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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 – June 26<sup>th</sup> – page 2-35
- b. Special Meeting of Council – July 9<sup>th</sup>, 2018 – page 36-40
- c. Special Meeting of Council – July 17<sup>th</sup>, 2018 – page 41-46

#### **6. BUSINESS ARISING FROM MINUTES**

#### **7. ADMINISTRATIVE ENQUIRIES**

#### **8. COMMITTEE REPORTS**

- a. Public Works Monthly Report for June 2018 – page 47-48
- b. Development & Building Report for June 2018 – page 49-50
- c. Mayors Monthly Report for June 2018 – page 51-52
- d. Excused Absence – page 53
- e. Emergency Services Activity Report for June – page 54-56
- f. Municipal Enforcement Activity Report for June – page 57-59
- g. Recreation Activity Report for June – page 60-64
- h. IT Report for June – page 65-67

#### **9. NEW BUSINESS**

- a. Application to purchase land – page 68-80
- b. SCBA Compressor Purchase – page 81-82
- c. Lease office space – Report to Follow
- d. Fire Training Centre – page 83-87
- e. Old Town Fire Hall – page 88-91

#### **10. NOTICES OF MOTIONS**

#### **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**



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## AGENDA

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    - Recreation Centre



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

The Regular Meeting of Council was held on Tuesday, June 26<sup>th</sup>, 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**

**#18-232**

**MOVED BY: CLLR ANDERSON**

**SECONDED BY: CLLR JAMESON**

Add item 11o) Geotechnical Study of Sundog and Evergreen

Add item 9 for In Camera conference call with the Council of Fort Smith

**CARRIED**

**3. DECLARATION OF INTEREST**

Deputy Mayor Jungkind declared an interest in 11m) – Company employer

Councilor Jameson declared an interest in 11l) – Company related

SAO Judy Goucher declared an interest in 14) Previous employer

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

Councilor Dohey – Thank you to the Recreation dept, the volunteers and athletes that participated in the triathlon this past weekend.

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

a) May 29<sup>th</sup>, 2018 – Regular Meeting of Council

**#18-233**

**MOVED BY: DEPUTY MAYOR JUNGKIND**

**SECONDED BY: CLLR JAMESON**

**CARRIED**



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

b) June 5<sup>th</sup>, 2018 – Special Meeting of Council

**#18-234**

**MOVED BY: DEPUTY MAYOR JUNGKIND**

**SECONDED BY: CLLR JAMESON**

**CARRIED**

c) June 12<sup>th</sup>, 2018 – Special Meeting of Council

**#18-235**

**MOVED BY: DEPUTY MAYOR JUNGKIND**

**SECONDED BY: CLLR ANDERSON**

**CARRIED**

### **6. BUSINESS ARISING FROM MINUTES**

There was no business arising from the minutes.

### **7. DELEGATION**

a) Hay River Playschool presented a check to the Town of Hay River in the amount \$12,500.00

b) Tom Colosimo from Industry, Tourism and Investments updated Council of the Fish Plant to be completed by June 2019. Equipment as already been purchased through CaNor.

c) RCMP came before Council to ask if we would be interested in hosting the RCMP musical ride in 2019.

### **8. ADMINISTRATIVE ENQUIRIES**

#### **SAO – Judy Goucher**

- Re Item 11f) Cannabis Plebiscite, will follow up with the GNWT
  - Will the liquor store contract have to be retendered to sell cannabis?
  - GNWT looking for support from Communities to use liquor store model, if they do not have a liquor store it would have to be mailed.
  - Target is 6 months – more to follow
- Had a Fisheries and Oceans meeting to discuss Porritt Landing and Fisherman's Wharf

#### **DPW – Earle Dumas**

- Pre-Construction meeting with Rowes took place regarding the 3 major projects

#### **DOF – Ruth Boden**

- N/A

#### **DPS – Ross Potter**

- N/A



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

### Recreation

- 24 planters are completed around Town
- Indigenous Day on June 21<sup>st</sup> went well
- Kayak course is now completed by 5 members
- Had the annual Triathlon event past weekend
- Canada Day Activities coming up this Sunday.

**Councilor Dohey** – When doing construction in front of homes, can we make sure the homeowner is notified.

**Councilor Anderson** – Is there any programs for teen this summer?

**ASAO Smith** – there is summer heat up to 12yrs old that is fully staffed and starts next week.

### 9. IN CAMERA

#18-236

**MOVED BY: CLLR ANDERSON**

**SECONDED BY: CLLR DOHEY**

That the Council of the Town of Hay River move to In Camera at 7:02pm.

**CARRIED**

#18-237

**MOVED BY: DEPUTY MAYOR JUNGKIND**

**SECONDED BY: CLLR DOHEY**

That the Council of the Town of Hay River move out of In Camera At 7:31PM.

**CARRIED**

### 10. COMMITTEE REPORTS

- a. Public works Monthly report for May 2018

#### RECOMMENDATION:

#18-238

**MOVED BY: DEPUTY MAYOR JUNGKIND**

**SECONDED BY: CLLR JAMESON**

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

**CARRIED**

#### BACKGROUND:

- Water Treatment Plant, Lagoon and Lift Stations operations and inspections.
- Sewer Main Flushing of troubled areas
- Vehicle and Equipment maintenance servicing
- Start of Annual Town Clean-up (May 22)
- Submission of 2017 Annual Report to MVLWB
- Monitoring of water samples during boil water advisory



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

- Cold mix pot hole filling
- Street sweeping on-going
- Courtoreille St. Tender closed May 8<sup>th</sup>
- Award Courtoreille St. Tender May 30<sup>th</sup>
- Infrastructure Manager Navi Bassi attended Asset Management Training(YK)
- Lift Station #3 Assessment on going pending data pertaining to all lift stations and existing force main piping systems.
- Aquatic Center HVAC Assessment returned to TOHR in Draft form currently being reviewed by TOHR.

### 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

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

Prepared by: Earle Dumas  
Director of Projects and Planning

Reviewed by:

B) Development & Building Report for May 2018

### RECOMMENDATION:

#18-239

MOVED BY: DEPUTY MAYOR JUNGKIND  
SECONDED BY: CLLR ANDERSON

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

CARRIED



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

### BACKGROUND:

#### SUMMARY

- 10 Development Permits and 1 Building Permit have been approved for the month of May 2018. In the month of May 2017, we had 19 Development Permits and 7 Building Permits signed out.

#### Background

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

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
May 1/18	D18-021	66 Industrial Drive	Northstar RV Sales (RV Sales)
May 1/18	B17-005	6-61 Woodland Drive	Replace Existing Addition Roof
May 14/18	DH18-022	7 Caribou Crescent	Solution Based Counseling (Counseling)
May14/18	D18-024	55 Miron Drive	Construct New Wooden 6' Rear Fence and 150 sq.ft. Storage Shed
May14/18	D18-025	48002 Back Road	New 10'X47' Deck with Tin Roof and Re-roof Mobile Home
May 14/18	D18-026	16 Cameron Crescent	New Stick Built 40'X40', 1600 sq.ft. House
May16/18	D18-027	48006 Back road	New Stick Built 807 sq.ft. House
May 17/18	D18-028	40 John Mapes Crescent	Replace existing 6' Rear Fence with new 6' Wood Fence
May 18/18	D18/028	47039 Mackenzie Highway	Install 2800 sq.ft. Roof Mount Solar Panel System at Hay River Canadian Coast Guard Base
May 29/18	D18-032	15 McRorie Road	Registered Massage Therapist (Massage Therapy)
May 30/18	D18-033	11 Beaver Crescent	Demolish Old House and build New 1001sq.ft. min. House

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

N/A

### CONSIDERATIONS OR FINANCIAL IMPLICATIONS:

N/A



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

**Prepared by:**  
Randy Froese  
Development Officer

**Reviewed by:**  
Judy Goucher  
SAO

Date: May 31<sup>st</sup>, 2018

Date: May 31<sup>st</sup>, 2018

c) Mayors Monthly report for May 2018

### RECOMMENDATION:

#18-240

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

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

**CARRIED**

### BACKGROUND:

Mayor's May 2018 Meetings

Date	Meeting With	Location
May 14/2018	MLA RJ Simpson Update on town issues and GNWT	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





## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

### ATTACHMENTS:

N/A

### Prepared by:

Brad Mapes

Mayor

Date: June 1<sup>st</sup>, 2018

d) Emergency Services Monthly Report for May 2018

### RECOMMENDATION:

**#18-241      MOVED BY: DEPUTY MAYOR JUNGKIND  
                 SECONDED BY: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Protective Services Activity Report for the month of May 2018 as presented.**

**CARRIED**

### BACKGROUND:

#### Summary:

May started out with the completion of Breakup 2018 which went very well. We had 8 Volunteer EMO river watchers on staff for this year but only tasked a few due to the lack of high water. We did have a small scare when the Water Resources gauge at the border malfunctioned but everything else went eventless.

Medical Staff helped with doing blood pressure checks for ENR's firefighters again this year and in exchange for this ENR provided the HRFD with S115 training which was about 3 hours of theory and another 2 hours in practical skills. S115 is a course on values protection in the event of an interface fire.

We did a presentation with the Army Cadets in respect to Emergency Management which was followed by a tour of the Emergency Services Building and our Equipment. This seemed to go very well and they showed real interest in emergency response.

Fire Extinguisher training was done with the Hospital Staff and with Carter Industries Staff. Both sessions went very well and we used the opportunity to talk about some Fire Prevention issues both on a business front and most importantly in their homes.

The Director of Protective Services attended a meeting regarding the upcoming Airport Exercise which will be happening in September. We are being offered training in START Triage as part of the exercise and we will be receiving some kit which will be added to our Mass Casualty



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

Trailer as part of our participation in the exercise. We look forward to these exercises as it is a good test of our strengths and weaknesses and enables us to continue improving our service to the community.

Preventive maintenance has now been completed on all EMS and Fire Equipment other than Pump Testing which will happen later this summer. All units are now in proper operating condition and should be able to provide good service for us in the future.

### Meetings:

PWS Committee Meeting  
Municipal Services Meeting  
Council Meetings  
Fire Meetings  
Management Meetings  
NWT FCA Meeting  
ENR Meeting

During the month of May 445 Volunteer hours were served by the members of the HRFD for a year to date total of 2,241.5 hours.

### STATISTICS

	2016	2017	2018	2018 YTD
<b>Patient Transfers</b>	<b>22</b>	<b>21</b>	<b>22</b>	<b>62</b>
<b>Medical Emergency Local</b>	<b>13</b>	<b>18</b>	<b>10</b>	<b>63</b>
<b>Medical Emergency Reserve</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>11</b>
<b>Medical Emergency Highway</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>6</b>
<b>Medical Emergency Out of Town Patients</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>9</b>
<b>Body Transfer</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>5</b>
<b>Fires &amp; Rescues</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>14</b>
<b>False Alarms</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>10</b>
<b>Training</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>20</b>
<b>Special Training</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>14</b>
<b>Cleanup &amp; Maintenance</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>19</b>
<b>Fire Permits</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>12</b>
<b>Fireworks Permits</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Public Safety</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>8</b>
<b>Inspections</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>30</b>



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

### MAINTENANCE

<b>Ambulance 1</b>	Weekly Checks, Full Service
<b>Medic 1</b>	Weekly Checks, Full Service
<b>Pump 1</b>	Weekly Checks, Full Service
<b>Pump 2</b>	Weekly Checks, Full Service, Repair Misc. Leaks, Repair Door Alarm
<b>Pump 3</b>	Weekly Checks, Full Service, Repair Misc. Leaks
<b>Tanker 1</b>	Weekly Checks
<b>Rescue 1</b>	Weekly Checks, Full Service
<b>Rescue 2</b>	Weekly Checks, Full Service
<b>Rescue 5</b>	Weekly Checks

### 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

#### Prepared by:

Ross Potter  
Director Protective Services/Fire Chief  
Date: June 12, 2018

#### Reviewed By:

Judy Goucher  
Senior Administrative Officer  
Date: June 12, 2018

e) Recreation Activity Report for May

### RECOMMENDATION:

#18-242

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

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



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

### BACKGROUND:

The Recreation and Community Services kicked off its summer programming, park space maintenance, and tourism related activities. Our workforce has grown significantly with the successful recruitment of twelve summer students. They have quickly come up to speed on procedures and will play a key role in executing our very busy summer season activities.

Days of operation for the Recreation Centre were extended to include all statutory holidays. The pool and walking track will now be available to customers on these days moving forward. Summer hours of operation will be identified and implemented in June.

### Recreational Programming

Several special event programs were offered to the community in May through our Recreation Programming department. These programs include drop-in and afterschool table tennis, a successful outdoor Nerf Wars event, a Mother's Day Lunch and Fun Bingo, and a 5km Walk/Run event. Planning and coordination has occurred for upcoming summer program events such as Canada Day celebrations and a Kayak Day Guide training course.

The annual Non-Profit Community Clean-up program was coordinated and executed. Two additional community zones were added this year and \$400 per zone was paid out to twelve volunteer groups who combined to pickup 250 bags of garbage in the community.

The popular Summer Heat kids program was initiated through staff recruitment, planning, promotion and event registration. Forty-five registration spots were available for youth between 5 and 12 years old. Registration was increased from \$300 to \$350 this year; spots were filled on the first day of offering. Four summer students will execute the program which starts in July.

Important MACA recreation grant applications were submitted in May with some positive awarding of funds. These grants are essential to funding the Town's special event programming planned for youth, adults and seniors.



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

### Recreation Programming Statistics

#### *Regular Programs:*

- Walking Track: average 25 users / day

#### *Special Programming:*

- Table Tennis – May 22<sup>nd</sup> to ongoing. Drop-in and afterschool program. 3 participants / day.
- Nerf Wars – May 12<sup>th</sup>. 20 youth participants.
- Mother's Day Lunch and Fun bingo – May 11<sup>th</sup>. 90 all-age participants.
- 5km Walk/Run – May 26<sup>th</sup>. 8 all age participants.

### **Visitors Information Centre (VIC)**

Procedures were documented to support the new summer student staff's delivery of materials to tourists and citizens visiting the VIC. Customer service training for VIC staff through the NorthernMost Host program was coordinated for delivery in June.

Information and promotional flyers were produced on local fossils, fish trackway, and VIC services at the local Territorial Parks. An ad was created to promote Hay River fishing in Up Here Magazine's June Fishing publication. The publication will have special distribution in bulk to various Visitor Centres, Globe and Mail subscribers in Toronto, registered businesses in the three Territories, and several southern airports.

Staff met with Twin Gorges and the Hay River Territorial Parks to ensure they have tourism information on Hay River. Also visited with the 60<sup>th</sup> Parallel VIC to ensure they have guides, maps and other information on Hay River and to help steer road traffic to the community.

Some draft development of content for the new 8-sided signage occurred. Content will be finalized in early June with sign installation planned before end of that month. The current Chamber of Commerce sign will be removed and provided to the Museum.

Correspondence with the Trans Canada Trail national association occurred around funding to replace interpretive signage on Hay River's trail system. Cost estimates will be firmed up and a plan for replacement developed in June.

VIC site improvements and maintenance activities were initiated. Yard work began with cleaning and raking of areas surrounding the building. Landscaping of grassed area and ground repairs associated with 2017 septic tank work has been initiated. RV entrance and parking lot grading will be coordinated with PWS.



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

### VIC Statistics

#### *VIC Visitors:*

145 approximately (65% - Canada; 10% - US; 23% - Europe; 3% - Other)

Previous Month: 50 approximately

#### *Gift Shop Sales:*

Total Sales: \$1270

Previous Month: \$940

Total Artists/Retailers: 23

Previous Month: 23

### **Aquatic Center**

A diverse offering of aquatic programming continues to be offered through the pool. AquaFit has been running twice a week with upwards of 10 participants. Early Bird swim occurred five times a week averaged between 6 and 10 participants per day. Adult Swim is being offered three evenings per week. Discounted open swim continues to be offered on the first Tuesday of the month. Swimming lessons have been popular especially on the weekends with over 30 registered participants then.

Approximately five unplanned pool closures occurred during the month of May. Two of these interruptions were caused by noncompliant chemical levels reported in the pool. These were caused by human intervention and will be addressed through training and role responsibility clarification. Two closures were caused by staff shortages which have partially been addressed through recruitment of a new Senior Lifeguard and return of another lifeguard from vacation. The fifth closure was the result of a defecation in the pool.

### Department Statistics

#### *Pool Attendance:*

<b>MAY</b>	<b>2017</b>	<b>2018</b>
Birthday Parties	3	4
Aquafit	49	39
Schools	363	254
General	1375	921



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

### *Aquatic Revenue:*

<b>April</b>	<b>2017</b>	<b>2018</b>
Admissions	\$2700.05	\$2368.74
Kids Lessons	\$1510.00	\$1653.00
Adult Lessons	\$281.51	\$393.92
Miscellaneous	\$6950.87	\$15,155.04
Hourly Rental	\$197.13	\$274.28

### **Facilities and Parks**

The ice surfaces were removed for both the Curling Club and Arena areas in May. While ice user group programming concluded for the season in April, ice was left in place through May to accommodate further testing and validation of related systems by Clarke Builders. The Town's ice removal did not go as smoothly as hoped with a lot of ice melting ahead of ice removal by equipment. Increased knowledge on procedures for ice removal will be needed ahead of next year's conclusion of ice user group programming.

A quick and overlapping transition from winter facility maintenance activities to parks maintenance occurred in May. Six summer students were recruited to support the summer activities. Training and coordination of the students took place throughout the early parts of the month in order to be fully functional on most procedures in June. Vacancy of the Lead Hand position will have a negative impact on the department's ability to meet the high maintenance and supervision demand. Recruitment for this position is occurring through June.

A hockey camp is scheduled for late August. Ice will go in advance of this camp and be in place for an early ice season which, due to the extended period of no arena ice was a request of the recreation committee and agreed by Council.

#### **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 – June 26<sup>th</sup>, 2018

### ATTACHMENTS:

N/A

#### Prepared by:

Glenn Smith  
Acting Director Recreation and Community Services  
Date: 7 June 2018

#### Reviewed by:

Judy Goucher  
SAO  
June 8, 2018

f) Highrise Parking

### RECOMMENDATION:

#18-243

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report involving the issue of High-rise parking.**

**CARRIED**

### BACKGROUND:

During a council meeting it was pointed out that it was unlikely that there were enough parking spaces at the High-rise and that there were many derelict vehicles in the area.

Administration followed up by doing a count of available spaces and derelict vehicles and found that indeed there was a shortage of parking spaces at the high-rise if it were filled.

A warning letter was sent to Satdeo Inc. to advise them that the wooden planters had to be removed from the parking areas as they were not only in contravention of the Zoning and Building Bylaw but the planters were in such shape that they were also in contravention of the Unsightly Lands Bylaw.

This letter was followed up by email and 2 site visits by the Director, Protective Services. Work on dismantling the planters and flower boxes commenced on June 6, 2018 and we expect to see all work on this item finished by mid-June which will then open up all the parking spots needed to fulfill Zoning requirements.

We are presently working with the RCMP to determine the owners of the derelict vehicles as our access to the Motor Vehicles Database does not allow us to track by VIN. Once ownership has been established letters will be going out to the owners of the offending vehicles.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A





## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

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

Zoning and Building Bylaw  
Unsightly Lands Bylaw

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

None

#### Prepared by:

Ross Potter  
Director Protective Services/Fire Chief  
Date: June 12, 2018

#### Reviewed By:

Judy Goucher  
Senior Administrative Officer  
Date: June 12, 2018

### 11. NEW BUSINESS

- a) 2018 Q1 Capital Update

### RECOMMENDATION:

#18-244

**MOVED BY: CLLR JAMESON**

**SECONDED BY: DEPUTY MAYOR JUNGKIND**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled 2018 Q1 Report on Capital and Forecast to December 31, 2018 as presented.**

**CARRIED**

### BACKGROUND:

The Finance Committee met on June 22, 2018 and to review the 2018 Q1 Capital Report. The report is updated to reflect the Committee recommended changes.

The 2018 Q1 Forecast includes a new project to purchase a self contained breathing apparatus (SCBA) compressor. This project was deferred during the 2018 capital budget process however during certification inspection the compressor failed and is required in 2018 to continue to provide air for SCBA equipment.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

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

N/A

### FINANCIAL IMPLICATIONS:

Reduction in 2018 Capital spending of \$21K.

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

Report to Finance Committee – 2018 Q1 Capital Report

Prepared by:  
Ruth Boden  
Director of Finance & Administration  
Date: June 22, 2018

Reviewed by:  
Judy Goucher  
Senior Administrative Officer  
Date: June 22, 2018

b) 2018 Q1 Consolidated O&M Update

### RECOMMENDATION:

**#18-245                      MOVED BY: CLLR JAMESON  
                                      SECONDED BY: DEPUTY MAYOR JUNGKIND**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled 2018 Q1 Consolidated Financial Statements Review and Forecast to December 31, 2018 as presented.**

**CARRIED**

### BACKGROUND:

The Finance Committee met on June 22, 2018 to review the 2018 Q1 Consolidated Financial Statement Review and Forecast to December 31, 2018.

The forecast has not been updated at this time, however Administration will be including the following known changes for the Q2 review in July 2018;

- Vacant Councillor Positions adjustment down
- Include the Assistant SAO position and offsetting contribution funding
- Snow removal forecast for the upcoming winter season

Administration commits to identifying incremental snow removal funding from internal sources and will implement restraint initiatives in order to stay within the approved 2018 budget.

### COUNCIL POLICY / STRATEGY OR GOAL:



## REPORT TO COUNCIL

**DEPARTMENT:** FINANCE

**DATE:** June 26<sup>th</sup>, 2018

**SUBJECT:** APPROVAL FOR PROCUREMENT

N/A

**APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:**

N/A

**FINANCIAL IMPLICATIONS:**

N/A.

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

Report to Finance Committee – Consolidated Financial Statement -2018 Q1 Review and Forecast

Prepared by:  
Ruth Boden  
Director of Finance & Administration  
Date: June 22, 2018

Reviewed by:  
Judy Goucher  
Senior Administrative Officer  
Date: June 22, 2018

c) Year End December 2017 Accounts Receivable Report

**RECOMMENDATION:**

**#18-246                      MOVED BY: DEPUTY MAYOR JUNGKIND  
   SECONDED BY: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled  
Accounts Receivable Collections Procedures as presented.**

**CARRIE**

**D**

**BACKGROUND:**

The Finance Committee met on June 22, 2018 and is recommending Council accept the attached report.

**COUNCIL POLICY / STRATEGY OR GOAL:**



## REPORT TO COUNCIL

DEPARTMENT: FINANCE

DATE: June 26<sup>th</sup>, 2018

N/A

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

N/A

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

Prepared by:

by: Ruth Boden  
Goucher  
Director of Finance & Administration  
Date: June 22, 2018

Reviewed by:  
Judy

Senior Administrative Officer  
Date: June 22, 2018

d) O&M and Capital Budget Policy

### RECOMMENDATION:

#18-247

MOVED BY: CLLR ANDERSON  
SECONDED BY: DEPUTY MAYOR JUNGKIND

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the O&M and Capital Budget Policy FM.001.

CARRIED

### BACKGROUND:

The Policy Committee met on June 22, 2018 and reviewed a draft O&M and Capital Budget Policy. The Policy was agreed to with edits to reference the obligations under the *Cities, Towns and Villages Act* in terms of timing of submissions.



## REPORT TO COUNCIL

**DEPARTMENT:** FINANCE

**DATE:** June 26<sup>th</sup>, 2018

**SUBJECT:** APPROVAL FOR PROCUREMENT

It was also proposed that Administration bring forward interim budgets in November.

**COUNCIL POLICY / STRATEGY OR GOAL:**

**APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:**

*Cities, Towns and Villages Act*

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

O&M and Capital Budget Policy FM.001

**Prepared by:**

Judy Goucher  
Senior Administrative Officer  
June 22, 2018

e) Signing Authority Policy

**RECOMMENDATION:**

#18-248

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Signing Authority Policy FM.002.**

**DEFERRED**

**BACKGROUND:**

The Policy Committee met on June 22, 2018 and reviewed a draft Signing Authority Policy. The Policy was agreed to without edits with the proviso that Administration provide monthly financial reporting to Council to enable Council to exercise its due diligence for financial accountability.

**COUNCIL POLICY / STRATEGY OR GOAL:**



## REPORT TO COUNCIL

DEPARTMENT: FINANCE

DATE: June 26<sup>th</sup>, 2018

SUBJECT: APPROVAL FOR PROCUREMENT

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

### FINANCIAL IMPLICATIONS:

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

Signing Authorities Policy FM. 002

### Prepared by:

Judy Goucher  
Senior Administrative Officer  
June 22, 2018

f) Cannabis Plebiscite

\*\*For Council Discussion\*\*

g) 2016 Property Tax Arrears Sale

### RECOMMENDATION:

#18-249

MOVED BY: CLLR ANDERSON  
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled 2016 Property Tax Arrears Sale for information.

CARRIED

### BACKGROUND:

The *Property Assessment and Taxation Act R.S.N.W.T. 1988, c.P-10 (PATA) Part III Taxation, Section 97.6* provides for the recovery of tax arrears by sale at public auction.

The Town of Hay River has been preparing for the tax sale schedule for Wednesday, June 27, 2018 over the past year.



## REPORT TO COUNCIL

**DEPARTMENT: FINANCE**

**DATE: June 26<sup>th</sup>, 2018**

**SUBJECT: APPROVAL FOR PROCUREMENT**

Council approved the listing of properties and the minimum sale price for each parcel for inclusion in the tax sale by Motion #18-148, April 10, 2018. Since then ads have been placed in the Northwest Territories Gazette for the April 30<sup>th</sup>, 2018 publication and in the News North and Hub newspapers along with notices posted in the Town office for public viewing.

To have a property removed from the tax sale, the owner must pay all of their “delinquent taxes” (taxes owing from 2016 and earlier; the related interest, penalties and collection fees) before 8:30 am on June 27, 2018. The “tax arrears” from 2017 and the related interest, penalties and collection fees will remain outstanding until either the property owner pays; or the next tax sale which will be held in 2019 failing payment being received.

The auction will be held at 9:00 am on June 27<sup>th</sup>, 2018 at the Town Hall Council Chambers in the Town of Hay River. Owner’s whose properties that are sold at auction (meet the minimum price) have 30 days following the auction to pay delinquent taxes and stop the sale from proceeding.

At the beginning of April 2018 there were 40 properties included in the tax arrears listing. At the date of this report, we have 25 properties remaining on the tax arrears listing.

### **COUNCIL POLICY / STRATEGY OR GOAL:**

To maintain financial stability to enable continued provision of the desired levels of service

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

*Property Assessment and Taxation Act – Tax Sales Regulations Section 3*

### **FINANCIAL IMPLICATIONS:**

Collection of \$194,000 in delinquent property taxes.

### **ALTERNATIVES TO RECOMMENDATIONS:**

N/A

### **ATTACHMENTS:**

N/A

Prepared by:  
Ruth Boden  
Director of Finance & Administration  
Date: June 22, 2018

Reviewed by:  
Judy Goucher  
Senior Administrative Officer  
Date: June 22, 2018



## REPORT TO COUNCIL

**DEPARTMENT: FINANCE**

**DATE: June 26<sup>th</sup>, 2018**

**SUBJECT: APPROVAL FOR PROCUREMENT**

h) Stantec Engineering Services for 2019-19

### **RECOMMENDATION:**

**#18-250**

**MOVED BY: CLLR ANDERSON**

**SECONDED BY: DEPUTY MAYOR JUNGKIND**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2018/19 Engineering Services “As and When” contract with Stantec Architecture Ltd. in the amount of \$423,000 as presented.**

**CARRIED**

### **BACKGROUND:**

The Town of Hay River has an “As and When” contract with Stantec for engineering services. The Scope of work includes:

- Preconstruction meetings
- Bi-weekly construction meetings
- Review and recommendation of monthly progress claims
- Preparation of contemplated change notices, site instructions, change orders
- Review of shop drawings / sample result

Stantec will also provide field reviewer services with a surveyor who will confirm checks and completions, address deviations observed from contract and provide regular updates to the Town.

The work is based on an estimate of 13 weeks in 2018 and an additional 6 weeks in 2019 for paving.

The budget is proposed as follows and is included in the approved capital budgets for these projects (rounded to the nearest thousand):

Cedar to Birch Waterline – contract administration - fixed fee - \$17,000

Courtoreille St. Upgrades – contract administration - fixed fee - \$29,000

Dessy, Morin & Mansell Upgrades – contract administration - fixed fee - \$42,000

2018 Onsite Field Services – hourly rate - \$236,000

2019 Onsite Field Services – hourly rate - \$99,000

### **COUNCIL POLICY / STRATEGY OR GOAL:**

2018 Capital Budget and 2018 – 2027 Ten Year Capital Plan





## REPORT TO COUNCIL

DEPARTMENT: FINANCE

DATE: June 26<sup>th</sup>, 2018

SUBJECT: APPROVAL FOR PROCUREMENT

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

**Prepared by:**

Judy Goucher

Senior Administrative Officer

June 22, 2018

i) Aurora College Foundational Review

**\*\*For Council Discussion\*\***

j) Tourism Infrastructure Projects

RECOMMENDATION:

#18-251

MOVED BY: CLLR ANDERSON

SECONED BY: DEPUTY MAYOR JUNGKIND

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the transfer of \$17,000 from 2018 Mayor's Wellness to infrastructure reserves and approves additional capital spending of up to \$60,000 for the Public Beach Upgrade and Porritt Landing Phase II capital projects, conditional on approval of ITI contribution funding.

CARRIED

BACKGROUND:



## REPORT TO COUNCIL

**DEPARTMENT: FINANCE**

**DATE: June 26<sup>th</sup>, 2018**

**SUBJECT: APPROVAL FOR PROCUREMENT**

Administration has held discussions with the Department of Industry, Tourism and Investment (ITI) regarding two projects for tourism infrastructure, both of which would have a Town equity component as follows:

- Public Beach upgrade (Phase I) – Total project 2018 - \$120,000 – THR equity contribution \$30,000
- Porritt Landing (Phase II) – Total project \$100,000 – THR equity contribution up to \$30,000

These projects are aimed at adding or improving infrastructure to attract tourism by featuring these areas as “destination attractions”. These areas are also used by residents and promote healthy lifestyles through outdoor activity.

There is no budget identified within the 2018 capital plan for the equity component of either of these projects however, the opportunity for contribution funding could be achieved if Council approved funding these projects from Reserves. To offset the impact on Reserves it is proposed that the 2018 Mayor’s Wellness funding in the amount of \$17,000 be transferred to reserves. The 2017 year-end transfers to reserves from surplus included the 2017 Mayor’s Wellness funding in the amount of \$17,000 which was unspent (surplus at year end). The remaining equity contribution of up to \$26,000 can also be accommodated from reserves.

### **COUNCIL POLICY / STRATEGY OR GOAL:**

2018 O&M and Capital Budget

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

### **FINANCIAL IMPLICATIONS:**

2018 Revenue increase by up to \$160,000  
2018 Capital increase by up to \$220,000  
2018 Infrastructure Reserves decrease by \$60,000,

### **ALTERNATIVES TO RECOMMENDATIONS:**

N/A

### **ATTACHMENTS:**

**Prepared by:**



## REPORT TO COUNCIL

**DEPARTMENT:** FINANCE

**DATE:** June 26<sup>th</sup>, 2018

**SUBJECT:** APPROVAL FOR PROCUREMENT

Judy Goucher  
Senior Administrative Officer  
June 22, 2018

k) Procurement Approval 1

### RECOMMENDATION:

**#18-252**                      **MOVED BY: CLLR JAMESON**  
                                    **SECONDED BY: CLLR ANDERSON**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$102,711.86 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.*

*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:



## REPORT TO COUNCIL

**DEPARTMENT:** FINANCE

**DATE:** June 26<sup>th</sup>, 2018

**SUBJECT:** APPROVAL FOR PROCUREMENT

N/A

### ATTACHMENTS:

Expenditures in Excess of \$25,000 listing

**Prepared by:**

Ruth Boden  
Director of Finance and Administration  
June 22<sup>nd</sup>, 2018

**Reviewed by:**

Judy Goucher  
Senior Administrative Officer  
June 22<sup>nd</sup>, 2018

I) Procurement Approval 2

### RECOMMENDATION:

#18-253

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$45,687.78 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.*

*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:



## REPORT TO COUNCIL

**DEPARTMENT: FINANCE**

**DATE: June 26<sup>th</sup>, 2018**

**SUBJECT: APPROVAL FOR PROCUREMENT**

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

June 22<sup>nd</sup>, 2018

**Reviewed by:**

Judy Goucher

Senior Administrative Officer

June 22<sup>nd</sup>, 2018

**\*\*Let it be noted, Councillor Jameson left the room and did not partake in the vote\*\***

m) Procurement Approval 3

### RECOMMENDATION:

**#18-254**

**MOVED BY: CLLR DOHEY**

**SECONDED BY: CLLR ANDERSON**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$32,797.77 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.*

*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.



## REPORT TO COUNCIL

**DEPARTMENT:** FINANCE

**DATE:** June 26<sup>th</sup>, 2018

**SUBJECT:** APPROVAL FOR PROCUREMENT

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  
June 22<sup>nd</sup>, 2018

**Reviewed by:**

Judy Goucher  
Senior Administrative Officer  
June 22<sup>nd</sup>, 2018

**\*\*Let it be noted, Deputy Mayor Jungkind left the room and did not partake in the vote\*\***

n) Municipal Enforcement Report

**RECOMMENDATION:**

**#18-255**

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for January thru June 2018 as presented.**

**CARRIED**



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

### BACKGROUND:

Date:	Complaint	Action
04/01/2018	Alleged animal abuse	Written warning
18/01/2018	Loose Dog	Dog picked up
18/01/2018	Loose Dog	Dog picked up
24/01/2018	Dogs locked in house no care	Dogs seized Vehicle seized and towed
24/01/2018	Abandoned Vehicle	Unable to establish whose dog this was. Possibly from reserve
25/01/2018	Dog attacked dog	3 Dogs seized
25/01/2018	Dogs running loose West Channel	Dog picked up
05/02/2018	Loose Dog	Dog picked up
15/02/2018	Loose Dog	Verbal Warning - Spoke to the Mrs.
19/02/2018	Dogs Running loose all the time	Patrol couldn't substantiate
27/02/2018	Loose dog on 102 Street	Patrol couldn't substantiate
12/03/2018	2 loose German Shepherds on 103 Street	Dog picked up
13/03/2019	Loose Dog	Dog picked up
15/03/2018	Loose Dog	Dog picked up
31/04/2018	Loose Dog	Dog picked up
02/05/2018	Loose Dog	Dog picked up
08/05/2018	Unsightly - Parking Issues	Warning Letter Patrol - Rec cleaned mess up
09/05/2018	Garbage on lawn at fisheries house	Warning Letter
09/05/2018	Loose dog on Balsam Drive	Dog picked up
09/05/2018	Loose Dog	Patrol couldn't substantiate
11/05/2018	Spilled oil on the lawn	The car was removed
11/05/2018	Black car abandoned on Taylor Place	Dog picked up
19/05/2018	Loose Dog	Written warning
28/05/2018	Loose Dogs	Written warning
4/6/20185	Dog bit another dog	Patrol couldn't substantiate
11/06/2018	Alleged animal abuse	



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

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	10
Number of Cats Caught	0

### Unsightly Properties: 2

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  
Date: June 26, 2018

**Reviewed By:**  
Judy Goucher  
Date: June 26, 2018





## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

O) Geotechnical Study of Sundog and Evergreen

### RECOMMENDATION:

#18-256                      **MOVED BY: CLLR ANDERSON**  
**SECONDED BY: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve an expenditure of up to \$200,000 to complete a geotechnical assessment of the Sundog and Evergreen land development areas.**

**CARRIED**

### BACKGROUND:

In the current General Plan and the draft Community Plan, the Town has identified two areas for development and is actively seeking financing from the GNWT to proceed with those developments.

The land was cleared several years ago. To confirm the type of structures that can be constructed on that land and the construction requirements based on soil and ground water conditions, a geotechnical study is recommended.

The cost to complete the geotechnical study is estimated at \$200,000 and would be undertaken on an expedited basis by Stantec. This information will be used to update the development costing that Stantec provided to the Town in December 2017.

The expense would be recorded in the Land Fund as a 2018 cost of land development.

### COUNCIL POLICY / STRATEGY OR GOAL:

General Plan/Community Plan

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

### FINANCIAL IMPLICATIONS:

2018 Land Development Fund

### ALTERNATIVES TO RECOMMENDATIONS:

### ATTACHMENTS:

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**Prepared by:**  
Judy Goucher  
Senior Administrative Officer  
June 22<sup>nd</sup>, 2018



## COUNCIL MINUTES – June 26<sup>th</sup>, 2018

### 12. BYLAWS

a) Bylaw 2382– Procurement Bylaw – First Reading

**#18-257**

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

**DEFEATED**

**\*\*Let it be noted that Cllrs McKay, Dohey and Anderson was opposed\*\***

b) Bylaw 2386 – Porritt Landing Bylaw – First and Second Reading

**#18-258**

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

**CARRIED**

2<sup>nd</sup> Reading

**#18-259**

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

**CARRIED**

Consent Reading

**#18-260**

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

**CARRIED**

3<sup>rd</sup> Reading

**#18-261**

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

**CARRIED**

### 13. NOTICES OF MOTIONS

There was no notice of motions at the Regular Meeting of Council on Tuesday, June 26<sup>th</sup>, 2018



## **COUNCIL MINUTES – June 26<sup>th</sup>, 2018**

### **14. IN CAMERA**

**#18-262**

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

**That the Council of the Town of Hay River move to In Camera at 8:27pm.**

**CARRIED**

**#18-263**

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

**That the Council of the Town of Hay River move out of In Camera At 9:16PM.**

**CARRIED**

### **15. ADJOURNMENT**

**#18-264**

**MOVED BY: CLLR ANDERSON**

**That the Regular Meeting of Council be adjourned at 9:17pm.**

**CARRIED**

**Certified Correct as Recorded on the 26<sup>th</sup> day of June 2018.**

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

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

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



## SPECIAL MEETING MINUTES JULY 9<sup>TH</sup>, 2018

The Special Meeting of Council was held on Monday, July 9<sup>th</sup>, 2018 at 6:40pm in the Council Chambers.

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

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

**1. CALL TO ORDER:**

This Meeting was called to order at 6:40pm with Mayor Mapes presiding.

**2. ADOPTION OF AGENDA**

**#18-265**

**MOVED BY: CLLR ANDERSON**

**SECONDED BY: DEPUTY MAYOR JUNGKIND**

**CARRIED**

**3. DECLARATION OF INTEREST**

There were no declarations of interest for the Special Meeting of Council, Monday, July 9<sup>th</sup>.

**4. NEW BUSINESS**

a) Procurement Approval

**RECOMMENDATION:**

**#18-266**

**MOVED BY: DEPUTY MAYOR JUNGKIND**

**SECONDED BY: CLLR ANDERSON**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$46, 620.25 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.*

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



## SPECIAL MEETING MINUTES JULY 9<sup>TH</sup>, 2018

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

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**Prepared by:**

Ruth Boden  
Director of Finance and Administration  
July 4<sup>th</sup>, 2018

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**Reviewed by:**

Glenn Smith  
A/Senior Administrative Officer  
July 4<sup>th</sup>, 2018



## SPECIAL MEETING MINUTES JULY 9<sup>TH</sup>, 2018

### b) Cannabis Plebiscite

#### RECOMMENDATION:

#18-267

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER elects to forgo a plebiscite on the sale of cannabis and confirms the local Liquor Store as a cannabis retail sales location until the territorial government completes the criteria for private sector cannabis retail and other retail options are available for consideration.**

**CARRIED**

#### BACKGROUND:

On June 5<sup>th</sup>, the Mayor of Hay River received a letter from the Minister of Finance regarding Designation of a Cannabis Store: Restriction and Prohibition Options. The letter is attached for reference. The Minister is asking if the Town is electing to hold a plebiscite to prohibit or restrict the sale of cannabis. The plebiscite option is available to a community until a cannabis store is designated for that community. If such a store is operating in a community then a plebiscite relating to prohibition or restriction of cannabis sales is no longer possible.

While criteria are developed for private sector sale of cannabis, the territorial government has identified the local liquor retailer (where present) or mail order as the retail mechanism for the sale of cannabis. It is anticipated that cannabis will be legalized in Canada by mid-August to mid-September 2018.

#### COUNCIL POLICY / STRATEGY OR GOAL:

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

*Northwest Territories Cannabis Products Act*

#### FINANCIAL IMPLICATIONS:

#### ALTERNATIVES TO RECOMMENDATIONS:

#### ATTACHMENTS:

Letter dated Jun 5, 2018 from Honourable Robert C. McLeod, Minister Finance to May Mapes

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## SPECIAL MEETING MINUTES JULY 9<sup>TH</sup>, 2018

### Prepared by:

Judy Goucher  
SAO  
June 28<sup>th</sup>, 2018

**\*\*Let it be noted that Deputy Mayor Jungkind was opposed\*\***

### c) Courtoreille Street Redesign

#### RECOMMENDATION:

#18-268

**MOVED BY: CLLR ANDERSON**

**SECONDED BY: DEPUTY MAYOR JUNGKIND**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve a budget of up to \$20,000 for Stantec to complete a redesign of Courtoreille Street roadworks project to turn Courtoreille Street into a one-way street with angle parking on both sides and widened sidewalks.**

**CARRIED**

#### BACKGROUND:

The Town has been working to improve curb appeal in the downtown core to make the Town more attractive to visitors and residents. In discussing the Courtoreille Street project the concept was raised to make the street one-way with parking on both sides, wider sidewalks that would accommodate benches and potentially grated trees and planters.

There is little we can do in our downtown core to improve the look and feel of the area. Courtoreille as a one-way street would promote what is referred to as traffic calming and is proven to improve the character of a neighborhood.

The design engineers have confirmed that a one-way design would work for Courtoreille Street. The flow would be from Woodland to Capital Drive.

The Wright Centre, Jensen building and Drugstore building owners were consulted and support the concept in principle.

The current plan includes replacement of the existing sidewalk at Town's expense as they are already in place. The new design followed by discussion with the contractor would identify the incremental cost of widening the sidewalks on both sides of the street.

#### COUNCIL POLICY / STRATEGY OR GOAL:

N/A



## SPECIAL MEETING MINUTES JULY 9<sup>TH</sup>, 2018

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

N/A

### FINANCIAL IMPLICATIONS:

\$20,000 additional design expense. Potential incremental construction costs to be presented to Council once design is complete and new design is costed.

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

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#### Prepared by:

Judy Goucher  
SAO  
June 28<sup>th</sup>, 2018

#### 5. ADJOURNMENT

#18-269

MOVED BY: CLLR ANDERSON

CARRIED

That the Special meeting of Council be adjourned at 6:51pm.

Certified Correct as Recorded on the 9<sup>th</sup> Day of July 2018

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

\_\_\_\_\_  
Mayor

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





## SPECIAL MEETING MINUTES JULY 17<sup>th</sup>, 2018

The Special Meeting of Council was held on Tuesday, July 17<sup>th</sup>, 2018 at 6:50pm in the Council Chambers.

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

Staff: SAO - Judy Goucher, ASAO - Glenn Smith, Director of Public Works – Earle Dumas, Director of Finance and Administration – Ruth Boden, Director of Protective Services – Ross Potter

This Meeting was called to order at 6:40pm with Mayor Mapes presiding.

### 2. ADOPTION OF AGENDA

#18-270

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR ANDERSON

CARRIED

### 3. DECLARATION OF INTEREST

Councillor Dohey declared an interest in 4c) – Company employer

Councilor Jameson declared an interest in 4b) – Company related

### 4. NEW BUSINESS

a) Procurement Approval 1

#### RECOMMENDATION:

#18-271

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$46,410.75 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 expend 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



## SPECIAL MEETING MINUTES JULY 17<sup>th</sup>, 2018

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

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**Prepared by:**

Ruth Boden  
Director of Finance and Administration  
July 12<sup>th</sup>, 2018

**Reviewed by:**

Judy Goucher  
Senior Administrative Officer  
July 12<sup>th</sup>, 2018

b) Procurement Approval 2

### RECOMMENDATION:

#18-272

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$79,814.53 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.  
For expenditures in excess of \$25,000.00 a resolution of Council authorizing the expenditure shall*



## SPECIAL MEETING MINUTES JULY 17<sup>th</sup>, 2018

*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

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**Prepared by:**

Ruth Boden  
Director of Finance and Administration  
July 12<sup>th</sup>, 2018

**Reviewed by:**

Judy Goucher  
Senior Administrative Officer  
July 12<sup>th</sup>, 2018

**\*\*Let it be noted Councillor Jameson left the room and did not partake in the voting\*\***

c) Procurement Approval 3

### RECOMMENDATION:

**#18-273**

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$32,797.77 as outlined in the attached list.**

**CARRIED**



## SPECIAL MEETING MINUTES JULY 17<sup>th</sup>, 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  
July 12<sup>th</sup>, 2018

**Reviewed by:**  
Judy Goucher  
Senior Administrative Officer  
July 12<sup>th</sup>, 2018

**\*\*Let it be noted that Councillor Dohey left the room and did not partake in the vote\*\***

d) Banking Signing Authority

### RECOMMENDATION:

#18-274

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



## SPECIAL MEETING MINUTES JULY 17<sup>th</sup>, 2018

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints the following Council and Administrative representatives as bank signing authorities: Mayor Brad Mapes, Deputy Mayor Donna Lee Jungkind, Councillor Kandis Jameson, Senior Administrative Officer Judy Goucher, Assistant Senior Administrative Officer Glenn Smith, and Director of Finance and Administration Ruth Boden

**CARRIED**

### BACKGROUND:

Bank signing authority is assigned for the Municipal Corporation of the Town of Hay River by way of Council Resolution. With the placement of the Assistant Senior Administrative Officer and his related duties in the absence of the SAO it is important for continuity of business to ensure the appropriate signing authorities are in place.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

Cities, Towns & Villages Act, S.N.W.T. 2003, c.22  
Signing Authorities Bylaw No. 1764/LEG/00

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

**Prepared by:**  
Ruth Boden  
Director of Finance & Administration  
Date: July 11, 2018

**Reviewed by:**  
Judy Goucher  
Senior Administrative Officer  
Date: July 11, 2018

e) Courtoreille Street Design

**#18-275**      **MOVED BY: CLLR JAMESON**  
                 **SECONDED BY: CLLR ANDERSON**



## SPECIAL MEETING MINUTES JULY 17<sup>th</sup>, 2018

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve in principle a change order up to the amount of \$315,000, subject to the business owners agreeing to their share of cost.

**CARRIED**

### 5. IN CAMERA

**#18-276**

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

That the Council of the Town of Hay River move to In Camera at 7:02pm.

**CARRIED**

**#18-277**

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

That the Council of the Town of Hay River move out of In Camera At 7:47PM.

**CARRIED**

### 6. ADJOURNMENT

**#18-278**

**MOVED BY: CLLR ANDERSON**

**CARRIED**

That the Special meeting of Council be adjourned at 7:48pm.

Certified Correct as Recorded on the 17<sup>th</sup> Day of July 2018

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

\_\_\_\_\_  
Mayor

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



# REPORT TO COMMITTEE

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**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** July 9<sup>th</sup>, 2018

**DEPARTMENT:** PUBLIC WORKS

**SUBJECT:** PUBLIC WORKS MONTHLY REPORT

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## RECOMMENDATION:

**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.**

## 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 9<sup>th</sup>
- 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:



# REPORT TO COMMITTEE

---

**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** July 9<sup>th</sup>, 2018

**DEPARTMENT:** PUBLIC WORKS

**SUBJECT:** PUBLIC WORKS MONTHLY REPORT

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N/A

<b>ALTERNATIVES TO RECOMMENDATIONS:</b>
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N/A

<b>ATTACHMENTS:</b>
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N/A

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

**Reviewed by:**  
**Glenn Smith**  
**ASAO**





# REPORT TO COMMITTEE

**COMMITTEE:** PUBLIC WORKS COMMITTEE **DATE:** July 9, 2018

**DEPARTMENT:** PUBLIC WORKS

**SUBJECT:** DEVELOPMENT AND BUILDING PERMIT REPORT

## RECOMMENDATION:

**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.**

## 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 <sup>st</sup> 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 <sup>nd</sup> 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
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 <sup>th</sup> Street	Demolish Burnt Double Wide



## REPORT TO COMMITTEE

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**COMMITTEE:** PUBLIC WORKS COMMITTEE **DATE:** July 9, 2018

**DEPARTMENT:** PUBLIC WORKS

**SUBJECT:** DEVELOPMENT AND BUILDING PERMIT REPORT

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			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

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

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



# REPORT TO COMMITTEE

**COMMITTEE:** PUBLIC WORKS COMMITTEE **DATE:** July 9<sup>th</sup>, 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 June 2018 as presented.**

## BACKGROUND:

### Mayor's June 2018 Meetings

Date	Meeting With	Location
June 11/2018	MLA RJ Simpson Update on town issues and GNWT	Mayor Office
June 11/2018	Bea Lepine Concerns in the old town	Mayor Office
June 18 /2018	Tom Colosimo ITI Updates on GNWT Parks	Mayors Office
June 26/2018	Eleanor McEwan & Steve Colt Small Craft Harbours update	Mayors Office
June 27/2018	Meeting with Brandon Humbkle RCMP updates for the towns	Mayors Office

## COUNCIL POLICY / STRATEGY OR GOAL:

N/A

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

## FINANCIAL IMPLICATIONS:



# REPORT TO COMMITTEE

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**COMMITTEE:** PUBLIC WORKS COMMITTEE

**DATE:** July 9<sup>th</sup>, 2018

**DEPARTMENT:** ADMINISTRATION

**SUBJECT:** MAYORS MONTHLY REPORT

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N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

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**Prepared by:**

A handwritten signature in black ink, appearing to read "Brad Mapes".

Brad Mapes

Mayor

Date: June 1<sup>st</sup>, 2018



# REPORT TO COMMITTEE

**COMMITTEE:** PUBLIC WORKS COMMITTEE

**DATE:** July 9<sup>th</sup>, 2018

**DEPARTMENT:** ADMINISTRATION

**SUBJECT:** EXCUSED ABSENCE

**RECOMMENDATION:**

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

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

**BACKGROUND:**

Councillor McKay has asked to be excused from the Public Works Committee Meeting on Monday, July 9<sup>th</sup> and Deputy Mayor Jungkind has asked to be excused from the Municipal Services Committee Meeting on Tuesday, July 17<sup>th</sup>, 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: July 4<sup>th</sup>, 2018

**Prepared by:**  
Glenn Smith  
ASAO  
Date: July 4<sup>th</sup>, 2018



## REPORT TO COMMITTEE

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<b>COMMITTEE:</b>	<b>MUNICIPAL SERVICES</b>	<b>DATE: JULY 17, 2018</b>
<b>DEPARTMENT:</b>	<b>PROTECTIVE SERVICES</b>	
<b>SUBJECT:</b>	<b>MONTHLY REPORT OF ACTIVITIES</b>	

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### RECOMMENDATION:

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

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

### BACKGROUND:

#### Summary:

June started out with the Department members flooding the track for the annual NWT Track and Field Championships at DJSS. Some of our members took vacation time to work at the medical tent in support of the tournament. Thankfully injuries were minor again this year.

The Director, Protective Services attended the annual NWT Fire Chief's AGM which included training from NFPA on Fire Prevention programs, a session with WSCC regarding the Fire Fighter Code of Practice, a session on the R2MR program (road to mental recovery), a full day's training on strategy and tactics and finally a session which covered scene management. This was one of the best training sessions that we have had in quite a few years, and the training was pertinent to all levels of service from Prevention Based departments to Advanced Level Departments. Our Fire Chief as also elected as the President of the Association for another year.

Training within the Fire Department this month was based around skills improvement and retention. We also did a scenario of an ATV accident to not only test our skills but to instill some awareness of ATV Safety to the public.

#### Meetings:

PWS Committee Meeting  
Municipal Services Meeting  
Council Meetings  
Fire Meetings  
Management Meetings  
JOH&S Meeting  
Animal Shelter Meeting



## REPORT TO COMMITTEE

**COMMITTEE:** MUNICIPAL SERVICES

**DATE:** JULY 17, 2018

**DEPARTMENT:** PROTECTIVE SERVICES

**SUBJECT:** MONTHLY REPORT OF ACTIVITIES

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



## REPORT TO COMMITTEE

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**COMMITTEE:** MUNICIPAL SERVICES **DATE:** JULY 17, 2018

**DEPARTMENT:** PROTECTIVE SERVICES

**SUBJECT:** MONTHLY REPORT OF ACTIVITIES

---

<b>Rescue 2</b>	Weekly Checks
<b>Rescue 5</b>	Weekly Checks

### 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

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**Prepared by:**  
Ross Potter  
Director Protective Services/Fire Chief  
Date: July 17, 2018

**Reviewed By:**  
Judy Goucher  
Senior Administrative Officer  
Date: July 17, 2018





## REPORT TO COMMITTEE

**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE **DATE:** July 17, 2018  
**DEPARTMENT:** PROTECTIVE SERVICES  
**SUBJECT:** MUNICIPAL ENFORCEMENT REPORT

### RECOMMENDATION:

**MOVED BY: CLLR JAMESON**  
**SECONDED BY: CLLR MCKAY**

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

### BACKGROUND:

4/6/2018	Dog bit another dog	Written warning
11/06/2018	Alleged animal abuse	Patrol couldn't substantiate
15/06/2018	Dogs running loose	Patrol couldn't substantiate
15/06/2018	Noise Complaint	Bylaw has time restrictions that are not being violated
15/06/2018	Noise Complaint	Phoned Dan at CNR 780-617-4103
15/06/2018	Noise Complaint	Phoned Dan at CNR 780-617-4103
18/06/2018	Loose Dog	Dog Picked Up
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 Rows
23/06/2018	3 Loose Dogs	Return dogs to 51 Rows
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



## REPORT TO COMMITTEE

**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE **DATE:** July 17, 2018

**DEPARTMENT:** PROTECTIVE SERVICES

**SUBJECT:** MUNICIPAL ENFORCEMENT REPORT

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

### 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.

<b>COUNCIL POLICY / STRATEGY OR GOAL:</b>	
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N/A

<b>APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:</b>
--

Bylaws as applicable



## REPORT TO COMMITTEE

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**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE **DATE:** July 17, 2018  
**DEPARTMENT:** PROTECTIVE SERVICES  
**SUBJECT:** MUNICIPAL ENFORCEMENT REPORT

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### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

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

**Reviewed By:**  
Judy Goucher  
Senior Administrative Officer  
Date: July 17, 2018

# REPORT TO COMMITTEE

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**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** July 12, 2018

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES

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

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## RECOMMENDATION:

**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**

## 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

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.

# REPORT TO COMMITTEE

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**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** July 12, 2018  
**DEPARTMENT:** RECREATION & COMMUNITY SERVICES  
**SUBJECT:** RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

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## 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 17<sup>th</sup>: 45 participants
- Indigenous Day Fish scale Art – June 21<sup>st</sup>: 11 participants
- Nerf Wars – June 10<sup>th</sup> : 15 participants
- Kayak Day Guide Training Course – June 19<sup>th</sup>-24<sup>th</sup>: 5 participants
- Alzheimer's Walk sponsor – June 16<sup>th</sup>: 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 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.

# REPORT TO COMMITTEE

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**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** July 12, 2018

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES

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

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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 Aquafit session was added to accommodate a different demographic with hopes of rebuilding that program to levels achieved in previous years. AquaFit 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:*

<b>MAY</b>	<b>2017</b>	<b>2018</b>
Birthday Parties	3	8
Aquafit	49	21
Schools	363	212

# REPORT TO COMMITTEE

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**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** July 12, 2018

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES

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

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General	1375	1321
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## *Aquatic Revenue:*

<b>April</b>	<b>2017</b>	<b>2018</b>
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:**

# REPORT TO COMMITTEE

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**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** July 12, 2018

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES

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

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N/A

<b>ATTACHMENTS:</b>
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N/A

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

**Reviewed by:**  
Judy Goucher  
SAO  
12 July 2018





# REPORT TO COMMITTEE

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<b>COMMITTEE:</b>	<b>MUNICIPAL SERVICES</b>	<b>DATE: JULY 17, 2018</b>
<b>DEPARTMENT:</b>	<b>INFORMATION TECHNOLOGY</b>	
<b>SUBJECT:</b>	<b>MONTHLY REPORT OF ACTIVITIES</b>	

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<b>RECOMMENDATION:</b>
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**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.**

<b>BACKGROUND:</b>
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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.



# REPORT TO COMMITTEE

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**COMMITTEE:** MUNICIPAL SERVICES **DATE:** JULY 17, 2018

**DEPARTMENT:** INFORMATION TECHNOLOGY

**SUBJECT:** MONTHLY REPORT OF ACTIVITIES

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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>
<b>TOTAL NETWORK DEVICES SUPPORTED</b>	<b>108</b>	<b>106</b>	<b>106</b>	<b>131*</b>	<b>129</b>	<b>119</b>
<b>TOTAL USER WORKSTATIONS IN USE</b>	<b>55</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>57</b>

## 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



# REPORT TO COMMITTEE

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**COMMITTEE:** MUNICIPAL SERVICES **DATE:** JULY 17, 2018

**DEPARTMENT:** INFORMATION TECHNOLOGY

**SUBJECT:** MONTHLY REPORT OF ACTIVITIES

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## INTERNET USAGE (Gb)

	Jan	Feb	Mar	Apr	May	Jun
Internet Usage	455.5	327.9	520.5	380.6	493.3	436.5

### 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

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

**Reviewed By:**  
Judy Goucher  
Senior Administrative Officer  
Date: July 10, 2018



# REPORT TO COUNCIL

DEPARTMENT:

LANDS

DATE: JULY 31, 2018

SUBJECT:

APPLICATIONS TO PURCHASE LOT 1960 PLAN 4178

## RECOMMENDATION:

**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.**

## 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 planning before making long-lasting decisions on the land use. As well, the Town could use the Community Plan process to identify if there are alternate locations for either use.

The consultant's reports are attached for Council's information.

## COUNCIL POLICY / STRATEGY OR GOAL:

N/A

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1811 General Plan  
Bylaw 1812 Zoning and Building Bylaw

## FINANCIAL IMPLICATIONS:

N/A

## ALTERNATIVES TO RECOMMENDATIONS:

N/A



## REPORT TO COUNCIL

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**DEPARTMENT:**

**LANDS**

**DATE: JULY 31, 2018**

**SUBJECT:**

**APPLICATIONS TO PURCHASE LOT 1960 PLAN 4178**

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<b>ATTACHMENTS:</b>
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Planner reports from David Klippenstein, application #1 & 2

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**Prepared by:** Randy Froese  
July 25, 2018

**Reviewed by:** Judy Goucher  
July 25, 2018



# REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: JULY 31, 2018

SUBJECT: PURCHASE OF SCBA COMPRESSOR

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the purchase a Self Contained Breathing Apparatus Compressor from Rocky Mountain Phoenix for \$36,996.62 with trade in of old compressor.**

## BACKGROUND:

During annual testing of our Self Contained Breathing Apparatus Air Compressor this year we had an issue with the filter tower on the compressor. We had originally planned on replacing the compressor this year but during original budget talks moved it to 2019, the failure of the filter tower has forced us to replace the compressor as per original 5-year plan.

During the O&M and Capital Budget review on June 22<sup>th</sup> 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 29<sup>th</sup> asking for pricing to be back on July 13<sup>th</sup>, 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



# REPORT TO COUNCIL

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**DEPARTMENT:** PROTECTIVE SERVICES

**DATE:** JULY 31, 2018

**SUBJECT:** PURCHASE OF SCBA COMPRESSOR

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**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



# REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: JULY 31, 2018

SUBJECT: EMERGENCY RESPONSE TRAINING CENTER –  
INSURANCE/REPLACEMENT DECISION

## RECOMMENDATION:

**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.**

## 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.

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.





# REPORT TO COUNCIL

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: JULY 31, 2018**

**SUBJECT: EMERGENCY RESPONSE TRAINING CENTER –  
INSURANCE/REPLACEMENT DECISION**

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## **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 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.



# REPORT TO COUNCIL

**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: JULY 31, 2018**

**SUBJECT: EMERGENCY RESPONSE TRAINING CENTER –  
INSURANCE/REPLACEMENT DECISION**

## 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 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 costs 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.



# REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: JULY 31, 2018

SUBJECT: EMERGENCY RESPONSE TRAINING CENTER –  
INSURANCE/REPLACEMENT DECISION

- **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



## REPORT TO COUNCIL

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**DEPARTMENT:** PROTECTIVE SERVICES

**DATE:** JULY 31, 2018

**SUBJECT:** EMERGENCY RESPONSE TRAINING CENTER –  
INSURANCE/REPLACEMENT DECISION

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<b>ATTACHMENTS:</b>
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N/A

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**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



# REPORT TO COUNCIL

**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: JULY 31, 2018**

**SUBJECT: VALE ISLAND FIRE HALL AND PROTECTIVE SERVICES ASSET STORAGE NEEDS**

## **RECOMMENDATION:**

**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.**

## **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.



# REPORT TO COUNCIL

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: JULY 31, 2018**

**SUBJECT: VALE ISLAND FIRE HALL AND PROTECTIVE SERVICES ASSET STORAGE NEEDS**

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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 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.



# REPORT TO COUNCIL

**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: JULY 31, 2018**

**SUBJECT: VALE ISLAND FIRE HALL AND PROTECTIVE SERVICES ASSET STORAGE NEEDS**

**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.

**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



# REPORT TO COUNCIL

**DEPARTMENT:** PROTECTIVE SERVICES

**DATE:** JULY 31, 2018

**SUBJECT:** VALE ISLAND FIRE HALL AND PROTECTIVE SERVICES ASSET  
STORAGE NEEDS

**APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:**

N/A

**FINANCIAL IMPLICATIONS:**

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

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Date: July 31, 2018

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Date: July 31, 2018