



NOTICE

SPECIAL MEETING OF COUNCIL

Tuesday, September 11th, 2018

5 Minutes after Public Works Committee Meeting

TOWN HALL COUNCIL CHAMBERS

NATURE OF MEETING

The purpose of this meeting is for the following:

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DECLARATION OF INTEREST**
- 4. NEW BUSINESS**
 - a. Procurement Approval 1
 - b. Procurement Approval 2
 - c. Arctic Winter Games Host Society Report
 - d. Arctic Winter Games Post Games Survey Report
 - e. Recreation Centre progress payment
 - f. Community Access Program Tender Award
 - g. Recreation Centre Paving
- 5. IN CAMERA**
 - a) Matter under consideration - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)
- 6. ADJOURNMENT**

Pursuant to the Cities, Town and Villages Act, S.N.W.T. 2003, c. 22, Section 27 (1), Mayor Mapes has called a Special Meeting of Council.

Dated at the Town of Hay River this 7th day of September 2018.

Judy Goucher
Senior Administrative Officer

MEMORANDUM

TO: Judy Goucher – Senior Administrative Officer

FROM: Mayor Mapes

DATE: Thursday, September 6th, 2018

RE: SPECIAL MEETING OF COUNCIL

Pursuant to Section 27 (1) of the Cities, Towns and Villages Act, we have called a Special Meeting of Town Council to be held on:

Tuesday, September 11th, 2018

5 Minutes after Public Works Committee Meeting

TOWN HALL COUNCIL CHAMBERS

The purpose of this meeting is for the following:

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DECLARATION OF INTEREST**
- 4. NEW BUSINESS**
 - a. Procurement Approval 1 – page
 - b. Procurement Approval 2 – page
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 - e. Recreation Centre progress payment – page
 - f. Community Access Program Tender Award – page
 - g. Recreation Centre Paving – page
- 5. IN CAMERA**
 - a) Matter under consideration - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)
- 6. ADJOURNMENT**

Pursuant to the Cities, Town and Villages Act, S.N.W.T. 2003, c. 22, Section 27(1), Mayor Mapes has called a Special Meeting of Council.

Dated at the Town of Hay River this 6th day of September 2018.



Mayor Brad Mapes



AGENDA

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DECLARATION OF INTEREST**
- 4. NEW BUSINESS**
 - a. Procurement Approval 1
 - b. Procurement Approval 2
 - c. Arctic Winter Games Host Society Report
 - d. Arctic Winter Games Post Games Survey Report
 - e. Recreation Centre progress payment
 - f. Community Access Program Tender Award
 - g. Recreation Centre Paving
- 5. IN CAMERA**
 - a) Matter under consideration - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)
- 6. ADJOURNMENT**



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: September 11th, 2018

SUBJECT: PROCUREMENT APPROVAL

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$32,927.06 as outlined in the attached list.

BACKGROUND:

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

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

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

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

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

COUNCIL POLICY / STRATEGY OR GOAL:

Town of Hay River Purchasing Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures or Procurement Bylaw

FINANCIAL IMPLICATIONS:

2018 O&M Budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Expenditures in Excess of \$25,000 listing

Prepared by:
Ruth Boden
Director of Finance and Administration

Reviewed by:
Judy Goucher
Senior Administrative Officer



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: September 11th, 2018

SUBJECT: PROCUREMENT APPROVAL

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$161,469.67 as outlined in the attached list.

BACKGROUND:

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

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

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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:

Reviewed by:



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION **DATE:** September 11th, 2018

SUBJECT: PROCUREMENT APPROVAL

Ruth Boden
Director of Finance and Administration
September 6th, 2018

Judy Goucher
Senior Administrative Officer
September 6th, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

Date: September 11, 2018

SUBJECT: ARCTIC WINTER GAMES HOST SOCIETY REPORT TO INTERNATIONAL COMMITTEE

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report from the Arctic Winter Games Host Society as presented.

BACKGROUND:

In accordance with the Arctic Winter Games Hosting Agreement, attached is the final report from the Arctic Winter Games Host Society to the International Committee.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

AWG Host Society Report to International Committee

Prepared by:

Judy Goucher

Date: September 6, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

Date: September 11, 2018

SUBJECT: ARCTIC WINTER GAMES POST GAMES SURVEY REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report on the post-games review as presented.

BACKGROUND:

The Government of the Northwest Territories commissioned a survey by ProActive to assess the 2018 Arctic Winter Games and provide an overview of results, lessons learned, and recommendations for future games. The report was compiled from survey submissions and interviews of key stakeholders in the 2018 AWG.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

AWG ProActive Review Report

Prepared by:

Judy Goucher
Date: September 6, 2018



REPORT TO COUNCIL

DEPARTMENT: Finance and Administration

DATE: September 11, 2018

SUBJECT: NEW RECREATION CENTRE PROJECT – Progress Claim #21, #22 & 23

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the payment to Clark Builders in the amount of \$139,359.49 plus GST.

BACKGROUND:

As the contract with Clark Builders nears completion, the Town’s Project Manager is reviewing progress claims and recommending that the Town defer payment based on an assessment of the value of work that is still to be completed. This approach to paying progress claims ensures that the Town has sufficient funds within the contract (separate from the holdback) to pay a third party to complete the work if the contractor does not complete the work to the Town’s satisfaction.

We are currently in receipt of progress claims # 21, 22 and 23, which total \$408,551.26. The holdback associated with these claims is \$40,855.13 for a net claim of \$367,696.13 from these three invoices. Payments to date against these invoices equal \$138,149.89.

Based on the most recent review, the Project Manager has advised that the Town should release a further \$139,359.49 against the residual claims which will leave \$90,186.75 to be paid once more work is assessed complete.

As of claim #23, the assessed value of work to be completed at the new recreation centre was \$173,169.84.

The unpaid amount from claims 21, 22 and 23 (\$90,186.75) plus the unclaimed (yet to be billed) amount (\$115,319.85) leaves sufficient value in the contract to cover the value of work to be done.

COUNCIL POLICY / STRATEGY OR GOAL:

To make informed decisions and mitigate risk to the Town of Hay River

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Property and Procurement By-Law No. 1574/GEN/2016.

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:



REPORT TO COUNCIL

DEPARTMENT: Finance and Administration

DATE: September 11, 2018

SUBJECT: NEW RECREATION CENTRE PROJECT – Progress Claim #21, #22 & 23

N/A.

ATTACHMENTS:

Prepared by:
Ruth Boden
Director of Finance & Administration

Reviewed by:
Judy Goucher
Senior Administrative Officer



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS

DATE: SEPTEMBER 7TH, 2018

SUBJECT: BEACH AND WHARF ROAD TENDER

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER Awards the Light Road and Drainage Improvements Tender to Carter Industries for the sum of \$91,260.00.

BACKGROUND:

This project is funded by the CAP (Community Access Program) for the road and drainage improvements on the Beach Road as well as the Wharf Road.

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:

Earle Dumas
Director of Public Works
Date: September 7th, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer
Date: September 7th, 2018



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS & SERVICES

Date: September 11, 2018

SUBJECT: RECREATION CENTRE PARKING LOT PAVING PROJECT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves a capital project in the amount of \$300,000 to pave the recreation centre back and side parking lot.

BACKGROUND:

The new recreation centre opened in March 2018. Asphalt for the parking lot and side area of the building was not included in the contract pricing. Until all heavy equipment work was completed, it was not advisable to pave the parking lot as the new asphalt would be at risk of damage from equipment.

The contractor is continuing to work on outstanding items within the arena and Clark Builders Metals will be onsite September 11th to complete the exterior metal work that did not get completed in the spring. When CB Metals completes their work there will not be any heavy equipment required in proximity to the new arena.

It is estimated that the cost to pave the parking area could be between \$300,000 and \$350,000 based on the area to be paved and the most recent paving costs per square meter of asphalt (area includes the east side parking lot and Zamboni entrance side of the recreation centre). Administration has reviewed the 2018 Capital program and the following items are identified as possible funding sources for the asphalt paving project if Council approves the project for 2018:

Source	Amount	Comments
Fire Training Centre	\$180,000	Defer to 2019 as 2018 construction season is almost over.
Lift Station #1 roof replacement	\$70,000	Change roof replacement to roof sealing project using tar. This will extend the life of the roof for up to 5 years.
McBryan Drive walking path across from Visitor Information Centre	\$15,000	Defer to 2019 as season is almost over and the path will get the most use during summer months when more people are walking
Community Access Program	\$30,000	Tenders came in lower than approved contribution funding. Pending approval from GNWT.
General Reserves	\$75,000	Offset by capping the asphalt patching O&M project. (see below)
Total	\$370,000	



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS & SERVICES

Date: September 11, 2018

SUBJECT: RECREATION CENTRE PARKING LOT PAVING PROJECT

Depending on the quotes received for the work, the remainder of the project funding would need to come from the General Reserve. To mitigate the impact on the General Reserve, the asphalt patching program which is budgeted in 2018 at \$425,000 in O&M will be capped at \$350,000, creating a \$75,000 surplus that can be transferred to reserves at year end.

A paved parking lot will help to maintain the inside of the building as there will be less gravel and mud tracked into the building during spring/fall when the current parking area is frequently wet and muddy.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

Incremental funding identified from various sources in 2018 budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:

Earle Dumas
Date: September 7, 2018

Reviewed by:

Judy Goucher
September 7, 2018