnt Double Wide Trailer
June 22/18	DH18-046	9 Elm Crescent	Home Occupation Treat Your Feet Reflexology
June 25/18	D18-047	41 John Mapes Crescent	New Stick Built 2100 sq. ft. House c/w Attached Garage, Decks and Fence
June 27/18	B18-009	21 Woodland Drive	Re-Shingle Roof and Interior Maintenance

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

CONSIDERATIONS OR FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Randy Froese
Development Officer
Date: July 4, 2018

Reviewed by:
Glen Smith
Acting SAO
Date: July 4, 2018



COUNCIL MINUTES – July 31st, 2018

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Brad Mapes
Mayor

Date: June 1st, 2018

d) Excused Absence

RECOMMENDATION:

#18-272

**MOVED BY: CLLR ANDERSON
SECONDED BY: DEPUTY MAYOR JUNGKIND**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Jameson from the Public Works Committee Meeting on Monday, July 9th and Deputy Mayor Jungkind from the Municipal Services Committee Meeting on Tuesday, July 17th, 2018.

CARRIED

BACKGROUND:

Councillor Jameson has asked to be excused from the Public Works Committee Meeting on Monday, July 9th and Deputy Mayor Jungkind has asked to be excused from the Municipal Services Committee Meeting on Tuesday, July 17th, 2018.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A



COUNCIL MINUTES – July 31st, 2018

JOH&S Meeting
Animal Shelter Meeting

During the month of June 404.5 Volunteer hours were served by the members of the HRFD for a year to date total of 2,637 hours.

STATISTICS

	June 2016	June 2017	June 2018	2018 YTD
Patient Transfers	10	6	20	82
Medical Emergency Local	12	12	17	80
Medical Emergency Reserve	2	2	0	11
Medical Emergency Highway	0	0	0	6
Medical Emergency Out of Town Patients	1	0	2	11
Body Transfer	1	0	0	5
Fires & Rescues	3	1	0	14
False Alarms	3	1	3	13
Training	3	5	3	23
Special Training	8	3	2	16
Cleanup & Maintenance	3	3	3	21
Fire Permits	0	0	3	15
Fireworks Permits	1	0	1	3
Public Safety	6	9	5	13
Inspections	4	5	9	39

MAINTENANCE

Ambulance 1	Weekly Checks
Medic 1	Weekly Checks
Pump 1	Weekly Checks
Pump 2	Weekly Checks
Pump 3	Weekly Checks
Tanker 1	Weekly Checks
Rescue 1	Weekly Checks
Rescue 2	Weekly Checks
Rescue 5	Weekly Checks



COUNCIL MINUTES – July 31st, 2018

18/06/2018	Noise Complaint	Bylaw has time restrictions that are not being violated
19/06/2018	Dog chasing kids and biting at them	Written warning
19/06/2018	Loose cat	Cat picked up
19/06/2018	Loose Dogs	Patrol dog nowhere to be found
23/06/2018	5 Loose Dogs (mom and 5 pups)	Put dogs in trailer @51 Rowes
23/06/2018	3 Loose Dogs	Return dogs to 51 Rowes
25/06/2018	2 Loose Dogs	Confirmed compliant but was unable to catch dogs
25/06/2018	Parking too close to tracks	Asked Senior Management for help with a solution to problem
25/06/2018	Harassment and Bullying	Referred to RCMP - Steve Beck Warning
26/06/2018	Loose German Shepherd	Picked dog up and returned to owner, verbal warning
26/06/2018	Loose 5-6-Week-Old Kitten	Picked up kitten turned it into animal shelter
28/06/2018	Passing on double line between airport and town	Verbal Warning
28/06/2018	Passing on double line between airport and town	Verbal Warning

NWT Offences	Complaints Received	Warnings Issued	Tickets Issued
Motor Vehicle Act	0	0	0
“ATV” Act	N/A	N/A	N/A

Dog Attack Complaints Received	1
Cat Attack Complaints Received	0

Number of Dogs Caught	9
Number of Cats Caught	1

Unightly Properties: 1

When time permits patrols were implemented in areas where there have been complaints of barking and lose dogs. The timing of these patrols varies from day to day to keep from setting a pattern which enables us to provide better service to the affected areas.



COUNCIL MINUTES – July 31st, 2018

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaws as applicable

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ross Potter
Director of Protective Services
Date: July 17, 2018

Reviewed By:

Judy Goucher
Senior Administrative Officer
Date: July 17, 2018

g) Recreation Activity Report for June 2018

RECOMMENDATION:

#18-275

**MOVED BY: CLLR JAMESON
SECONDED BY: CLLR ANDERSON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for June 2018 as presented
CARRIED

BACKGROUND:

Summer programming and maintenance activities for the Recreation and Community Services department were in full swing for June. A rainy month posed some challenges for effective maintenance activities related to parks and greenspaces but overall much was accomplished through a busy month. Several outdoor programs were successfully offered to youth and adults, and the Visitor Information Centre witnessed large increases in visitors and gift shop sales through the month.

Recreational Programming



COUNCIL MINUTES – July 31st, 2018

Several summer event programs were offered to the community in June through our Recreation Programming department. These programs included outdoor events such as Nerf Wars, a Father's Day Bike and BBQ at the waterfalls, and sponsorship of the first annual Alzheimer's Walk on the Track. A five day Kayak Day Guide Training Course was offered to five participants.

Indoor programming included a Table Tennis clinic, tournament, and drop-in activities. In recognition of Indigenous Day, a Fishscale Art class was offered and well attended. Canada Day preparations were a major activity in June. Extensive planning, communication, and collaboration with community groups occurred to ensure a successful celebration of Canada Day. Thorough planning and staff onboarding for the Summer Heat program also occurred in preparation for its kickoff at the beginning of July.

Recreation Programming Statistics

Regular Programs:

- Walking Track: 110 uses

Special Programming:

- Table Tennis
 - Drop-in and afterschool program: 3 participants / day.
 - Tournament: 6 participants
 - Clinic: 5 participants
- Father's Day Bike and BBQ– June 17th: 45 participants
- Indigenous Day Fish scale Art – June 21st: 11 participants
- Nerf Wars – June 10th : 15 participants
- Kayak Day Guide Training Course – June 19th-24th: 5 participants
- Alzheimer's Walk sponsor – June 16th: 50 – 60 participants

Visitors Information Centre (VIC)

Several system and operational improvement tasks were completed in June at the VIC. A new point of sale system was installed for handling of artisan and other product sales. Planning and coordination activities were undertaken to improve the VIC property such as laneway smoothing, drainage improvements, and landscaping. Preparation for installation of the new 8-sided information sign occurred along with the removal of the current Chamber of Commerce signage that will be given to the Museum. Initial content development for the 8-sided sign was undertaken.

Several tourism related public communication activities occurred through June. Work continued on reviewing the current Tourism Plan with a plan to have draft updates completed in July. Many spring and summer activities, experiences and activities have



COUNCIL MINUTES – July 31st, 2018

been communicated through the VIC Facebook page; we continue to be very active in communication through this page and are seeing increases to Likes and Shares. We identified a need to remove the non-functioning tourism kiosk at the Marilyn Carter Airport. It will be replaced with a display rack and printed material on local tourism.

Both visitors and gift shop sales saw significant increases in June compared to May (see VIC Statistics below). Number of VIC Visitors increased 375% and sales were up by 155%.

VIC Statistics

VIC Visitors:

688 approximately (83% - Canada; 9% - US; 6% - Europe; 2% - Other)

Previous Month: 145 approximately

Gift Shop Sales:

Total Sales: \$3250

Previous Month: \$1270

Total Artists/Retailers: 24

Previous Month: 24

Aquatic Centre

June saw a spike in pool usage primarily due to high demand associated with the NWT Track and Field Championships being hosted in town. In addition, several programs were deemed successful through the month. Two sessions of swimming lessons for youth (22 participants) occurred and adult lessons started up in the month (4 participants). An evening Aqua fit session was added to accommodate a different demographic with hopes of rebuilding that program to levels achieved in previous years. Aqua fit has been running twice a week with upwards of 10 participants. Early Bird swim occurred five times a week averaged 6 participants per day. Stroke Improvement classes were offered to 6 participants.

Department Statistics

Pool Attendance:

MAY	2017	2018
Birthday Parties	3	8
Aquafit	49	21
Schools	363	212
General	1375	1321



COUNCIL MINUTES – July 31st, 2018

Aquatic Revenue:

April	2017	2018
Admissions	\$4620	\$3100
Kids Lessons	\$960	\$1170
Adult Lessons	\$60	\$500
Miscellaneous	\$590	\$670
Hourly Rental	\$330	\$620

Facilities and Parks

A quick change of seasonal maintenance activities combined with a rainy June lead to difficulties in maintaining early summer service levels for parks and greenspaces. Through the month of June summer student staff were better trained on procedures and became more self-reliant resulting in improvements to service levels.

June was a very busy month for purchasing and installation of flowers and trees throughout the community. Twenty-four new boxed flower planters were installed and twenty trees were identified for planting in July. The Town maintains approximately 125 planters/trees through planting, watering and weeding activities.

Recruitment activities were completed for the Lead Hand – Facility Maintainer. An offer was extended to a local candidate who accepted and will start in July.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A



COUNCIL MINUTES – July 31st, 2018

Prepared by:

Glenn Smith
Acting Director Recreation and Community
Services
Date: 12 July 2018

Reviewed by:

Judy Goucher
SAO
12 July 2018

h) IT Report for June 2018

RECOMMENDATION:

#18-276

**MOVED BY: CLLR JAMESON
SECONDED BY: CLLR ANDERSON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Information Technology Activity Report for the month of June 2018 as presented.

CARRIED

BACKGROUND:

June 2018 was a busy month for our IT contractor.

Due to the increasing number of devices accessing the wireless network (cell phones, tablets etc) the number of available IP addresses was exhausted. The issue was addressed temporarily as soon as it was detected. Longer term, additional IP addresses need to be assigned for use by Town equipment. Our IT contractor is addressing this issue.

After a frustrating period convincing the manufacturer of a defective front desk phone, the equipment was finally replaced and should now be functioning normally again.

A new Xerox printer was purchased and installed at the Visitors Information Centre to support staff located in that building.

Our IT contractor met with the ASAO and determined the wireless networks that would be visible in the new Arena/Rec Centre complex. These will be Town Hall, Town Hall Visitor, and Rec Centre Rental. The Rec Centre Rental network will have a routinely changing password that will be given out as required to room rental occupants.

There is still an outstanding deficiency in communications cabling from the new Arena to the Pool. The fiber installed by Clarke Builders does not work. Our IT contractor is liaising with the Arena Project Manager to get this resolved under warranty. Until this deficiency is rectified, the old Town Hall computer room is still an integral part of the Town network.

Time is running out to replace the EOL Storage Area Network. Our IT Contractor will provide Town staff with the required specifications, so the Town can tender if it chooses to do so. This should be done immediately in order to avoid the potential loss of access to Town data. Note: offsite backups are still running normally, loss of the data itself is not an issue.



COUNCIL MINUTES – July 31st, 2018

Routine monthly IT activities continued as usual. This includes response/resolution of user help desk support requests, daily review of error and security logs, monthly Microsoft Security updates, Quarterly Dell firmware updates, and updates to anti-virus/malware signature files daily as released.

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
TOTAL NETWORK DEVICES SUPPORTED	108	106	106	131*	129	119
TOTAL USER WORKSTATIONS IN USE	55	56	56	56	56	57

SECURITY STATISTICS

Website Intrusion Attempts

Blocked	396	137	197	253	218	116
Successful	0	0	0	0	0	0

Employee Workstation Network Intrusion Activity

Blocked	68	57	63	25	38	20
Successful	0	0	0	0	0	0

Councillor Laptop Firewall Intrusion Activity

Blocked	245	244	18	129	78	533
Successful	0	0	0	0	0	0

SERVICE RELIABILITY (% Uptime)

SQL/Vadim	100	100	100	100	100	100
Domain Controllers/File Servers	100	100	100	100	100	100
Town Website	100	100	100	100	100	100
Fire Dept Website	99.9	100	100	99.2	99.9	100
Email Services	100	100	100	100	100	100
Internet Access	99.9	100	100	100	100	100
VOIP/Phone Services	100	100	99.9	99.9	100	100

* There was an increase in the total number of network devices being supported, due to the final commissioning of new Arena equipment, post Arctic Winter Games

INTERNET USAGE (Gb)

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
Internet Usage	455.5	327.9	520.5	380.6	493.3	436.5



COUNCIL MINUTES – July 31st, 2018

COUNCIL POLICY / STRATEGY OR GOAL:

To provide efficient and effective computer services to meet the Town of Hay River needs.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Financial Administration Bylaw No. 2252/FIN/11

FINANCIAL IMPLICATIONS:

Per contractual agreement.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ruth Boden
Director, Finance and Administration
Date: July 10, 2018

Reviewed By:

Judy Goucher
Senior Administrative Officer
Date: July 10, 2018

9. NEW BUSINESS

- a) Application to Purchase Land

RECOMMENDATION:

#18-277

**MOVED BY: DEPUTY MAYOR JUNGKIND
SECONED BY: CLLR JAMESON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to refer the applications to purchase Lot 1960 Plan 4178 to the new Community Plan (General Plan) process for consideration within the overall development plan.

CARRIED

BACKGROUND:

The Town of Hay River has received expressions of interest from two people who are interested in purchasing land by the highway 5 junction legally known as Lot 1960 Plan 4178. The applications were forwarded to our Town Planner consultant to provide advice on proceeding with either of these land purchase applications and to identify any potential issues relative to the draft Community Plan. One identified use is for agriculture and the other is for commercial.

The most salient comment is that the draft Community Plan is in the final stages of preparation before forwarding to Council for review and next steps (e.g. consultation). The consultant recommends that the Town gain a better understanding of the site potential through conceptual



COUNCIL MINUTES – JULY 31ST, 2018

During the O&M and Capital Budget review on June 22th the issue with the compressor was identified and council approved moving this item back to the 2018 Capital Plan.

Administration sent requests for pricing to Aurora Ford, Westech Fire and Rescue and Rocky Mountain Phoenix on June 29th asking for pricing to be back on July 13th, 2018. The only quote received was from Rocky Mountain Phoenix for \$46,996.62. They have also offered a trade in of \$10,000.00 for the old compressor. With the trade in the cost of the new compressor is \$36,996.62. The original budget for this item was \$50,000.00.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574 Property Procedures Bylaw

FINANCIAL IMPLICATIONS:

2018 Capital

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ross A Potter
Director Protective Services/Fire Chief

Reviewed by:
Judy Goucher
Senior Administrative Officer

Date: July 31, 2018

Date: July 31, 2018

c) Lease Office Space

RECOMMENDATION:

#18-279

**MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to undertake a request for quotes process to acquire up to 1500 additional square feet of office space.
CARRIED**



COUNCIL MINUTES – JULY 31ST, 2018

BACKGROUND:

The existing office space at Town Hall is fully occupied. Up to three positions and critical documents have been identified as needing suitable space incremental to the current space at Town Hall.

Since the old Town Hall was deemed inhabitable, the Development Officer position and all of the Town's land maps were relocated to the carpentry building in the industrial area. The carpentry building is old and the cost to operate in the winter months is significant. Fire suppression equipment consists of extinguishers (no sprinkler system) and the file cabinets for the Town maps are not fire proof. These documents were previously stored in a fireproof vault. If the carpentry shop is vacated it would be used as cold storage only thus reducing the operating cost.

The Development Officer works closely with the Civil Infrastructure Manager. Locating these positions in the same building will increase the efficiency of these positions and provide an environment that is more conducive to increasing knowledge and skills.

The Town is in the process of hiring a new Recreation Director. The new recreation centre did not identify office space other than a small room for the Lead Hand position which consists of four concrete walls, a steel door and no windows.

The Director's office is currently occupied by the Recreational Programmer as the Visitor Information Centre space was not suitable given the need for more regular interaction between the Recreation Programmer and her direct reports. The Recreational Programmer could potentially be located in the medical room of the new recreation complex however, again, that space has no windows, concrete walls and a steel door. It is located across from Sub on the Hub and noise may be an issue. Either the Director, or the Recreation Programmer may need alternate office space.

Currently the Director of Public Works is a contractor and the Town does not supply office space for this position. The previous Director of Public Works was an employee and had an office within the Town Hall. Although there are no plans at present to change the arrangement with the current contractor, if the position reverts to an employee office space would be required.

The current rental space is considerably smaller than the space in the vacated Town Hall building. Office space suited to the job is linked to increased productivity. At present there are up to three positions with unsuitable office space.

Additional office space would address both human resource and records management needs. As there are no immediate plans to replace the Town Hall building it is recommended that the Town undertake a RFQ process to see what space is available, at what cost and for a term of up to five years.

When the RFQ's are received the total cost for 2018 will be calculated and a source of funding for the additional lease space will be identified prior to entering into any lease agreement. In future years the cost for the additional leased space will be incorporated into the annual budget process.



COUNCIL MINUTES – JULY 31ST, 2018

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:

ATTACHMENTS:

N/A

Prepared by:

Judy Goucher
Senior Administration Officer
July 27, 2018

Reviewed by:

d) Fire Training Centre

RECOMMENDATION:

#18-280

**MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR MCKAY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to negotiate with the insurance company to get the maximum cash payout value for the Emergency Response Training Centre and allocate those funds to reserves to fund future Emergency Response expenditures.

DEFEATED

BACKGROUND:

History

The Emergency Response Training Center was established in 1996 and the materials were purchased with Federal Funding. All labour other than the driving of piles, support structure and concrete were accomplished with Fire Department Volunteers.

The property itself was zoned institutional as it originally contained a grade school that burned down so there was no need to change the zoning.



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Prior to the establishment of the facility residents in the area were polled to ensure that they were okay with it, if the only materials to be burned were clean Class A materials within the burn tower. There were no objections at that time.

When complete, the original Emergency Response Training Center had a Fire Training Tower, Class Room (with washroom and kitchen area), Smoke House, 40' Container for storage of materials, and a rail car for simulated spill exercises. A vessel was added with the hopes of starting a Marine Training area (this project was never taken to completion).

The Fire Training Tower is the most important item at the ERTC as it is used to train and test a large number of skills, which include but are not restricted to: live fire going up staircases, live fire in basement scenarios, rollover, direct attack, indirect attack, combination attack, smoke training, deploying and climbing ladders, spraying water off ladders, hoisting, technical rescue, advancing hose lines, command training, hazmat, etc.

In May of 2016 parts of the facility were destroyed after a group of kids aged 9 – 13 set fire to it. The loss included the training room, smoke house, deck and damages to the 40' container. A claim was filed with our insurance agency and they agreed that they would either provide a cash settlement for \$79,000.00 or replace the training room or like structure. Quotes were obtained by NWTAC for the replacement of the training room which came in at \$151,505.55 from one supplier and \$250,800.00 from another. The settlement for the loss was going to be the lower of the two and did not include the deck.

Current Status

Part of the skills development of the Members of the Hay River Fire Department includes training and testing in different firefighting and rescue operations by exposing firefighters to live fire events. This gives them a total understanding of heat and fire behavior and they are aware of what to expect when doing an offensive attack on a residence or commercial structure fire.

Most of the testing for NFPA 1001 and NFPA 472 courses is being done in Hay River as we have a facility that allows for live fires. This testing allows the Hay River Fire Department to remain at full strength as our firefighters are being tested at home. This eliminates the travel cost and allows us to maintain a full complement of firefighters during testing. The Town also recognizes some revenues for rental of training space and equipment and brings people into the community which is a benefit to the service industry such as hotels and restaurants.

The loss of the fire training center presents an opportunity to consider options for the future while continuing to meet the training requirements of the Hay River Fire Department. Training normally takes place during the months of May to September, so winter climate is not a consideration in the decision.

Decisions Required

The Training Room, Deck and the Smoke House at the Hay River Emergency Response Training Center were destroyed by Fire on May 22, 2016. The training room itself was used for doing lectures prior to doing practical skills and the smoke house was used for doing search and rescue operations in a smoky atmosphere. As it turns out only the Training Room was insured, and it contained a small



COUNCIL MINUTES – JULY 31ST, 2018

kitchen area, 2 washrooms, mechanical room, tables, chairs and audio video equipment. The training room was insured for replacement value at the time of the fire.

The options, outlined below include, use insurance proceeds to replace the Training Room in the existing location, use insurance proceeds to build a fire training center in a new location (industrial area), take the cash settlement and do not replace the Training Room but utilize the EMR training room and mobile shelter/washrooms to address training facility requirements.

Options

- **Option 1**

Rebuild the training room on present property utilizing the raised foundation already in place for it.

Pros:

- No need to move any of the assets which will reduce costs and possible damages to present infrastructure.
- Sub-division of property can be done for a portion of the property and adjacent properties could be rezoned as residential, commercial or industrial with a buffer zone green space between the developed lots and the fire training center.
- The present location has a relatively low assessed value which lowers the opportunity cost of continuing to operate on Vale Island as compared to an industrial lot in new town.
- Fire Tower is intact and functional at the present location.
- The pilings and support structure are in place for a new building if the training room is replaced and would only need minor repairs.

Cons:

- A new training room at the center duplicates the assets that we have located downtown (e.g. training room).
- Risk of damage from another arson event or vandalism as the space is not secured and fencing would be an added expense.

- **Option 2**

Move the present facility in its entirety from present lot on Vale Island to a property in the industrial area in New Town.

Pros:

- The training area would be near the Emergency Services Building

Cons:

- The disassembly and reassembly of the fire tower would necessitate replacing the burn liners for both the annex and second floor burn room. A material cost of about \$50,000.00 for each burn room without the cost of labor. There could be complications associated with reassembly of the building which could add to the cost of relocating to new town.
- The opportunity cost from lost property tax is higher for new town industrial lots as compared to the Vale Island lots. Lots are valued at \$33,000.00 to \$37,000.00.
- The insurance would cover replacement of the training room but not the foundation as it is still intact at the Vale Island location. This would be an added cost.



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• Option 3

Accept the cash settlement for the loss of the training room and smoke house trailer and utilize the Emergency Services Building for classroom training and the Fire Tower at its current location for practical training. Portable washroom facilities would be rented during training season to accommodate extended training sessions and temporary tent or other portable structure could be used to provide a rest area during training sessions.

Pros:

- The cash settlement could be added to reserves to fund future asset requirements for Emergency Services
- Training Tower is still a functioning asset and can still be used for training.
- No need to move any of the assets which will reduce costs and possible damages to present infrastructure.
- Sub-division of property can be done, and adjacent properties could be rezoned as residential, commercial or industrial with a buffer area in between to make it more appealing to potential buyers.
- Present location does not present a significant opportunity cost from lost property tax revenue as lots approximately \$9,000.00 - \$12,000.00

Cons:

- Travel between Emergency Services Building and training area between theory and practical sessions.
- Washroom facilities and warming area would need to be rented when training and testing sessions are going on.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ross A Potter
Director Protective Services/Fire Chief
Date: July 31, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer
Date: July 31, 2018



COUNCIL MINUTES – JULY 31ST, 2018

e) Old Town Fire Hall

RECOMMENDATION:

#18-281

**MOVED BY: CLLR JAMESON
SECONDED BY: CLLR DOHEY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to sell the Vale Island Firehall if a buyer can be found for appraised value or higher and return to Council with a detailed plan for storage space for Emergency Services assets that cannot be accommodated within the new fire hall.

DEFERED

BACKGROUND:

History

When the Emergency Services Building was designed and built it was identified that the building with only 5 bays wide by 2 deep would leave a deficit in storage and space to park units and ancillary equipment. At that time, it was decided by Council that the Fire Hall on Vale Island would work for storing extra supplies and equipment.

At present the Mass Casualty Trailer, 2 Skidoos with toboggan, cots and blankets for EMO, extra bunker gear, boots, dragging equipment and several other items are stored in the Vale Island fire hall.

Other than storage, the fire hall on Vale Island is surplus to the Town's needs and would normally be identified for disposal.

Decisions Required

Due to a need to store items that are required for the Protective Services Department to be able to function properly, a decision needs to be made as to the best storage solution. As part of the decision, we need to ascertain if heated storage is required or if cold storage will be sufficient to meet the needs of the department.

Current Status

The Protective Services Department presently uses the ex-Fire Hall on Vale Island to house many different items. There are 150 cots and blankets for our Emergency Measures Organization, a Mass Casualty Trailer which houses first aid supplies, backboards, blankets, signage which is required for a response to a mass casualty incident, two snowmobiles, spare personal protective wear, some building supplies that will be used at the burn tower over time and many other odds and ends.

There is no space within the Emergency Services Building to house goods that are presently stored in this facility. Budget constraints when building the ESB did not allow the Town to



COUNCIL MINUTES – JULY 31ST, 2018

build it with the sixth bay as was originally recommended. At the time, the Vale Island firehall was available for storage.

The current storage area is heated which not only provides shelter for the mass casualty trailer and contents but keeps all this equipment warm which is what is required in the event of a large transportation incident in the area particularly during winter months where hypothermia would be a huge consideration.

There are storage lockers that protect goods that are stored in them from sunlight. Bunker Gear should be protected from sunlight when it is being stored, or it can deteriorate over time.

The Doors on the building need painting, other than that the building is in fair condition.

Options

Option 1 - Continue to use the ex-Fire Hall on Vale Island to store equipment belonging to the Town of Hay River.

Pros:

- No need to move any of the items presently being stored in the facility
- The facility is not currently but could be shared between departments to allow for storage of other town assets.
- Relatively inexpensive heated storage (about \$10,000/Year).
- Emergency Measures Assets will be properly protected giving them a longer lifespan.
- Mass Casualty Trailer leaks so it needs to be stored inside (a possible solution to this problem would be to replace the trailer).

Cons:

- Lose the opportunity to sell the building and the resultant revenue and the building will continue to age.
- O&M expense for heat, power, and maintenance.

Option 2 – Sell the Vale Island firehall building and find alternative storage for Protective Service Assets.

Pros:

- Potential revenue of \$210,000 or greater if the fire hall sells for appraised value.
- No ongoing O&M costs for the building.
- Ability to collect property tax once sold privately.

Cons:

- No available space in any town own buildings for items currently stored in the Vale Island fire hall.
- Renting enclosed heated storage space could potentially cost more than the current O&M for the Vale Island fire hall.
- Outside storage of the Mass Casualty Trailer would present problems during winter months as equipment would be cold in the event of a disaster.



COUNCIL MINUTES – JULY 31ST, 2018

Option 3 – Sell the building and build a Storage Garage on Town property in the industrial area of Hay River.

Pros:

- Potential revenue of \$210,000.00 or greater if the fire hall sells for appraised value.
- The Town is not obligated to accept offers to purchase and would only sell the Vale Island fire hall if an acceptable offer was received.
- No ongoing O&M costs for an old building.
- Ability to collect property tax.
- New building could be sized to meet storage needs of multiple town departments.
- Ability to incorporate energy efficiency into the design of a new storage building, lowering O&M costs.

Cons:

- Cost of building a new storage building with proper foundation.
- O&M to support the building.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ross A Potter
Director Protective Services/Fire Chief
Date: July 31, 2018

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: July 31, 2018

10. NOTICES OF MOTIONS

There was no notice of motions at the Regular Meeting of Council on Tuesday, July 31st, 2018



COUNCIL MINUTES – JULY 31ST, 2018

11. IN CAMERA

#18-282

MOVED BY: CLLR JAMESON
SECONDED BY: CLLR MCKAY

That the Council of the Town of Hay River move to In Camera at 7:15pm.

CARRIED

#18-283

MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR JAMESON

That the Council of the Town of Hay River move out of In Camera At 8:00PM.

CARRIED

12. ADJOURNMENT

#18-284

MOVED BY: CLLR ANDERSON

That the Regular Meeting of Council be adjourned at 8:01pm.

CARRIED

Certified Correct as Recorded on the 31ST day of July 2018.

These minutes were accepted by motion #_____.

Mayor

Senior Administrative Officer



SPECIAL MEETING MINUTES AUGUST 7TH, 2018

The Special Meeting of Council was held on Tuesday, August 7th, 2018 at 6:42pm in the Council Chambers.

Present: Mayor Mapes, Deputy Mayor Jungkind, Councilors McKay, Anderson, Dohey

Staff: ASAO Glenn Smith, Director of Public Works – Earle Dumas, Director of Protective Services – Ross Potter & Stacey Barnes – Council Administrator & Recording Secretary

1. CALL TO ORDER:

This Meeting was called to order at 6:42pm with Mayor Mapes presiding.

2. ADOPTION OF AGENDA

#18-285

**MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR ANDERSON**

CARRIED

3. DECLARATION OF INTEREST

Deputy Mayor Jungkind declared an interest in item 4a) as it involves her employer.

4. DELEGATION

- Northwest Territories Metis Nation

5. NEW BUSINESS

a) Procurement Approval #1

RECOMMENDATION:

#18-286

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR ANDERSON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$47,136.60 as outlined in the attached list.

CARRIED

BACKGROUND:

In accordance with Bylaw No. 1574/GEN/2016 sec. 4, and Schedule "A" of the bylaw which states: *Council delegates to the SAO the authority to commit or expend funds from the operations budget of the Town to a limitation of \$25,000.00. the SAO may, in writing, delegating his authority to commit or expand funds to other Town Staff at his discretion, up to \$5,000.00 such delegation will enable staff to initiate expenditures against the budget for which they are accountable.*



SPECIAL MEETING MINUTES AUGUST 7TH, 2018

For expenditures in excess of \$25,000.00 a resolution of Council authorizing the expenditure shall be required.

Administration has compiled a listing of expenditures exceeding the SAO authorization limit and is requesting Council approve the attached listing of expenditures for payment.

All items have been verified for accuracy, validity and budget inclusion by Administration.

COUNCIL POLICY / STRATEGY OR GOAL:

Town of Hay River Purchasing Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures or Procurement Bylaw

FINANCIAL IMPLICATIONS:

2018 O&M Budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Expenditures in Excess of \$25,000 listing

Prepared by:

Ruth Boden
Director of Finance and Administration
August 2nd, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer
August 2nd, 2018

b) Procurement Approval #2

RECOMMENDATION:

#18-287

**MOVED BY: CLLR ANDERSON
SECONDED BY: DEPUTY MAYOR JUNGKIND**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$980,674.73 as outlined in the attached list.

CARRIED



SPECIAL MEETING MINUTES AUGUST 7TH, 2018

BACKGROUND:

In accordance with Bylaw No. 1574/GEN/2016 sec. 4, and Schedule "A" of the bylaw which states:
*Council delegates to the SAO the authority to commit or expend funds from the operations budget of the Town to a limitation of \$25,000.00. the SAO may, in writing, delegating his authority to commit or expand funds to other Town Staff at his discretion, up to \$5,000.00 such delegation will enable staff to initiate expenditures against the budget for which they are accountable.
For expenditures in excess of \$25,000.00 a resolution of Council authorizing the expenditure shall be required.*

Administration has compiled a listing of expenditures exceeding the SAO authorization limit and is requesting Council approve the attached listing of expenditures for payment.

All items have been verified for accuracy, validity and budget inclusion by Administration.

COUNCIL POLICY / STRATEGY OR GOAL:

Town of Hay River Purchasing Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures or Procurement Bylaw

FINANCIAL IMPLICATIONS:

2018 O&M Budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Expenditures in Excess of \$25,000 listing

Prepared by:
Ruth Boden
Director of Finance and Administration
August 2nd, 2018

Reviewed by:
Judy Goucher
Senior Administrative Officer
August 2nd, 2018

6. ADJOURNMENT

#18-288

MOVED BY: CLLR ANDERSON

CARRIED



SPECIAL MEETING MINUTES AUGUST 7TH, 2018

That the Special meeting of Council be adjourned at 6:50pm.

Certified Correct as Recorded on the 7TH Day of August 2018

These minutes were accepted by motion #_____.

Mayor

Senior Administrative Officer



SPECIAL MEETING MINUTES AUGUST 14th, 2018

The Special Meeting of Council was held on Tuesday, August 14th, 2018 at 6:52pm in the Council Chambers.

Present: Mayor Mapes, Deputy Mayor Jungkind, Councilors McKay, Anderson, Dohey & Jameson

Staff: SAO - Judy Goucher, Director of Public Works – Earle Dumas, Director of Finance and Administration – Ruth Boden, Council Administrator – Stacey Barnes

This Meeting was called to order at 6:52pm with Mayor Mapes presiding.

2. ADOPTION OF AGENDA

#18-289

MOVED BY: DEPUTY MAYOR JUNGKIND

SECONDED BY: CLLR ANDERSON

CARRIED

3. DECLARATION OF INTEREST

There were no declarations of Interest for the Special Meeting of Council, Tuesday, August 14th, 2018.

4. NEW BUSINESS

a) Support for NWT Metis Sign

RECOMMENDATION:

#18-290

MOVED BY: DEPUTY MAYOR JUNGKIND

SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER support the NWT Metis Nation for their application to the GNWT for the installation of signage at the junction of highways #2 and #5.

CARRIED

BACKGROUND:

On Tuesday, August 7th, Michael Holmberg and Jason Lepine of the NWT Metis Nation presented Council with a design and plan for installation of highway signage. The signage is planned to be installed on the right-of-way of the eastbound lane of highway #5 at the junction of highways #2 and #5. The NWT Metis Nation is asking for the Town of Hay River's support of the placement of the signage.



SPECIAL MEETING MINUTES AUGUST 14th, 2018

During the presentation to Council, Michael had indicated the NWT Metis Nation will be issuing a RFP for the printing of the sign and will be sending it to Poison Painting. They plan to use, Hay River companies for the installation of the sign.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

NWT Metis Nation Highway Sign Proposal Presentation

Prepared by:

Stacey Barnes

Council Administrator

Officer Date: August 10th, 2018

Reviewed by:

Glenn Smith

Assistant Senior Administrative

Date: August 10th, 2018

b) Development Permit Application D18-056

RECOMMENDATION:

#18-291

MOVED BY: DEPUTY MAYOR JUNGKIND

SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER Review and Approve at their discretion the Re-establish of the Hay River Playschool into a Daycare Center.

CARRIED

BACKGROUND:

The Town has received an application from Hay River Metis Gov't Council to utilize the Hay River Playschool Building at #10 Caribou Crescent for a Daycare Center.



SPECIAL MEETING MINUTES AUGUST 14th, 2018

Daycares are directly listed under Discretionary Uses in the R1B Zone. The previous use was not directly listed however it was allowed by decision of Council on July 8, 2002. The two uses are very similar in use.

The development covers 2 lots. The building and set up of the property is well planned with all parking off street, and a large fenced play area making it very suitable for this use.

The Playschool operation has been in use even before the new building and I am not aware of any complaints about the operation.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

GNWT Child Day Care Act
Planning Act R.S.N.W.T. 1988, c.P-7
Zoning & Building Bylaw No. 1812

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Application for Development #D18-056
Previous report to Council from 2002 for playschool approval
Bylaw 1812 5.2 - Daycares

Prepared by:

Randy Froese
Development Officer

Reviewed by:

Glenn Smith
Assistant Senior Administrative Officer

Date: August 1, 2018

6. ADJOURNMENT

#18-292

MOVED BY: CLLR ANDERSON

CARRIED



SPECIAL MEETING MINUTES AUGUST 14th, 2018

That the Special meeting of Council be adjourned at 6:55pm.

Certified Correct as Recorded on the 14th Day of August 2018

These minutes were accepted by motion #_____.

Mayor

Senior Administrative Officer



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** August 7th, 2018
DEPARTMENT: PUBLIC WORKS
SUBJECT: PUBLIC WORKS MONTHLY REPORT

RECOMMENDATION:

MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDE BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the monthly report from Public Works for the month of July 2018.

BACKGROUND:

- Water Treatment Plant, Water Reservoir, Lagoon and Lift Stations operations and inspections.
- Sewer Main Flushing of troubled areas
- Vehicle and Equipment maintenance servicing
- Street sweeping on-going
- Cold mix pot hole filling
- Repair and replacement of miscellaneous road signs
- Soil mixing at Bio Treatment Pad
- Lay out gravel and dust suppressant through out Old Town, New Town and Corridor Roads
- Start on manhole adjustments due to frost heaving
- Weekly project meetings have commenced.
- Preparation and paving of Wright Cres on-going
- Paving of Mansell Place
- Courtoreille Street. construction, Watermain tested and flushed, road subgrade on going.
- Comments for Annual Report submitted to Mackenzie Valley Land Water Board
- Comments due August 16 for Porritt Landing Water License.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- **Mackenzie Valley Land and Water Board (MV2009L3-0005)**
- **Environment and Natural Resources Waste Management Guidelines**
- **Bylaw 1574/GEN/16 Town of Hay River Purchasing Policy**



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** August 7th, 2018
DEPARTMENT: PUBLIC WORKS
SUBJECT: PUBLIC WORKS MONTHLY REPORT

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by: Earle Dumas
Director of Projects and Planning

Reviewed by:
Glenn Smith
ASAO



REPORT TO COMMITTEE

COMMITTEE: PUBLIC WORKS COMMITTEE **DATE:** August 7, 2018
DEPARTMENT: PUBLIC WORKS
SUBJECT: DEVELOPMENT AND BUILDING PERMIT REPORT

RECOMMENDATION:

MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of July 2018.

BACKGROUND:

SUMMARY

- 12 Development Permits and 4 Building Permit have been approved for the month of July 2018. In the month of July 2017, we had 11 Development Permits and 5 Building Permits signed out.

Background

- The July 2018 Development and Building Permit Report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
June 20/18	DH18-045	13 McRorie Road	Home Occupation Collaborative Innovations (Consulting)
July 3/18	D18-048	47086 Mackenzie Highway	New Rear 6 foot Fence
July 5/18	D18-049	3-61 Miron drive	New Rear Privacy Fence
July 4/18	DH18-050	101-46 Woodland Drive	Home Occupation Caretaker Contracting
July 6/18	D18-058, B18-011	132 Miron Drive	Freestanding Mounted Solar System
July 6/18	D18-051, B18-012	1-47031 Mackenzie Highway	West Point First Nation New Boat Storage Garage
July 9/18	DH18-052	6 Menzie Place	Home Occupation Carroll Consulting
July 11/18	D18-053	39143 Mackenzie Highway	New Storage Shed
July 18/18	D18-054, B18-014	23 Rose Hill,	New Master Bedroom Ensuite Addition
July 20/18	D18-055	29 Riverview Drive	New 26'X36' Garage



REPORT TO COMMITTEE

COMMITTEE: PUBLIC WORKS COMMITTEE **DATE:** August 7, 2018

DEPARTMENT: PUBLIC WORKS

SUBJECT: DEVELOPMENT AND BUILDING PERMIT REPORT

July 20/18	DH18-057	103-3 Mackenzie Place	Home Occupation, Janitorial Services
July 27/18	D18-059, B18-015	21 Garden Road	New 30'X60 Barn/Shop

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

CONSIDERATIONS OR FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Randy Froese
DO

Reviewed by:
Glenn Smith
ASAO

Date: August 2, 2018

Date: August 2, 2018



REPORT TO COMMITTEE

COMMITTEE: PUBLIC WORKS COMMITTEE **DATE:** August 7th, 2018
DEPARTMENT: ADMINISTRATION
SUBJECT: MAYORS MONTHLY REPORT

RECOMMENDATION:

**MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR ANDERSON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the “Mayors Report” for July 2018 as presented.

BACKGROUND:

Mayor's July 2018 Meetings

Date	Meeting With	Location
July 10/2018	Tom Colloismo Update ITI programs	Mayor office
July 23/2018	Slim Courtorielle Update Harbour	Mayor office

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A



REPORT TO COMMITTEE

COMMITTEE: PUBLIC WORKS COMMITTEE **DATE:** August 7th, 2018

DEPARTMENT: ADMINISTRATION

SUBJECT: MAYORS MONTHLY REPORT

Prepared by:
Brad Mapes
Mayor
Date: August 2nd, 2018



REPORT TO COMMITTEE

COMMITTEE: PUBLIC WORKS COMMITTEE **DATE:** August 7th, 2018
DEPARTMENT: ADMINISTRATION
SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Jameson from the Public Works Committee Meeting on Tuesday, August 7th, 2018

BACKGROUND:

Councillor Jameson has asked to be excused from the Public Works Committee Meeting on Tuesday, August 7th, 2018

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Stacey Barnes
Executive Assistant
Date: August 7th, 2018

Prepared by:
Glenn Smith
ASAO
Date: August 7th, 2018



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES

DATE: AUGUST 14, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

RECOMMENDATION:

**MOVED BY: CLLR DOHEY
SEONDED BY: DEPUTY MAYOR JUNGKIND**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Protective Services Activity Report for July 2018 as presented.

BACKGROUND:

Summary:

Training this month included two streams of facilitation; one for experienced firefighters and one for the rookies. We will be taking this tact until F/F Safety, PPE, SCBA and basic training has been completed with new members. The NFPA 1001 program has been shut down this year due to timing issues. Our new members will receive Community Based training until the 1001 program opens back up in January. Topics of interest this month were: SCBA, Advanced Hose Training, Communications and Air Brake training. We had three members challenge and pass their Air Brake Certification.

Pump testing was completed this month, and all our pumps passed the test as they all pumped above capacity. Only minor repairs were required on valves and cabling.

Rescue 5 was taken in to be looked at for engine problems (poor starting, running rough) and diagnoses was performed on the unit including changing some sensors and many hours on diagnosis. The work completed so far has not revealed what the problem is, and the truck has been removed from service until further notice.

We held two Fire Extinguisher courses, a Home Alone Course with 13 students and a babysitter's course for 12 students. Due to the public interest on these programs, we will be doing more in August.

We attended a confined space course/demonstration at Aurora Manufacturing so that we are prepared to help them if something should go wrong. It looks like they have put together an excellent program for their staff and have invested in the proper equipment to take care of their employees.



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES

DATE: AUGUST 14, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

Meetings:

PWS Committee Meeting
 Municipal Services Meeting
 Council Meeting
 Fire Meetings
 Management Meetings
 JOH&S Meeting
 Office of the Fire Marshal Meeting – High Rise
 NFPA 1001 Meeting
 Climate Change Meeting
 SAO Meeting

During the month of July 400 Volunteer hours were served by the members of the HRFD for a year to date total of 3,014 hours.

STATISTICS

	July 2016	July 2017	July 2018	2018 YTD
Patient Transfers	13	15	8	90
Medical Emergency Local	11	20	21	101
Medical Emergency Reserve	3	2	0	11
Medical Emergency Highway	0	0	0	6
Medical Emergency Out of Town Patients	2	3	0	11
Body Transfer	2	0	0	5
Fires & Rescues	8	3	1	15
False Alarms	1	0	5	18
Training	4	4	4	27
Special Training	0	0	0	16
Cleanup & Maintenance	4	2	5	26
Fire Permits	1	0	1	16



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES

DATE: AUGUST 14, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

Fireworks Permits	1	1	0	3
Public Safety	1	4	7	20
Inspections	16	7	8	47

MAINTENANCE

Ambulance 1	Weekly Checks
Medic 1	Weekly Checks
Pump 1	Weekly Checks, Pump Test
Pump 2	Weekly Checks, Pump Test
Pump 3	Weekly Checks, Pump Test
Tanker 1	Weekly Checks, Pump Test
Rescue 1	Weekly Checks
Rescue 2	Weekly Checks
Rescue 5	Weekly Checks, Fuel System Problems, Truck is down

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES

DATE: AUGUST 14, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

Prepared by:

Ross Potter
Director Protective Services/Fire Chief

Date: August 14, 2018

Reviewed By:

Glenn Smith
Assistant Senior Administrative Officer

Date: August 14, 2018



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** August 14, 2018
DEPARTMENT: PROTECTIVE SERVICES
SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

MOVED BY: CLLR JAMESON
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report July 2018 as presented.

BACKGROUND:

NWT Offences	Complaints Received	Warnings Issued	Tickets Issued
Motor Vehicle Act	0	0	0
“ATV” Act	N/A	N/A	N/A

02/07/2018		Abandoned Vehicle on Taylor Place	Working with RCMP to figure out ownership as Bylaw doesn't have access on Drives
05/07/2018	15:00	Dog bit another dog	Xxxx called to let me know his dog attacked xxxx dog when she was providing care for it. Went looking for both xxxx dog and xxxx dog and was unable to find either one.
05/07/2018	18:18	Dog captured	Contacted xxxx to pick up dog. Warning that dog is to be quarantined for minimum 10 days no contact with other animals. Report to me July 16 or before if any ill signs. xxxx injured dog still not found.
10/07/2018	9:30	Barking Dog complaint	Called owner of house and he is going to ensure the dog is kept quiet



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** August 14, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

11/07/2018	19:30	Mean loose dog running loose	Found dog tied up at 1A Park Place. The dog once belonged to a neighbor but had been given to the people at 1A. Dog very nice natured not an issue did ask that they pick up a dog licence as soon as possible.
12/07/2018	10:00	Abandoned Vehicle on Taylor Place	Called Carters to remove and store vehicle. Letter being sent to owner (address on registration likely no good)
16/07/2018	10:40	Barking Dog complaint	Emailed to find out address of offending dog
16/07/2018	15:00	Abandoned Vehicle on Taylor Place	Letter sent to vehicle owner
17/07/2018	11:44	Noise Complaint	Warning Letter
17/07/2018	13:20	Barking Dog complaint	Warning Letter
17/07/2018	13:20	Barking Dog complaint	Warning Letter
18/07/2018	20:00	Loose Dog Attack 10 YO	Verbal Warning and owner told to keep dog quarantined for 10 days
22/07/2018		Barking Dog complaint	Written warning
23/07/2018	17:00	Possible Loose Dog	Dog was tied up
24/07/2018	11:30	Dogs barking and person afraid of dog	Talked to owner of dog and the dogs were in their own yard and on a lead when complainant walked through the property.

Dog Attack Complaints Received	1
Cat Attack Complaints Received	0

Number of Dogs Caught	0
Number of Cats Caught	0



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** August 14, 2018
DEPARTMENT: PROTECTIVE SERVICES
SUBJECT: MUNICIPAL ENFORCEMENT REPORT

Unsightly Properties: 1

When time permits patrols were implemented in areas where there have been complaints of barking and loose dogs. The timing of these patrols varies from day to day to keep from setting a pattern which enables us to provide better service to the affected areas.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaws as applicable

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ross Potter
Director of Protective Services

Reviewed By:
Glenn Smith
Assistant Senior Administrative Officer

Date: August 14, 2018

Date: August 14, 2018



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** August 14th, 2018

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

RECOMMENDATION:

MOVED BY: CLLR DOHEY
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for July 2018 as presented

BACKGROUND:

The month of July was a busy and productive month for Recreation and Community Services. Summer Students have become much more comfortable with their roles and are working more independently. In addition, we successfully recruited the Lead Hand - Facility Maintenance position who will provide strong leadership and team support. Parks and greenspaces saw improvements in maintenance quality throughout the month. The popular Summer Heat program kicked off with youth attendance around 35 per day and will run through August. An ice user group meeting was held as well as a planning meeting for ice making in August. The Visitor Information Centre has reached peak visitor numbers for the summer which have been higher than recent years.

The Porritt Landing improvement project continued through June. A bylaw to support day use and seasonal slip rentals was put into place and 14 of the available 15 slips have been purchased – major milestones for the development of Hay River's marina.

Recreational Programming

Recreation programming included outdoor events such as social paddle (each week has been full), Table Tennis, Rotating Parks program, Summer Heat, special events such as Canada Day Celebrations and Family Beach Day. As well as a successful Archery Clinic was held.

Canada Day Celebrations were very successful with over 800 participants attending despite a quick change in location from the Chamber Park to the Curling Rink Ice Surface.

Summer Heat is now in full swing. We had a successful first month of programming sitting at approximately 35 campers daily out of 45 registered.

Daily bookings of the Recreation Centre facilities are in effect with usage from various user groups for meetings and programming. Discussions and planning are under way toward an early ice season in August.



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** August 14th, 2018
DEPARTMENT: RECREATION & COMMUNITY SERVICES
SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Recreation Programming Statistics

Regular Programs:

- Walking Track: 163 uses
- Table Tennis Drop-in: 3 participants / day

Special Programming and Events:

- Table Tennis Drop-in: 3 participants / day
- Rotating Parks Program: 12-20 participants / day
- Social Paddle: 10 participants / day
- Summer Heat: 30-35 / day
- Canada Day: 800 participants
- Family Beach Day: 25 participants
- Archery Clinic (2 dates): 14 participants; 20 participants

Visitors Information Centre (VIC)

July was a strong month for both visitors and gift shop sales at the VIC. Visitors and sales numbers were double the recorded values from the previous July (2017). An article appeared in the Hub on July 25th discussing the increase in numbers. It was reprinted in the News North issue the following week. The articles provided good exposure for the VIC, Hay River and our tourism industry.

Work continued throughout the month on preparation for installation of the 8-sided information sign to be erected outside the VIC. West End Enterprises was awarded the installation contract and the removal of the old signage that will be donated to the Museum. Content for the new signage was drafted and will be approved in early August. Other site improvement work at the VIC is being completed alongside the 8-sided sign.

Peter attended a China Tourist seminar and workshop presented by Spectacular NWT and ITI. A wealth of knowledge was presented about Chinese tourists and how to prepare for their arrival and make their stay memorable. Spectacular NWT did a presentation about market ready, business ready and trade ready businesses and how



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** August 14th, 2018

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

to get there as a business. There was much discussion about the lack of tourists and lack of outfitters and how to untangle the 'catch 22' that surrounds these problems.

VIC Statistics

VIC Visitors:

1040 approximately (86% - Canada; 4% - US; 8% - Europe; 2% - Other)

Previous Month: 690 approximately

Gift Shop Sales:

Total Sales: \$4120

Previous Month: \$3250

Total Artists/Retailers: 24

Previous Month: 24

Aquatic Centre

July was a busy month for the Aquatic Centre with the start of various summer camps. National Drowning Prevention Week was recognized through free information programming to help inform swimmers of safe practices when playing, working and living in and around water. Approximately 50 people participated in the events. An article on the event was featured in The Hub.

Staffing reductions are anticipated in August with the departure of four regular staff including one senior lifeguard. It is anticipated that this will have an impact on operating hours for the Aquatic Centre in August. A Lifeguard Training program was offered at the end of the month and into early August in part to help with identifying prospective employees. Other recruitment activities are planned for August.

Department Statistics

** Statistics not available for July by report deadline **

Facilities and Parks

Many gains were made with respect to the quality of maintenance within Town parks and greenspaces in July. We have been able to increase the number of sites and type



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** August 14th, 2018

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

of maintenance work completed throughout the month. Our workforce was strengthened as summer students increased their comfort and understanding of responsibilities, and through the successful recruitment of the Lead Hand – Facility Maintainer.

The Porritt Landing project made great strides through the introduction of a bylaw that supports day use, season slip rentals and penalties assigned to site infractions. A lottery was ran in July to allocate the 15 seasonal pass slips. 14 of the 15 slips have been purchased. Improvements to site including installation of playground equipment is planned through August.

Parks and Maintenance staff supported several large recreational events through July that included Canada Day activities, Hay Days, and two softball tournaments.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Glenn Smith
Acting Director Recreation and Community
Services
Date: 9 August 2018

Reviewed by:



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** August 14th, 2018

DEPARTMENT: ADMINISTRATION

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

MOVED BY: CLLR JAMESON
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Deputy Mayor Jungkind from the Regular Meeting of Council on Tuesday, August 28th.

BACKGROUND:

Deputy Mayor Jungkind has asked to be excused from the Regular Meeting of Council on Tuesday, August 28th, 2018.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Stacey Barnes
Executive Assistant
Date: August 10th, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION **DATE:** August 28, 2018

SUBJECT: APPOINTMENT OF RETURNING OFFICER

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints Heather Coakwell as the Returning Officer for the 2018 Municipal Election for the Town of Hay River.

BACKGROUND:

In order to conduct the Municipal Election for the Town of Hay River being held on October 15th, 2018, it is necessary to appoint a Returning Officer.

According to the Local Authorities Elections Act R.S.N.W.T. 1988, c.L-10, Section 27 (1) *A local authority shall appoint a person as returning officer.*

The Town advertised for expressions of interest and received one respondent. Heather Coakwell has significant experience as a returning officer for both municipal and territorial elections. The Returning Officer will be supported by a Deputy Returning Officer and several election clerks.

The Town did not budget for an election however due to several Councilor vacancies there are sufficient funds within the Governance department to fund the anticipated cost of the election which is projected to cost between \$18,000 and \$20,000.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Local Authorities Election Act

FINANCIAL IMPLICATIONS:

\$18,000 to \$20,000 to be funded from the Councillor Indemnities due to vacancies. With comparisons from the last 3 elections taken into consideration.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION **DATE:** August 28, 2018

SUBJECT: APPOINTMENT OF RETURNING OFFICER

N/A

Prepared by:
Stacey Barnes
Council Administrator
Date: August 24th, 2018

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: August 24th, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: August 28, 2018

SUBJECT: MACA ACCOUNTABILITY FRAMEWORK 2017 - 18

RECOMMENDATION:

THE COUNCIL OF THE TOWN OF HAY RIVER approves the Accountability Framework report for 2017 - 18 for submission to the Government of the Northwest Territories, Department of Municipal and Community Affairs.

BACKGROUND:

The NWT Community Government Accountability Framework defines a way to document and report on the provision of municipal governance, programs and services. As well, the Accountability Framework provides all community governments with an important tool to use to monitor the performance of their organizations. Finally, the Accountability Framework provides MACA with a mechanism to monitor the performance of individual communities and to report on the overall performance of community governments in the delivery of municipal programs and services across the NWT.

The Accountability Framework has been designed to reflect the core areas of municipal responsibility that are described in legislation and through agreements. These core responsibilities are:

- Good governance;
- Comprehensive planning;
- Sound financial management and administration; and
- Safe, healthy and vibrant communities.

For each of the core areas of responsibility, The Accountability Framework lists several key indicators which will be used to assess the community government and designated authority performance.

The Accountability Framework requires acceptance of community government through a motion of Council.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: August 28, 2018

SUBJECT: MACA ACCOUNTABILITY FRAMEWORK 2017 - 18

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

NWT Community Accountability Framework 2017 – 2018 Reporting Cycle

Prepared by:

Judy Goucher

SAO

Date: August 24, 2018



REPORT TO COUNCIL

DEPARTMENT: RECREATION

DATE: AUGUST 28, 2018

SUBJECT: HAY RIVER ARENA ICE RAKES CAPITAL PROJECT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves a sole source contract in the amount of \$62,584 for Clark Builders to undertake the installation of ice rakes on the Hay River arena roof.

BACKGROUND:

The need for ice rakes on the new arena roof was identified during the 2018 Capital Budget process and a budget in the amount of \$60,000 was approved by Council. The scope of work to complete installation of ice rakes on the arena roof was not included in the arena project. The additional \$2,584 will be funded from the general reserve.

The Town has a 5-year warranty with Behlen and Clark Metals for the new arena building envelop. Contracting with a third party to complete the ice rake installation could negatively impact the warranty.

The following provisions of the Bylaw 1574-GEN-16 Property Procedures allow for a sole source

3. When it is decided to approach only one supplier this decision should be duly recorded with the justification for selection of the sole source supplier and shall be done with the approval of the appropriate committee of Council prior to awarding the contract. Justifying circumstances per the contract regulations are limited to the following:
 - a) The requirements of a very small order that does not warrant the expense of a tender call;
 - b) There is clearly only one qualified firm/contractor available when all factors and pertinent policies are taken in account;
 - c) The work is one of pressing emergency in which delay would be injurious to the public interest.

Given the warranty implications, a sole source contract for the ice rake installation would meet the test of 3b).

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



REPORT TO COUNCIL

DEPARTMENT: RECREATION

DATE: AUGUST 28, 2018

SUBJECT: HAY RIVER ARENA ICE RAKES CAPITAL PROJECT

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:

1. Tender for the ice rake project with the understanding that the new work may void warranty of other metal work on the new arena roof.

ATTACHMENTS:

Prepared by:

Judy Goucher
Senior Administrative Officer
Date: August 23, 2018

Reviewed By:



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: AUGUST 28, 2018

SUBJECT: REPLACEMENT PICKUP FOR HAY RIVER FIRE DEPARTMENT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves a capital project in the amount of \$60,000 for the purchase of a replacement pickup for the Hay River Fire Department, to be purchased in accordance with Bylaw 1574-GEN-16 Property Procedures and Procurement Bylaw and funded from Equipment Reserves.

BACKGROUND:

The Protective Services Department presently has a 2003 F350 Ford Crew Cab Super Duty diesel pickup truck which has 65,000 km. The truck is used for inspections, hauling hose and equipment to and from fires, breakup patrols, crewing at responses, pulling the MCU trailer, and other assorted duties.

From December of 2016 to date, we spent \$11,148.41 on repairs and services. The unit is operable but extremely unreliable. The dealership has informed us that if we plan on continued use of the truck the oil cooler will need replacing and they suspect that we are going to see more and more repairs required on the fuel system and engine.

The typical value of a 2003 F350 Pickup is around \$8,000.00 to \$12,000.00 which indicates that any further repairs would not be advisable.

In consideration of the use of the pickup, the Fire Department has determined that a gas vehicle is better suited for the intended use of the vehicle and F250 or equivalent is sufficient (as opposed to the current diesel F350).

The intent is to reuse all emergency equipment that is on the present unit and move it to the new vehicle. This will include: emergency lights, siren, control panel, radio, driving lights and winch as this equipment is still functioning correctly and meets the Fire Department's needs.

The funds for this purchase would come from the Equipment Reserves which presently has a balance of \$1,012,765.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: AUGUST 28, 2018

SUBJECT: REPLACEMENT PICKUP FOR HAY RIVER FIRE DEPARTMENT

FINANCIAL IMPLICATIONS:

This is an unplanned capital expense that can be accommodated from the equipment reserve.

ALTERNATIVES TO RECOMMENDATIONS:

1. Continue with the diagnostics/repairs as required on the truck and hope for the best case scenario.
2. Purchase a new truck, trading in the old one.
3. Purchase a used truck, trading in the old one.

ATTACHMENTS:

N/A

Prepared by:

Ross Potter
Director Protective Services/Fire Chief
Date: August 23, 2018

Reviewed By:

Judy Goucher
Senior Administrative Officer
Date: August 23, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION DATE: August 27, 2018

SUBJECT: LIFT STATION SYSTEM REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report on the Town of Hay River lift station assessment as presented.

BACKGROUND:

The Town of Hay River was approached by the Department of Industry, Tourism and Investment (ITI) as they are proposing to construct a fish plant in the community. The location of the plant is in the industrial area on Commissioner's land by the water fill station.

As part of the due diligence for this project, the Town commissioned a review of the lift station system to confirm that the fish plant could be accommodated at the proposed location. ITI provided contribution funding for the study and the Town contracted Stantec to complete the assessment. The closest lift station to the proposed fish plant location is Lift Station #3.

The lift stations work as a system and as a result, the assessment considered the entire system and the following conclusions and recommendations were made:

- The capacity of the existing Lift Station #3 is not sufficient to accommodate the flow requirements for the proposed fish plant or for future residential and industrial development.
- The configuration of the existing lift station, which includes submersible pumps, will create issues for operation and maintenance.
- A dry well / wet well configuration similar to Lift Station #1 is recommended.
- To improve hydraulic and overall performance of the wastewater collection and transmission system, it is recommended to construct a main lift station to collect sewage from Lift Stations #1, #2, #5 and in a new Lift Station #3 and then pump to the lagoon.
- Site survey and detailed hydraulic modeling shall be completed to confirm the hydraulic requirement for new Lift Station #3.

Four options were presented in the report and in terms of hydraulic and overall improvement of the sewage collection system of the Town of Hay River Stantec recommended Option #4.

Option #4 (estimated cost of approximately \$4.5 M excluding contingency and engineering services) - to construct a new lift station to pump all the sewage collected from the three lift stations and the future development area.



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION **DATE:** August 27, 2018
SUBJECT: LIFT STATION SYSTEM REPORT

Pros

- It will increase the hydraulic capacity of Lift Stations #1, #2 and #5;
- It will not have lower capacity issues for each lift station when any or all the lift stations are in service;
- The gravity line can be used to collect the sewage from the north end of the industrial area and will reduce the construction cost of future development (e.g. Aspen Heights).
- This option will eliminate the need to upgrade the capacity of Lift Station #5, resulting in a cost saving

Cons

- It is the most expensive option in terms of capital cost;

Administration is working with ITI to identify possible sources of funding for the lift station project. A separate paper will be presented to Council addressing the financing options for this project.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

To be presented under separate paper at a later date.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Stantec report on Town of Hay River lift station system



REPORT TO COUNCIL

DEPARTMENT:

ADMINISTRATION

DATE: August 27, 2018

SUBJECT:

LIFT STATION SYSTEM REPORT

Prepared by:

Earle Dumas

Public Works

Date: August 24th, 2018

Reviewed by:

Judy Goucher

Senior Administrative Officer

Date: August 24th, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: August 28TH, 2018

SUBJECT: PROCUREMENT APPROVAL

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$43,762.85 as outlined in the attached list.

BACKGROUND:

In accordance with Bylaw No. 1574/GEN/2016 sec. 4, and Schedule "A" of the bylaw which states:

Council delegates to the SAO the authority to commit or expend funds from the operations budget of the Town to a limitation of \$25,000.00. the SAO may, in writing, delegating his authority to commit or expand funds to other Town Staff at his discretion, up to \$5,000.00 such delegation will enable staff to initiate expenditures against the budget for which they are accountable.

For expenditures in excess of \$25,000.00 a resolution of Council authorizing the expenditure shall be required.

Administration has compiled a listing of expenditures exceeding the SAO authorization limit and is requesting Council approve the attached listing of expenditures for payment.

All items have been verified for accuracy, validity and budget inclusion by Administration.

COUNCIL POLICY / STRATEGY OR GOAL:

Town of Hay River Purchasing Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures or Procurement Bylaw

FINANCIAL IMPLICATIONS:

2018 O&M Budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Expenditures in Excess of \$25,000 listing



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: August 28TH, 2018

SUBJECT: PROCUREMENT APPROVAL

Prepared by:
Ruth Boden
Director of Finance and Administration
August 24th, 2018

Reviewed by:
Judy Goucher
Senior Administrative Officer
August 24th, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION DATE: August 28, 2018

SUBJECT: COMMISSIONER'S LAND INSPECTION REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Commissioner's Land Report as presented

BACKGROUND:

The GNWT completed an inspection on July 25th, 2018 on Commissioner's land in the Municipal Boundaries of Hay River. A report was given to the Town as a courtesy and to encourage cooperation in monitoring compliance with land use regulations.

Materials, debris and stock pile of old vehicles has been placed on the land with no authorization from the Commissioner. The occupant does not have land tenure and has been advised on more than one occasion to remove the materials.

There is a two-storey cabin that is 4.35mX4.35m is being constructed. Along with a smoker made out of wood that is 1.3mX1m. The construction of these improvements were unauthorized and are asked to be removed. The GNWT posted three Notice of Trespassing around the site.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Commissioners Land Inspection Report

Prepared by:
Stacey Barnes
Council Administrator
Date: August 24th, 2018

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: August 24th, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION **DATE:** August 27, 2018

SUBJECT: FISHERMAN'S WHARF PAVILION

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves a two-year capital project in the amount of \$440,000 to construct a permanent pavilion on Town property adjacent to the Fisherman's Wharf that would host events in support of local economic, recreation, and arts programs. This approval is conditional of the Town securing a minimum of 75% of the project cost through contribution funding.

BACKGROUND:

The Town has been approached by the Polar Pond Hockey Association seeking support for a location and partnership for a permanent structure that would be used to host the annual Polar Pond Hockey tournament and for other local activities and events including the Fisherman's Wharf market.

The capital project would see the construction of a large open concept pavilion and market vendor booths with the capacity to accommodate 300 - 400 people. The pavilion will be fully accessible with open air features during summer months to accommodate vendors and visitors to the weekly Fisherman's Wharf Market. Other events such as outdoor concerts will be accommodated by the pavilion as there will be access to power and water.

The Fisherman's Wharf Market is one of Hay River's biggest summer tourist draws. Situated along the commercial fishing docks, it averages 150-200 visitors per operating day. Currently the Fisherman's Wharf Market is at maximum capacity with a waiting list for booth rentals and requests for booth rentals now coming from out of town vendors. The Market currently has 14 booths with estimated combined weekly sales revenues of \$9,000 to \$12,000. Expanding the capacity of the facility as well as the length of the operating system through the project is expected to increase yearly revenues for the Market by \$45,000 to \$55,000.

In the winter months, the pavilion will be enclosed through fire rated walls. The heated pavilion will extend the market season when it is enclosed and will be used to host, amongst other tourism events, the annual Polar Pond hockey tournament. The Polar Pond Hockey tournament attracts teams from across the NWT and Alberta, and participants from throughout Canada. It typically sees registration from 30-40 teams using 8-10 rinks prepared on the Hay River. The event includes musical performers and food vendors throughout the weekend. The event has outgrown their tented infrastructure and now requires a more permanent facility to meet participant demand and National Building Code and requirements of the NWT Fire Marshal Office. The new infrastructure will allow for increased participants and revenue generation.

The pavilion can also be used by locals and tourists to have access to local fisherman's products, support jet boat racing and other boating activities, tours up the river and out onto



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Great Slave Lake, aurora viewing, and other options. The pavilion would create a main area where a wide variety of products, services and activities could be staged and facilitated.

The Town, working with the well-established Polar Pond Hockey Association as a construction partner, will prepare and develop the site which has been identified as a town-owned lot adjacent to the current Fisherman's Wharf location. The current contracted operator of the Wharf, The West Channel Heritage Society, and the Harbour Association which manages the adjacent area for commercial fishing, will provide valuable insight into design and functionality of the facility. Both organizations have indicated their support of the initiative. The project will consist of:

- Site preparation which is primarily clearing and leveling;
- Civil geotechnical work to prepare the footings for the building;
- Construction of the building using local carpenters and volunteers from the Pond Hockey Association;
- Electrical and mechanical work to provide lighting, a source of heat and electricity for wharf vendors. Alternative energy such as pellet heat is being considered as well as radiant heaters.

The Town will take responsibility for the operations and maintenance of the asset post construction. The facility will be included in the Town's asset management program and operating and maintenance budgets will accommodate annual expenses. These expenses are not thought to bring material impacts to the Town budgets in consideration of revenues recovered through rental of the facility. Conditions for use of the facility will be developed with consideration of capital investments in the facility by partners such as Polar Pond Hockey.





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COUNCIL POLICY / STRATEGY OR GOAL:

n/a

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- 2018 Capital Budget and 2018 – 2027 Ten Year Capital Plan
- Hay River Agriculture Plan – A Comprehensive Strategy for Sustainable Agricultural Development
- Hay River Tourism Development Plan - 2012

FINANCIAL IMPLICATIONS:

Capital: Up to \$110,000 (25% of \$440,000)
Operations and Maintenance Expense Increase: \$4000/yr
Revenue Increase: \$3000/yr

ALTERNATIVES TO RECOMMENDATIONS:

N/A



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ATTACHMENTS:

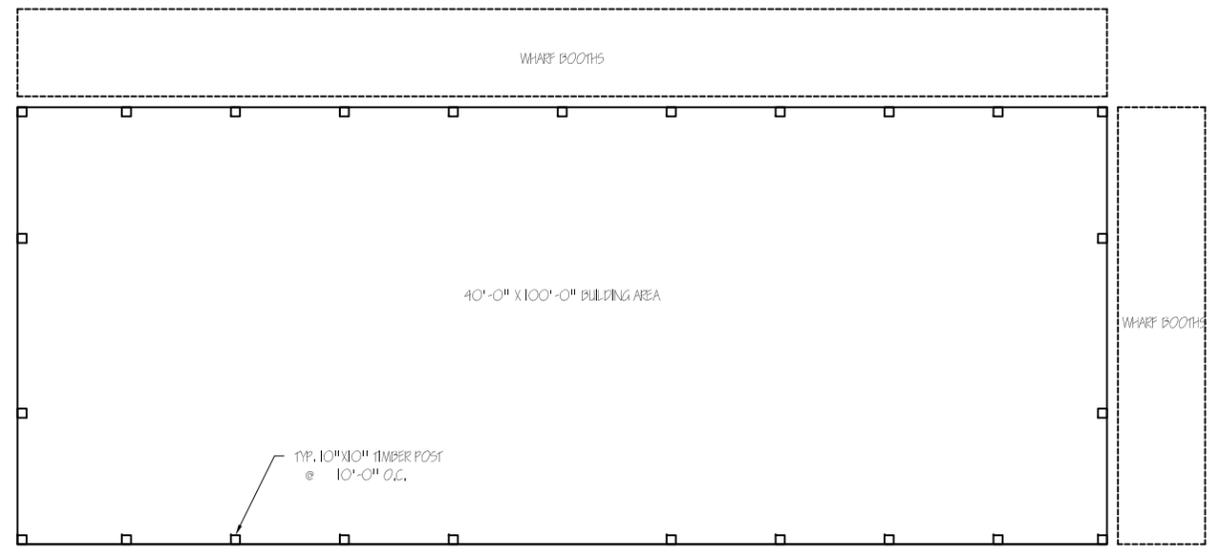
- Permanent Structure Plan and Elevations
 - Fisherman's Wharf Pavilion and Expansion - Construction Estimate
 - Fisherman's Wharf Pavilion and Expansion Project – Project Schedule
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Prepared by:
Glenn Smith
Assistant Senior Administrative Officer
Aug 23rd, 2018

Reviewed by:
Judy Goucher
SAO
Aug 24th, 2018

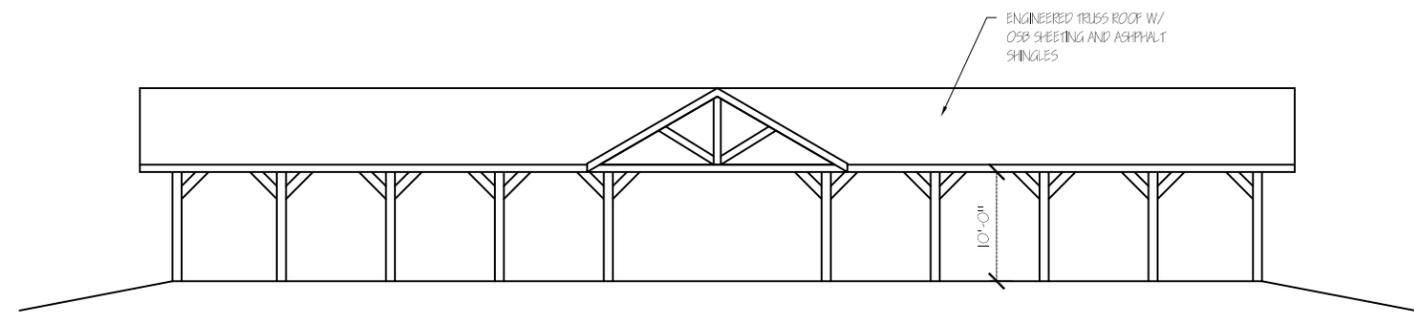
Fisherman's Wharf Pavilion and Expansion Project – Project Schedule

Project Activity	Description	Project Activity Completion Date	Outputs / Outcomes
Stakeholder Consultation	Consultation and partnerships with key stakeholders	July 2018	Indications of construction support. Input into design.
Project Planning	Confirm funding, coordinate plan	September 2018	Project plan is in place, budgets are confirmed, partners are established
Site Engineering / Geotechnical	Geotechnical survey for facility construction	October 2018	Survey completed to guide facility engineering and construction
Building Construction Design	Engineered construction design for building structures	October 2018	Detailed drawings to guide facility construction
Permitting	Building permits	October 2018	Permits in place for construction
Site Clearing & Grubbing	Clearing of vegetation	October 2018	Site cleared and ready for facility construction
Site Grading	Grading of site land	October 2018	Site graded to meet construction requirements
Piling and Ground Anchoring	Screw pile installation for building foundation	November 2018	Screw piles installed
Procurement of Materials – Main Structure	Purchase of construction materials for main building	November 2018	Construction materials sourced and inventoried.
Main Structure Construction	Erection of main building	November 2018	Main open space building erected
Electrical Installation	Lighting and other electrical installations	November 2018	Main structure electrical completed
Mechanical Installation	Heating and plumbing installation	November 2018	Heating and plumbing completed
Procurement of Materials – Vendor Booths	Purchase of construction materials for vendor booths	May 2019	Construction materials sourced and inventoried
Vendor Booths Construction	Construction of vendor booths	June 2019	Vendor booths constructed and ready for use
Concrete Slab Build	Form and pour concrete for flooring pad	June 2019	Pad installed
Project Close and Handover	Inspection and hand over of facility to Town of Hay River	June 2019	Facility accepted by Town of Hay River and maintenance activities assumed

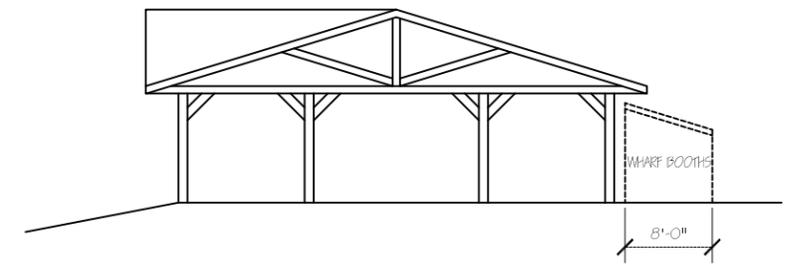


PLAN

- NOTES:
1. ALL CONSTRUCTION TO MEET REQUIREMENTS OF THE CURRENT NATIONAL BUILDING CODE
 2. BUILDING WILL INCLUDE MECHANICAL AND ELECTRICAL ROUGHINS FOR HEAT AND LIGHTING
 3. 3" CONCRETE SLAB ON GRADE FLOOR
 4. STRUCTURE TO BE SUPPORTED BY ENGINEERED SCREW PILE FOUNDATION
 5. LOT 7 BLOCK F PLAN 39 15 IS THE PROPOSED LOCATION FOR THE COVERED STRUCTURE



FRONT ELEVATION



END ELEVATION

										PROFESSIONAL STAMP	PERMIT STAMP	LOCATION HAY RIVER NWT	DIMENSION CONSULTING		
										TITLE POLAR POND HOCKEY PROPOSED COVERED STRUCTURE PLAN AND ELEVATIONS PRELIMINARY FOR FUNDING APPROVAL					
DRAWING NO.	TITLE	0	ORIGINAL	REVISION	WORK ORDER	NAME	DATE	CHECKED BY	DESIGNED BY	STATUS OF DRAWING	DATE	SCALE 1/8"=1'	SHEET 1 OF 1	DRAWING NO. PPH18-01	REV. 0
REFERENCE DRAWINGS		REVISION LETTER	REVISION		WORK ORDER	DRAWN BY	DATE	CHECKED BY	DESIGNED BY	STATUS OF DRAWING	DATE				

Fisherman's Wharf Pavilion and Expansion Project - Construction Estimate

Description	Quantity	Unit	Unit Price	Sub-Total
Foundation				
Site Clearing & Grubbing	1	ea	\$4,000.00	\$4,000
Screw Piles	26	ea	\$612.50	\$15,925
Site Grading	1	per	\$12,000.00	\$12,000
Concrete Slab (Optional)	30	m3	\$1,800.00	\$54,000
Structure				
10" x 10" Posts & Beams	60	pc	\$300.00	\$18,000
Trusses	70	pc	\$365.00	\$25,550
Roof Sheathing	5000	sq.ft	\$0.65	\$3,250
Interior Sheathing	4200	sq.ft	\$1.60	\$6,720
Soffit & Fascia	275	sq.ft	\$20.00	\$5,500
Fire Rated Removable Walls	300	ft		\$28,000
Gable Ends & Dormer Finishing	330	sq.ft	\$20.00	\$6,600
Envelope				
Insulation & Vapour Barrier	4200	sq.ft	\$0.90	\$3,780
Roofing	5000	sq.ft	\$1.00	\$5,000
Electrical				
Lighting	1	per	\$5,000.00	\$5,000
Electrical services	1	per	\$8,000.00	\$8,000
Mechanical				
Ducting	1	per	\$10,000.00	\$10,000
Plumbing	1	per	\$7,000.00	\$7,000
Building Erection				
Labour	1	per	\$50,000.00	\$50,000
Vendor Booths				
Structures	960	sq.ft	\$100.00	\$96,000
Labour	1	per	\$20,000.00	\$20,000
Water Lines	1	ea	\$5,000.00	\$5,000
Sewer Lines	1	ea	\$5,000.00	\$5,000
Fixtures	12	ea	\$500.00	\$6,000
Subtotal				\$400,325
Contingency 10%				\$40,000
Total Project Cost				\$440,000