



## REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

The Regular Meeting of Council was held on Monday, February 22<sup>nd</sup>, 2021 at 6:30pm By Video Conference Call

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

Staff: SAO – Glenn Smith, Director of Public Works – Mike Auge, Director of Finance - Sam Mugford, Stephane Millette – Director of Recreation & Council Administrator – Stacey Barnes

**1. CALL TO ORDER:**

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

**2. ADOPTION OF AGENDA**

**#21-050**

**MOVED BY CLLR DUFORD**

**SECONDED BY: CLLR GROENEWEGEN**

**3. DECLARATION OF INTEREST**

There were no declarations of interest for the Regular Meeting of Council, Monday, February 22<sup>nd</sup>, 2021

**4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS**

There were no Announcements, Awards or Presentations for the Regular Meeting of Council, Monday, February 22<sup>nd</sup>, 2021

**5. ADOPTION OF MINUTES**

a. Public Consultation for Rezone – January 11<sup>th</sup>, 2021

**#21-051**

**MOVED BY: CLLR DUFORD**

**SECONDED BY: CLLR CHAMBERS**

**CARRIED**

b. Regular Meeting of Council – January 25<sup>th</sup>, 2021

**#21-052**

**MOVED BY: CLLR CHAMBERS**

**SECONDED BY: GROENEWEGEN**

**CARRIED**

c. Regular Meeting of Council – February 1<sup>st</sup>, 2021

**#21-053**

**MOVED BY: CLLR DOHEY**

**SECONDED BY: GROENEWEGEN**

**CARRIED**



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### 6. INFORMATION ONLY

Recreation Committee Minutes from December 10<sup>th</sup>, 2020

### 7. ADMINISTRATIVE ENQUIRIES

Director of Finance – Sam Mugford

- Staff are working on the year end audit requests
- Making Utility Bylaw changes
- Board of Revision will be meeting on March 10<sup>th</sup>, Mill Rate will be set in April

Director of Recreation – Stephane Millette

- Intrusion alarm was updated - Community was closed on February 18<sup>th</sup>
- Maintenance crew have replaced the chlorine automatic system
- Investigating leaks in the aquatic centre lobby roof
- Swim lessons to resume, will update when in place
- Looking at having a lifeguard competition through Mackenzie Recreation Association in Hay River
- Increase in special events on weekends
- Communication with user groups for spring ice shut down – Date to be finalized
- Recreation Committee met twice last week including a special meeting regarding the purchase of exercise equipment
- Attending the golf club AGM, Repairs for the clubhouse are in the future
- Applying for various funding applications

Cllr Dohey – Thank you for all the recreation department does

Director of Public Works – Mike Auge

- Snow removal this week
- Capital projects tenders going out this week
- RFP for Zoning and Building bylaw to go out
- Water Intake Inspection company will be here for March 8<sup>th</sup> week

SAO – Glenn Smith

- Deadline for Director for Protective Service was today, line up interviews now
- Working on taxi bylaw updates
- Communication tower has gone to Stantec for approval and will be paid by insurance
- NWTAC AGM this week Thursday to Saturday through zoom
- Meet with the MLA's last week for a monthly update
- Submitting an amendment for bylaw 1811-18 to the minister for signature
- Working on a website refresher – long list of updates and enhancements
- Pavilion wrap and reporting this week

### 8. NEW BUSINESS



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### a. Tourism and Economic Development Report for January

#### RECOMMENDATION:

#21-054

MOVED BY: CLLR DUFORD  
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Report for the month of January 2021.

CARRIED

#### BACKGROUND:

##### Tourism Activity:

- *Hay-Cation* marketing continues to the surrounding communities through social media. With COVID concerns and few events happening in town, numbers of visitors have been considerably down.
- THR T&ED Coordinator was interviewed for the Radio Canada *Eye on the Arctic* February blog regarding tourism during the pandemic. The Hay-Cation program, its successes and tourism plans moving forward were discussed.
- Seasonal itineraries and conference package information provided to contractor, Outcrop Communications, as part of the 2020 – 2021 SEED funding initiatives. Proofs are expected for itineraries and conference package this month.
- Local accommodation owners were contacted to provide photos for the Spectacular NWT *Places To Stay flat sheet*. Photos were taken for those who were unable to provide an adequate photo. This flat sheet should be ready for printing in February.
- *Hay-Cation* ad booked for *Up Here Magazine* for March/April issue. This issue will be in all home delivery and news stand issues of *The Globe & Mail* in Toronto, Calgary & Edmonton. The issue will also be delivered to all homes in the NWT, Nunavut & Yukon. Online advertising on the *Up Here* website will continue for free until April.
- January breakdown of visitor origin YK 4, Tulita 1, Fort Smith 2, BC 1 (all out of NWT visitors confirmed that they had self-isolated for 14 days before entering the community).

##### Economic Development Activity:

- FoodCycler pilot program has received feedback from ENR and has moved to a final review.
- Working with museum and PanArctic Consulting to provide ideas and information on CANNOR expression of interest for Bob McMeekin Chamber Park improvements.
- Submission of updated work plan to CANNOR for the *Expanding Community Tourism Platform* for approval and final agreement.

##### Other Activity:

- Local VICs have received final three flat sheets and digital copies promoting attractions and adventures in the South Slave Region.
- NWT Conference Bureau has created a 2-minute video to promote sport tourism in Hay River and Fort Smith for the upcoming virtual trade show. The final video has yet to be released for public consumption.
- Edited and updated tourism copy for the printed and online version of *The Milepost Travel Planner*.
- T&ED Coordinator met with the *Canadian Executive Service Association* mentor - assessed the value of email campaigns and blog creation.

##### 2020-22 Tourism Marketing Plan Progress

A listing of initiatives and progress made to date on the Plan.



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### **Development of Promotional Materials:**

#### *Highway and wayfinding signage:*

- Two billboard signs installed on the highway north of the Alberta border.
- Amenities sign installed at the turn-off from Enterprise.
- Fisherman's Wharf Pavilion sign is in the process of being installed.
- Fisherman's Wharf Pavilion and Museum signage being created for installation along the highway in town.

#### *Development of Social Media Platforms:*

- Implemented Hay-Cation marketing on THR social media platforms (Facebook, Twitter & Instagram).

#### *Social Media Training:*

- Ongoing assessment of various social media platforms relative to THR tourism marketing projects, with support of Canadian Executive Service Organization mentor.
- Application submitted for social media training sessions offered by Spectacular NWT.

#### *Product Information Sheets (Tour, MCIT and Sports Tourism Packages), Development of Sample Itineraries (Self-Guided Tours of Hay River and Region) & Trade Show Collateral:*

- Supported Spectacular NWT's creation of several South Slave themed flat sheets – *A Wild Ride Through the South Slave*, *Call of the South Slave* and *Hiking Trails* flat sheets have been created. Currently in production, *Places to Stay*, *Hay River Itineraries*, *Conference Package* and *Recreation Guide*. In development, *Day Trip Guide*, *Hay River Attractions*, and *Trail Guide*.

#### **Advertising and Promotion:**

- Hay-Cation Facebook ads boosted, radio advertising and newspaper ads.
- Quarter page ad in *Up Here Magazine* consistent through 2020 and will continue into 2021.
- *Spectacular NWT* advertorial in the January/February issue promoted winter activities, *Staycation* and *Hay-Cation* activities in the South Slave Region.
- Many events have been cancelled due to Covid-19, limiting advertising/promotion opportunities.

#### *Activities Targeted to General Tourism:*

- T&ED Coordinator participation in consumer shows cancelled due to Covid-19.
- Upcoming ad in *Travel Magazine* and creating ad for *The Milepost Travel Planner*.
- NWT RV app and contests and other promotions remain inactive while the borders are closed.

#### *Activities Targeted to the MCIT, Sports Tourism & Aurora Viewing:*

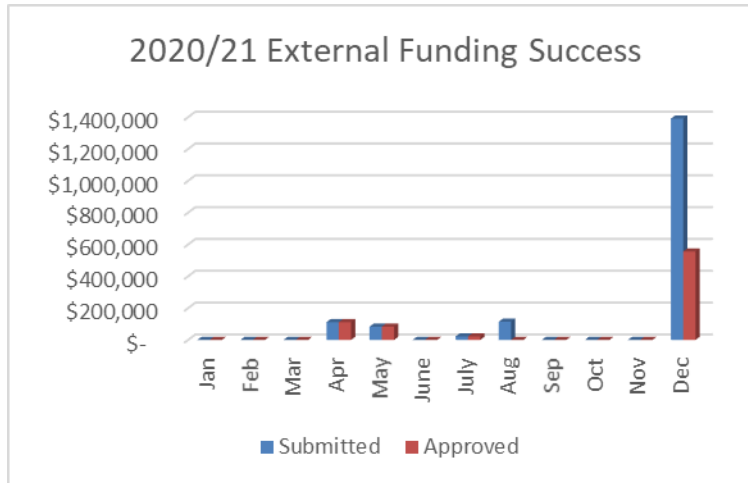
- All marketing for these initiatives stalled due to Covid-19.

### **Key Performance Indicators:**



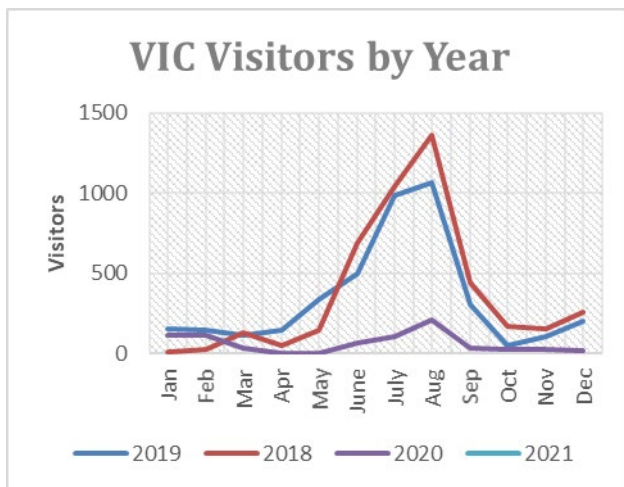
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## External Funding Success



No new funding proposals were submitted in January 2021

## Visitor Information Centre Visitation



- Due to COVID restrictions and the borders being closed there is no tire traffic that traditionally increases the number of visitors during the summer months. January 2021 saw only 8 unique visitors into the VIC, most were visiting from surrounding communities or professionals in town for work.

## Gift Shop Sales



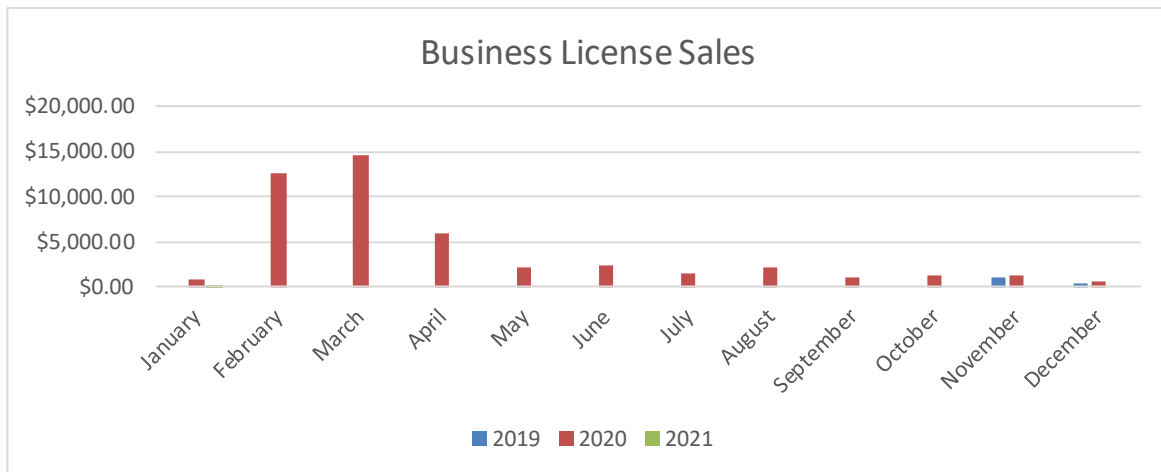
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- January is traditionally a slower month for artisan sales. The lack of visitors into the community has added to the smaller number of sales this January.



### Business License Sales, Type and Number

- Business licenses run from April 1 to March 31.
- January saw an increase of one Home Occupation business.



### Inbound Marketing

- Promotion through social media remains the focus for marketing.
  - [www.facebook.com/hayrivertourism](https://www.facebook.com/hayrivertourism) analytics over the month of January:
    - Page views up 22%, page likes up 133%, post reach up 217%;
    - post engagement up 84% and page followers up 133%;
  - [www.twitter.com/hayrivertourism](https://www.twitter.com/hayrivertourism)
    - number of impressions grew to an average of 46 per day;
    - 195 unique followers and follow 462 accounts;
    - Hay-Cation* posts promoting fishing, Trans Canada Trail use, and aurora viewing received the most impressions, engagements and likes in January;
  - [www.instagram.com/hayrivertourism](https://www.instagram.com/hayrivertourism)
    - THR Tourism recently subscribed with goal to employ more effectively with mentor instruction;
    - Currently 248 unique followers and follow 235 accounts;



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### **Visitor Satisfaction Rating**

- Second meeting with the NWT Tourism, NWT Parks and NWT VICs working group on creating structured visitor information data questionnaires with several stakeholders in the NWT tourism industry.
- Jan 2021's 8 unique visitors expressed satisfaction with information provided by the VIC staff.

### **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:**  
Peter Magill  
Tourism and Economic Development Coordinator  
Date: February 4, 2021

**Reviewed by:**  
Stephane Millette  
Director of Recreation  
Date: February 4, 2021

b. Emergency Services Monthly Report for January

### **RECOMMENDATION:**

**#21-055**                      **MOVED BY: DEPUTY MAYOR BOUCHARD**  
**SECONDED BY: CLLR GROENEWEGEN**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the Emergency Services Activity Report for January 2021 as presented.**

**CARRIED**

### **BACKGROUND:**

**Summary:**



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The Protective Services group had an extremely busy month particularly when it comes to Emergency Medical Services with a total of 65 responses. On the positive side only a very small proportion of them being our homeless, a vast improvement over the past few months. As far as fire response is concerned, we only had 2 false alarms.

This month, we are back to running another group of recruits through the NFPA 1001 Professional Structural Fire Fighter Certification. We have 6 students this year, and they are fully engaged in the training. So far, we have covered Firefighter Safety and PPE, two very important subjects which will help our Zero Harm philosophy when it comes to Safety.

The training accomplished for Medical Services included an in-service on our Auto Pulse which is a machine that performs CPR on a patient freeing up attendants to attend to any other complications when dealing with Cardiac incidents. Sadly, this training was used on a patient only a few days following the training.

The department's recruitment and retention strategies are still on track although we did lose a couple members from moving out of town. We have also moved a couple of members from Leave of Absence to being inactive. We presently have 3 new applications that are going through the interview process. If the 3 applicants are successful, we will be back up to 36 members.

Inspections have been started on our Day Care and Day Homes, 6 of which are now complete. These inspections give us the opportunity to enter the facilities to make sure all Fire Code issues are being dealt with. Some of the many benefits of doing these inspections is it gives us firsthand knowledge of the layout of the facility, the number of kids and care providers in the facility, and where the kids are expected to be found within the facility in the event of a fire or other emergency.

We were requested to do 2 Occupancy Permits this month, both of which were for Liquor Licencing. Doing the Occupancy inspections allows us to make sure all Fire Codes are being followed and gives us firsthand knowledge of when events are happening within the community. This gives us better ability to provide services to these events in the event of a Medical or Fire related emergency and the number of people that might be involved.

The Safety Manual for the Town of Hay River was also updated this month to meet WSCC regulations. The manuals have been issued to all departments, so they can be reviewed and included in safe work practices. We are presently replacing the policies; first aider lists and JOH&S Committee member lists on the Safety Boards.

The Emergency Plan had its update completed on December 8<sup>th</sup> and it has been circulated to the EMO Committee. We will be going through it again at the beginning of March to ensure it is up to date for the 2021 annual breakup.

The new Ambulance was due to arrive in Hay River in January, due to issues created at the Ford factory by the pandemic the chassis was late getting to the body manufacturer. The new delivery date is expected to be in April of 2021.

The new communications tower is still a work in progress. We are waiting for stamped drawings that we will send to Stantec to ensure that the tower will work with the Emergency Services Building. We



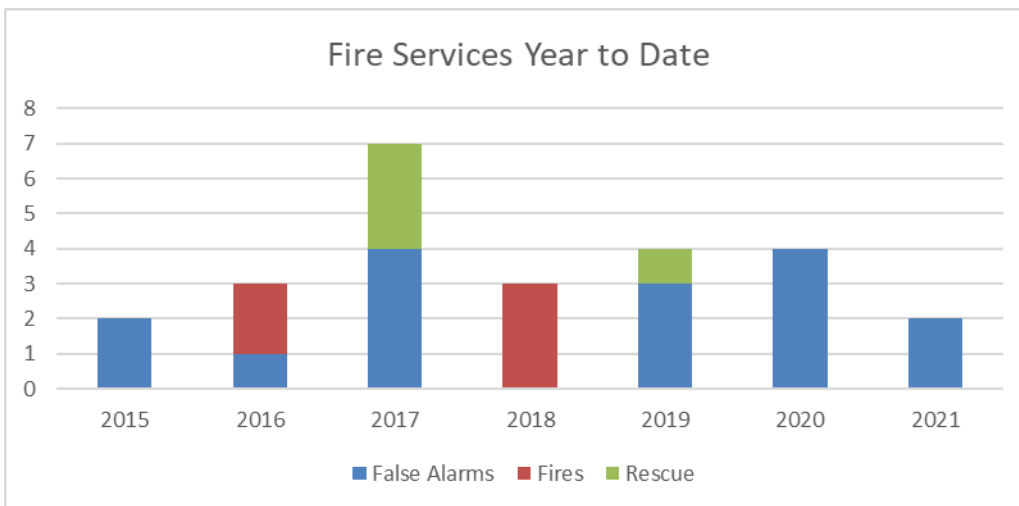
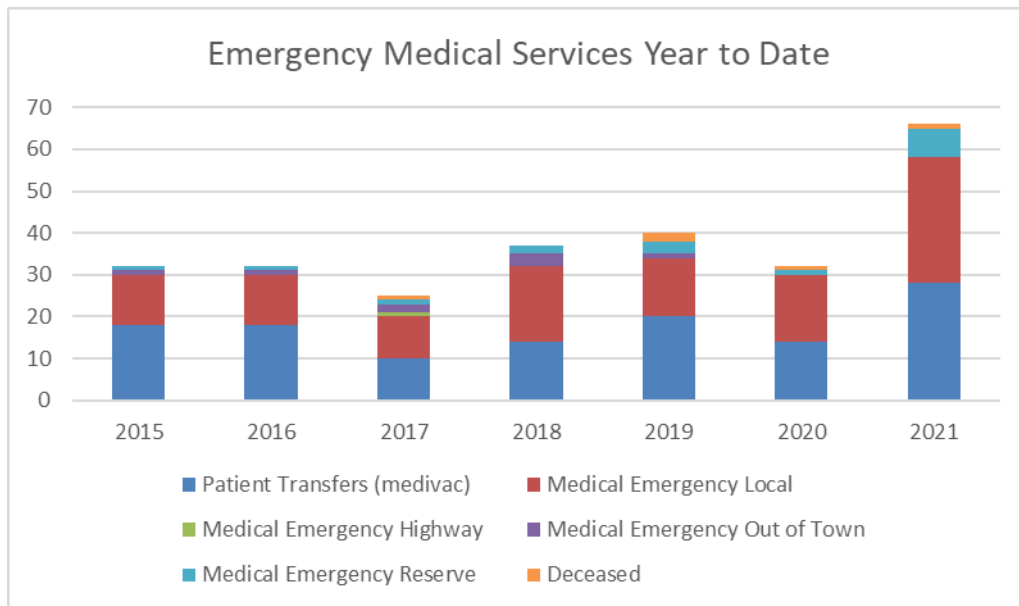


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expect to get the drawings and the answer from Stantec in early February. Once their approval has been given the tower can then be manufactured.

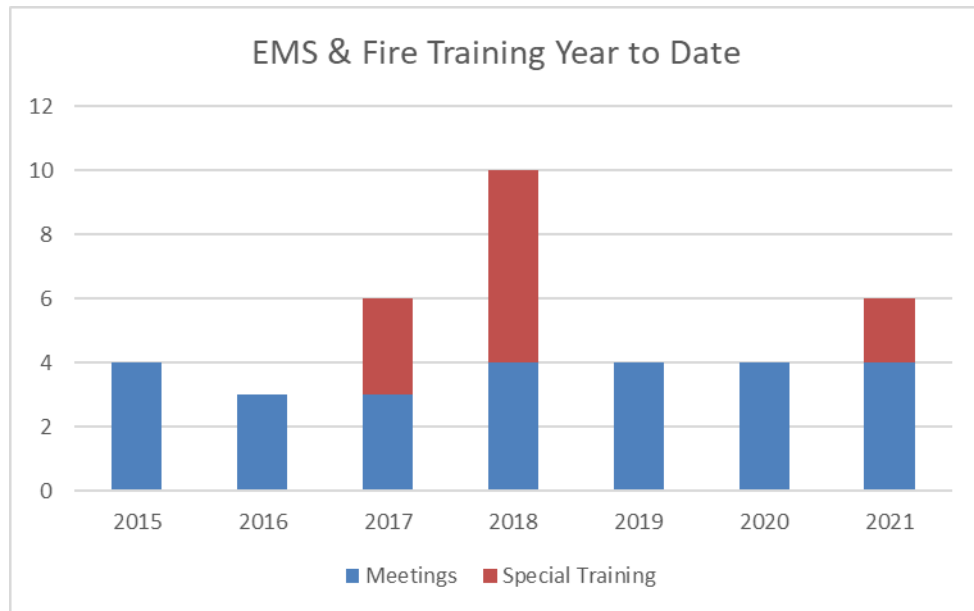
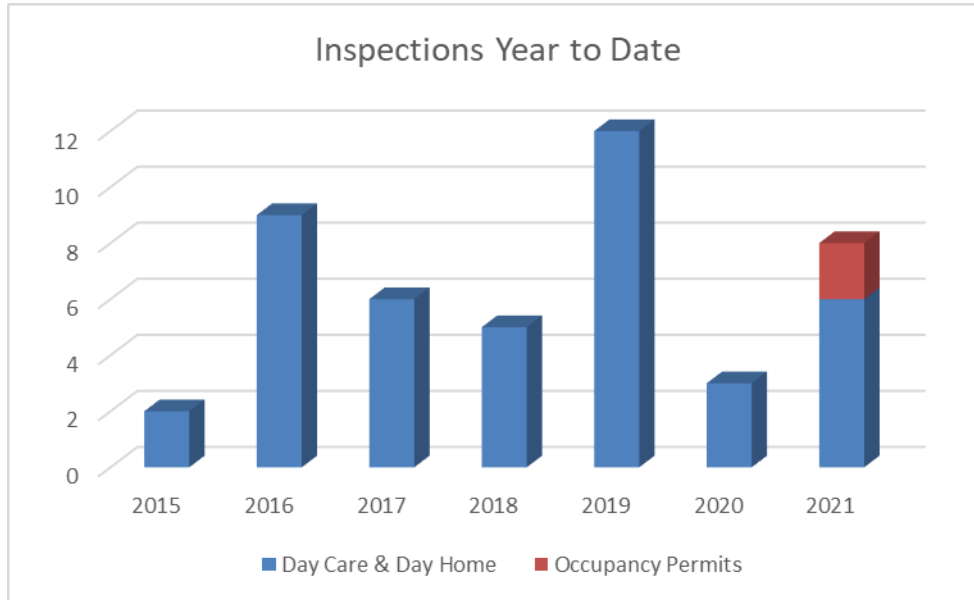
In January 448.5 hours were invested by the members of the Fire Department.

## STATISTICS





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## MAINTENANCE

1. All daily/weekly/monthly maintenance activities were completed.
2. Full service on Engine 2, and installation of manual drain valve on trash line.
3. Repair air seat on Tender for air leaks.
4. Full Service on Medic 1

## COUNCIL POLICY / STRATEGY OR GOAL:

N/A



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

Fire Prevention Bylaw

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

None

**Prepared by:**  
Ross Potter  
Director Protective Services/Fire Chief  
Date: February 1, 2021

**Reviewed By:**  
Glenn Smith  
Senior Administrative Officer  
Date: February 2, 2021

c. Municipal Services Monthly Report for January

### RECOMMENDATION:

**#21-056**                      **MOVED BY: CLLR CHAMBERS**  
   **SECODED BY: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for January 2021 as presented.**

**CARRIED**

### BACKGROUND



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OFFENCE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	WARNINGS (VERBAL, LETTER OR VISUAL)	SHELTER	FINES	TOWED	RETURNED TO OWNER	OTHER ACTION
<b>Animal Control Bylaw</b>								
Animal Abuse	3	2						1
Barking Dogs	1		1					
Dog Attack	2	1			1			
Dog Bites	2		1		1			
Loose Cat								
Loose Dogs	13	3	4	2	1		3	
Sled Dog Complaints								
<b>Business License</b>								
No Business License	1	1						
Operating business not as permitted	1		1					
<b>Traffic Bylaw</b>								
Vehicle Parking	1				2	1		
Trailer Parking	1		1					
ATV								
Fail to Stop (Sign or Light)	2		1		1			
Distracted Driving	6	1			5			
No Seat Belt	1		1					
Fail to carry/Not valid driver's licence	2				2			
Suspended Driver's License								
Vehicle Unfit for Road								
Fail to carry/no Insurance	2		1		1			
Fail to carry/No registration	4		2		1			1
Unsecure Load	1	1						
Obstructed Windshield/Windows								
Fail to drive to road conditions								
Improper use of plate	1		1					
Drive w/o lights during low visibility	6		6					
No license plate	1		1					
Speeding	30		7		23			
Suspected Impaired Driver	1					1		1
Miscellaneous	7				3			4



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Unsanitary Bylaw								
Overgrown Trees								
Long Grass & Weeds								
Miscellaneous								
Garbage								
Taxi Bylaw								
Taxi Not Available	3	2	1					
Smoking in Taxi								
Fail to carry/doesn't have Taxi Permit	2		1		1			
Noise Abatement Bylaw								
Noise Complaint	1		1					
Fire Prevention Bylaw								
Burning without permit								
Fireworks without supervision								
Improper Storage of Hazards								
Unsafe/Hazardous Behaviour								
Walking on railroad tracks	1		1					
ATV's on railroad tracks	1	1						
Intoxicated- Unable to care for self	8							8
Fighting in Public	2							2
Public Urination/Defecation	3		3					
Loitering	1		1					
Operate off-road vehicle w/o helmets	3	3						
Drinking in public	7	2	5					
Vehicle blocking roadway	1					1		
Snow Removal Bylaw								
Sidewalks not cleared	3		3					
Snowbanks causing hazard	5	1	4					
Snow being put on private property	1							1
<b>TOTAL</b>	<b>131</b>	<b>18</b>	<b>48</b>	<b>2</b>	<b>42</b>	<b>1</b>	<b>3</b>	<b>18</b>

Note there may be some inquiries where one (1) inquiry leads to two (2) or more different results.

## School Zone Safety

The focus for January has been on school zone safety. There has been considerable concern with excessive speed and distracted driving in the school zones. There have been a few close calls involving children walking to and from school at all hours of the day, most specifically in the early morning rush to get kids to school. Fines have been issued for offenses within the school zones while maintaining a degree of discretion when issuing fines. Education is still continuously ongoing. Distracted driving is still being maintained as a zero-tolerance approach.

One person was observed driving in the school zone with their phone affixed to their dash watching movies/TV shows while driving. This person claimed that since they were not holding their phone, it was a legal activity and not considered distracted driving. Ultimately, this person was issued an offense notice under the NWT Motor Vehicles Act. for careless driving.

A few people have been failing to yield to youth crossing at the crosswalks with lights activated. In



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mid-January, a child who waited for traffic to stop after activating the caution lights was actively crossing the street and was almost struck by a driver who failed to stop. This driver was ultimately fined under Bylaw 2381 Section 76- Fail to Yield to Pedestrian in Crosswalk.

There has been lots of positive feedback from community members regarding seeing the Protective Services Specialist in the school zones curbing dangerous driving behaviors. Many members of the public have approached the Protective Services Specialist and have been thankful and appreciative for the presence.

New school zone signs are being placed soon to increase visibility and remind people to use caution and abide by these areas' speed limits. School/Playground Zone's are 30km/h 24 hours per day. Discretion is used when enforcing this limit especially outside of typical school hours.

### **Animal Complaints**

There has been a significant decrease in animal complaints, specifically for dogs at large, compared to September and October of 2020, looking into November and December. Since there has been lots of education on the issue, it is believed that there is a correlation in the compliance of the Animal By-law. There has been an increase in animal-related offenses for January, mostly linked to the same two (2) to three (3) offenders.

A few complaints have been received in January regarding dogs at large that had bitten either other animals or people. In the two cases, one person was charged under Bylaw 1957/ADMIN/05 with Dog at Large and Nuisance Animal. The person charged has had quite a few previous incidents already involving their dog.

### **Community Activities and Partnerships**

There has been participation with the RCMP to work closely with them in January to reduce impaired driving, distracted driving, and catching unlicensed or suspended drivers through check-stops and enforcement initiatives. There have been quite a few suspended and prohibited drivers removed from the roads as a collaborative effort.

The Protective Services Specialist (PSS) participates in after school activities at DJSS with students to engage in positive interaction in the community. The schools have also invited the PSS to participate in emergency drills such as lockdowns to provide some guidance and recommendations.

### **Emergency Vehicles**

It has been reported time and time again and observed of drivers failing to yield to emergency vehicles with their lights and siren activated. Education has been posted on various internet platforms and sent out in the Town newsletter regarding a driver's duty to pull to the right and come to a complete stop. Most drivers we talked to about this dangerous behavior after stopped was entering an intersection from another roadway adjacent to the emergency vehicle as it was approaching. Education was provided to these drivers to remind them of their duty and the rules of the road.

### **Upcoming Goals**



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The Protective Services Specialist is looking to partner with local businesses to create a "positive ticket" program. Those who are found to be engaging in safe and positive behavior that reflects what a role model citizen would be doing in the community to make Hay River a great place, such as crossing at crosswalks, youth wearing helmets while riding bikes, picking up litter, etc. and would be given a positive ticket to be used at a local business.

Once the nicer weather begins to arrive, the Protective Services Specialist plans to be spending more time conducting foot/bicycle patrols in the downtown area to be more approachable to residents. This will also assist with a faster response to complaints in the immediate downtown area and be a visible presence to deter any unwanted behaviors that may be dangerous or disruptive to local businesses.

The Protective Services Specialist is also interested in hosting an event where the community can meet to discuss any concerns or provide feedback on town services, specifically regarding the health, safety, and enjoyment of Hay River. Community members can also simply get to know their local Protective Services Specialist through this event. More information will come at a later date, pending the pandemic status at that time.

### **Speed Statistics for the Month**

*The fastest speeds recorded for this month per zone are as follows;*

**Porritt Landing 40km/h Zone- 73 km/h**

**Mackenzie Highway near Hospital- 60km/h Zone- 97 km/h**

**Woodland Drive in front of Harry Camsell/PA School during School Time 30km/h Zone- 74 km/h**

**Mackenzie Highway/104<sup>th</sup> Street residential area 40km/h- 113 km/h**

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

*Strategy:* Ongoing enforcement through education where applicable

*Goal:* To provide better education on the role and authorities of a Protective Services Specialist

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

All applicable Bylaws and Territorial Legislation

### **FINANCIAL IMPLICATIONS:**

N/A

### **ALTERNATIVES TO RECOMMENDATIONS:**

N/A

### **ATTACHMENTS:**

N/A

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#### **Prepared by:**

Travis Rosborough  
Protective Services Specialist  
Date February 1st, 2021

#### **Reviewed By:**

Ross Potter  
Director, Protective Services  
Date: February 1st, 2021



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d. Public Works Monthly Report for January

**RECOMMENDATION:**

**#21-057**

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for January 2021.**

**CARRIED**

**BACKGROUND:**

**Capital Projects 2021:**

A list of 2021 Capital Projects (including carried over 2020 projects) along with a brief update of the status of these projects is included in the chart below. More details on those projects that received significant work this month follows the chart.

2021 Capital Projects	
Project	Update
New Town Hall	Applications for funding are being worked on, design activities will depend on funding available.
Old Town Hall Demolition (carry over from 2020)	Agreement with environmental contractor for building abatement established. Hazardous material abatement involves use of water during demolition, therefore work is being delayed until Q2.
Sewer Flusher (carry over from 2020)	Flusher expected to arrive in early February.
New Lift Station	Construction began in August and continued to mid-October 2020 when the project was shut down for the winter. Work will begin again during the 2021 construction season.
Fraser Place Development	Preliminary design has been developed and the process to rezone the area has started. Public consultation, financing options, and detailed design work scheduled for completion in early Q2.
Market Garden Road Extension	Options for this project being investigated.
Caribou Crescent Water Sewer and Drainage (carry over from 2020)	Underground infrastructure work completed and backfilled in 2020. Paving work to occur in 2021.
Beaver Crescent Water, Sewer, and Drainage	Detailed design being worked on, tender to follow in February.
Riverview Drive Upgrade	Detailed design being worked on, tender to follow in February.
Waste Diversion Project - Tire Recycling (carry over from 2020)	Discussions with the GNWT have occurred on options for diversion or reuse of tires. RFP for this work to be put out in February or March.
Hazardous Waste Removal Project	MACA led project that is contingent on new ICIP funding.





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Water Treatment Plant Intake Inspection (carry over from 2020)	Inspection scheduled for Q1.
Capital Drive Watermain	Design work planned for Q3 or Q4.
Paradise Road Realignment	Work to take place during summer months.
New Water Licence Requirements	New water licence in place as of January 31. See Water Licence section for more detail.
New Back Hoe	Tender to be completed in Q2.
Water Treatment Plant Feasibility Study and Preliminary Design	Application for funding submitted through ICIP funding stream. Project contingent on funding approval.
Flood Mitigation	Project work contingent on funding. Proposal for Climate Change funding to be submitted for March.
Subdivision - Sundog	Preliminary work on this project planned for later in 2021.

### **Fraser Place:**

Administration received a finalized geotechnical report for the Fraser Place area this month. A preliminary design for the layout of the Fraser Place cul-de-sac was completed and presented to Council along with a Professional Planner's report on the project. The rezoning of this area also went to Council and received first reading. Administration intends to continue through the rezoning process, including another presentation to Council as well as public consultation sessions in the coming months.

### **Beaver Crescent and Riverview Drive:**

These two projects are being combined into one project for the purposes of design and construction in order to reduce costs. Preliminary design for the projects has been completed and reviewed, and a consultant is working through detailed design for the project. The Tendering phase of this project is anticipated to begin in late February or early March in order to ensure that the construction is ready to commence this summer.

### **Water Intake Line Inspection:**

The contractor for the Town has scheduled this work to occur during the week of March 8<sup>th</sup>. Administration is working with the contractor to finalize the details required for the work. In addition to the intake inspection, the contractor will also be conducting cleaning work at both water reservoirs and a video inspection of the roof of the main reservoir located in town. Combining these other projects in with the intake inspection will minimize the cost for all three projects.

### **Public Works Daily Operations:**

Public Works staff continued with regular operations and maintenance work on the Town's water, sewer, roads & sidewalks, vehicles, and infrastructure. The following is a summary of the work completed this month:

<b>Regular Operations and Maintenance Items</b>	
<b>Item</b>	<b>Activity</b>
Water & Sewer	Water shut offs and turn ons as requested Water and Sewer inspections of areas of concern Water and Sewer locates as required Meter readings taken Flushing of lines



## REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

	Water & Sewer repairs as necessary (see further below) Meter replacements Month end water report
Water & Sewer Facilities	Daily rounds of facilities
Roads	Snow clearing Sanding of roads/intersections Sign repairs New sign installation
Other	Regular fleet maintenance & repairs Take down Christmas decorations Funerals

On Saturday, January 16<sup>th</sup> the Public Works department received notification of a major water line break on Gaetz Drive. This break was a significant break and resulted in a large quantity of water flowing into the ravine in the area. The break took several days' work from most of the PW staff to isolate and repair.

### **Solid Waste Facility Operations:**

The Town's Solid Waste Facility continued regular operations and monitoring activities throughout the month. No significant issues to note with current landfill operations. The new water licence will likely lead to some minor changes in both operations and infrastructure at the Solid Waste Facility.

### **Water Licence Activities:**

Regular monitoring programs continue as per the requirements of the Town's water licence.

The Town's new water licence (MV2019L3-0010) was signed off by the Minister of Environment and Natural Resources on January 14, 2021. The new water licence went into effect on January 31, 2021.

Administration is working with the project consultant to determine requirements of the new licence that need to be implemented along with plans and timelines for this implementation work.

### **Planning & Zoning:**

3 Development Permits and 0 Building Permits have been approved for January 2021. In the month of January 2020, there were 10 Development Permits and 0 Building Permits signed out.

The monthly Development and Building report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Jan 11/21	D21-001	8 Poplar Road	Manufacture Spirits
Jan 15/21	DH21-003	9 McBryan Drive	Northern Knit Knacks (Retail)
Jan 28/21	D21-004	42073 Mackenzie Highway	Office Accommodations to Poison Graphics Shop

In addition to Development and Building Permits, several other planning and zoning activities occurred this month. First reading, public hearings, and second reading of bylaws were completed for the rezoning of lots on Vale Island and Mile 5. The next steps for the rezoning of these lots will proceed as per the requirements of the bylaw and the Territorial Act.



## REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

A report regarding the rezoning of Fraser Place along with first reading of a bylaw to rezone this area were both approved by Council. A public hearing and further rezoning work will continue in February and March.

On January 21<sup>st</sup>, the Development Appeal Board heard an appeal regarding Development Permit D20-079. On January 29<sup>th</sup>, the Development Appeal Board released their decision, denying the appeal.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

- Mackenzie Valley Land and Water Board Town of Hay River License #MV2009L3-0005
- Bylaw 1812 Zoning and Building Bylaw

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

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**Prepared by:** Mike Auge  
Director of Public Works  
February 3, 2021

**Reviewed by:** Glenn Smith  
SAO  
February 4, 2021

- e. Recreation Monthly Report for January

### RECOMMENDATION:

**#21-258**                      **MOVED BY: CLLR DOHEY**  
   **SECONDED BY: CLLR DUFORD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for January 2021 as presented.**

**CARRIED**

### BACKGROUND:



## REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

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### **Recreational Programming**

#### Operational Updates

No significant changes were made to Covid-19 guidelines in January. Department of Recreation staff remain in communication with GNWT Environmental Health officials and local recreation partners for all Covid-19 guidelines and allowances.

#### Fitness Programming

The new year has seen an increase in attendance in fitness programming. Spin and yoga continue to be the best attended classes. Boxing and kickboxing see lower registration and attendance numbers, but they are the most consistent. The same people register for boxing and kickboxing every session and their feedback indicate they are very pleased with the classes. THR Department of Recreation added an additional yoga instructor to its roster of contractors. She will begin teaching classes in February, targeting strength and balance in more advanced yoga sessions than the current offerings.

#### Youth Programming

THR's After-School Club only ran on Fridays this month but it had the highest registrations and daily attendance since the program started in 2020. Registration increased from 10 Friday participants in December to 19 for January. The program continues to be a great success and has good feedback from kids and parents. After-School Club offerings will increase in February, Friday afternoon activities with the return of Monday-Thursday programming also.

The focus of youth programming as been on regular and affordable after school programming.

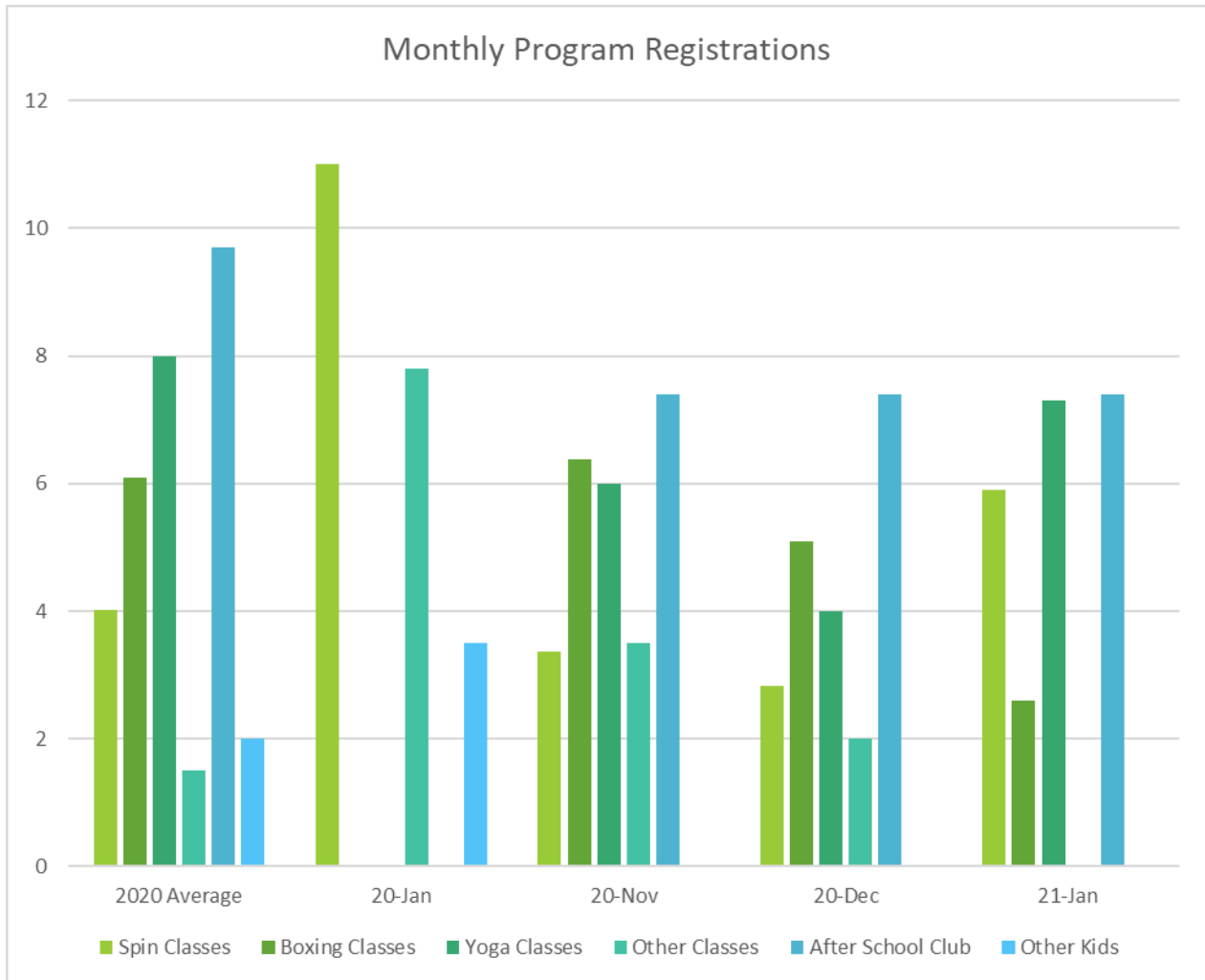
#### Community Programming

THR Department of Recreation partnered with the Hay River Ski Club for the return of monthly Full-Moon Snowshoe events. 13 people registered and 9 attended the first event on the evening of January 28<sup>th</sup>. Feedback from Ski Club representatives and participants was positive. The sky was clear and, though a bit cold, participants had a great time. The monthly event and partnership are weather dependent, but they are expected to continue for the next two months.



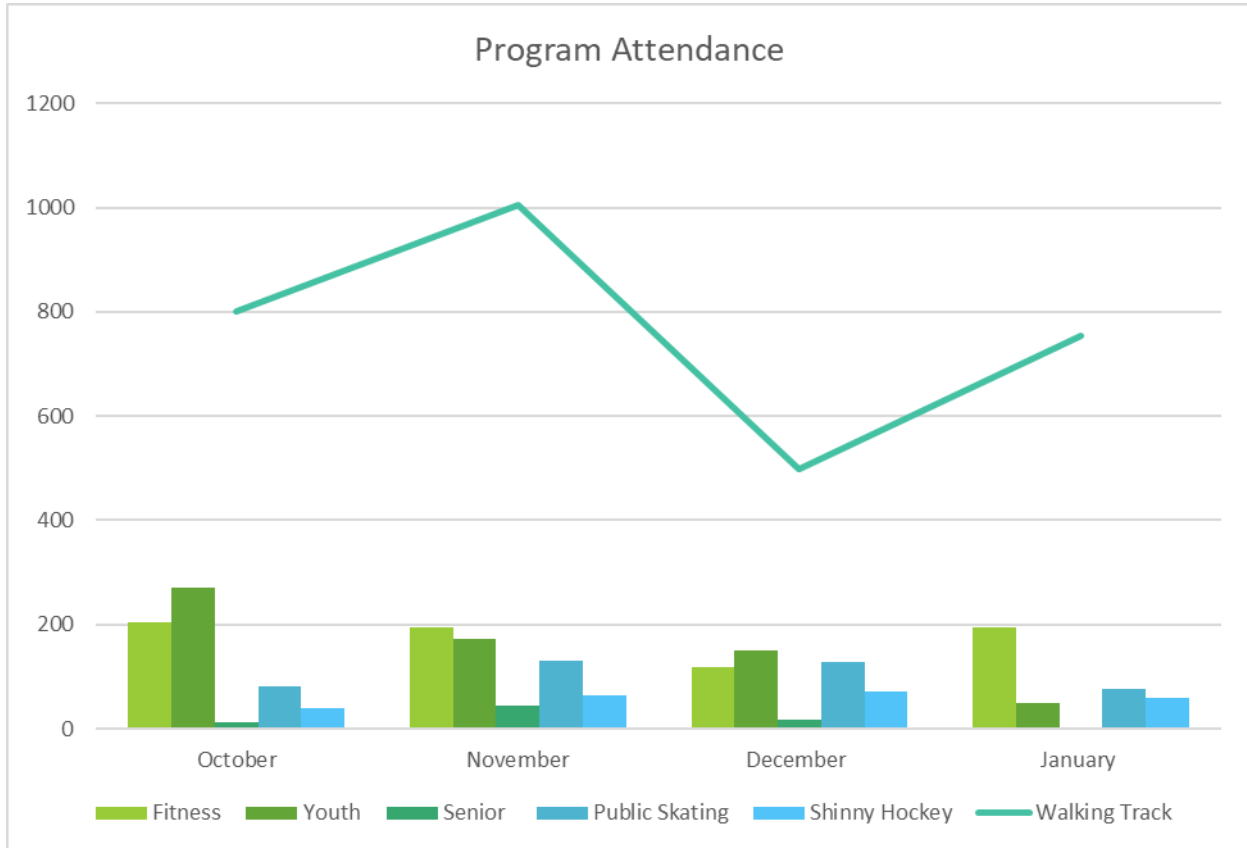
# REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

## Recreation Programming Statistics





# REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021



<b>Rental hall usage:</b>	<b>CHall</b>	<b>MP Room</b>	<b>DWHall</b>
<i>TOHR special events</i>	n/a	Fit/Yth programs: 27.5hrs	n/a
<i>TOHR meetings</i>	n/a	n/a	7hrs
<i>Corporate/private rentals</i>	n/a	13hrs	3hrs
<i>Non-profit organization</i>	n/a	n/a	12.5hrs
<i>Birthday celebrations</i>	n/a	2hrs	1hr



## REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

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### Aquatics

#### Attendance

Most swimmer statistics increased in January, with family swim times seeing steadily increasing over the past three months. Family swim times remain the most well attended swim blocks. Unfortunately, teen and morning lane/wading swim blocks are not well attended. Private rental times are gradually increasing but remain lower than expected. THR staff were expecting school and daycare groups to resume small group private rentals as per the current schedule. Unfortunately, these bookings remain very infrequent.

THR aquatic staff are preparing a pool use survey to better determine how to better serve the public and increase swimmer numbers. THR's Aquatic Supervisor has also reached out to the South Slave's Environmental Health to confirm scheduling and special event options that could increase numbers and/or better meet the needs of HR residents.

#### Swimming Lessons

THR staff hopes to resume swimming lesson instruction in coming weeks. As indicated above THR's Aquatic Supervisor is in communication with the South Slave's Environmental Health.

Some aquatic staff have expressed interest in becoming swimming lesson instructors. THR's Aquatics Supervisor will determine how best to meet this need so that the aquatics team can be more flexible when offering lessons. There are currently only 3 staff members certified to teach swimming lessons.

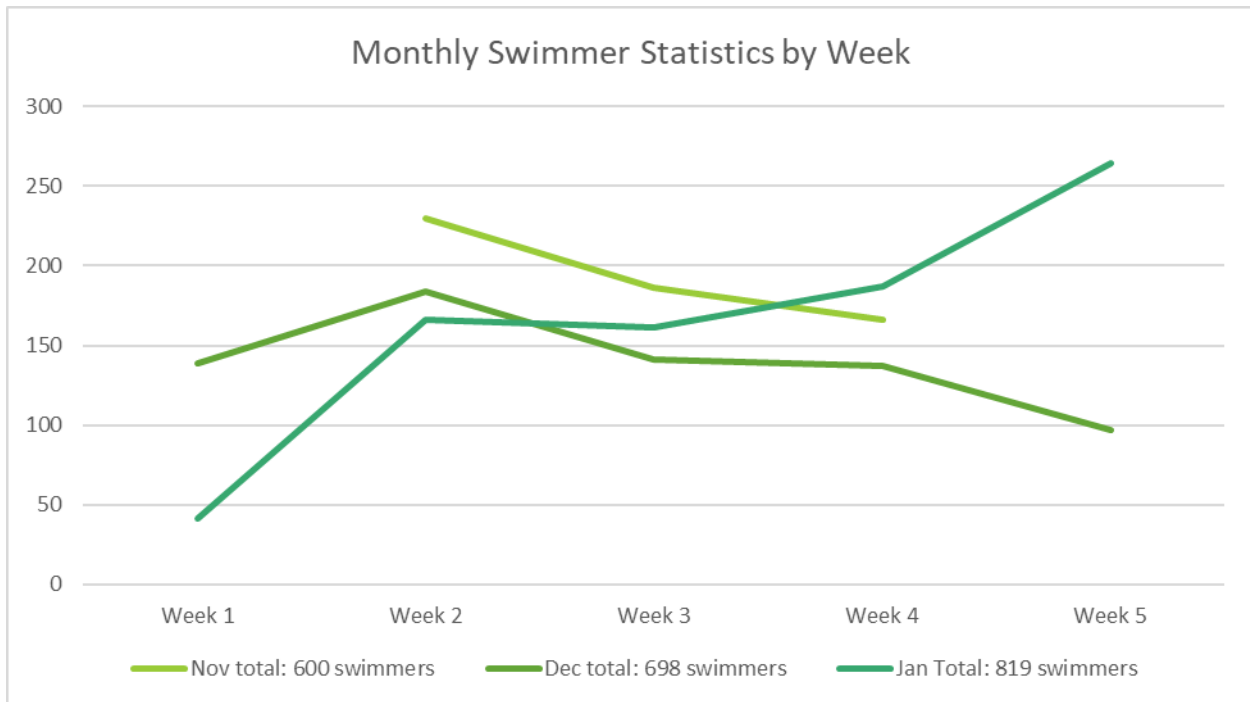
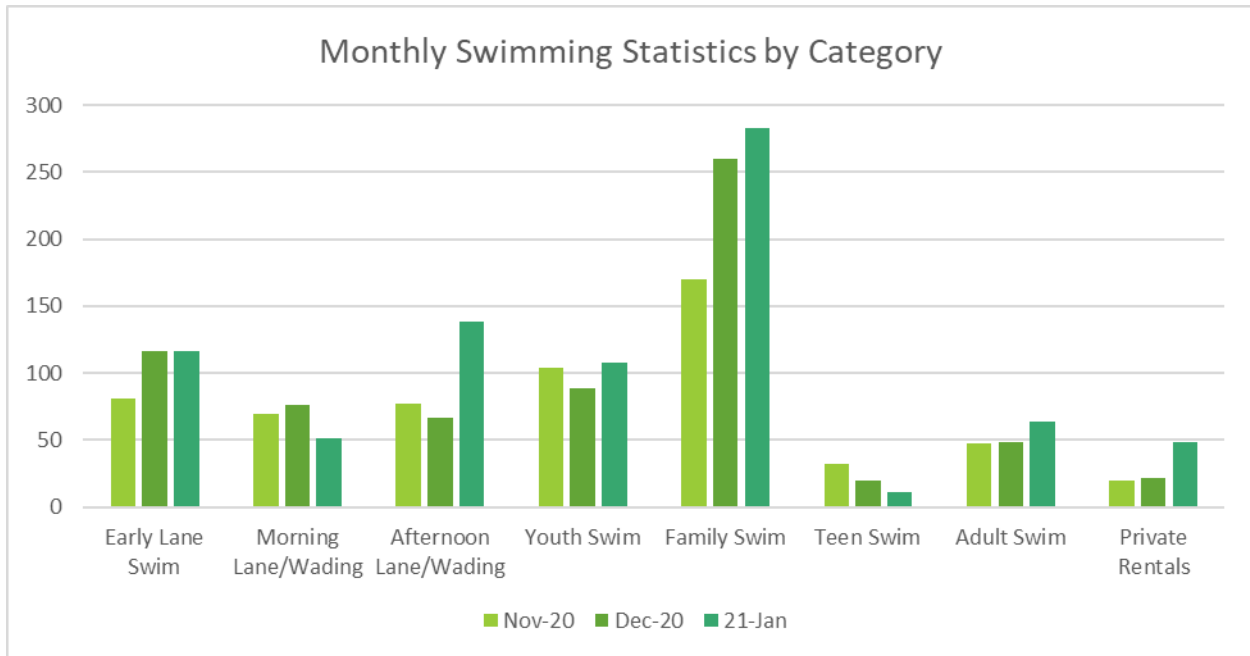
#### Aquatics Staff and Training

THR's Aquatics division has maintained a complete staff roster since resuming operations in November. Staffing allows the aquatic centre to remain open 7 days per week with early bird and evening adult swims available Monday to Friday.



# REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

## Aquatics Programming Statistics







# REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

## Facilities and Maintenance

### Recreation and Aquatic Centre:

- Maintenance:
  - Snow and frost causing issues with aquatic centre air handlers – regular checks and maintenance required in cold weather though significantly improved performance as compared to previous years;
  - Ice plant issues during unseasonably warm weather:
    - Temporary repair efficient for most of January;
    - Staff investigating with local contractor and CIMCO Refrigeration to determine best course of action;
  - Local contractor changed out space heater motor in aquatic centre hallway;
  - Staff and local contractor investigating cavitating pump and glycol levels in ice plant heat recovery loop – pump may require rebuild;
  - Janitorial contract ongoing with no concerns raised:
    - additional Covid-19 cleaning provided at curling facilities;
    - additional contractor fees at Hay River Curling Club's cost;
  - Weekly ice taps and ice edging performed as part of weekly ice maintenance;
  - Snow and ice clearing at Community Centre and VIC parking lots and sidewalks;
  - Further flooring deficiencies in main lobby of new building – communications ongoing with original contractor.
- Improvements:
  - Maintenance staff rotation schedule changed to 5-2 rotation due to significant delay in approval of overtime averaging agreement;
  - Community Hall counter-top and sink installed and functioning – minor changes required to accommodate electrical outlet;
  - Covid-19 appropriate plexiglass barrier installed at Community Hall CSC desk and Community Hall concession counter;
  - Received Strantrol automated chlorine feed systems to replace pool and hot tub current systems, which were installed during initial build;

### Outdoor sport fields and assets:

- Garbage emptied regularly in downtown core – no other maintenance of greenspaces required in January;
- Maintenance: No maintenance required for sports fields in January;
- Outdoor rink maintenance increased given favourable weather conditions in January. Ice quality and clearing considerable better than most years;
- Occasional contractor support required for Old Town rink and/or heavy snowfalls.

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

N/A

### **FINANCIAL IMPLICATIONS:**

N/A



## REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

**Prepared by:**  
Stephane Millette  
Director Recreation and Community Services  
Date: February 4<sup>th</sup>, 2021

**Reviewed by:**  
Glenn Smith  
SAO  
Date: February 4<sup>th</sup>, 2021

f. Letter of Support for Ice Wireless

### RECOMMENDATION:

**#21-059**                      **MOVED BY: CLLR DOHEY**  
   **SECONDED BY: CHAMBERS**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter supporting Ice Wireless's application to the Government of Canada for funding to provide 4G LTE mobile service to Hay River.**

**CARRIED**

### BACKGROUND:

Ice Wireless will be applying under the recently announced Universal Broadband Fund to provide 4G LTE to certain communities in the Northwest Territories. If approved, they plan to make these upgrades within two years of approval of our funding proposal.

This upgrade plan will only be possible if they receive a subsidy from Ottawa. The subsidy is needed to allow them to offer 4G LTE service at affordable prices.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

N/A

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A



## REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

### ATTACHMENTS:

Letter of Request

**Prepared by:**  
Stacey Barnes  
Council Administrator  
February 5, 2021

**Reviewed by:**  
Glenn Smith  
SAO  
February 5, 2021

g. Board of Revision Appointments

### RECOMMENDATION:

**#21-060      MOVED BY: CLLR DOHEY  
                  SECONED BY: CLLR CHAMBERS**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints as  
Members to the 2021 Board of Revision the following:**

- Liam Dean
- Brian Lefebvre
- Vince McKay
- Alvin Pitre

**CARRIED**

### BACKGROUND:

According to Section 30. (2) of the Property Assessment and Taxation Act, Council must appoint, by resolution, at least 3 members to the Board of Revision. Each Member holds office during pleasure, for not more than one year. However, a person may be reappointed as a Member of a Municipal Board of Revision.

The following Individuals are willing to be on the 2021 Board; and are in good standing with the Town of Hay River:

Liam Dean  
Brian Lefebvre  
Vince McKay  
Alvin Pitre

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

Property Assessment and Taxation Act (PATA)

### FINANCIAL IMPLICATIONS:

N/A



## REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

Prepared by:  
Susan Gallardo  
Lands  
Date: 5 February 2021

Reviewed by:  
Glenn Smith  
Senior Administrative Officer  
Date: 5 February 2021

### 9. NEW BUSINESS

- a) Excused Absence

### RECOMMENDATION:

#21-061                      **MOVED BY: DEPUTY MAYOR BOUCHARD**  
**SECONDED BY: CLLR DUFORD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Anderson from the Regular Meeting of Council, Monday, February 22<sup>nd</sup>, 2021.**

**CARRIED**

### BACKGROUND:

Councillor Anderson have asked to be excused from the Regular Meeting of Council, Monday, February 22<sup>nd</sup>

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

N/A

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A



## REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

### ATTACHMENTS:

N/A

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**Prepared by:**

Stacey Barnes

Council Administrator

Date: February 18<sup>th</sup>, 2021

**Reviewed by:**

- b) Bylaw 2423 Traffic Control Report to Council

### RECOMMENDATION:

#21-062

**MOVED BY: CLLR DUFORD**

**SECONDED BY: DEPUTY MAYOR BOUCHARD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report on Bylaw No. 2423 - Traffic Control as presented.**

**CARRIED**

### BACKGROUND:

On December 16, 2020 the Town of Hay River Policy and Bylaw Committee met to discuss potential changes to Bylaw 2423 – Traffic Control Bylaw. Through the discussion, an amendment to the bylaw is recommended by the Committee for approval by Council.

Two major changes are recommended through the amendment:

1. Addition of infractions currently listed in the Motor Vehicle Act;
2. Removal of the 50% early fine payment discount (majority of fines have been reduced by 20% or to a minimum fine of \$100)

The addition of infractions from the Motor Vehicle Act into bylaw allows for penalties to be directed to the Town of Hay River instead of the Government of the NWT when enforced by our Protective Services Department.

### ALTERNATIVES TO RECOMMENDATIONS:

- Deletion of some infractions
- Maintain the 50% fine payment discount

### ATTACHMENTS:

- Bylaw No. 2423 with Track Changes

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**Prepared by:**

Glenn Smith

SAO

February 17, 2021



## REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

c) Tourism and Economic Development Committee Appointment

### RECOMMENDATION:

#21-063

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER APPOINTS THE FOLLOWING INDIVIDUALS:**

- **Jessica Payeur**
- **Kristen Slade**
- **Pierre-Benoit Chalifoux**

**TO SERVE AS MEMBERS OF THE TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE FOR THE REMAINDER OF THE CURRENT TERM ENDING ON DECEMBER 31<sup>ST</sup> 2021.**

**CARRIED**

### BACKGROUND:

Pursuant to Council Procedures By-law No. 2285, Council may establish a special committee to investigate and consider any matter. In April 2019 Hay River Town Council established a Special Committee to be known as the “**Tourism and Economic Development Committee**” with the following terms of reference.

The purpose of the Tourism and Economic Development Committee is to assist the Town of Hay River in an advisory capacity by considering and making recommendations to Council on tourism and economic development strategies and opportunities.

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

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

In May 2019, Council appointed 9 members to the Recreation Committee with a term ending on December 31<sup>st</sup> 2021. Three committee members resigned in 2019 and 2020 due to relocation or personal reasons.

Current committee members are Terry Rowe, Tara Schofield and Tom Makepeace. Emily Chambers is designated as Liaison to the Tourism and Economic Development Committee and Mike Maher is ITI’s Ex-Officio representative.

Following a *Call for Candidates* in December 2020, the Committee is recommending that the Council of the Town of Hay River appoints Jessica Payeur, Kristen Slade and Pierre-Benoit Chalifoux to serve as members of the Recreation Committee for the remainder of the current term ending on December 31<sup>st</sup> 2021.



## REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

No other candidacies were received from the December 2020 Call for Candidates.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

- Council Procedures By-law 2285
- Town of Hay River Tourism Development Plan
- Town of Hay River Tourism Marketing Plan
- Tourism and Economic Development Business Plan 2019

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

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#### Prepared by:

Stephane Millette  
Director of Recreation and Community Services  
February 18, 2021

#### Reviewed by:

Glenn Smith  
Senior Administrative Office  
February 18, 2021

### 10. BYLAWS

#### a) Bylaw 2423 – Traffic Bylaw – First Reading

**#21-064**

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

**CARRIED**

#### Bylaw 2423 – Traffic Bylaw – Second Reading

**#21-065**

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

**CARRIED**

#### b) Bylaw 2424 – Half Day Civic Holiday – First Reading

**#21-066**

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

**CARRIED**



# REGULAR MEETING MINUTES February 22<sup>nd</sup>, 2021

Bylaw 2424 – Half Day Civic Holiday – Second Reading

**#21-067**

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

**CARRIED**

## 11. IN CAMERA

“Do you solemnly swear and sincerely affirm that you are alone and cannot be overheard while in camera?” Yes by all of Council

**#21-068**

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

That the Council of the Town of Hay River move to In Camera at 8:33pm.

**CARRIED**

**#21-069**

**MOVED BY: CLLR DUFORD  
SECONDED BY: CLLR GROENEWEGEN**

That the Council of the Town of Hay River move out of In Camera At 8:32PM.

**CARRIED**

## 12. ADJOURNMENT

**#21-070**

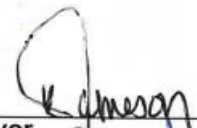

**MOVED BY: CLLR WILLOWS**

That the Regular Meeting of Council be adjourned at 8:33pm.

**CARRIED**

Certified Correct as Recorded on the 22<sup>ND</sup> Day of February 2021

These minutes were accepted by motion #20-075.

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