

b) Recreation Department Monthly Activity Report

Community Hall

August 2nd – Federal Day School Reunion
August 8th – Senior's BBQ
August 12th – Swim Meet Accommodations
August 13th – Swim Meet Accommodations
August 14th – Night for the Arts Coffee House
August 19th – Chamber of Commerce
August 29th – Beautification Committee Brunch

Doug Wieterman Hall

August 12th – Swim Meet Accommodations
August 13th – Swim Meet Accommodations
August 14th – Swim Meet
August 24th – Minor Hockey Meeting
August 24-29th – Pool Ops 1&11 Course

Summer Ice Surface Rentals

August 1st – Coors Slo-Pitch Dance
August 6th – Growing Together
August 8-9th – SPCA Obedience & Agility
August 13th – Growing Together
August 15th – Reunion Party

Public Summer Ice Use Activities

Lacrosse Scrimmages
Youth Drop in- Wednesday 1:00-3:00pm
Ball Hockey Scrimmages
Adult Drop in- August 11th 7:00-9:00

Curling Rink

Summer Heat- Tues/Wed/Thurs
Summer Heat Jr- Mon pm & Fri am

Ball Field

July 31-Aug 3rd – Coors Slo-Pitch Tournament

Aquatic Centre Programs

Aquasize

Tuesday & Thursday
9:00-9:45am & 6:30-7:15pm

Swim Lessons

Youth Lessons:
Tues/Wed/Thurs/Fri
10:00-11:30 am, 3:00-6:00 pm
Saturday
10:00-12:30 pm

Swim Club

Monday- Thursday 4:30-6:30pm
Friday 5:00-6:00pm

Hawks

Mon/Tues/Wed/Thurs/Fri
1:00-4:00pm

Bronze Medallion

Fri & Sat
2:00-6:00pm

Bronze Cross

Mon/Wed/Fri
6:00-10:00pm

Other Programs/Activities

Teen Night Fridays 8:00-9:30pm
Adult Swimming Mon-Thurs 8:00-9:30pm

Other Events

August 12-14th – MRA Regional Swim Meet

#09-268 **MOVED BY: CLLR MCKAY**
 SECONDED BY: CLLR WALLINGTON

That the Council of the Town of Hay River accepts the Recreation Department Monthly Activity Report for the month of August as presented.

CARRIED

RS
TK

c) Development and Building Permit Report

NAME	DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Andrew Cassidy	Aug 5/09	D09-090	104 Paradise Rd.	Greenhouse
Edmar Bordey	Aug 6/09	DH09-091	35 Fir Crescent	Janitor Services
Julita & Edmar Bordey	Aug 6/09	D09-092	35 Fir Crescent	Car Port
Jeremiah Barnes	Aug 6/09	D09-093	49 Wright Cres.	Wooden Fence
Elizabeth Eaton	Aug 7/09	D09-094	48037 Mackenzie Highway	Remove old and insall Newer Mobile Home
Evellyn Coleman	Aug 7/09	D09-095	48037 Mackenzie Highway	Remove old house to Alberta
Clayton Currie	Aug 10/09	DH09-096	47118 Mackenzie Highway	Evestroughing business
Angus Geddes	Aug 10/09	D09-097	23 Fir Crescent	Add to Deck
Austin King	Aug 11/09	D09-098	308 Miron Drive	Garage
Gerti Ondris	Aug 12/09	D09-099	91 McBryan Drive	New front landing/steps
Marius McCallum	Aug 13/09	D09-100	48019 Back Road	Work Shop (Fishing)
Paul Hachey	Aug 18/09	D09-101	7 Spruce road	Cold storage add on
Rosa Lynn Lepine	Aug 19/09	DH09-102	4-102 nd . Street	Computer Tutorials
Ed Courtoreille	Aug 19/09	D09-103	47122 Mackenzie Highway	New Deck and Landings
Shawn Carter	Aug 19/09	D09-104	108 Miron Drive	New Cement Deck
Bryon McFarlane	Aug 21/09	D09-105	10 Eagle Cres.	Add to Deck /Fence
Kris Peterson	Aug 20/09	D09-106	19 Woodland Dr.	Porch Addition
St Andrews Anglican Church	Aug 24/09	D09-107	69 Woodland Dr.	New Fence

ES
TM

Mihia Spiridonica	Aug 24/09	DH09-108	7 Wright Crescent	(Photography/Computer Services).
Greenway Food Services	Aug 24/09	D09-109	1&3 Lepine Street	A&W Restaurant
Amber Scarborough	Aug 25/09	DH09-110	28 Miron Drive	Silpada (Jewelry Sales)
Hay River SPCA	Aug 26/09	D09-111	64 Industrial Drive	Dog Run & Heated SPCA Shed
Roger Candow	Aug 31/09	D09-112	218 Paradise Road	Garage
Mark Leonard	Aug 31/09	D09-113	43 John Mapes Crescent	Modular Single Family Home
Andrew Butler	Aug 31/09	DH09-114	47 Woodland Dr.	Butler Consulting

#09-269 **MOVED BY: CLLR WALLINGTON**
 SECONDED BY: CLLR LESTER

That the Council of the Town of Hay River accepts the Development and Building Permit Report for the month of August 2009 as presented.

CARRIED

d) Library Committee and the Northwest Territories Centennial Library
Library Motion & Background prepared by Councillor Latour

Last year the Hay River Library Committee (HRLC) spoke to me about the need to change the current situation which sees them fulfilling the role of employer for the staff of the Hay River Centennial Library. They also addressed Council.

Presently, this small group of volunteers handles the duties that an administration normally would. They see to payroll, hiring and staffing issues, overseeing financial reporting and other necessary functions. The building that the library operates in is owned by the GNWT and given to the town to use for free. The Town of Hay River receives some money to run the library and gives this to the HRLC along with further town funds to cover its operations. The current budget is around \$120,000.

The main problem with their current situation is that there is no clear employer. The town has been reluctant to step into this role because in the past there has been a belief that this is further downloading of GNWT responsibilities. The town has also been reluctant to inherit another facility, which would, of course, come with operating costs. It is important to recognize, however, that in every other community of this size in the North, the running of the library is clearly viewed as a municipal responsibility. Though each community receives money from the GNWT for library services, municipalities have by-laws which clearly

FS
TR

establish ownership and governance, and the libraries are generally run through a sub-committee of Council, much like our Recreation Board functions.

The current situation has resulted in a number of problems concerning the library and its staff. Presently, there is no clear owner of the contents of the library, including the books. They are not in the Town inventory, but it is also clear that they are not (nor should not) be the property of a volunteer board. These books are clearly a town asset, and yet there is nothing on paper to define that.

A second issue is that the staff in the library who are currently operating as employees of the volunteer board (there is one 0.9 GNWT employee) do not receive any benefits whatsoever—not even sick leave. They are not unionized and do not have any kind of pension package, dental, and so on.

Another major issue is that the board frequently suffers from burn out as volunteers quickly become disillusioned with the duties they assume as board members, duties that differ greatly from what they thought they were signing up for. People come forward thinking they are going to get involved in programming, fundraising, etc., and instead they are signing cheques and dealing with other administrative tasks. There are times in this board's history where they have been down to two members, and it has been difficult to pay employees as a result.

It is the board's desire to have their relationship with the Town clarified through a by-law. They would like the Town to assume ownership of the collection and responsibility for the employees. The library board would operate like the recreation board. There are some hurdles to achieve this, but it is all manageable if the will and direction is there.

One of the obvious hurdles is the issue of cost. The library staff is not expecting raises, but it is likely that the cost of employees will increase moderately as their benefits will have to be covered and they will have to be incorporated into the union. Union membership is also another key issue.

The biggest issue at this time, however, appears to be that of the ownership of the building. In recent conversations with administration, it has become clear that it would be difficult (or, not legally advisable) to have Town of Hay River employees working in a building that we have neither ownership of nor a lease agreement on. The first step to resolving this situation with the library, then, is to address the issue of occupancy of the GNWT's Hay River Centennial Library. The Library Committee believes that the GNWT has no desire to get rid of the building as they house their NWT Library Headquarters there. Nonetheless, some long-term arrangement must be reached with the GNWT if we are to resolve this.

To this ends, I am proposing two motions:

Motion #1

Be it resolved that the Council of the Town of Hay River directs administration to enter into talks with the GNWT to explore the issue of long-term occupancy of the Hay River Centennial Library either through a lease agreement or outright ownership with the intent of having a proposal to Council in time for consideration in the 2010 budget.

Motion #2

Be it resolved that the Council of the Town of Hay River supports in principal the notion that the Town will assume full responsibility for the staff and contents of the Hay River public library portion of the Hay River Centennial Library and that this relationship will be defined by a future by-law.

KS
M

On January 5, 1998 the Hay River Community Youth Center (HRCYC) asked for the Town to provide further financial incentives, long term land tenure, property tax exemption, financial assistance, the use of equipment and landscape material and service opportunities. Council approved an amendment to grant a five year extension to the lease.

On May 24, 2006 the Town notified the HRMA that the lease expired on October 31, 2005, that the lease was in breach due to unpaid property taxes and to provide the Town with their intentions respecting the parcel in the form of a proposal for the next five year period.

On July 10, 2006 the HRCYC responded that they wish to keep the lease indefinitely and a concrete proposal would be prepared by the end of October.

No further action occurred until the Town received an application for development from the Soup Kitchen to replace their existing facility.

Administration met with representatives of the HRMA and the HRCYC on several occasions to discuss how to resolve the matter of the youth center and its developments on the whole of Lot 1470 and the soup kitchen plans.

On August 25, 2009 Mayor Miltenberger and the SAO met with Father Don Flumerfelt and Pastor Dean Steel to clarify the application for lease, the proposed development, the existing development, servicing requirements, access, lease fees, property tax and assessment. Father Flumerfelt and Pastor Steel said they would meet with the Soup Kitchen and make a decision on lease arrangements. In addition the HRCYC has developed outside of the leased area due to the permission that was given on May 13, 1996. Development outside of a leased area is not permitted and the HRCYC have told the Town that they will begin the work of removing the development outside of the lease boundary as they do not wish to lease the area.

On September 9, 2009 the Town received a separate application to lease a portion of Lot 1470 from the Soup Kitchen.

The application from the HRCYC to lease the portion of Lot 1470, Plan 2191 that the youth center occupies is a new application and is subject to the regulations of the Town. Lot 1470 is zoned C1 – Core Area Commercial and institutional uses are not permitted or discretionary uses of the C1 – Core Area Commercial zoning.

Under the by-laws in place and the current zoning of the parcel Administration cannot recommend approval of the application as presented. How does Council wish to proceed with the HRCYC application to lease a portion of Lot 1470, Plan 2191 to operate a youth center?

Let it be noted that The Council of the Town of Hay River has decided to meet with the members of the Soup Kitchen and the Youth Centre within the next month to discuss the future of these organizations.

d) The Soup Kitchen – Request to Lease Portion of Lot 1470, Plan 2191

The Soup Kitchen made application to lease a portion of Lot 1470, Plan 2191, 65a Woodland Drive for the purpose of providing hot meals, bagged lunches and food bank services to those in need.

A history of events is provided.

The Soup Kitchen has been a tenant of the Hay River Ministerial Association on Lot 1470, Plan 2191 since 1995. This parcel was leased to the Hay River Ministerial Association (HRMA) from November 1, 1995 for a period of five years with an annual rental of \$1.00 per year for institutional purposes to operate a youth program and accommodate a soup kitchen facility. Two separate leases cannot be accommodated for the reason that Lot 1470 is serviced with one water line and one sewer line as permitted under the Water and Sewer By-law.

Recently the Soup Kitchen received a donation of a new facility and applied for a development permit. At that time it was discovered that the lease with the Hay River Ministerial Association had expired on October 31, 2005.

Initially the Hay River Community Youth Center made application to lease portions of Lot 1470 to accommodate the youth center and the soup kitchen.

KS

TM

That the Council of the Town of Hay River express an interest to the NWT Association of Communities to be the host community for the 2010 Annual General Meeting and if successful the Town in consultation with the Tourism and Trade Advisory Committee will establish a budget that will be presented to Council for consideration in the 2010 budget process.

CARRIED

- g) Minutes of the Community Energy Plan Committee, August 11, 2009, August 20th, 2009, September 9th, 2009, and September 17th, 2009.

A Community Energy Plan (CEP) Committee meeting was held August 11, 2009, August 20, 2009, September 9, 2009, and September 17, 2009.

#09-275 **MOVED BY: CLLR LATOUR**
SECONDED BY: CLLR WALLINGTON

That the Council of the Town of Hay River accepts the Community Energy Plan Committee Meeting Minutes of August 11, 2009, August 20, 2009, September 9, 2009 and September 17, 2009 as presented.

CARRIED

- h) Request for Proposal for Website Design

The Request for Proposal for Website Design closed September 18, 2009. The terms of reference and proposal evaluation are provided below.

The Town received five responses to the call for proposal, they are:

Haywired Audio Productions	\$20,000.00
KELLETT Communications Inc.	\$19,942.13
Outcrop Communications Ltd.	\$15,350.00
Photobrain	\$6,900.00
WenMar Graphics	\$80.00/hour

The proposals were evaluated according to the criteria stated in the request for proposal and the proposal from KELLETT Communications Inc. received the highest number of points and provides the best value for service.

Terms of Reference

Overview

The Town of Hay River is located on the southern shore of Great Slave Lake with a population of 3600 people. We are called the Hub of North as the location puts our town in the centre of a transportation network for the Northwest Territories. Hay River has much to offer by way of recreation, heritage and culture, its natural beautiful environs and the opportunity to participate in any one of the countless volunteer organizations that actively contribute to the quality of life in our community.

For this work the Town will require a qualified website designer with the experience, knowledge and education to create a site for the Town of Hay River to provide its residents and visitors with up-to-date information and services online.

Website Purpose

- Provide an efficient method of delivering current, factual, official information and data to its residents
- Market the Town of Hay River to potential and existing partner organizations, prospective staff, businesses and the community
- Publish information about the Town of Hay River to support strategic goals

KS
TM

- Promote the Town of Hay River's programs and facilities available to the community
- Facilitate the effective delivery of services

Target User Groups

- Town of Hay River residents
- Tourists
- Government officials
- Business owners
- Town of Hay River employees (existing & prospective)
- Volunteers
- Developers

Scope of Work

The Town wishes to retain a contractor who can work with Town Administration and Town Council to redesign and develop a website that is responsive to the growth of our busy municipality and meet the future and ongoing needs of our community, mayor and council and administration.

The design will allow for updates to be made by our internal staff (with limited knowledge of html or web programming) and without the need for additional software purchases or computer upgrades. The system should include the ability to add, modify, delete, move pages between sections, add graphics, videos, file attachment and page formatting. The system should be robust to allow html coding if needed.

The proposal should address, but not be limited to the following:

- The website will be hosted by the Town Server.
- Links to Northern resources for government and tourism.
- Simple logical navigation and user friendly.
- On-line forms.
- Event Calendars.
- Links to administration e-mail via Outlook.
- Recommend strategies for online collaboration, self-publishing, online community building utilizing a wide range of interactive tools and plug-ins.
- Provide search capabilities using key words or phrasing that will identify content within the site.
- Consistent design, theme and fonts using official logos and templates.

Budget

The Town has budgeted \$20,000.00 for the 2009 fiscal year

Local Involvement

The Successful Proponent is expected to utilize local resources whenever possible in order to maximize the benefits of this service to the community.

Project Team

Identify key members and their relevant experience, qualifications and project duties. The proponent shall present the firm(s) who shall comprise the Project Team.

Preference shall be given to those consultants who are able to staff the project with qualified personnel resident in the NWT.

Past Relevant Experience and References:

Proponents should describe similar services they have provided in the past five (5) years. Identify the location and dates of the work performed. Work for the Town is of particular

KS
TNT

interest; however other work that indicates the proponent's experience and ability to undertake the work should also be described.

Two references are required from previous projects that relate to this RFP. The names and contact information are required for each reference.

Work Plan/Methodology

Proponents should demonstrate their understanding of the work involved and explain their approach. The proponent should detail the proposed methodology to achieve the work objectives. The proponent should demonstrate their understanding of the work involved by addressing the following factors: objectives, information gathering, client input, schedules, budget, significant milestones or activities.

Available Resources:

Proponents may have access to observe the existing infrastructure for the purpose of submitting a proposal that is the subject of this RFP.

Deliverables

The following is a list of deliverables required throughout the project:

- Pre-design meeting with Town Council and Administration
- Cost Estimate
- Biweekly progress reports
- Website presentation to Town Council and Administration
- Staff training

Schedule

The proposed schedule for this project is with key dates as follows:

Important Dates	Dates
Distribution of RFP to Proponents	August 31, 2009
Proposal Closing	September 18, 2009
Award of Proposal	September 22, 2009
Start up Meeting	September 25, 2009
Pre Design Meeting with Council and Administration	September 28, 2009
Cost Estimate	September 30, 2009
Website Concept Presentation	November 2, 2009
Final Website Design	November 16, 2009
Staff Training	November 30, 2009

Proposal Evaluation

The following information should be provided in each proposal. As this information will be utilized in evaluating each responsive proposal submitted, proponents are encouraged to use the same headings to present their offer.

Team

Describe the team in terms of responsibilities, decision-making and the role each member of the team will play. In particular:

- Who will have the overall responsibility for managing the project team (ie: Project Manager)?
- What experience does this person have managing a team on similar projects? In particular, describe the manager's experience on at least two similar projects. What experience does this person have managing a fixed fee contract?

K9
TR

-
- Identify the amount of time key members are expected to put into this project.
 - Identify who will be backup to key personnel. (ie: Project Manager / Discipline Design Team Lead)
 - Provide resumes for key members of the project team, including back-up members.

Methodology

Proponents should demonstrate their understanding of the work involved; explain their approach to meeting the stated objectives, identifying significant factors, objectives, site visits, meetings, schedule, budget, various concerns, client reporting, and other significant events or activities.

Proponent's Past Relevant Experience

Proponents should describe similar services they have provided in the past five (5) years. Identify the location and dates of the work performed. Work for the Town is of particular interest; however other projects that indicate the proponent's experience and ability to undertake the work should also be described. Note to users, this section focuses on the Firm's experience whereas the Team section focuses on the team's individuals.

The Proponent should include references and contact information from two (2) previous projects that relate to this RFP.

Project Schedule

The proponent shall provide a detailed schedule and work plan that identifies how and when the services shall be conducted, individual responsibility for each service, and demonstrate that the work can be completed within the allotted time frame and within budget.

The work schedule will be evaluated based on how closely it meets the service requirements, and how it demonstrates a logical approach to delivering the required services.

Fees

The Town intends to enter into a contract as appended to this RFP for a period of time that begins on the date of execution of a contract agreement and expires on the 31st day of December, 2012,

- The proposal must propose a stipulated monthly sum fee for the total cost of the project.
- Prices bid must be stated in actual dollars and cents expressed in Canadian funds.
- Prices should not include GST.

Northern/Local Content

Preference will be made for Northern or Local content. The dollar value of the goods and services provided by the Proponent's own forces should be declared, as should the dollar value of goods and services to be provided by all sub-contractors with whom contracts will be entered into for this project. If this information is not submitted with a Proposal or is incomplete, the Proponent will not receive appropriate credit.

Mandatory Requirements

The following are mandatory requirements for all proposals. Proposals that do not clearly demonstrate compliance with these requirements will result in disqualification of the proponent's proposal and removal of the proposal from further considerations during the evaluation process.

- Must be received by the closing time and date.

- Must clearly state proposed fees and expenses.

Rating

Proposals shall be evaluated and rated by an evaluation committee, using predetermined criteria to determine which proposal potentially provides the best value to the Town.

Detailed ratings and comments will be confidential however, once the contract has been executed, a proponent can ask for their own detailed rating and comments and the names and total rating of the other proponents.

In terms of relative importance, each criterion is given a pre-assigned weight, as outlined on the Proposal Rating Schedule, to which each proposal will be evaluated.

Each criterion is rated on a scale of 0 to 10. Each criterion's rating is then multiplied by the assigned weight to yield a total for that element. Summation of the individual totals yields a total score, which represents the overall degree of satisfaction for the respective submission.

This procedure is repeated for each of the responsive proposals. The highest total score will determine the proposal that potentially provides the best value to the Town.

Proposal Rating Schedule

Item	Rating Criteria	Assigned Weight (A)	Unit Points Awarded (B)	Total Points (A) x (B) = (C)
1	Team – Personnel to be assigned to or made available to the contract	30		
2	Methodology or approach proposed by the proponent	20		
3	Proponent's Past Relevant Experience	15		
4	Project Schedule	5		
5	Fees and Expenses	20		
6	Northern/Local Content	10		
Totals		100	N/A	

KS
TK

11. ITEMS LISTED FOR THE INFORMATION OF COUNCIL

#09-279 MOVED BY: CLLR WALLINGTON
 SECONDED BY: CLLR BURNSTAD

That the Council of the Town of Hay River accepts the Information Listed as presented.

CARRIED

12. IN CAMERA – LEGAL MATTER

#09-280 MOVED BY: CLLR MCKAY
 SECONDED BY: CLLR BURNSTAD

That the Council of the Town of Hay River accepts to move in camera to discuss a legal matter.

CARRIED

#09-281 MOVED BY: CLLR WALLINGTON
 SECONDED By: CLLR BURNSTAD

That the Council of the Town of Hay River accepts to move out of camera.

CARRIED

13. ADJOURNMENT

#09-282 MOVED BY: CLLR BURNSTAD

That the Regular Meeting of Council of September 28, 2009 be adjourned at 9:30 pm.

CARRIED

Certified correct as recorded on the 28th day of September, 2009.

These minutes were accepted by motion #09- 306.



Mayor



Senior Administrative Officer