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## AGENDA

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### 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 – May 28<sup>th</sup>, 2019 – page 2-12
- b. Special Meeting of Council – June 4<sup>th</sup>, 2019 – page 13-21

#### 6. BUSINESS ARISING FROM MINUTES

#### 7. ADMINISTRATIVE ENQUIRIES

#### 8. COMMITTEE REPORTS

- a. Public Works Monthly Report for May 2019 – page 22-23
- b. Building & Development Report for May 2019 – page 24-25
- c. Protective Services Monthly Report for May 2019 – page 26-29
- d. Tourism and Economic Development Report for May – page 30-33
- e. Recreation Monthly Report for May 2019 – page 34-38
- f. Mill Rate Discussion Report – 39-43

#### 9. NEW BUSINESS

- a. Municipal Enforcement Monthly Report for May 2019 – page 44-45
- b. Excused Absence – page

#### 10. BYLAWS

- a. Bylaw 2412 - Land Lease Bylaw - First and Second Reading – page 47-49

#### 11. NOTICES OF MOTIONS

#### 12. IN CAMERA

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

#### 13. ADJOURNMENT



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

The Regular Meeting of Council was held on Tuesday, May 28<sup>th</sup>, 2019 at 6:30pm in the Council Chambers.

Present: Deputy Mayor Bouchard, Councilors Melanson, Anderson, Dohey, Duford, Groenewegen and Willows

Staff: Senior Administrative Officer – Judy Goucher, Assistant Administrative Officer – Glenn Smith, Director of Recreation – Stephane Millette, Director of Finance and Administration & Council Administrator – Stacey Barnes

**1. CALL TO ORDER:**

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

**2. ADOPTION OF AGENDA**

**#19-167**

**MOVED BY: CLLR MELANSON**

**SECONDED BY: CLLR DOHEY**

**\*\*Amend to remove 7F) Mill Rate Update Report and 8a) Bylaw 2393 – Mill Rate Bylaw  
Add Excused Absence for Councillor Chambers**

**CARRIED**

**3. DECLARATION OF INTEREST**

There were no declarations of interest for the Regular Meeting of Council, Tuesday, May 28<sup>th</sup>, 2019.

**4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**

**Cllr Dohey** – Lobster Fest coming this Saturday, tickets are almost sold out as of 2pm today.

**Cllr Dohey** – Thank you to Administration and Mayor Jameson with helping feed 48 kids a pizza lunch last week here in the Council Chamber.

**Cllr Melanson** – Chamber Corporate Golf tournament this Sunday, so far, we have 12 of 18 team spots filled

**Deputy Mayor Bouchard** – Town Spring Cleanup is ongoing, they are at the South end of Town now.

**SAO Goucher** – I would like to introduce Derise Rehm Lepine, Regional Superintendent for Lands, Larissa Doyle, Lands Specialist and Sine Paulette, Administrative Assistant Summer Student for Lands.

**SAO Goucher** – There will be a Public Meeting June 13<sup>th</sup> regarding the Airport Use Plan Consultation at 7pm in the Doug Wieterman room at the recreation centre, and with Council at 5:30pm in the Council Chambers.

Public Meeting for the Community Plan Consultation is scheduled for June 18<sup>th</sup> in the Community Hall.

**Deputy Mayor Bouchard** – The Minister of ITI will be releasing the NWT Manufacturing Strategy on Monday, June 3<sup>rd</sup> at 11am



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

### 5. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

a) May 14<sup>th</sup>, 2019 – Regular Meeting of Council

**#19-168**

**MOVED BY: CLLR DUFORD**

**SECONDED BY: CLLR DOHEY**

**CARRIED**

### 6. ADMINISTRATIVE ENQUIRIES

#### **SAO – Judy Goucher**

- The second assessment roll was received on Friday
  - Working on a model to input potential mill rates
  - Drafted a mill rate bylaw, may have to have a Special Meeting
  - The delay in approving a Mill Rate bylaw will push back property tax assessment process by one month
  - Changes are taking extra time – testing larger increases
- 2018 Fiscal year statements are finalized
- MTS –agreement in principle has been reached

#### **Assistant Senior Administrative Officer – Glenn Smith**

- Dealing with lots of phone calls regarding the High Level fires
  - Working with MACA – KFN was taking in affected people
  - Recreation programming and cots are available on request
- Vale Island Fire Hall is up for sale through the local realtor
- On the Human Resource side:
  - Director of Public Works starts on Monday, we have a work plan and orientation in place
  - Trail Maintenance project is hiring with partnership from the Hay River Metis Government Council, accepting applications till June 17<sup>th</sup>
  - Recruiting couple more summer students for public works
- Preparing two applications for submission to the community access program (CAP)
- Tourism
  - In full summer operation swing including summer hours

#### **Recreation – Stephane Millette**

- Community Cleanup with non-profit groups is now complete, with help from the schools taking on the Kiwanis trails
- Ball diamonds are ready and in use
- A lot of meetings and planning for spring/summer activities
  - Lobster Fest
  - YK-HR bike ride, ends at the Recreation Centre on Sunday
  - Track and Field is next week
  - Hay Days Committee meetings
  - Fisherman's Wharf meetings – opening on June 15<sup>th</sup>



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

- DJSS Grad Committee meetings – using the recreation centre for end of June
- All staff are busy making the facilities ready
- Chainsaw and Brushing training happened the past 2 days
- Lifeguard training for our Jr. lifeguards, we have 5 home grown ones in the training
- Summer Heat Training for Leadership will be taking place before the program starts

**Cllr Duford** – Is the pavilion ready to go?

**SAO Goucher** – There is no structure yet, still under construction

**ASAO Smith** – End of season it should be completed, there is RFQ's out for carpentry services, and still some engineering services ongoing. Erection of the structure should be the end of June.

**SAO Goucher** – There will be lots of activities happening at the harbor with the Department of Fisheries and Oceans (DFO) replacing the commercial docking system making it wider and adding more docking fingers.

**ASAO Smith** – We are working closely with DFO and the wharf contractor. There is a wait list for booths at the wharf, and we have been keeping in contact with the rail services regarding traffic.

**Cllr Dohey** – Will there be any work completed on the Irma Miron trail while the trail maintenance is going on?

**ASAO Smith** – It is on the plan, more of the focus is Kiwanis trail, but on the Irma Miron trail we will be doing some surface repairs. There is a multi-year plan for trail work around town.

**Cllr Groenewegen** – Thank you to administration for all the time out into the mill rate work

**Cllr Anderson** – How is Hay River set for fire walls?

**SAO Goucher** – Director of Protective Services is on leave this week, will brief Council next week. There is fire smarting in the Enterprise area and working closely with MACA. We can start building a weekly report to Council. There is a partial fire ban in place right now.

**Cllr Anderson** – Are all the items removed from the Highrise? Do we have any updates?

**SAO Goucher** – There are still personal belongings in the high rise. Health officials have placed a no access order due to health risks. We are unsure when it will open.

**Cllr Anderson** – Congrats on the summer heat program filling up. What about those in between kids?

**Millette** – It is identified and plans ongoing for summer month next year.

**Deputy Mayor Bouchard** – Can we advertise the delay in property taxes?

**SAO Goucher** – we will add to the newsletters, website and social media

**Deputy Mayor Bouchard** – When does the new Director of Finance Start?

**SAO Goucher** – June 17<sup>th</sup>

**Deputy Mayor Bouchard** – Is there any high school kids working for us after school?

**ASAO Smith** – We have 3 high school students that will work more once school is out.

**Deputy Mayor Bouchard** – Can we begin communicating regarding fires, the road delays and fire smarting updates?

**SAO Goucher** – Will have the Director of Protective Services do this each week at Council meetings.

## 7. NEW BUSINESS



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

### a. Recreation Committee Appointment

#### RECOMMENDATION:

#19-169

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR GROENEWEGEN

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoint Kyle Bigger, Kim Ivanko, Steve Campbell, Nikki Ashton, Paula Gour, Donna Lee Demarcke and Terry Rowe to the Recreation Committee for a term expiring December 31<sup>st</sup>, 2021**

**CARRIED**

#### BACKGROUND:

The Recreation Committee is a committee of Council established by terms of reference to serve an advisory function.

The Recreation Committee shall consist of seven (7) to nine (9) members appointed at pleasure by Council and shall include the following:

- a. The Director of Recreation or Administration delegate (non-voting);
- b. One (1) Member of Town Council (non-voting);
- c. Five (5) to (7) representatives from the Public at Large.

Public at large members must be in good standing with the Town of Hay River.

A public call for applicants to the Recreation Committee was made on April 17<sup>th</sup>, 2019 with a deadline for submission by April 30<sup>th</sup>, 2019. Nine applications were received. The applications were assessed by Council's Committee and Administration representatives using evaluation criteria as defined within the committee Terms of Reference.

Letters of acceptance and regrets will be sent to all applicants once approved by Council.

#### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

#### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Recreation Terms of Reference

#### FINANCIAL IMPLICATIONS:

N/A



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

### ALTERNATIVES TO RECOMMENDATIONS:

Not appoint any member  
Advertise once more

### ATTACHMENTS:

N/A

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**Prepared by:**

Glenn Smith

ASAO

Date: May 22<sup>nd</sup>, 2019

**Reviewed by:**

Judy Goucher

Senior Administrative Officer

Date: May 22<sup>nd</sup>, 2019

B) Tourism and Economic Development Committee Appointment

### RECOMMENDATION:

#19-170

**MOVED BY: CLLR DUFORD**

**SECONDED BY: CLLR WILLOWS**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoint Tom Makepeace, Taralynn Schofield, Eileen Gross, Donna Lee Demarcke, Terry Rowe, and Tatiana Petrov to the Tourism and Economic Development Committee for a term expiring December 31<sup>st</sup>, 2021**

**CARRIED**

### BACKGROUND:

The Tourism and Economic Development Committee is a committee of Council established by terms of reference to serve an advisory function.

The Tourism and Economic Development Committee shall consist of nine (9) to ten (10) members appointed at pleasure by Council and shall include the following:

- a. The Assistant Senior Administrative Officer or Administration delegate (non-voting);
- b. The Tourism and Economic Development Coordinator (non-voting);
- c. One (1) Member of Town Council (non-voting);
- d. ITI Ex-Officio (non-voting);
- e. Five (5) to (6) representatives from the Public at Large.

Public at large members must be in good standing with the Town of Hay River.

A public call for applicants to the Tourism and Economic Development Committee was made on April 17<sup>th</sup>, 2019 with a deadline for submission by April 30<sup>th</sup>, 2019. Ten applications were received. One



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

application was disqualified for poor standing with the Town. The remaining applications were assessed by Council's Committee and Administration representatives using evaluation criteria as defined within the committee Terms of Reference.

Letters of acceptance and regrets will be sent to all applicants once approved by Council.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Tourism and Economic Development Terms of Reference

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

Not appoint any member  
Advertise once more

### ATTACHMENTS:

N/A

**Prepared by:**  
Glenn Smith  
Assistant Senior Administrative Officer  
Date: May 22<sup>nd</sup>, 2019

**Reviewed by:**  
Judy Goucher  
Senior Administrative Officer  
Date: May 22<sup>nd</sup>, 2019

c) Award of Recreation Truck Tender

### RECOMMENDATION:

**#19-171**                      **MOVED BY: CLLR GROENEWEGEN**  
                                    **SECONDED BY: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the purchase of an F150 XLT pickup truck from Aurora Ford for the amount of \$49 110.**

**CARRIED**

### BACKGROUND:

On March 4<sup>th</sup>, 2019 the Council of the Town of Hay River approved a capital project in the amount of \$60,000.00 for the purchase of a replacement pickup for the Parks and Facilities Maintenance of the



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

Department of Recreation, to be purchased in accordance with Bylaw 2388 Procurement Bylaw and funded from Equipment Reserves.

Only one bid was received on Tender #REC-1914 from Aurora Ford Sales Ltd which was for the amount of \$49 110.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 2388 Procurement Bylaw

### FINANCIAL IMPLICATIONS:

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

**Prepared by:**  
Stephane Millette  
Director of Recreation  
Date: May 22<sup>nd</sup>, 2019

**Reviewed by:**  
Judy Goucher  
Senior Administrative Officer  
Date: May 22<sup>nd</sup> 2019

d) 2019-2023 Strategic Plan Approval

### RECOMMENDATION:

#19-172

**MOVED BY: CLLR DOHEY**  
**SECONDED BY: CLLR DUFORD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the Strategic Plan as presented.**  
**CARRIED**

### BACKGROUND:

On February 24<sup>th</sup> & 25<sup>th</sup> Town Council, Town Management, Administration, and Union representation attended a facilitated workshop with Ian McCormack, Strategic Steps Inc.





## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

The Hay River 2019-2023 Strategic Plan provides a roadmap that was developed by the town's council, senior administration and managers. It is important that both the council and administration work together to achieve the priorities that are outlined in this plan.

Also important is the recognition that the environment in which the town operates is always shifting. In response, the town's plans also must shift to remain relevant. As with any plan, this one must be used, reviewed and updated on a regular basis.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

Not accept the strategic plan

### ATTACHMENTS:

N/A

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**Prepared by:**

Glenn Smith

Assistant Senior Administrative Officer

Date: May 24<sup>th</sup>, 2019

**Reviewed by:**

Judy Goucher

Senior Administrative Officer

Date: May 24<sup>th</sup>, 2019

e) 2018 Audited Financial Statements

### RECOMMENDATION:

#19-173

**MOVED BY: WILLOWS**

**SECONDED BY: DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2018 Audited Financial Statements as presented.**

**DEFERRED**



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

### BACKGROUND:

In accordance with the *Cities, Towns and Villages Act* and our funding sources from other levels of government and our financial services provider the Town is required to have an annual audit of the financial statements.

The Auditor presented the financial statements to the Finance Committee on April 29<sup>th</sup>. The Draft Audited Financial Statements are attached for Council's approval. Drew Queen, CPA, CA will be presenting the highlights of the statement.

The Finance Committee is recommending approval of the Audited Financial Statements for 2018.

### COUNCIL POLICY / STRATEGY OR GOAL:

Fiscal responsibility and transparency

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Cities, Towns and Villages Act

### FINANCIAL IMPLICATIONS:

2019 Operating and Water and Sewer and Capital Contribution

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

Draft 2018 Audited Financial Statements

**Prepared by:**  
Stacey Barnes  
Council Administrator  
May 24, 2019

**Reviewed by:**  
Judy Goucher  
Senior Administrative Officer  
May 24, 2019

f) Excused Absence

### RECOMMENDATION:

#19-174                      **MOVED BY: CLLR ANDERSON**  
                                    **SECONDED BY: CLLR DUFORD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Chambers from the Regular Meeting of Council on Tuesday, May 28<sup>th</sup>, 2019.**

**CARRIED**



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

### BACKGROUND:

Councillor Chambers has asked to be excused from the Regular Meeting of Council on Tuesday, May 28<sup>th</sup>, 2019

### 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

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**Prepared by:**  
Stacey Barnes  
Council Administrator  
Date: May 28<sup>th</sup>, 2019

## 8. BYLAWS

- a) Bylaw 2411/APPT/19 – Bylaw Officer Appointment – Third and Final Reading

**#19-175**

**MOVED BY: CLLR DOHEY  
SECONDED BY: CLLR WILLOWS**

**CARRIED**

## 9. NOTICES OF MOTIONS

There was no notice of motions at the Regular Meeting of Council on Tuesday, May 28<sup>th</sup>, 2019



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

### 10. IN CAMERA

#19-176

MOVED BY: CLLR ANDERSON  
SECONDED BY: CLLR GROENEWEGEN

That the Council of the Town of Hay River move to In Camera at 8:12pm.

CARRIED

#19-177

MOVED BY: CLLR DOHEY  
SECONDED BY: CLLR DUFORD

That the Council of the Town of Hay River move out of In Camera At 9:04PM.

CARRIED

### 11. ADJOURNMENT

#19-178

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 9:05pm.

CARRIED

Certified Correct as Recorded on the 28<sup>th</sup> day of May 2019.

These minutes were accepted by motion #\_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Senior Administrative Officer



## SPECIAL MEETING MINUTES June 4<sup>th</sup>, 2019

The Special Meeting of Council was held on Tuesday, June 4<sup>th</sup>, 2019 at 7:34pm in the Council Chambers.

Present: Mayor Jameson, Deputy Mayor Bouchard, Councilors Melanson, Anderson, Chambers, Dohey, Duford, Groenewegen and Willows

Staff: SAO - Judy Goucher, ASAO – Glenn Smith, Director of Public Works – Mike Auge, Director of Projects – Earle Dumas, Director of Protective Services – Ross Potter, Director of Recreation – Stephane Millette & Council Administrator – Stacey Barnes

This Meeting was called to order at 7:34pm with Mayor Jameson presiding.

### 2. ADOPTION OF AGENDA

#19-179

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR MELANSON

CARRIED

### 3. DECLARATION OF INTEREST

There were no declarations of interest for the Special Meeting of Council, Tuesday, June 4<sup>th</sup>, 2019

### 4. NEW BUSINESS

a) Allocation of Reserves

#### RECOMMENDATION:

#19-180

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the transfers to reserves from surplus in the amount of \$1,931,000 and transfers between reserves as per the attached 2018 Reserve Continuity Schedule.

CARRIED

#### BACKGROUND:

The 2018 O&M budget included a budget of \$680,000 to be transferred to specific reserves in accordance with bylaws and other commitments (e.g. tax increase for recreation centre debt payments, recreation centre donations, etc). In addition, \$1,227,000 was the 2018 budgeted annual surplus (before amortization) and identified to be transferred to reserves at year end. The total budgeted amount to be transferred to reserves in 2018 was \$1,907,000.

Based on audited financial statements, there is sufficient surplus to transfer \$1,931,000 to reserves which is approximately \$24,000 higher than budget.



## SPECIAL MEETING MINUTES June 4<sup>th</sup>, 2019

Attachment 1 summarizes the changes to reserves throughout the 2018 fiscal year starting with the 2017 closing balance, allocation of interested earned during the year, transfers from the reserves to fund capital and transfers to reserves. The ending balance is \$2,339,852.60 which is \$350,766 lower than the previous draft financial statements reviewed by Council on April 29, 2019.

The table below summarizes the main adjustments between the final draft financial statements and the previous version.

### Summary of Adjustments

	Previous Draft FS	Final FS	Difference
<b>Reserve Balance</b>	<b>2,690,619</b>	<b>2,339,853</b>	<b>- 350,766</b>
To adjust Transfers from Reserves to tie to WIP reconciliation (including Gas Tax, CPI and CWWF funding allocations)	2,814,425	3,066,191	251,766
To adjust reserve additions from surplus to eliminate deficit before amortization	2,030,000	1,931,000	- 99,000
			<b>- 350,766</b>

Attachment 2 shows the detailed transfers to/from reserves and identifies the capital projects that were funded by internal resources (reserves).

### Impact on 2019 Capital Budget

The 2019 Capital budget assumed a 2019 investment from reserves of \$2,427,241 which is \$337,389 higher than the final 2018 reserve balance. This difference will be reduced by \$273,000 when the final CWWF claim is submitted bringing the difference to \$64,389 (reserves less than assumed available in 2019 budget).

The Town has an additional \$1 million in gas tax available for 2019 capital investment which were notified of after the Capital budget was approved. As well, we are waiting for notification on ICIP funding. As such, the reserve difference can be addressed during the fiscal year when we come back to Council to discuss potential investment of the additional \$1 million in gas tax and have received notification of the ICIP funding.

#### COUNCIL POLICY / STRATEGY OR GOAL:

Fiscally responsible government

#### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Financial Administration Bylaw

#### FINANCIAL IMPLICATIONS:

2019 Capital Budget to be updated



## SPECIAL MEETING MINUTES June 4<sup>th</sup>, 2019

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

Attachment 1 - Summary of changes to Reserves from 2017 to 2018 based on 2018 audited financial statements

Attachment 2 – Reserve continuity with detailed transfers to/from reserves for fiscal 2018

### Prepared by:

Judy Goucher SAO  
June 1, 2019

### b) 2018 Audited Financial Statements

### RECOMMENDATION:

#19-181

**MOVED BY: CLLR CHAMBERS  
SECONDED BY: DEPUTY MAYOR BOUCHARD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2018 Audited Financial Statements.**

**CARRIED**

### BACKGROUND:

In accordance with the *Cities, Towns and Villages Act* and our funding sources from other levels of government and our financial services provider the Town is required to have an annual audit of the financial statements.

Drew Queen, CPA, CA (Auditor) presented draft 2018 draft financial statements to the Finance Committee on April 29<sup>th</sup>. At that meeting it was identified that the allocations to/from reserves required review in advance of bringing final statements for Council approval.

The updated draft 2018 financial statements were presented by the Auditor at the Regular Meeting of Council on Tuesday, May 28<sup>th</sup>. Council elected to defer approval of the 2018 draft financial statements pending a motion regarding the specific allocations to/from reserves.

A separate Council Motion for 2018 reserve allocations is included on this Council agenda.

### COUNCIL POLICY / STRATEGY OR GOAL:

Fiscal responsibility and transparency

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Cities, Towns and Villages Act



## SPECIAL MEETING MINUTES June 4<sup>th</sup>, 2019

### FINANCIAL IMPLICATIONS:

Audited Financial Statements are approved by Council

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

Draft 2018 Audited Financial Statements

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**Prepared by:**

Stacey Barnes  
Council Administrator  
May 24, 2019

**Reviewed by:**

Judy Goucher  
Senior Administrative Officer  
May 24, 2019

c) Tender Award for Granular

### RECOMMENDATION:

#19-182

**MOVED BY: CLLR CHAMBERS  
SECONDED BY: DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER awards Carter Industries the Tender for Supply and Deliver Granular Materials in the amount of \$145,000.00.**

**CARRIED**

### BACKGROUND:

Tender #HRC-1939 closed May 29<sup>th</sup>, 2019 and had 3 submitted bids:

**¾ Crushed Gravel**

Rowes Construction-\$83,400

**Carter Industries-\$63,000**

**4" Minus Gravel**

Rowes Construction-\$74,400

Darrell's Welding-\$72,000

**Carter Industries-\$57,000**

**Winter Sanding Material**

Rowes Construction-\$29,800

Darrell's Welding-\$25,980

**Carter Industries-\$25,000**

Note- Low bid is **highlighted**





## SPECIAL MEETING MINUTES June 4<sup>th</sup>, 2019

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

-Bylaw-1574/GEN/16 Town of Hay River Purchasing Policy

### FINANCIAL IMPLICATIONS:

Tender results are within 2019 Consolidated O&M Budget

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

Prepared by:  
Earle Dumas  
Director of Projects and Planning  
Date: June 3<sup>rd</sup>, 2019

Reviewed by:  
Judy Goucher  
Senior Administrative Officer  
Date: June 3<sup>rd</sup>, 2019

d) Tender Award for De-Icing Materials

### RECOMMENDATION:

#19-183

**MOVED BY: CLLR DOHEY  
SECONDED BY: CLLR WILLOWS**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER award the Tender for De-icing Materials to Bassett Petroleum in the amount of \$11,009.20.**

**CARRIED**

### BACKGROUND:

Tender #HRC-1940 closed on May 29<sup>th</sup>, 2019 and had two submitted bids:

**Bassett Petroleum-\$11,009.20  
Rowes Construction-\$14,943.20**

### COUNCIL POLICY / STRATEGY OR GOAL:

To provide safe road systems within the Town and reduce icy road conditions for residents.



## SPECIAL MEETING MINUTES June 4<sup>th</sup>, 2019

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

-Bylaw-1574/GEN/16 Town of Hay River Purchasing Policy

### FINANCIAL IMPLICATIONS:

Tender results are within approved 2019 Consolidated O&M Budget.

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

Prepared by:  
Earle Dumas  
Director of Projects and Planning  
Date: June 3, 2019

Reviewed by:  
Judy Goucher  
Senior Administrative Officer  
Date: June 3, 2019

e) Tender Award for Various Fuels

### RECOMMENDATION:

#19-184                      MOVED BY: CLLR WILLOWS  
                                    SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER award the Various Fuels Tender to Bassett Petroleum in the amount of \$258,230.00

**CARRIED**

### BACKGROUND:

Tender #HRC-1938 closed May29th, 2019 and had two submitted bids:

Midnight Petroleum-\$270,408.60  
Bassett Petroleum-\$258,230.00

This Tender is for various fuels throughout all Departments of the Town of Hay River.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:



## SPECIAL MEETING MINUTES June 4<sup>th</sup>, 2019

-Bylaw-1574/GEN/16 Town of Hay River Purchasing Policy

### FINANCIAL IMPLICATIONS:

Tender results are within 2019 Consolidated O&M budget

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

Prepared by:  
Earle Dumas  
Director of Projects and Planning  
Date: June 3<sup>rd</sup>, 2019

Reviewed by:  
Judy Goucher  
Senior Administrative Officer  
Date: June 3<sup>rd</sup>, 2019

f) Tender Award for Dust Suppressant

### RECOMMENDATION:

#19-185

MOVED BY: DEPUTY MAYOR BOUCHARD  
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER awards the Tender for Dust Suppressant Application (calcium) to Carter Industries in the amount of \$88,000.

**CARRIED**

### BACKGROUND:

Tender #HRC-1940 closed May 29<sup>th</sup>, 2019 and had two submitted bids:

Rowes Construction-\$132,000  
Cater Industries-\$88,000

This Tender is for the application of Calcium Dust Suppressant on gravel roads within the Town of Hay River.

### COUNCIL POLICY / STRATEGY OR GOAL:

To provide safe road systems within the Town and reduce dusty road conditions for residents.

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

-Bylaw-1574/GEN/16 Town of Hay River Purchasing Policy



## SPECIAL MEETING MINUTES June 4<sup>th</sup>, 2019

### FINANCIAL IMPLICATIONS:

Tender results are within approved 2019 Consolidated O&M Budget.

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

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**Prepared by:**  
**Earle Dumas**  
**Director of Projects and Planning**  
**Date: June 3<sup>rd</sup>, 2019**

**Reviewed by:**  
**Judy Goucher**  
**Senior Administrative Officer**  
**Date: June 3<sup>rd</sup>, 2019**

## 5. BYLAW

### a) Bylaw 2393 – Mill Rate Bylaw – First Reading

**#19-186**

**MOVED BY: DEPUTY BOUCHARD**  
**SECONDED BY: CLLR MELANSON**

**CARRIED**

### b) Bylaw 2393 – Mill Rate Bylaw – Second Reading

**#19-187**

**MOVED BY: DEPUTY BOUCHARD**  
**SECONDED BY: CLLR MELANSON**

**CARRIED**

### c) Bylaw 2393 – Mill Rate Bylaw – Consent

**#19-188**

**MOVED BY: DEPUTY BOUCHARD**  
**SECONDED BY: CLLR DOHEY**

**CARRIED**



## **SPECIAL MEETING MINUTES June 4<sup>th</sup>, 2019**

d) Bylaw 2393 – Mill Rate Bylaw – Third Reading

**#19-189**

**MOVED BY: DEPUTY BOUCHARD  
SECONDED BY: CLLR GROENEWEGER**

**CARRIED**

### **6. ADJOURNMENT**

**#19-190**

**MOVED BY: CLLR WILLOWS**

**CARRIED**

**That the Special meeting of Council be adjourned at 7:40pm.**

**Certified Correct as Recorded on the 4<sup>th</sup> Day of June 2019**

**These minutes were accepted by motion #\_\_\_\_\_.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Senior Administrative Officer**



# REPORT TO COMMITTEE

**COMMITTEE:** STANDING COMMITTEE OF COUNCIL      **DATE:** May 30<sup>th</sup>, 2019  
**DEPARTMENT:** PUBLIC WORKS  
**SUBJECT:** MONTHLY REPORT FOR MAY 2019

## RECOMMENDATION:

**MOVED BY: CLLR WILLOWS**  
**SECONDED BY: CLLR GROENEWEGEN**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for May 2019.**

## BACKGROUND:

### **-Daily Operation and Inspections of:**

Water Treatment Plant  
Sewage Lift Stations  
Sewage Lagoon  
Water Reservoir  
Landfill

- in line valve repairs and replacement within Water Treatment Plant**
- Chlorination System repairs/maintenance at Water Treatment Plant**
- Sewer flushing of troubled areas (Hay River Mobile Home Park)**
- Road Grading and Street Sweeping on going**
- Scrap Steel Baling and separating at landfill. ABC Recycling to return in June.**
- Annual Town Clean up started May 21<sup>st</sup> expected completion June 3<sup>rd</sup>.**
- Weekly Sampling at Landfill and Hay River completed May27th as per recommendations from E&R Water Resource Officer**
- Ongoing discussion and recommendations from The Department of Environment and Natural Resources with regards to the Landfill Fire**
- Preliminary Survey of property lines for Paradise Road re-alignment**
- Site visit and assessment for Water Treatment Plant and Reservoir Roof replacement**
- Re-assessment, appraisals and locate property pins of 5 residential properties in Old Town being reviewed**
- Re-assessment, appraisals and locate property pins of 7 Industrial properties in Industrial Area being reviewed**

## COUNCIL POLICY / STRATEGY OR GOAL:

N/A



# REPORT TO COMMITTEE

---

**COMMITTEE:** STANDING COMMITTEE OF COUNCIL      **DATE:** May 30<sup>th</sup>, 2019

**DEPARTMENT:** PUBLIC WORKS

**SUBJECT:** MONTHLY REPORT FOR MAY 2019

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## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

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

## FINANCIAL IMPLICATIONS:

N/A

## ALTERNATIVES TO RECOMMENDATIONS:

N/A

## ATTACHMENTS:

N/A

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

**Reviewed by:**



## REPORT TO COMMITTEE

**COMMITTEE:** STANDING COMMITTEE OF COUNCIL      **DATE:** June 4<sup>th</sup>, 2019

**DEPARTMENT:** PUBLIC WORKS

**SUBJECT:** DEVELOPMENT AND BUILDING PERMIT REPORT

### RECOMMENDATION:

**MOVED BY: CLLR WILLOWS**  
**SECONDED BY: CLLR CHAMBERS**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of May 2019.**

### BACKGROUND:

#### SUMMARY

- 13 Development Permits and 5 Building Permits have been approved (with a 14-day appeal period) for May 2019. In the month of May 2018, we had 13 Development Permits and 3 Building Permit signed out.

#### Background

- The May Development and Building Permit Report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
May 1/19	D19-025	148 Wildrose Drive	Sell and Remove from property 16'X26' Garage.
May 13/19	D19-026	47081 Back Road	Power Drop for the purpose of fishing.
May 13/19	D19-027, B19-006	4 Fir Crescent	Set up 16'X76' Mobile Home.
May 15/19	B19-009	83 McBryan Drive	Replace old rotten deck.
May 21/19	D19-029	12 Camsell Crescent	New fence, entire rear of property
May 22/19	DH19-030	101 McBryan Drive	Home Occupation (First Aid Training).
May 23/19	D19-031	20 Wright Crescent	Replace rear 6' fence and ground level deck.
May 23/19	DH19-032	3 Cedar Road	Home occupation (Provide Manicures).
May 23/19	D19-033	29 McBryan Drive	Replace rear Fence and rear deck
May 24/19	D19-034	21-104 <sup>th</sup> . Street	Demolish old garage and set up new portable canvas shelter in rear yard.





## REPORT TO COMMITTEE

**COMMITTEE:** STANDING COMMITTEE OF COUNCIL      **DATE:** June 4<sup>th</sup>, 2019

**DEPARTMENT:** PUBLIC WORKS

**SUBJECT:** DEVELOPMENT AND BUILDING PERMIT REPORT

May 24/19	D19-035	24 Dean Drive	Installing roof mount solar panels on care-takers trailer.
May 28/19	D19-036, B19-010	24 Miron Drive	Interior residential renovations.
May 29/19	D19-037, B19-011	15 McRorie Road	Shed and rear fence replacement.
May 29/19	D19-038, B19-012	262 Paradise Valley	Campground/Bible Camp new building to contain Kitchen, Dining and Washrooms.

### 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

Date: May 30, 2019

**Reviewed by:**  
Judy Goucher  
SAO

Date: May 30, 2019



# REPORT TO COMMITTEE

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**COMMITTEE:** STANDING COMMITTEE OF COUNCIL **DATE:** JUNE 4, 2019

**DEPARTMENT:** PROTECTIVE SERVICES

**SUBJECT:** MONTHLY REPORT OF ACTIVITIES

---

## RECOMMENDATION:

**MOVED BY: DEPUTY MAYOR BOUCHARD**  
**SECONDED BY: CLLR DUFORD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Emergency Services Activity Report for the month of May 2019 as presented.**

## BACKGROUND:

### Summary:

The month of May had the Protective Services group heavily focused on skills training for our National Fire Protection 1001 Structural Firefighter students. Functional testing has now completed for Phase 1, and all the students that participated did very well. This shows the abilities of our Fire Service Instructors and the dedication of our students. Over 460 person-hours were invested this month by the students and instructors and all this time was after hours and on weekends

In support of our Fire Prevention initiatives, we held 2 Fire Extinguisher Courses for the Hospital Staff. We have found that these exercises help build good relationships with our partners and allows us to discuss Fire Prevention for both home and work scenarios.

We attended a meeting with the crews working on the Pine Point Bridge this month, which gives us a good idea of what we might have to contend with in the event of an incident on the bridge. The contractors are self-sufficient for everything other than Emergency Medical Services transport.

We had a visit with the grade 6 classes who were learning about Municipal Government Services. The kids that toured the Emergency Services Building seemed to be very interested in what our Protective Services group offers as an organization to the community.

The Protective Services Department is monitoring daily fire conditions for the area every morning and has issued a Total Fire Ban as of May 30th.



# REPORT TO COMMITTEE

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**COMMITTEE:**            **STANDING COMMITTEE OF COUNCIL**            **DATE: JUNE 4, 2019**

**DEPARTMENT:**       **PROTECTIVE SERVICES**

**SUBJECT:**            **MONTHLY REPORT OF ACTIVITIES**

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## Meetings:

Senior Management Meetings  
 Committee Meetings  
 Council Meetings  
 NWT FCA  
 HR Meeting Safety Programs  
 Joint Occupational Health and Safety

During the month of May 754.5 paid on-call hours were served by the members of the HRFD for a year to date total of 3,986 hours.

## STATISTICS

	MAY 2017	MAY 2018	MAY 2019	MAY 2017 YTD	MAY 2018 YTD	MAY 2019 YTD
<b>Patient Transfers</b>	21	22	19	58	62	59
<b>Medical Emergency Local</b>	18	10	17	55	63	70
<b>Medical Emergency Reserve</b>	0	1	4	5	11	10
<b>Medical Emergency Highway</b>	0	3	0	3	6	0
<b>Medical Emergency Out of Town Patients</b>	2	0	0	7	9	4
<b>Body Transfer</b>	2	1	0	4	5	3
<b>Fires &amp; Rescues</b>	0	1	3	9	14	9
<b>False Alarms</b>	2	2	3	11	10	9
<b>Training</b>	4	4	4	17	20	21
<b>Special Training</b>	0	2	8	4	14	10



# REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL DATE: JUNE 4, 2019

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

Maintenance	4	4	4	19	19	19
Fire Permits	0	6	2	0	12	6
Fireworks Permits	0	0	0	2	2	0
Public Safety	4	7	2	9	8	9
Inspections	3	5	3	15	30	48

## MAINTENANCE

Ambulance 1	Weekly Checks, Full Service
Medic 1	Weekly Checks
Engine 1	Weekly Checks
Engine 2	Weekly Checks
Engine 3	Weekly Checks, Full Service, Major Pump Repairs
Tender 1	Weekly Checks
Rescue 1	Weekly Checks
Rescue 2	Weekly Checks, Full Service
Rescue 5	Weekly Checks,

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

### FINANCIAL IMPLICATIONS:

N/A



# REPORT TO COMMITTEE

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**COMMITTEE:** STANDING COMMITTEE OF COUNCIL **DATE:** JUNE 4, 2019

**DEPARTMENT:** PROTECTIVE SERVICES

**SUBJECT:** MONTHLY REPORT OF ACTIVITIES

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**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

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**Prepared by:**  
Ross Potter  
Director Protective Services/Fire Chief  
Date: May 29, 2019

**Reviewed By:**  
Judy Goucher  
Senior Administrative Officer  
May 31, 2019



# REPORT TO COMMITTEE

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**COMMITTEE:** STANDING COMMITTEE OF COUNCIL      **DATE:** JUNE 4, 2019

**DEPARTMENT:** TOURISM AND ECONOMIC DEVELOPMENT

**SUBJECT:** TOURISM AND ECONOMIC DEVELOPMENT REPORT

---

## RECOMMENDATION:

**MOVED BY: CLLR MELANSON**  
**SECONDED BY: CLLR DUFORD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Report for the month of May 2019.**

## BACKGROUND:

The Tourism and Economic Development Coordinator attended the Yellowknife Spring Trade Show held on May 11 & 12. Our marketing effort was focused on promoting local summer events to attract Yellowknife area tourists. Secondary messaging was around planned community economic growth and benefits to residing in Hay River. We partnered with the local Rotary/Hay Days Festival group to reduce cost and promote their event. Our booth was well attended and there was a great deal of interest in the upcoming Hay Days and the RCMP Musical Ride.

Our department is coordinating the August RCMP Musical Ride and working closely with the Recreation Department on event site logistics. Marketing activities are underway, and applications have been submitted for funding. We have a confirmation of a significant donation and assistance from local businesses and a service club. There is much interest and we will be reaching out to more businesses to encourage more donations.

We are working to establish partners to design interpretive signage planned for the Kiwanis Trail and Oxbow portion of the Trans Canada Trail as part of the Town's Trail Maintenance Project. We are hoping that there will be some input from the Tourism & Economic Development Committee once it convenes.

Silverback Films were in Hay River for several days filming the Alexandra Falls. There have been several professional filming interests in the area this year.

Two Visitor Information Centre Summer Students started in May and training has been completed. They are both enthusiastic, knowledgeable and motivated, and have proven to be a good fit for the Visitor Information Centre.

We have received the winter promotional videos and 5-year licensed photos that are part of our marketing plan supported through funding from ITI. The content will be reviewed and used to support multiple promotional opportunities.

Google Analytics was set up on our website to provide insight and knowledge of demographics, interests, use and time spent on sections of the website. This will help provide information for targeted marketing and improve content delivery.



# REPORT TO COMMITTEE

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**COMMITTEE:**            **STANDING COMMITTEE OF COUNCIL**            **DATE: JUNE 4, 2019**

**DEPARTMENT:**        **TOURISM AND ECONOMIC DEVELOPMENT**

**SUBJECT:**              **TOURISM AND ECONOMIC DEVELOPMENT REPORT**

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## *External Funding Success*



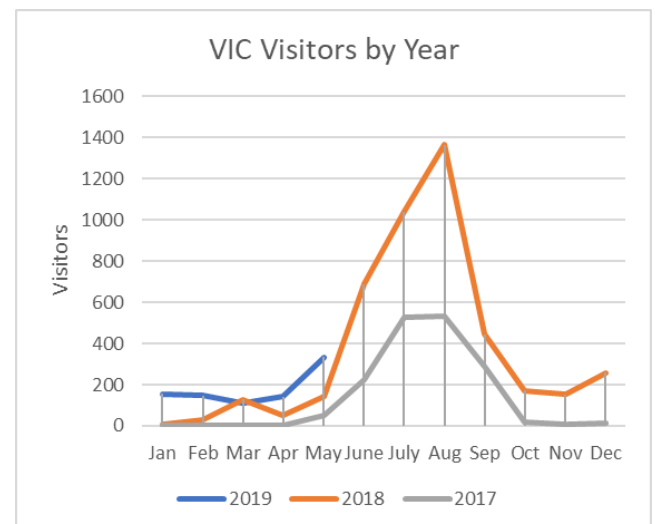
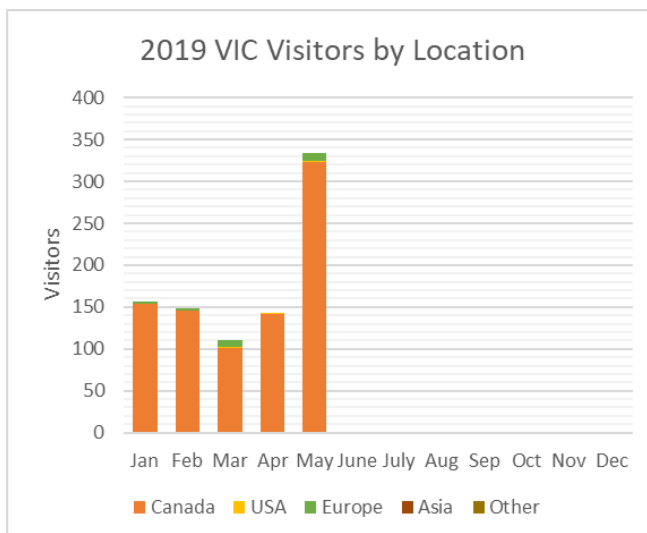
May Funding Submitted:

- CAP Funding – Wharf Area Access and Porritt Landing Access. \$150,000

May Funding Approved:

- Rotary Hay River Sunrise – Fisherman's Wharf Pavilion. \$10,000

## *Visitor Information Centre Visitors*





# REPORT TO COMMITTEE

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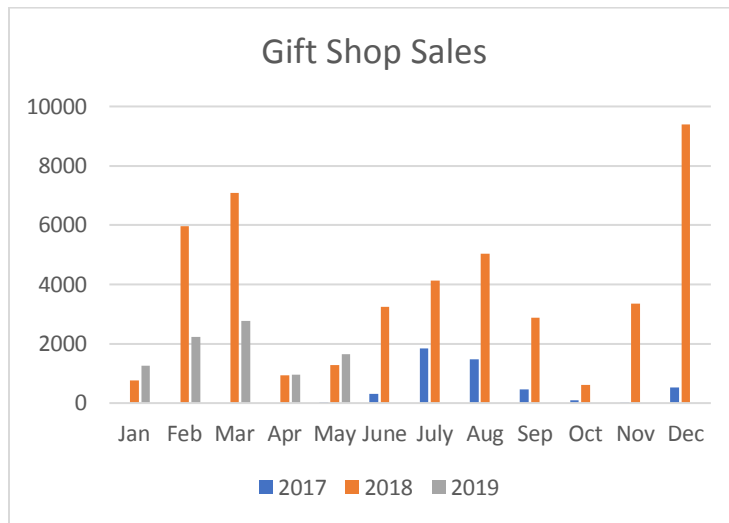
**COMMITTEE:** STANDING COMMITTEE OF COUNCIL      **DATE:** JUNE 4, 2019

**DEPARTMENT:** TOURISM AND ECONOMIC DEVELOPMENT

**SUBJECT:** TOURISM AND ECONOMIC DEVELOPMENT REPORT

---

## *Gift Shop Sales*



## *Inbound Marketing*

- Attended the YK Spring Trade Show on May 11 & 12 and we had a great response; approximately 325 meaningful interactions and handed out 360 Hay River Visitor Guides, 90 NWT maps, 60 Explorers' Guides, 110 Territorial Road & Campground Guides, 300 Hay Day Festival and RCMP Musical Ride advertising takeaways and over 80 business cards. 650 people entered our contest giveaway of two Hay Days Festival Shaker wristbands.
- Focus was on trade show and social media push to create interest in the Territorial Parks opening on May 15<sup>th</sup> and traveling North to Hay River and the South Slave Region.

## *Visitor Satisfaction Rating*

- In development – Fall 2019

## COUNCIL POLICY / STRATEGY OR GOAL:

N/A

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A





# REPORT TO COMMITTEE

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**COMMITTEE:** STANDING COMMITTEE OF COUNCIL      **DATE:** JUNE 4, 2019

**DEPARTMENT:** TOURISM AND ECONOMIC DEVELOPMENT

**SUBJECT:** TOURISM AND ECONOMIC DEVELOPMENT REPORT

---

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

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**Prepared by:**  
Peter Magill  
Tourism and Economic Development Coordinator  
Date: May 30, 2019

**Reviewed by:**  
Glenn Smith  
ASAO  
Date: May 30, 2019



## REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL

DATE: June 4, 2019

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

### RECOMMENDATION:

MOVED BY: CLLR DOHEY  
SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for May 2019 as presented.

### BACKGROUND:

#### Recreational Programming

The Recreation Department's annual Community Clean Up kicked off on May 1<sup>st</sup> with 12 groups signing up and included a clean-up of Kiwanis Trail to kick off Phase 1 of TOHR's Great Trail Upgrading Project. All groups met their commitment, and each will be receiving a \$400 cheque for their contribution to beautification of the town.

Ball diamonds were officially made available to the public on May 22<sup>nd</sup>. Adult and youth leagues have started with all 4 ball diamonds in use. Dates have also been identified to the Programming Supervisor for youth skill development clinics and adult tournaments. Some work is required to improve the playability of the some of the diamonds, particularly in the outfields.

Fitness programming has been well attended and the interest continues to grow. The Recreation Programmer term position has led to additional programming, both in-house and via partnerships with contractors and volunteers looking for further recreation and leisure opportunities in town. Programming additions for May: meditation classes, various Zumba classes, knitting for youth and circuit fitness classes. Each of the programs are currently being offered weekly, but the interest is such that some will be offered twice weekly in June.

#### Recreation Programming Statistics

<i>Regular programs:</i>	March		April		May	
	2018	2019	2018	2019	2018	2019
<i>Walking Track</i>	-	552	-	220	-	167
<i>Table Tennis Drop-in</i>	-	28	-	8	-	11
<i>Air Hockey Drop-in</i>	-	-	-	51	-	8
<i>Circuit fitness classes</i>	-	-	-	12	-	18
<i>Spin Bike Classes</i>	-	-	-	10	-	14
<i>Zumba (youth)</i>	-	-	-	-	-	67



# REPORT TO COMMITTEE

**COMMITTEE:** STANDING COMMITTEE OF COUNCIL

**DATE:** June 4, 2019

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES

**SUBJECT:** RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

<i>Zumba gold</i>	-	-	-	-	-	16
<i>Seniors Craft Club</i>	-	32	-	16	-	12
<i>Meditation</i>	-	-	-	-	-	31
<i>Gym – Harry Camsell</i>	-	30	-	20	-	20
<i>Public skating</i>	-	38	-	n/a	-	n/a
<i>JR ball hockey</i>	-	9	-	50	-	9
<i>Mens ball hockey</i>		6	-	64	-	44
<i>Womens ball hockey</i>					-	9

<i>Rental hall usage:</i>	Community Hall	Multipurpose Room	Doug W. Hall
<i>TOHR special events</i>	4	-	
<i>TOHR meetings or training</i>	-	Daily TOHR Programming	2
<i>Corporate or private rentals</i>	1	-	2
<i>Non-profit organization</i>	2	2	4
<i>Birthday celebrations</i>	3	-	-
<i>Other</i>	Arena – 3 non-profit	-	-

## Aquatics

Spring swimming lesson sets were well attended and are revitalizing the Aquatic Centre.

- Saturday Set: May 4<sup>th</sup> to June 22<sup>nd</sup>
- Wednesday Set: May 1<sup>st</sup> to June 19<sup>th</sup>

Synchronized Swim Club started up, headed by a local teacher who is also a certified synchro coach. Significant interest was identified at the pool's Making Waves event in March. There is a great group of 8 swimmers and the program runs twice a week.

A Junior Lifeguard Club was also started up in May with 10 participants registered. Senior staff teach swimming and lifesaving basics as a way of developing knowledge and skills. The hope is that some graduates of the club will become the next generation of Jr Lifeguards at the pool.

Recruitment of staffing was more successful in May. Three casual lifeguards were hired and are available to provide some additional support to full time staff. A full time Senior Lifeguard was also hired with a start date of July 2<sup>nd</sup>.



# REPORT TO COMMITTEE

**COMMITTEE:** STANDING COMMITTEE OF COUNCIL

**DATE:** June 4, 2019

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES

**SUBJECT:** RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Lastly, National Lifesaving Society Certification training is underway for 5 Junior Lifeguards. The Aquatic Supervisor has outlined a 45-hour course which should be completed on June 15<sup>th</sup>. Building capacity internally was identified as a need, as was the recruitment and training of local staff. This should lead to less midday closures and more evening swim times and extended hours on weekends and evenings. The goal is also to reduce Monday pool maintenance closures to a half day of maintenance.

Regular programming includes:

- Early bird lane swim (4 days/week);
- Aquafit adult classes (twice weekly);
- Open Swim Times (daily)
- School group availabilities (7 blocks per week);
- Evening Adult swim (3 days/week);
- Birthday Party Availability (4 blocks per weekend);
- Family Swim Times (one/week);
- Swim lessons (Wednesday and Saturday mornings)

## Department Statistics

### Pool Attendance:

	March		April		May	
	2018	2019	2018	2019	2018	2019
<i>Birthday parties</i>	5	11	5	3	4	3
<i>Aquafit</i>	20	36	32	11	39	33
<i>School groups</i>	111	119	103	145	254	201
<i>General</i>	1661	908	1350	899	921	706

### Aquatic Revenue:

	March		April		May	
	2018	2019	2018	2019	2018	2019
<i>Admissions</i>	3773.36	1700.21	3566.19	1838.87	2368.74	1762.05
<i>Kids Lessons</i>	1893.25	239.00	1101.57	668.25	1653.00	1,191.75
<i>Adult Lessons</i>	71.00	65.98	132.50	390.50	393.92	151.97
<i>Miscellaneous</i>	401.09	134.10	245.39	293.98	1515.04	883.29
<i>Hourly Rental</i>	342.85	754.27	342	205.71	274.28	205.71

## Facilities and Maintenance

- Janitorial contract ongoing with positive feedback from contractor and TOHR staff;



## REPORT TO COMMITTEE

**COMMITTEE:** STANDING COMMITTEE OF COUNCIL

**DATE:** June 4, 2019

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES

**SUBJECT:** RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- Planning and preparations continue for RCMP Musical Ride;
- Regular checks, clean up and emptying of garbage cans on TOHR property;
- Mud and tape damaged walls in Recreation Centre rental rooms;
- Considerable brushing and clean up at McMeekin Park and Tri-Service Field;
- Considerable brushing and clean up of ditch behind Recreation Centre;
- Docks in at Porritt Landing;
- Planter boxes deployed and hanging baskets ready for deployment pending weather;
- Re Centre rental rooms equipped with A/V essentials for conferencing;
- Blind and lighting replacement in Aquatic Centre lobby;
- Preparation of Fisherman's Wharf for summer season;
- Preparation of ball diamonds for summer season;

---

### Director of Recreation Activities

2019 Recreation Rates and Fees were approved by council and these have been communicated to user groups. New fees and rates take effect as June 1<sup>st</sup>.

A new Recreation Committee was selected by a council subcommittee, with a first meeting to be confirmed for early June.

#### Meetings with Community Partners:

- Track and Field Committee chairs;
- Beautification Committee follow up;
- 100 Trees Project;
- Hay Days Representatives;
- JOH&S Monthly Meeting;
- Renewal of Old Town Mowing Contract;
- The Great Trail Upgrading Project Partnership with ECE and HRMC;
- Fisherman's Wharf Operator;
- DJSS Grad Committee Representatives;

#### Donation and Sponsorship Requests Status:

- Hay River Fun For Kids - Mud Run Fundraiser (requested more information);
- 2019 NWT Track & Field Championships (partial approval of the request);
- 2019 Fall Fair Committee (partial approval);
- 2019 Hay Days Festival (pending SAO approval);

#### Recreation Department Training provided:

- Programming Supervisor attended MRA conference in Fort Smith ;
- Summer Heat Coordinator Orientation: 2 new hires;



## REPORT TO COMMITTEE

**COMMITTEE:** STANDING COMMITTEE OF COUNCIL

**DATE:** June 4, 2019

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES

**SUBJECT:** RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- 1<sup>st</sup> Aid Certifications: 9 employees;
- CSTS certifications: 9 new hires;
- 3 hour brush saw operation and maintenance training: 8 facility maintainers;
- 2 day chainsaw operation course: 6 facility maintainers;
- MACA School of Community Government training confirmed for Hay River.
  - Pool Ops 1 June 11-12<sup>th</sup>
  - Arena 1 and 2 Sept 23-28<sup>th</sup>
  - Ice resurfacer in Behchoko (November)
  - Preventative Maintenance in Inuvik (February 2020).

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 2410 – 2019 Recreation Rates and Fees

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

**Prepared by:**  
Stephane Millette  
Director Recreation and Community Services  
Date: May 30<sup>th</sup>, 2019

**Reviewed by:**  
Judy Goucher  
SAO  
Date: May 31<sup>st</sup>, 2019



## REPORT TO COMMITTEE

**COMMITTEE:** STANDING COMMITTEE OF COUNCIL      **DATE:** JUNE 4, 2019

**DEPARTMENT:** FINANCE AND ADMINISTRATION

**SUBJECT:** 2019 MILL RATE DISCUSSION

### RECOMMENDATION:

**MOVED BY:** CLLR ANDERSON  
**SECONDED BY:** CLLR MELANSON

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts this information item on mill rates as presented.**

### BACKGROUND:

During the budget process every year, Council approves the amount of revenue required to operate the municipality. From this amount they subtract other sources of known revenues such as grants, licenses, user fees, etc. and the difference between those sources of revenues and expenses is the amount to be raised by property taxes.

The amount to be raised is divided by the total value of all property in the municipality and multiplied by 1,000 to determine the tax rate, also known as the mill rate. The calculation expressed as an equation is as follows:

$\frac{\text{Amount to be raised (a)}}{\text{Total taxable assessment (b)}} \times 1,000 = \text{mill rate}$
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- (a) As determined by Council during the O&M budget process
- (b) As determined by the GNWT assessors

The word “Mil” is derived from the Latin word for one thousand. In tax terms, one mil is equal to 1/1,000 of a dollar or \$1.00 in tax for each one thousand dollars (\$1,000) of assessed value.

Other levels of government do not pay property tax however they do pay a “grant in lieu” of tax. Municipal properties are exempt from tax as are a few other properties such as churches, etc.

Property assessments for government land and improvements are categorized according to predominant use property class (e.g. residential, commercial, industrial, institutional, etc.) and calculation of grants in lieu are derived using the same mill rates that apply for taxable properties (by class). Therefore, for the purposes of this paper the revenues earned through grants in lieu are included as a source of revenue derived from property assessments and any recommended increases will apply to properties that are grantable.

The 2019 mill rates are applied to 2018 assessment values to generate the revenue that is approved during the 2019 O&M budget process. In the case of the Town of Hay River, no changes were recommended to the revenue generated from property tax until the 2019 Capital

budget was reviewed and contributions to reserves were discussed. Revenue from property taxes and grants in lieu was approved

On February 28, 2019 Administration recommended an increase of 1% to property tax revenue to be used to increase reserves to fund future capital. It is intended that this 1% increase be applied to both taxable and grantable properties. Based on the 2019 budget, a 1 % increase in taxable and grantable property is \$62,273.

### **School Tax Levy**

The Town of Hay River administers a school tax levy on behalf of the GNWT. School tax is collected and remitted to the GNWT and the rate is set by the GNWT. On March 15, 2019, the Town received notice (see attached) that the school tax levy would be set at 2.23 for 2019. The 2018 school tax levy was 2.56. School tax applies to all taxable property as well as all non-GNWT grantable property.

The School tax levy is applied in the same manner as the municipal levy and is assessed per \$1,000 of value.

### **Theory of Mill Rate Setting**

In the NWT, the guidelines for Property Assessment and Taxation are governed by the *Property and Assessment Taxation Act (PATA)*. The GNWT is responsible for completing property assessments. In 2018, the GNWT completed a ten-year assessment which gave rise to considerable changes (predominantly increases) in the assessed value of properties within the Municipal boundaries of Hay River.

Before determining what mill rate to set it is important to understand how the Assessors set the assessment value. Attached is a report from the MACA assessors that outlines their general approach and outcomes from the 2018 ten-year assessment which is the basis for the 2019 taxation year.

With the knowledge that assessment values are set based on the property use and are reflective (if possible) to varying market conditions within groups of properties (e.g. within the class of residential properties, Vale Island properties are adjusted to reflect location in flood zone, trucked versus piped services, etc.), the next step is to determine what economic principles are to be used to set mill rates.

In the case of the Town of Hay River, there are other constraints to be considered when it comes to setting mill rates. For example, since 2010, the Residential mill rate for Corridor properties has been pegged at 90% of the Residential mill rate for other areas within the Municipal boundaries. When the corridor was originally annexed the mill rate was set considerably lower than 90% and increases were phased-in until the 90% relationship was achieved. This historic approach to mill rates for the corridor is based on differences in service levels between the corridor and other areas of Hay River.

It could be argued that the assessment setting process for Corridor residents already accounts for differences in service levels and distance from the centre of Town and as such, the process of benchmarking the mill rate to 90% of the Residential mill rate is duplicated through the land valuation process. Considering this relationship is longstanding it is not recommended that a change be made without discussion with residents at least one-year prior to any change.



The 10-year assessment created material changes in assessed values of land and improvements within each class. All classes increased in assessed value over 2018. Administration is recommending that mill rates be adjusted downward by holding the revenue by class at the same level as 2018 and applying the increased assessed values by class. This will allow the changes in assessment to reflect in overall property tax owing and create transparency for residents and businesses.

As discussed above, Administration recommended that Council consider a 1% increase in revenue to contribute \$62,273 to the operational surplus that could be transferred to reserves to fund future capital investment. In reviewing the various impacts of a revenue neutral approach to mill rate setting, it is recommended that the increase be achieved by holding the institutional mill rate at the 2018 rate. This approach would increase revenue by approximately \$54,000.

The merits of this proposed approach are;

1. the ability of Council to confirm a favorable tax regime by holding revenue by class neutral and changes in tax payable to fluctuate with assessed property values, and
2. the increase in revenue by holding the institutional mill rate at 2018 levels is close to the original proposed 1% increase.

The proposed mill rates would be as follows:

<b>Property Class</b>	<b>Municipal Mill Rate</b>	<b>Education Mill Rate</b>	<b>Total Mill Rate</b>
01 Residential	12.950	2.23	15.180
02 Commercial	15.600	2.23	17.830
03 Industrial	17.700	2.23	19.930
04 Institutional	29.800	2.23	32.030
05 Urban Other	12.950	2.23	15.180
06 Rural Residential Developed	11.655	2.23	13.885
07 Rural Residential Non-developed	11.755	2.23	13.985
08 Rural Commercial	11.755	2.23	13.985
09 Rural Industrial Developed	11.755	2.23	13.985
10 Rural Industrial Non-developed	11.755	2.23	13.985
11 Rural Agriculture	11.755	2.23	13.985
12 Rural Quarries and Minerals	11.755	2.23	13.985

The revenue to be earned from these proposed rates (excluding school tax which is a flow through to the GNWT) is \$6,325,000.

### **Hay River's Taxation versus other NWT tax-based Municipalities**

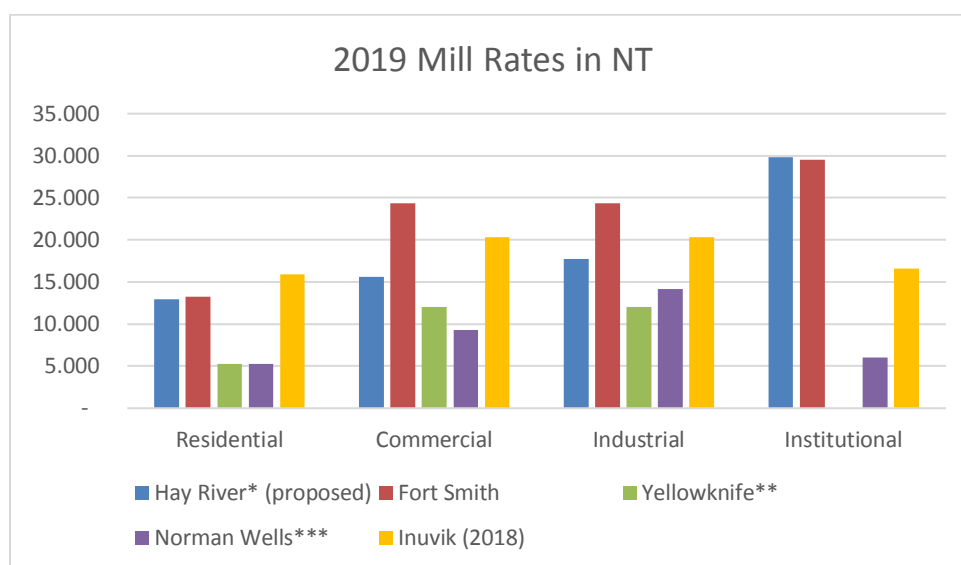
Property tax revenues are the funds required to operate the municipality after applying revenues from utility charges, user fees, grants and other revenues generated during the year.

For many decades, the property tax has been the primary source of revenue for municipalities in Canada and many other countries around the world. Its longevity and durability have not been without study and examination, however, nor has the tax been without criticism. One issue that has been increasingly examined in the last twenty years compared to previously is the extent to

which the property tax on commercial and industrial properties (often referred to as the non-residential sector) affects competitiveness.<sup>1</sup>

For the purposes of this information paper, mill rate comparisons have been provided for all tax-based municipalities (excluding the Village of Fort Simpson). In the region, south of the Great Slave Lake there are two tax-based communities, Hay River and Fort Smith. Those communities are closest for comparison purposes based on the size and the level of operations provided in the communities.

Below is a table of the basic mill rates across the NT. The 2019 mill rates for Hay River are the rates that are being proposed for approval in the 2019 Mill Rate bylaw.



\* Hay River has a residential category that is reduced - approx 5% of tax revenues

\*\*Yellowknife does not have an institutional mill rate category

\*\*\*Norman Wells has a mill rate category for Hydrocarbon industrial at 21.90 mills

Hay River's proposed residential mill rate is in line with Fort Smith and Inuvik and higher than Yellowknife and Norman Wells. The relative position makes sense considering both Norman Wells and Yellowknife have a larger industrial base and/or greater economies of scale over which to spread the tax burden.

Historically, Hay River has set the same mill rate for residential and commercial classes. Total assessed value of the residential class has been approximately two times commercial assessed value, representing the greater density of residential as compared to commercial properties within the Town. Hay River is the only NWT community that has the same mill rate for residential and commercial properties. All other tax-based communities have lower residential rates (as indicated by the graph). The proposed mill rate for commercial is within range of Fort Smith and Inuvik.

<sup>1</sup> Property Taxes and Competitiveness in British Columbia, A report prepared by Harry Kitchen and Enid Slack for the BC Expert Panel on Business Tax Competitiveness, May 11, 2010

The proposed institutional rate is marginally higher than Fort Smith. When considering revenue requirements in future years, Hay River should take the comparability into consideration and confirm that the rate setting process is not driving undesirable economic activity.

Mill rates are set in by law. A Mill Rate bylaw will be presented to Council on June 4, 2019.

**COUNCIL POLICY/STRATEGY OR GOAL:**

To provide appropriate stewardship of Town assets and finances.

**APPLICABLE LEGISLATION, BYLAWS OR STUDIES:**

*Cities, Towns and Villages Act, S.N.W.T. 2003, c. 22, Sections 107, 108 and 109*  
Financial Administration By-law 2252/FIN/11  
*NWT Property and Assessment Tax Act*

**FINANCIAL IMPLICATIONS:**

**ALTERNATIVES TO RECOMMENDATIONS:**

**ATTACHMENTS:**

Prepared by:

Judith Goucher  
Senior Administrative Officer

June 3, 2019



# REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 11<sup>th</sup>, 2019

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

## RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for May 2019 as presented.

## BACKGROUND

OFFENSE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	OFFENCES	WARNINGS	FINES
<b>Animal Control Bylaw</b>					
Barking Dogs		2	2		
Loose Dogs		3	11	6	2
Dog Bites			3	3	
<b>Business License</b>					
	1				
<b>Traffic Bylaw</b>					
Parking			4	4	
<b>Unsightly Bylaw</b>					
Overgrown Trees			5	5	

### Unsightly Properties: 6

The Protective Services Specialist is making daily patrols which include surveys for loose dogs, vehicles and trailers that may be parked inappropriately causing aesthetic and traffic issues (i.e., parking in green spaces), and unsightly properties. We are also fielding complaints from the public and investigating the allegations to ensure they are valid.

## COUNCIL POLICY / STRATEGY OR GOAL:

N/A

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaws as applicable

## FINANCIAL IMPLICATIONS:

N/A



# REPORT TO COUNCIL

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**DEPARTMENT:** PROTECTIVE SERVICES

**DATE:** June 11<sup>th</sup>, 2019

**SUBJECT:** MUNICIPAL ENFORCEMENT REPORT

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**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

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**Prepared by:**

Ross Potter  
Director, Protective Services  
Date: June 5, 2019

**Reviewed By:**

Judy Goucher  
Senior Administrative Officer  
June 7, 2019



# REPORT TO COUNCIL

**DEPARTMENT:** ADMINISTRATION

**DATE:** June 11<sup>th</sup>, 2019

**SUBJECT:** EXCUSED ABSENCE

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Willows from the Regular Meeting of Council on Tuesday, June 25<sup>th</sup>, 2019.**

## BACKGROUND:

Councillor Willows has asked to be excused from the Regular Meeting of Council on Tuesday, June 25<sup>th</sup>, 2019

## 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  
Council Administrator  
Date: June 7<sup>th</sup>, 2019

# **THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

## **BY-LAW #2412**

### **LAND DISPOSAL BY-LAW**

**A BY-LAW** of the Town of Hay River authorizing the Town to dispose of a leasehold interest in land pursuant to the Town's Land Administration Bylaw;

**WHEREAS** the Town entered into lease of certain land from the Commissioner of the Northwest Territories described in lease LE-109-200185-01 ("the Head Lease") with the express purpose of subleasing a portion of the land to a group of individuals ("the Original Applicants") who have committed to developing access to the land at their own expense to permit the land to be used for recreational purpose;

**AND WHEREAS**, due to Government policies, the Commissioner of the Northwest Territories cannot lease the land directly to the Original Applicants;

**AND WHEREAS** section 7(f)(iv) of the Land Administration Bylaw permits the disposal of land without public advertising in special and unique circumstances or activities which in the opinion of council serve the public interests of the Town;

**AND WHEREAS**, in the opinion of Council, the development of recreational property without expense to the Town serves the public interests of the Town;

**NOW THEREFORE** the Council of the Municipal Corporation of the Town of Hay River in a duly assembled meeting enact as follows:

1. That the Municipal Corporation of the Town of Hay River be and is hereby authorized to dispose of the leasehold interest by way of sublease of those lands identified as parcels 1 through 8 inclusive on the attached Schedule "A".
2. That the Original Applicants shall be given the first option to sublease one of the parcels, such option to be exercised within 10 days of receiving notice in writing from the Town that the land is available. Thereafter, any remaining parcels shall be available for sublease on a first-come first-serve basis.
3. All subleases shall be in the form prescribed by the Land Administration Bylaw, provided, however, that it shall be a term of the subleases that the Town shall not have any obligation to provide or maintain road access to the parcels. Road access shall be developed at the sole expense of the sublessors.

4. That this By-law shall come into effect upon receiving third reading.

THIS BY-LAW READ a First Time this \_\_\_\_\_ day of \_\_\_\_\_,  
2019 A.D.

\_\_\_\_\_

\_\_\_\_\_

THIS BY-LAW READ a Second Time this \_\_\_\_\_ day of \_\_\_\_\_,  
2019 A.D.

\_\_\_\_\_

\_\_\_\_\_

THIS BYLAW READ a Third and Final Time this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019 A.D.

\_\_\_\_\_

\_\_\_\_\_



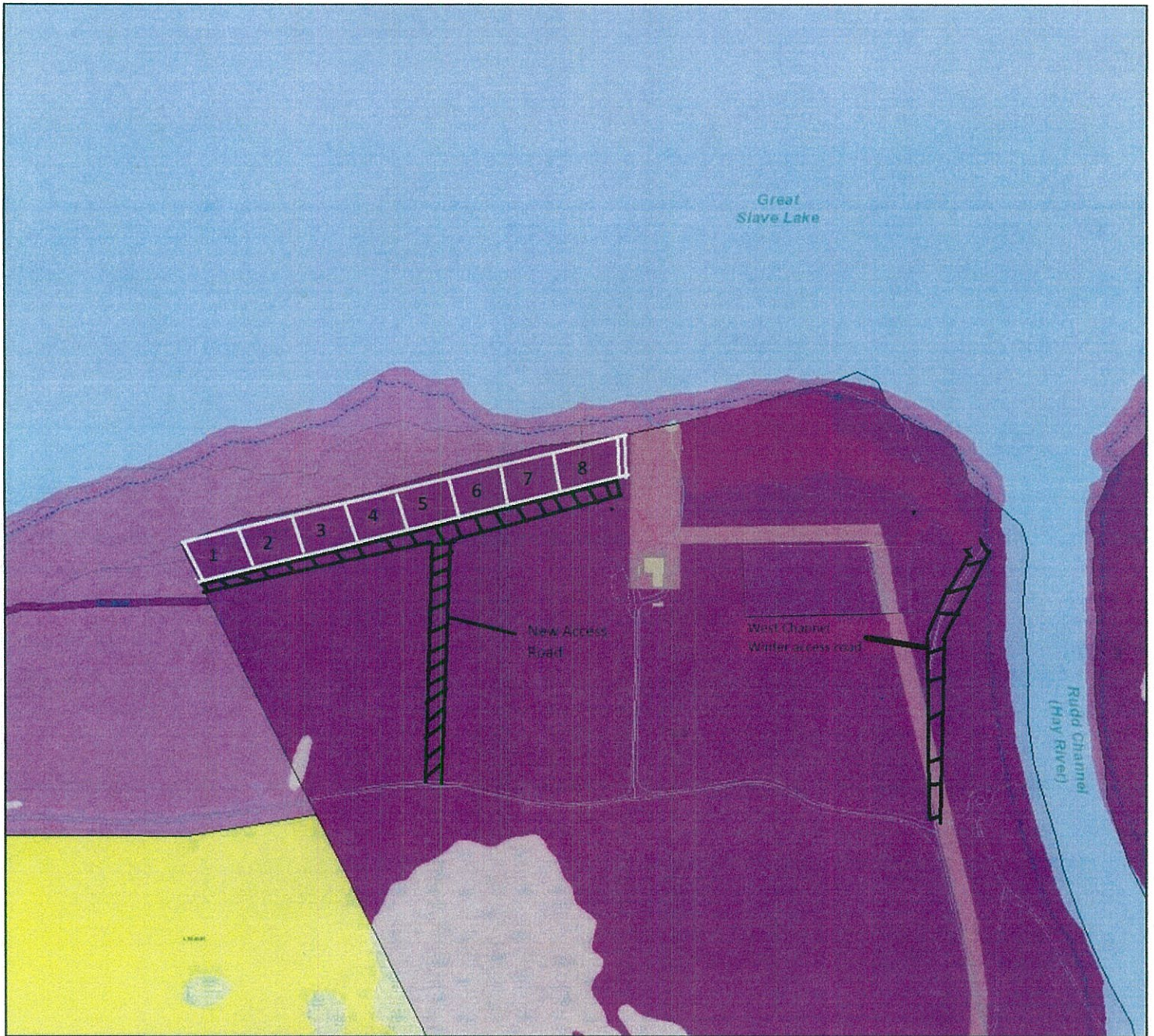


ATLAS

Government of  
Northwest Territories

# Commissioners Land LE-109-200185-01

7  
1  
9  
1



March 8, 2019

## Legend

- Block Land Transfer Boundaries
- Surveyed Parcels
- Surveyed Easements
- Surveyed Parcels - No Information Available
- Tenured Commissioner's Land (Surveyed)
- Federal Land
- Commissioner's Land
- Municipal Land

- Municipal Boundaries
- Building Footprints
- Surface Land Withdrawal
- Tenured Commissioner's Land (Unsurveyed)
- Tenured Territorial Land
- Indian Affairs Branch (IAB) Land
- Territorial Land
- Private Land

Bylaw 1811 Community Plan  
Zoned Parks & Open Spaces  
Recreational sub-Lease lots

Scale 1: 5,000

150 metres



UTM Zone: 11

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Department of Lands