

**The Regular Meeting of Council was held on December 20<sup>th</sup>, 2010 at 7:30 P.M. in the Council Chambers.**

- Present: Mayor Schofield, Deputy Mayor Maher, and Councillors Kruger, Cassidy, Wallington, Langille, Dueck, and Latour.
- Staff: May-Britt Hetesi – Assistant Senior Administrative Officer, John Holland – Director of Finance, Michael Richardson – Director of Public Works and Planning, Ross deBoer – Director of Recreation and Community Services, Ross Potter – Fire Chief and Jaimi Carter – Recording Secretary.
- Others: Roger Candow, Jackie Milne, Jeff Griffiths, Rafe and Lisa Smith, Jane Groenewegen, Noel Demarcke, Brian Lefebvre, Janet-Marie Fizer, Sandra Lester, Tracy Hill, Jordan Groenewegen, Brian Kovatch, Steve Anderson, Gene Hachey, Ron Karp, Kandis Jameson, Ross Stanley, Diana Yeager, Eddie Smith, Morgan Dupuis, Paul Bickford – News North, Kristin Campbell – The Hub.

**1. CALL TO ORDER:**

This Meeting was called to order at 7:30 P.M. with Mayor Schofield presiding.

**2. ANNOUNCEMENTS**

**Deputy Mayor Maher** reminded everyone that the Interim General Operating Fund Budget that is out is not a final budget, and it can and will be changed.

**Councillor Cassidy** announced that the Skate with Santa and the Disco Skate was a well attended festive and enjoyable event.

**Councillor Langille** announced that he had a great time judging the Twinkle Tour this past weekend.

**3. ADOPTION OF AGENDA**

**#09-842 MOVED BY: CLLR CASSIDY  
SECONDED BY: CLLR WALLINGTON**

That the Council of the Town of Hay River amend the Agenda for the December 20<sup>th</sup>, 2010 Regular Meeting of Council to include #5.) Delegation by the Hay River Ratepayers Association, with all remaining agenda numbers to follow accordingly, and 9.e) Excused Absence for Councillor O'Brien.

**CARRIED**

**4. DECLARATION OF INTEREST**

There was no Declarations of Interest for the December 20<sup>th</sup>, 2010 Regular Meeting of Council.

**5. DELEGATION**

a) Brian Lefebvre, Lisa Smith, and Janet-Marie Fizer with the Hay River Ratepayers Association.

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d) Public Works and Planning Department Monthly Report

The November activity report for the Public Works and Planning Department is presented for Council's review and acceptance.

Item	Level of Activity
Snow Clearing	As needed
Sanding	As needed
Watermain Replacement	None
Sewer Main Repairs	None
Camera Work	As needed
HydroVac	None
Sewer Line Flushing	Preventative maintenance ongoing
Vehicle and Equipment Maintenance	Grader, as required Loader, as required Flusher, as required Pickups, as required
Ice Crossing	Preparation on Town side for freeze-up
Ice Depth Coring	None
Breakup Preparation	None
Temporary Signage	As needed
Sewer Inspections	None
Water Testing	Weekly
Facilities Inspections	Twice Daily
Personnel	None
Director of Public Works	<ul style="list-style-type: none"> <li>• MVLWB Water Licence Requirements</li> <li>• Gen. Plan and Zoning and Bldg. Bylaw Review</li> <li>• 2010 to 2014 Road Maintenance Program</li> <li>• 2010 to 2011 Legal Surveying</li> <li>• Landfill Management</li> <li>• 2011 Budget</li> <li>• Water Treatment Plant and Lift Station audits</li> <li>• Recreation Storage Building</li> </ul>

**#09-847            MOVED BY: CLLR CASSIDY**  
**SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River accepts the Public Works and Planning Department Monthly Activity Report for the month of October 2010 as presented.**

**CARRIED**

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e) Development and Building Permit Report

The Development and Building Permit report for the month of November is presented for Council's review and acceptance.

NAME	DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Graham Milne	Nov 4/10	D10-124	11 Dean Drive	Add Caretakers Mobile Home
Carter Industries	Nov 4/10	D10-125	26 Balsam Drive	Demolish old trailer
Tom Maher	Nov 10/10	DH10-126	19 McBryan Drive	Management Logistics
Bernadette Couroreille	Nov 10/10	DH10-127	4 Covert Place	Issue Permits for Trucking
Kim Crook	Nov 15/10	DH10-128	14 McBryan Drive	Kims Ventures
Brandon Froese	Nov 15/10	D10-129	33-102 <sup>nd</sup> . Street	House and Garage

**#09-848      MOVED BY: CLLR WALLINGTON  
                  SECONDED BY: CLLR LATOUR**

**That the Council of the Town of Hay River accepts the Development and Building Permit report for the month of November 2010 as presented.**

**CARRIED**

f) Recreation and Community Services Department Monthly Report

The November activity report for Recreation and Community Services is presented for Council's review and acceptance.

Item	Level of Activity
Skatepark Initiative	Purchase Modular Equipment
Rec Centre Heat Reclamation Project	Ongoing as required
Trails – Development Plans	Ongoing as required
Capital Purchases	Ongoing as required
Personnel	Staff Meeting – Nov. 5 Post Senior Lifeguard/Instructor
Recreation Board Meeting	Nov. 16 w/PERC
New Rec Centre Dev. – PERC Consulting	Meet w/Council, User Groups – Nov. 14-16
Trade & Tourism Advisory Committee Meeting	Nov. 29
Attend NWT Tourism AGM/Conference	Nov. 24-26, Inuvik
2011 Budget Preparation	Ongoing as required
Facilities	Prepare Outdoor Rinks

**#09-849      MOVED BY: CLLR WALLINGTON  
                  SECONDED BY: CLLR KRUGER**

**That the Council of the Town of Hay River accepts the Recreation & Community Services Report for the month of November 2010 as presented.**

**CARRIED**

g) Drug Free Zone Committee Regular Meeting Minutes

The Minutes from the Drug Free Zone Committee Regular Meetings held at the Town Hall Boardroom on Tuesday, November 2<sup>nd</sup>, 9<sup>th</sup> and 16<sup>th</sup>, 2010, are presented for Council's approval and review.

**#09-850        MOVED BY: CLLR KRUGER  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River accepts the Minutes from the Regular Meetings of the Drug Free Zone Committee on November 2, 9 and 16, 2010, as presented.**

**CARRIED**

The Minutes for the Drug Free Zone Committee Regular Meetings, On November 2<sup>nd</sup>, 9<sup>th</sup>, and 16<sup>th</sup>, 2010 are attached at the back of the Minutes.

h) Joint Occupational Health & Safety Committee Regular Meeting Minutes

The Minutes from the Town of Hay River Joint Occupational Health & Safety Committee Regular Meeting held at the Town Hall Boardroom on October 18, 2010, are presented for Council's approval and review. Also, attached are the Inspections and Task Sheets of Town premises: Carpenter's Shop, Mobile Equipment Garage and Water Treatment Plant.

**#09-851        MOVED BY: CLLR CASSIDY  
                  SECONDED BY: CLLR KRUGER**

**That the Council of the Town of Hay River accepts the Minutes from the Town of Hay River Joint Occupational Health & Safety Committee Regular Meeting held on October 18, 2010 and the Inspection and Task Sheets for the inspections of the Carpenter's Shop, Mobile Equipment Garage and Water Treatment Plant, as presented.**

**CARRIED**

The Minutes for the Regular Joint Occupational Health & Safety Committee Meeting, October 18<sup>th</sup>, 2010 are attached at the back of the Minutes.

i) Recreation Board Regular Meeting Minutes

The Minutes from the Recreation Board Meeting held at the Don Stewart Recreation Centre, Doug Wieterman Room on Tuesday, October 26, 2010 at 12:00 noon are presented for Council's review and approval

**#09-852        MOVED BY: CLLR WALLINGTON  
                  SECONDED BY: CLLR CASSIDY**

**That the Council of the Town of Hay River accepts the Minutes of the Recreation Board Regular Meeting of October 26, 2010 as presented.**

**CARRIED**

**#09-853      MOVED BY: CLLR WALLINGTON  
                  SECONDED BY: CLLR CASSIDY**

**That the Council of the Town of Hay River appoint a new Member of Council to serve as an ex-officio member of the Recreation Board, with full voting rights, and subject to the rules and regulations governing the Recreation Board.**

**CARRIED**

The Minutes for the Regular Recreation Board Meeting, October 26<sup>th</sup>, 2010 are attached at the back of the Minutes.

j) Trade & Tourism Advisory Committee Regular Meeting Minutes

The Minutes from the Trade and Tourism Advisory Committee Regular Meeting held at the Community Hall on Friday, October 29, 2010 at noon are presented for Council's review and approval.

**#09-854      MOVED BY: DEPUTY MAYOR MAHER  
                  SECONDED BY: CLLR KRUGER**

**That the Council of the Town of Hay River accepts the Minutes of the Trade & Tourism Advisory Committee Meeting of October 29, 2010 as presented.**

**CARRIED**

**#09-855      MOVED BY: DEPUTY MAYOR MAHER  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River amend By-law No. 2177/GEN/01, Part III – Proceedings – II. to read; A quorum for regular and special meetings of the committee shall be three (3) voting members.**

**CARRIED**

The Minutes for the Regular Trade & Tourism Advisory Committee Meeting, October 29<sup>th</sup>, 2010 are attached at the back of the Minutes.

k) 2011 Council Meetings Schedule  
Town of Hay River Council Meetings Schedule for 2011

January	February	March
Monday 10 Committee 24 Council	Monday 7 Committee 21 Council	Monday 7 Committee 21 Council
April	May	June
Monday 4 Committee 18 Council	Monday 2 Committee 16 Council	Monday 6 Committee 20 Council
July	August	September
Monday 4 Committee 18 Council	Monday 8 Committee 22 Council	Monday 12 Committee 26 Council
October	November	December
Monday 3 Committee 17 Council	Monday 7 Committee 21 Council	Monday 5 Committee 19 Council

**#09-856      MOVED BY: CLLR CASSIDY  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River adopts the 2011 Council Meeting Schedule as presented.**

**CARRIED**

**#09-857      MOVED BY: CLLR LATOUR  
                  SECONDED BY: CLLR CASSIDY**

**That the Council of the Town of Hay River changes the start times of the Regular Council Meetings to 7:00 PM.**

**CARRIED**

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l) Land Sale Incentive Program

In June of 2001 Council approved a Land Sales Incentive Program. This program has been renewed annually with the 10% deposit applying to all lots for sale in Town.

The guidelines for this program were as follows:

- The Land Sales Incentive Program shall apply to all land sales in the Town of Hay River
- Purchaser pays a 10% nonrefundable deposit on land
- Upon acceptance of their application the purchaser gets "possession" of the land, which gives them the right to develop
- Purchaser pays property taxes on the land from date of possession
- Purchaser has up to 12 months from the date of acceptance of their application to pay for the land plus GST (less deposit) interest free
- Upon final payment the Town will transfer title to the purchaser subject to the development conditions outlined in the Land Administration Bylaw No. 2178 and the Agreement for Sale.
- If payment for the land is not received within the 12 months period the land reverts to the Town plus all related improvements, the 10% deposit is not refunded
- A new Land Application was developed in 2002 to be used in conjunction with the Land Sales Incentive Program
- For new land sales only

**#09-858        MOVED BY: DEPUTY MAYOR MAHER  
                      SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River extends the Land Sales Incentive Program through the Year 2011.**

**CARRIED**

m) Appoint Auditor for the 2010 Financial Audit

In November Ashton Chartered Accountants Business Advisors contacted the Town to commence some intern audit work to reduce their audit time spent in the spring. They advised that they did not think the work should be started without being formally appointed as the municipal corporation's auditor.

Ashton Chartered Accountants Business Advisors have provided the Town with financial and audit services for a great number of years. During that time Ashton Chartered Accountants Business Advisors have been appointed by Council as auditor for the municipal corporation.

Section 104 of the Cities, Towns and Villages Act S.N.W.T. 2003,c.22 speaks to the appointment of an auditor.

104. (1) Council shall appoint an auditor for the municipal corporation.

(2) The auditor must be a person entitled to practice as an accountant under  
(a) the *Certified General Accountants Association Act*;

(b) the *Institute of Chartered Accountants Act*; or

(c) the *Society of Management Accountants Act*.

(3) No person may be appointed as an auditor if, at the time of appointment or during the current or preceding fiscal year, the person or an employee or partner of the person has been a council member or an officer of the municipal corporation.

Council may wish to consider the following options with respect to the auditor appointment.

- Appoint Ashton Chartered Accountants Business Advisors as the auditor for the municipal corporation for the 2010 financial audit; or
- Issue a Request for Proposal for Audit Services for a specific period of time similar to the Request for Proposal for Banking Services.

How does Council wish to proceed with the auditor appointment for the municipal corporation?

**#09-859      MOVED BY: CLLR WALLINGTON  
                  SECONDED BY: CLLR LANGILLE**

**That the Council of the Town of Hay River Appoint Ashton Chartered Accountants Business Advisors as the auditor for the municipal corporation for the 2010 financial audit.**

**CARRIED**

n) Request for Proposal for Banking Services

Ashton Chartered Accountants Business Advisors have reviewed and provided a recommendation regarding the two responses received from the CIBC and the RBC Royal Bank as a result of the Request for Proposal for Banking Services.

The recommendation does not make any distinction between the proposals regarding the delivery General Banking Services as they consider each bank to provide similar services. With respect to refinancing the recommendation identifies the RBC proposal as the one that provides the most value to the Town. The RBC proposal provides the lowest interest rates and options specific to the Town's financial requirements.

**#09-860      MOVED BY: CLLR CASSIDY  
                  SECONDED BY: DEPUTY MAYOR MAHER**

**That the Council of the Town of Hay River accept the Request for Proposal for Banking Services from the Royal Bank and direct administration to make the necessary arrangements for the change in financial institutions effective January 1<sup>st</sup>, 2011.**

**CARRIED**

o) New Firehall Townhall Update

BACKGROUND

Dillon Consulting Limited (Dillon) began work in July, 2010 to develop Facility Plans for a new Fire Hall and Town Hall. To date the work accomplished has included

- Information gathering including a tour of the existing facilities, staff interviews, a tour of the Yellowknife Fire Hall, interviews with individual Councillors, and two meetings with Town representatives.
- Graphic presentation made to explain the project process, scope, schedule and budget.
- Graphic presentation made to review site alternatives and development considerations
- A Draft Facility Plan for the Fire Hall submitted to the Town in October, 2010 for review and feedback, along with a summary of comments from Councillor interviews.

Council reviewed the Draft Facility Plan for the Fire Hall in October and has asked that the new Fire Hall project be given priority so that design can proceed as soon as possible.

Before design work can proceed the Facility Plan needs to be finalized, a Request for Proposals (RFP) for Design Services issued, proposals evaluated, and a contract awarded to a design consultant.

CURRENT STATUS

The Facility Plan for the Fire Hall is ready to be finalized pending comments from the Town. An RFP for design services could be ready as early as December 2010, pending direction from the Town on site options presented in the Draft Facility Plan.

A meeting to discuss site options was held on November 23, 2010. Attending were Mayor Kelly Schofield, Councillor Bernard Dueck, SAO Terry Molenkamp, ASAO May-Britt Hetesi, Director Public Works, Mike Richardson, and Ann Peters, Dillon Consulting. The focus of the meeting was to consider the pros and cons of each site option and the criteria that should be used to evaluate them, including the impact of site selection on:

- project costs
- project schedules
- how well functional needs would be met

A summary of items discussed at the meeting is attached.

ALTERNATIVES

1. Select a preferred site and proceed with an RFP for design services
2. Proceed with an RFP for design services without a preferred site but include further site investigations in the scope of design work.









**TOWN OF HAY RIVER  
DRUG FREE ZONE COMMITTEE**

November 2, 2010

Page 1 of 2

**A Regular Meeting of the Drug Free Zone Committee of the Municipal Corporation of the Town of Hay River was held Tuesday, November 2, 2010 at 12:00 NOON in the Town Hall Boardroom.**

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**MEMBERS PRESENT**

Mayor Kelly Schofield, Cllr. Kevin Wallington, Sgt. Scott Buchanan, Ferne Furrow, Geoff Buerger, Melvin Larocque, Terry Molenkamp (SAO) May-Britt Hetesi.

**MEMBERS ABSENT**

Cllr. Reiss Kruger, Rev. Vivian Smith

**CALL TO ORDER**

The meeting was called to order at 12:09 pm by Mayor Kelly Schofield, Chair.

**ADOPTION OF THE AGENDA**

**MOVED BY: KEVIN WALLINGTON  
SECONDED BY: GEOFF BUERGER**

**CARRIED**

**MINUTES**

Minutes of the Regular Meeting of the Drug Free Zone Committee of October 26, 2010.

**MOVED BY: KEVIN WALLINGTON  
SECONDED BY: GEOFF BUERGER**

**That the Drug Free Zone Committee accepts the Minutes of the Regular Meeting on October 26, 2010 with the amendment to add Melvin Larocque to the MEMBERS PRESENT list, as presented.**

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

**a) Poster Contest Presentations and Judges – Final Details**

Cllrs. Kruger & Wallington to make presentations to the following schools (a copy of the Presentation to the Schools is attached):

Princess Alexandra School – Friday November 5, 2010 at 11:10 a.m.

Ecole Boreale at 8:30 morning assembly – date to be confirmed.

Harry Camsell – date to be confirmed by G. Buerger.

Chief Sunrise School – date to be confirmed by K. Wallington.

Diamond Jenness S.S. – date to be confirmed by R. Kruger.

Judges chosen by DFZ Committee:

Jill Taylor – Lights On

Dave Ryan – Town By-Law Officer

George Chuvalo – Special Guest for NAAAW (if not available – then Bobbi Hamilton – Restorative Justice to stand-in)

**b) National Aboriginal Addictions Awareness Week (NAAAW) events for the DFZ Committee**

**EVENT #1:**

Interagency suggestion to replace “Sober Walk” with “Citizens Joining Hands Around the Perimeter of the Drug Free Zone in Hay River”.

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Discussion was held by the DFZ Committee to determine the feasibility of this suggestion. After much discussion, the Chair called for a vote of support among the Members of the DFZ Committee for the "Citizens Joining Hands..." suggestion. The vote tallied as follows:

For: Two (2) Members  
Against: Four (4) Members

Therefore, the DFZ Committee has decided that the "Citizens Joining Hands Around the Perimeter of the Drug Free Zone in Hay River" will not proceed.

**EVENT #2:**

Presentation of the Awards for the Winning Posters for the Contest and Hockey Game (involving RCMP) on Thursday November 18, 2010.

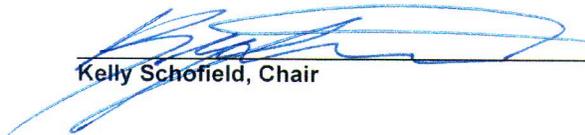
The event will include a Hockey Game that will involve the RCMP Detachment members and the awarding of the Poster Contest Winners during half-time. The remaining posters from all the schools will be displayed in the Community Hall and Pool Concourse. Refreshments will be made available – popcorn, juice boxes, cotton candy (Girl Guides to be contacted for this venue) etc.

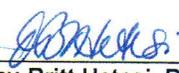
**NEXT MEETING**

Tuesday, November 9, 2010 at 12:00 pm

**ADJOURNMENT – 1:00 pm  
MOVED: GEOFF BUERGER**

Certified correct as recorded on November 2, 2010, and accepted by Motion November 9, 2010:

  
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Kelly Schofield, Chair

  
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May-Britt Hetesi, Recording Secretary



A Regular Meeting of the Drug Free Zone Committee of the Municipal Corporation of the Town of Hay River was held Tuesday, November 9, 2010 at 12:00 NOON in the Town Hall Boardroom.

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**MEMBERS PRESENT**

Mayor Kelly Schofield, Cllrs. Reiss Kruger and Kevin Wallington, Rev. Vivian Smith, Ferne Furrow, Geoff Buerger, Melvin Larocque, Terry Molenkamp (SAO) May-Britt Hetesi.

**MEMBERS ABSENT**

Sgt. Scott Buchanan

**CALL TO ORDER**

The meeting was called to order at 12:08 pm by Mayor Kelly Schofield, Chair.

**ADOPTION OF THE AGENDA**

**MOVED BY: GEOFF BUERGER  
SECONDED BY: REISS KRUGER**

**CARRIED**

**MINUTES**

Minutes of the Regular Meeting of the Drug Free Zone Committee of November 2, 2010.

**MOVED BY: KEVIN WALLINGTON  
SECONDED BY: GEOFF BUERGER**

**That the Drug Free Zone Committee accepts the Minutes of the Regular Meeting on November 2, 2010 as presented.**

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

- a) **Launch of the Drug Free Zone and Hockey Game November 18<sup>th</sup>.**  
Detail of the Launch were discussed and determined. Administration to send out a Task Sheet with dates and reminders as soon as possible.
- b) **Report on Presentations of Poster Contest to Hay River's schools**  
Councillor Reiss Kruger reported that the presentations to Princess Alexandra School and Harry Camsell School were very well received. Enthusiasm was shown for the Poster Contest and the presentations to Ecole Boreal was to be held on Wednesday November 10. Councillor Wallington is still following up on the contact with Chief Sunrise School on the Hay River Reserve and Councillor Kruger will

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contact DJ for the presentation.

**NEXT MEETING**

Tuesday, November 16, 2010 at 12:00 pm

**ADJOURNMENT – 1:00 pm**

**MOVED: GEOFF BUERGER**

Certified correct as recorded on November 9, 2010, and accepted by Motion  
November 16, 2010:



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Kelly Schofield, Chair



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May-Britt Hetesi, Recording Secretary

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A Regular Meeting of the Drug Free Zone Committee of the Municipal Corporation of the Town of Hay River was held Tuesday, November 9, 2010 at 12:00 NOON in the Town Hall Boardroom.

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**MEMBERS PRESENT**

Mayor Kelly Schofield, Cllr. Kevin Wallington (late), Ferne Furrow, Rev. Vivian Smith, Melvin Larocque, Terry Molenkamp (SAO) May-Britt Hetesi.

**MEMBERS ABSENT**

Cllr. Reiss Kruger, Geoff Buerger

**CALL TO ORDER**

The meeting was called to order at 12:10 pm by Mayor Kelly Schofield, Chair.

**ADOPTION OF THE AGENDA**

**MOVED BY: MELVIN LAROCQUE  
SECONDED BY: SCOTT BUCHANAN**

**CARRIED**

**MINUTES**

Minutes of the Regular Meeting of the Drug Free Zone Committee of November 9, 2010.

**MOVED BY: VIVIAN SMITH  
SECONDED BY: MELVIN LAROCQUE**

That the Drug Free Zone Committee accepts the Minutes of the Regular Meeting on November 9, 2010, as amended to add "Rev. Vivian Smith as present".

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

None

**NEW BUSINESS**

a) Excused Absence – Geoff Buerger and Cllr Kevin Wallington.

**MOVED BY: FERNE FURROW  
SECONDED BY: SCOTT BUCHANAN**

That the Drug Free Zone Committee accepts the Excused Absence of Geoff Buerger and Cllr. Kevin Wallington as presented.

**CARRIED**

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b) **FINAL DETAILS of the Launch of the Drug Free Zone and Hockey Game  
November 18<sup>th</sup>**

The Committee reviewed the details and their role in the Launch and the Hockey Game. It was decided to hold a meeting after the Launch for debriefing.

**NEXT MEETING**

Tuesday, November 30, 2010 at 12:00 pm

**ADJOURNMENT – 12:40 pm**  
**MOVED: SCOTT BUCHANAN**

**Certified correct as recorded on November 16, 2010, and accepted by Motion  
November 30, 2010:**

  
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Kelly Schofield, Chair

  
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May-Britt Hetesi, Recording Secretary

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The Joint Occupational Health and Safety Committee meeting was held Monday, October 18 at 1:00 PM in the Town Hall Boardroom.

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Present: Preston Westerman, Tyler Gonder, Ross Potter, May-Britt Hetesi,  
Recording Secretary

**1. Call to Order**

Meeting was called to order at 1:10 pm by Ross Potter, Co-Chair.

**2. Adoption of Agenda**

**Moved: Ross Potter**

**Seconded: Tyler Gonder**

**That the OH&S Committee accepts the Agenda as presented.**

**CARRIED**

**3. Adoption of Minutes September 13, 2010.**

**Moved: Ross Potter**

**Seconded: Preston Westerman**

**That the OH&S Committee accepts the minutes from the September 13, 2010, meeting as presented.**

**CARRIED**

**3. Business Arising from the Minutes**

There was no business arising from the Minutes of September 13, 2010.

**5. New Business**

**a) Review of Accident/Incident Reporting**

This review was tabled to the next meeting in order to obtain input from WSCC Courses that the members of the JOH&S Committee were attending on October 26<sup>th</sup> (Occupational Health & Safety Committee) and October 27<sup>th</sup> (Incident & Accident Investigation).

**b) First Aid/CPR/AED Course held on October 26<sup>th</sup> & 27<sup>th</sup> – Attendees:**

Ross Potter  
Michael Richardson  
Ross deBoer  
Randy Froese  
Rachel Yee  
Brenda Wheaton-Brown  
Jamie Pynnten

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Steve Campbell

**6. ISSUES**

- a) Recreation
  - Jamie Pynten's name has been brought forward to join the JOH&S Committee to represent Recreation
- b) Administration
  - repair tread on stairway to Town Hall Boardroom
- c) Public Works
  - nothing to report

**Adjournment**

**Moved: May-Britt Hetesi**

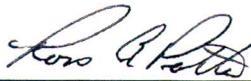
**That the regular meeting of the Occupational Health & Safety Committee be adjourned at 1:30 p.m.**

Next meeting: Monday November 8, 2010 – Town Hall Boardroom at 1 p.m.

**INSPECTIONS OCTOBER 18, 2010**

- a) Golf Clubhouse
- b) Ski Chalet
- c) Water Storage Reservoir & Pumphouse
- d) Sewage Lift Station No. 2

**Certified correct as recorded on October 18, 2010, and accepted by Motion November 8, 2010:**



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Ross Potter, Chair



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May-Britt Hetesi, Recording Secretary

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Town of Hay River Workplace Inspection Checklist



**Month: November**  
**Location: CARPENTER SHOP**  
**Inspectors: POTTER, PYNTEN, WESTERMAN**

POSTED DOCUMENTS			
Inspection Item	Description	OK	Concern
Health & Safety Policy	Policy in place and dated within 12 months	Yes	
Occupational Health & Safety Act	Copy posted in conspicuous location	Yes	
Material Safety Data Sheets	Copy available and dated within 3 years	Yes	
OHSA Explanatory Materials	Copy posted in conspicuous location	Yes	
Incident Reporting poster	Copy posted in conspicuous location	Yes	
Emergency Services Numbers	Copy posted at each telephone	Yes	
Workplace Inspections	Copy posted in conspicuous location	N/A	Copies at Garage
OH&S Meeting Minutes	Copy posted in conspicuous location	N/A	Copies at Garage
Health & Safety Assessments	Copy posted in conspicuous location	N/A	Copies at Garage
WSCC Inspection Report	Copy posted in conspicuous location	N/A	Copies at Garage
FIRST AID			
Inspection Item	Description	OK	Concern
Availability of First Aid kits	Located within quick & easy access by employees	Yes	
Required Components in kits	Adequately stocked per legislation	Yes	
Number of trained First Aiders	Legislation requires 1 (one) per shift	Yes	
First Aid Certificates Posted	List of all trained First Aid employees posted	No	Post List of Certified First Aiders
First Aid Kit inspection record	Checklists in box current for month	Yes	
Stretcher & blanket in compliance	One stretcher & Two blankets available	N/A	
First Aid room compliance	As needed per legislation	N/A	
EMERGENCY EQUIPMENT			
Inspection Item	Description	OK	Concern
Fire Extinguishers	Located within quick & easy access by employees	Yes	
Fire Extinguishers	Tags are completed and inspections up to date	No	Inspections are underway by Fire Prevention Services
Fire Hoses	Tags are completed and inspections up to date	N/A	
EMERGENCY EQUIPMENT cont'd			
Inspection Item	Description	OK	Concern
Emergency Lights	Functioning properly	Yes	
Exit Lights	Functioning properly	Yes	
Spill Equipment	Adequate supplies of equipment	N/A	
HOUSEKEEPING			
Inspection Item	Description	OK	Concern
Work Areas	Clean and tidy	Yes	
Aisles and Hallways	Free of Obstructions	Yes	
Fire Exits	Unblocked	Yes	
Flooring	Clean and tidy, free of spills	Yes	

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## Town of Hay River Workplace Inspection Checklist

Supplies and other Materials	Properly stored	Yes	
Electrical Panels	Unblocked	Yes	
<b>MACHINERY</b>			
Inspection Item	Descriptions	OK	Concern
Guards	In place and secured	No	Radial Arm Saw and Table Saw old and do not have guards
Guards	Functioning properly	Yes	On equipment that has guards
Emergency stops	Identified & with easy reach of the operator	No	Should have emergency stop available
Start up controls	Functioning properly	Yes	
Start up controls	No tie down functions are being circumvented	Yes	
Noise	Levels are acceptable	Yes	Hearing protection to be worn
Lighting	Adequate lighting to perform the jobs	Yes	
Maintenance	Pre-use inspection sheets are completed	Yes	
Ergonomics	No excessive bending/twisting to oper. Machines	Yes	
Fumes	Exhaust is controlling fumes and smoke	Yes	
<b>TOOLS</b>			
Inspection Item	Descriptions	OK	Concern
Cords	No cuts or exposed wires	Yes	
Plugs	In good condition and grounds are present	Yes	
Guards	In place and secured	Yes	
Tools not in use	Stored in the proper location	Yes	
<b>OUTSIDE OF BUILDING</b>			
Inspection Item	Descriptions	OK	Concern
Doors	Unblocked	Yes	
Walkways	Free of obstructions and not slippery	Yes	
Pedestrians	Vehicle & Pedestrian interaction is kept to min.	Yes	
<b>VEHICLES</b>			
Inspection Item	Descriptions	OK	Concern
Visual Inspection	Appears to be in good condition; tires, body etc.	N/A	
Operational	Brakes, steering & other controls functioning properly	N/A	
Pre-use inspections	Operator inspections are being performed	N/A	
<b>LIFTING DEVICES</b>			
Inspection Item	Descriptions	OK	Concern
Certification marks	Certification stickers are in place and current	N/A	
Equipment	Equipment is in good condition	N/A	
Capacity Marks	Equipment has its rated capacity clearly marked	N/A	
Accessories	Any chains, hooks, etc. are in good condition	N/A	
Equipment	Equipment is in good condition	N/A	
<b>RACKING AND STORAGE SYSTEMS</b>			
Inspection Item	Descriptions	OK	Concern

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Town of Hay River Workplace Inspection Checklist

Month: November

Location: MOBILE EQUIPMENT GARAGE

Inspectors:

POTTER, PYNTEN, WESTERMAN



POSTED DOCUMENTS			
Inspection Item	Description	OK	Concern
Health & Safety Policy	Policy in place and dated within 12 months	Yes	
Occupational Health & Safety Act	Copy posted in conspicuous location	Yes	
Material Safety Data Sheets	Copy available and dated within 3 years	Yes	
OHSA Explanatory Materials	Copy posted in conspicuous location	Yes	
Incident Reporting poster	Copy posted in conspicuous location	Yes	
Emergency Services Numbers	Copy posted at each telephone	Yes	
Workplace Inspections	Copy posted in conspicuous location	N/A	
OH&S Meeting Minutes	Copy posted in conspicuous location	Yes	
Health & Safety Assessments	Copy posted in conspicuous location	Yes	
WSCC Inspection Report	Copy posted in conspicuous location	N/A	
FIRST AID			
Inspection Item	Description	OK	Concern
Availability of First Aid kits	Located within quick & easy access by employees	Yes	
Required Components in kits	Adequately stocked per legislation	Yes	
Number of trained First Aiders	Legislation requires 1 (one) per shift	Yes	
First Aid Certificates Posted	List of all trained First Aid employees posted	No	Post List of Certified First Aiders
First Aid Kit Inspection record	Checklists in box current for month	Yes	
Stretcher & blanket in compliance	One stretcher & Two blankets available	N/A	
First Aid room compliance	As needed per legislation	N/A	
EMERGENCY EQUIPMENT			
Inspection Item	Description	OK	Concern
Fire Extinguishers	Located within quick & easy access by employees	Yes	
Fire Extinguishers	Tags are completed and Inspections up to date	Yes	
Fire Hoses	Tags are completed and Inspections up to date	N/A	
EMERGENCY EQUIPMENT cont'd			
Inspection Item	Description	OK	Concern
Emergency Lights	Functioning properly	Yes	
Exit Lights	Functioning properly	Yes	
Spill Equipment	Adequate supplies of equipment	N/A	
HOUSEKEEPING			
Inspection Item	Description	OK	Concern
Work Areas	Clean and tidy	Yes	
Aisles and Hallways	Free of Obstructions	Yes	
Fire Exits	Unblocked	Yes	
Flooring	Clean and tidy, free of spills	Yes	

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## Town of Hay River Workplace Inspection Checklist

Supplies and other Materials	Properly stored	Yes	
Electrical Panels	Unblocked	Yes	
<b>MACHINERY</b>			
Inspection Item	Descriptions	OK	Concern
Guards	In place and secured		
Guards	Functioning properly		
Emergency stops	Identified & with easy reach of the operator		
Start up controls	Functioning properly		
Start up controls	No tie down functions are being circumvented		
Noise	Levels are acceptable		
Lighting	Adequate lighting to perform the jobs		
Maintenance	Pre-use inspection sheets are completed		
Ergonomics	No excessive bending/twisting to oper. Machines		
Fumes	Exhaust is controlling fumes and smoke		
<b>TOOLS</b>			
Inspection Item	Descriptions	OK	Concern
Cords	No cuts or exposed wires		
Plugs	In good condition and grounds are present		
Guards	In place and secured		
Tools not in use	Stored in the proper location		
<b>OUTSIDE OF BUILDING</b>			
Inspection Item	Descriptions	OK	Concern
Doors	Unblocked		
Walkways	Free of obstructions and not slippery		
Pedestrians	Vehicle & Pedestrian interaction is kept to min.		
<b>VEHICLES</b>			
Inspection Item	Descriptions	OK	Concern
Visual Inspection	Appears to be in good condition; tires, body etc.		
Operational	Brakes, steering & other controls functioning properly		
Pre-use inspections	Operator inspections are being performed		
<b>LIFTING DEVICES</b>			
Inspection Item	Descriptions	OK	Concern
Certification marks	Certification stickers are in place and current	No	A Frame is homemade and not certified
Equipment	Equipment is in good condition	No	
Capacity Marks	Equipment has its rated capacity clearly marked	No	
Accessories	Any chains, hooks, etc. are in good condition	N/A	
Equipment	Equipment is in good condition	No	
<b>RACKING AND STORAGE SYSTEMS</b>			
Inspection Item	Descriptions	OK	Concern

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Town of Hay River Workplace Inspection Checklist

Racks	Properly secured to the floor	Yes	
Materials	Properly stacked to prevent tipping and falling	Yes	
Skid and Containers	In good condition	Yes	
Damage	No damage to racking systems	Yes	
<b>OFFICE SPACES</b>			
Inspection Items	Descriptions	OK	Concern
Cords	No cords are causing a trip hazard	YES	
Mats	No mats are causing a trip hazard	YES	
Drawers	Closed and not causing a trip hazard	YES	
Floors	Clean and free of debris	YES	
Desks and chairs	Suitable for the work	YES	
Computers	Positioned properly to prevent awkward postures	YES	
<b>LOADING DOCKS</b>			
Inspection Items	Descriptions	OK	Concern
Dock plates	Functioning properly	N/A	
Dock lights	Functioning properly	N/A	
Surfaces	Free of oil, water and refuse	N/A	
Pedestrians	Vehicle & pedestrian interaction kept to a min.	N/A	
<b>STAIRS, LADDERS &amp; PLATFORMS</b>			
Inspection Items	Descriptions	OK	Concern
Steps	Sturdy with no slippery surfaces	N/A	
Handrails	Sturdy	N/A	
Guardrails	Sturdy	N/A	
Fixed Ladders	Bolted and rails are in good condition	N/A	
High Fixed Ladders	Fallback protection is in place	N/A	
Platforms and Mezzanines	Railing is in place and sturdy	N/A	
<b>PIPING AND PRESSURE VESSELS</b>			
Inspection Items	Descriptions	OK	Concern
Pipes	Colour coded with directions marked	N/A	
Pipes	No leaks	N/A	
Pipes	No corrosion	N/A	

*Handwritten initials/signature*



Town of Hay River Workplace Inspection Checklist



**Month: November**  
**Location: Treatment Plant**  
**Inspectors: POTTER, PYNTEN, WESTERMAN**

POSTED DOCUMENTS		OK	Concern
Inspection Item	Description		
Health & Safety Policy	Policy in place and dated within 12 months	N/A	Copies at Garage
Occupational Health & Safety Act	Copy posted in conspicuous location	N/A	Copies at Garage
Material Safety Data Sheets	Copy available and dated within 3 years	Yes	
OHSA Explanatory Materials	Copy posted in conspicuous location	Yes	
Incident Reporting poster	Copy posted in conspicuous location	Yes	
Emergency Services Numbers	Copy posted at each telephone	Yes	
Workplace Inspections	Copy posted in conspicuous location	N/A	Copies at Garage
OH&S Meeting Minutes	Copy posted in conspicuous location	N/A	Copies at Garage
Health & Safety Assessments	Copy posted in conspicuous location	N/A	Copies at Garage
WSCC Inspection Report	Copy posted in conspicuous location	N/A	Copies at Garage
<b>FIRST AID</b>			
Inspection Item	Description	OK	Concern
Availability of First Aid kits	Located within quick & easy access by employees	Yes	
Required Components in kits	Adequately stocked per legislation	Yes	
Number of trained First Aiders	Legislation requires 1 (one) per shift	Yes	
First Aid Certificates Posted	List of all trained First Aid employees posted	No	Post List of Certified First Aiders
First Aid Kit Inspection record	Checklists in box current for month	Yes	
Stretcher & blanket in compliance	One stretcher & Two blankets available	N/A	
First Aid room compliance	As needed per legislation	N/A	
<b>EMERGENCY EQUIPMENT</b>			
Inspection Item	Description	OK	Concern
Fire Extinguishers	Located within quick & easy access by employees	Yes	
Fire Extinguishers	Tags are completed and inspections up to date	No	Inspections are underway by Fire Prevention Services
Fire Hoses	Tags are completed and inspections up to date	N/A	
<b>EMERGENCY EQUIPMENT cont'd</b>			
Inspection Item	Description	OK	Concern
Emergency Lights	Functioning properly	N/A	Generator kicks in within 5 seconds
Exit Lights	Functioning properly	N/A	Generator kicks in within 5 seconds
Spill Equipment	Adequate supplies of equipment	N/A	
<b>HOUSEKEEPING</b>			
Inspection Item	Description	OK	Concern
Work Areas	Clean and tidy	Yes	
Aisles and Hallways	Free of Obstructions	Yes	
Fire Exits	Unblocked	Yes	
Flooring	Clean and tidy, free of spills	Yes	

*Handwritten initials/signature*

Town of Hay River Workplace Inspection Checklist

Supplies and other Materials	Properly stored	Yes
Electrical Panels	Unblocked	Yes
<b>MACHINERY</b>		
Inspection Item	Descriptions	OK Concern
Guards	In place and secured	Yes
Guards	Functioning properly	Yes
Emergency stops	Identified & with easy reach of the operator	Yes
Start up controls	Functioning properly	Yes
Start up controls	No tie down functions are being circumvented	Yes
Noise	Levels are acceptable	Yes
Lighting	Adequate lighting to perform the jobs	Yes
Maintenance	Pre-use inspection sheets are completed	Yes
Ergonomics	No excessive bending/twisting to oper. Machines	Yes
Fumes	Exhaust is controlling fumes and smoke	Yes
<b>TOOLS</b>		
Inspection Item	Descriptions	OK Concern
Cords	No cuts or exposed wires	Yes
Plugs	In good condition and grounds are present	Yes
Guards	In place and secured	Yes
Tools not in use	Stored in the proper location	Yes
<b>OUTSIDE OF BUILDING</b>		
Inspection Item	Descriptions	OK Concern
Doors	Unblocked	Yes
Walkways	Free of obstructions and not slippery	Yes
Pedestrians	Vehicle & Pedestrian interaction is kept to min.	Yes
<b>VEHICLES</b>		
Inspection Item	Descriptions	OK Concern
Visual Inspection	Appears to be in good condition; tires, body etc.	N/A
Operational	Brakes, steering & other controls functioning properly	N/A
Pre-use inspections	Operator inspections are being performed	N/A
<b>LIFTING DEVICES</b>		
Inspection Item	Descriptions	OK Concern
Certification marks	Certification stickers are in place and current	N/A
Equipment	Equipment is in good condition	N/A
Capacity Marks	Equipment has its rated capacity clearly marked	N/A
Accessories	Any chains, hooks, etc. are in good condition	N/A
Equipment	Equipment is in good condition	N/A
<b>RACKING AND STORAGE SYSTEMS</b>		
Inspection Item	Descriptions	OK Concern

*Handwritten initials/signature in blue ink.*

### Town of Hay River Workplace Inspection Checklist

Racks	Properly secured to the floor	Yes	
Materials	Properly stacked to prevent tipping and falling	Yes	
Skid and Containers	In good condition	Yes	
Damage	No damage to racking systems	Yes	
<b>OFFICE SPACES</b>			
Inspection Items	Descriptions	OK	Concern
Cords	No cords are causing a trip hazard	YES	
Mats	No mats are causing a trip hazard	YES	
Drawers	Closed and not causing a trip hazard	YES	
Floors	Clean and free of debris	YES	
Desks and chairs	Suitable for the work	YES	
Computers	Positioned properly to prevent awkward postures	YES	
<b>LOADING DOCKS</b>			
Inspection Items	Descriptions	OK	Concern
Dock plates	Functioning properly	N/A	
Dock lights	Functioning properly	N/A	
Surfaces	Free of oil, water and refuse	N/A	
Pedestrians	Vehicle & pedestrian interaction kept to a min.	N/A	
<b>STAIRS, LADDERS &amp; PLATFORMS</b>			
Inspection Items	Descriptions	OK	Concern
Steps	Sturdy with no slippery surfaces	N/A	
Handrails	Sturdy	N/A	
Guardrails	Sturdy	N/A	
Fixed Ladders	Bolted and rails are in good condition	N/A	
High Fixed Ladders	Fallback protection is in place	N/A	
Platforms and Mezzanines	Railing is in place and sturdy	N/A	

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**A Meeting of the Recreation Board of the Municipal Corporation of the Town of Hay River was held Tuesday, October 26, 2010 at 12:00 pm in the Doug Wieterman Room, Don Stewart Recreation Centre**

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**MEMBERS PRESENT** Deb Stanley, Jason Coakwell, Wayne Korotash, Chair - Greg Rowe, Lorraine Peterson, Director of Recreation - Ross deBoer, and Mayor - Kelly Schofield

Excused Absence: Colleen Ahenakew, CLLR Kevin Wallington, SAO - Terry Molenkamp, Asst SAO - May-Britt Hetesi

**CALL TO ORDER** The meeting was called to order at 12:08 pm by Greg Rowe

**ADOPTION OF THE AGENDA - AS AMMENDED**

New Business - Change item B) Recreation Centre Banners, to read, Lobster Fest. Add item C) Trails

**MOVED BY: LORRAINE PETERSON  
SECONDED BY: WAYNE KOROTASH**

**CARRIED**

**ADOPTION OF THE REGULAR MEETING MINUTES - AUGUST 18, 2010**

**MOVED BY: WAYNE KOROTASH  
SECONDED BY: MAYOR, KELLY SCHOFIELD**

**CARRIED**

**DELEGATIONS**

**BUSINESS ARISING**

**A) Tri Service Park Development** - The Council of the Town of Hay River has tasked the Recreation Board with determining the feasibility of further developing the area of Tri Service Park. The 2011 budget will reflect this development process. In order to provide for community input, Ross will draft a public notice to be circulated to local area residents. Administration will further consult with Public Works to determine any drainage issues. Ross suggested that the Recreation Board might give additional thought to developing comprehensive Green Space and Trails Policies.

**B) New Recreation Centre Development Plans** - The Town has contracted the services of Professional Environmental Recreation Consulting (PERC) to assist with plans for a new Recreation Centre. We conducted an initial conference call Sept. 29 and will have our first on-site visit November 14 - 16, 2010. The priorities for this visit will include a tour of existing facilities and consultation with stakeholders including Mayor & Council, Town Staff, and User Groups. There was discussion around formalizing a Recreation Centre Committee, but it was suggested that the Rec.

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Board, in its entirety, would serve as the committee. During our initial discussions there was some discussion regarding temporary, or interim structures. Bruce Carscadden, (BCA) indicated that he could provide some info for the next meeting

- C) 2011 Provisional Budget** – Ross reviewed a provisional list of 2011 capital budget items to be forwarded to Council for consideration. There were some questions regarding capital improvements to the Rec. Centre (e.g. paving) and it was suggested that given our plans to replace this facility, that we should be limiting any large spending in this area
- D) New Board Members** – The Recreation Board shall consist of not less than six (6) and not more than nine (9) members, presently there are seven board members. Administration will place a public notice of interest for community members to submit their names for consideration to sit on the Recreation Board
- E) Chamber Park Development** – Mayor Schofield indicated that he recently met with David MacDonald (Chamber) to discuss this development. Mayor Schofield indicated that he reassured Mr. MacDonald that the Town wishes to work with the Chamber on this initiative, but must follow established policy with respect to any municipal development. Town administration has corresponded with the Chamber of Commerce on the development permit process. Administration also indicated that some consultation has taken place with ENR, GNWT & DFO regarding brushing at this location. It appears that any new work will now take place in the spring of 2011
- F) Ball Park Upgrades & Development Plans** – Administration is still researching archives and will contact ENR to determine if there are existing geotechnical surveys of these areas and further indicated that drainage issues at Don Wright ball diamond would be addressed in the spring of 2011. Extension of the fence at Pine Point (300') has been identified in the provisional list of 2011 budget items. A public consultation process, including a survey of local neighborhoods, will proceed through a general mail out and canvassing by ball user groups
- G) Fees & Charges, Facility Improvement Fee** – A recommendation to amend Schedule "A" attached to and forming part of Bylaw No. 2192/GEN/10 Recreation Fees and Charges, Pool Rental Rates has received first and second reading by Council and should receive third reading at the Regular Meeting of Council, November 22. There was further discussion around our Cost Recovery Formula and annual review of Rates & Fees. Are the recovery rates realistic and attainable, or do we need to amend. Mayor Schofield indicated that early in 2010, in an effort to encourage new users, Council had changed a number of fees including Public Skating and Shinny. This impact will have to be reviewed at the end of the season to determine its impact. Administration will prepare a report which will identify current recovery rates

#### NEW BUSINESS

- A) Council Liaison** - The Chair questioned Mayor Schofield regarding our appointed Council Liaison, Kevin Wallington. Due to work commitments, Cllr Wallington has

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been unable to attend many meetings and it was suggested that we need an active representative at this level to advocate for recommendations of this Board

**MOVED BY: JASON COAKWELL  
SECONDED BY: DEB STANLEY**

**Recommend that the Council of the Town of Hay River appoint a new Member of Council to serve as ex-officio member of the Board, with full voting rights, and subject to the rules and regulations governing the Recreation Board**

**CARRIED**

- B) **Recreation Centre Fundraising, Lobster Fest** – The Recreation Board has had discussions with the Knights of Columbus regarding the takeover of this annual event as a fundraiser for the new Recreation Centre. The KOC is in full support and will provide assistance to the Board in hosting the event. It was suggested that we form a sub-committee to initiate the planning process
- C) **Trails** – The Town of Hay River has just approved a Memorandum of Understanding with the DOT, GNWT which will allow us the right to use and maintain a public recreation trail adjacent to the air strip at the Buffalo Hanger in return for maintenance of vegetation and trees on the river bank of HWY #2 and NE of runway 31. Both areas will provide great access and vantage points for local residents and visitors. Once again, administration suggested that we give consideration to establishing a formal Trails Policy. We should also ensure that all trails are clearly identified in any of our Visitor Guides and printed material

**NEXT MEETING** – December 1, 2010

**ADJOURNMENT** – 1:15 pm

**MOVED: Wayne Korotash**

CHAIR \_\_\_\_\_

Secretary \_\_\_\_\_

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The Trade & Tourism Advisory Committee Meeting of the Municipal Corporation of the Town of Hay River was held on October 29, 2010 at 12:00 p.m. in the Community Hall

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**Present:** May-Britt Hetesi (Asst. SAO), Terry Molenkamp (SAO), Greg Rowe (Chair), Ross deBoer (Dir. Recreation), Cllr. Mike Maher, Mayor Kelly Schofield, Cllr. Bernard Dueck, Cllr. Dawna O'Brien, and Tom Colosimo

**Excused Absence:** Tiffany Gallivan, Curtis Rowe

**Absent:** Vince McKay

1. **Call to Order** – 12:08 PM – Greg Rowe, Chair
2. **Adopt Agenda** -

Amend Agenda, New Business, to include items C) Deh Cho Travel Connection Meetings, D) Airport Development, E) 2011 Edmonton Boat and Sportsmen's Show

**Move to adopt the Agenda as amended**

**Motion by: Cllr. Mike Maher  
Seconded by: Cllr. Dawna O'Brien**

**Carried**

3. **Adopt the Minutes – Regular Meeting September 7, 2010**

Move to adopt the Minutes

**Motion by: Tom Colosimo  
Seconded by: Cllr. Mike Maher**

**Carried**

4. **Business Arising**

**Hay River Visitors Guide** - Curtis Rowe and Tiffany Gallivan are spearheading a sub-committee to determine the scope of this work, however, Tiffany has now submitted a notice of resignation to this Board. There was discussion regarding the scope of this work including advertising levels that could off-set the cost of the guide. Terry Molenkamp indicated that administration would prepare this RFP. Tom Colosimo, ITI, indicated that they currently distribute a significant number of these guides at the Border Visitor Centre and as such, would contribute to the cost of this work

**Special Projects/Initiatives** – This Board has recently been challenged to identify special initiatives and ideas for promoting Hay River. One of the more recent ideas included improvements to the Visitor Info Centre, a number of which have already taken place. The Chamber of Commerce has managed this facility for the Town of Hay River for the past

several years, but there was some question as to who was spearheading these most recent developments. A new "VIC Improvement Committee" has been formed, however, we must confirm if this is a committee of the Chamber of Commerce. Assuming the Chamber is still interested in continuing this management service in 2011, the Town will require a plan which would include a budget and details of any proposed facility improvements. Administration will follow up with the Chamber on this matter.

**Strategic Marketing Plan** - It was discussed and agreed that we must proceed with a comprehensive plan which will identify our brand including attractors and their respective relevance, our target markets, and how we will go about promoting to each. It was further agreed that our start point should be an update of the existing plan, "Worth the Extra Mile". From there, we can identify potential new initiatives. Administration will prepare an RFP to begin this work. Tom Colosimo indicated that there may be ITI funding (e.g. SEED) to assist with this work.

## 5. NEW BUSINESS

**Board Member Attendance** – There has been some concern regarding our inability to make quorum at the last few meetings and while we are in the process of filling vacant positions, it was further suggested that we amend our Bylaw to reduce the number of Board Members required for quorum. Administration will also provide notice to absent members for confirmation of their intent to sit on this board.

**Motion by: Cllr. Dawna O'Brien**  
**Seconded by: Cllr. Mike Maher**

**Recommend that the Council of the Town of Hay River amend By-law No. 2177/GEN/01, to read; A quorum for regular and special meetings of the committee shall be three (3) voting members**

**Carried**

**Tourism 2010/2015 Open House (ITI)** – As part of a community consultation process, on October 19, Industry Tourism & Investment hosted an Open House to review "2010: A Tourism Plan". This consultation gave us an opportunity to comment on existing GNWT priorities and to forward ideas and suggestions for future consideration. Greg Rowe, Tom Colosimo, and Ross deBoer attended this session. There was discussion on how we might access future funding and put fourth local priorities. ITI will provide some leg work and assistance with regard to this work.

**Deh Cho Travel Connection Fall Meetings** – Bernard Dueck and Tom Colosimo attended these meetings in Hay River. The Town of Hay River participates in the DCT marketing initiative which provides good exposure through their website and annual initiatives such as the Passport Promotion. There was some discussion regarding the benefits of upgrading the Liard Hwy portion of this loop and how we might lobby the GNWT to this effect.

**Airport Improvements** – Tom Colosimo & Cllr. Mike Maher provided info regarding a recent initiative aimed at making improvements to our local air terminal. This will be a cooperative effort between ITI & the DOT that will promote local attractions and the work of local artisans at

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this location

**2011 Edmonton Boat & Sportsmen's Show** – With the support of ITI, Hay River will be, once again, be participating in this spring show. Tom Colosimo indicated that there may be an opportunity to participate in additional promotional opportunities at this venue. He further suggested that we may wish to prepare a specific brochure, or promo around this event. Administration will follow up with Show Services regarding these opportunities

6. **NEXT MEETING DATE** – Monday, November 29, 2010

7. **ADJOURNMENT** – 12:55 PM, Dawna O'Brien

CHAIR   
SECRETARY 

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# Proposed By-Law 2230

Outdoor Wood Fired Boiler By-Law

# Purpose of By-Law

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1. To ensure Outdoor Wood Boilers meet CAN/CSA-B415.1 Performance Testing of Solid Fuel Burning Stoves, Inserts, and Low Burn Rate Factory Built Fireplaces.
2. To ensure that EPA standard, title 40, Part 60, Subpart AAA is being met to reduce harmful emissions
3. To ensure only Certified Appliances are being used in the Town of Hay River.
4. To remove uncertified units from service.
5. To ensure proper materials are being burnt in appliances used in the Town of Hay River.
6. To end complaints from ratepayers that are presently being forced to put up with smoke generated by present Outdoor Wood Boilers.

# CAN/CSA-B415.1

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- ▶ This Standard was prepared by the Technical Committee on Performance Testing and Rating of Solid-Fuel-Burning Appliances under the jurisdiction of the **Standards Steering Committee on Fire Safety and Fuel Burning Equipment**. It has been approved as a **National Standard of Canada** by the **Standards Council of Canada**.
- ▶ Covers air quality issues with solid fuel burning appliances.

# Certified Appliances

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- ▶ What is a Certified Appliance?
  - Appliances which have been approved by CSA (Canadian Standards Association).
- ▶ Must be tagged with CSA Label showing that the appliance meets CAN/CSA-B415.1
- ▶ We are aware of uncertified units being used in Hay River.
- ▶ Who knows what the emissions are coming out of an uncertified unit?

# Materials Being Burned

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- ▶ If incorrect product is being burned emissions will be noxious.
- ▶ If wet or overly moist product is being burned emissions will be noxious.

# Complaints from Ratepayers

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- ▶ Administration has received complaints from ratepayers who are suffering from smoke that is being produced by Outdoor Wood Boilers.
  - Are these units certified?
  - Is the correct material being burned?
  - Are the units being burned correctly?
  - Should a neighbour have to put up with smoke just because someone is trying to save money?
  - The Environment and Ratepayer Health are far more important than saving a few dollars.

# Distance Restrictions

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- ▶ Size of property
  - Typical use of Outdoor Wood Boilers is rural areas in most other communities.
- ▶ Setback from property line
  - Helps protect dwellings not serviced by the appliance.
- ▶ Dwellings not serviced by appliance
  - On the offhand chance that noxious fumes are being produced less effect on neighbours.
- ▶ Chimney Height
  - In cold temperatures smoke tends to stay at the level at which it exhausts. If the Chimney is at a higher level there is better chance it can be dispersed a little better.

# NON CERTIFIED APPLIANCE REMOVAL

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- ▶ Only NON certified units are being targeted.
- ▶ 3 year removal plan is very fair particularly when the unit is probably putting out noxious products.
- ▶ Problem of NON certified units should not transfer to a new owner upon sale of property.

# Summary

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- ▶ Non certified units present a risk to the health of surrounding ratepayers.
- ▶ Non certified units present a health risk to the owner of the unit.
- ▶ Height of chimney directly reflects on where smoke will hang on cold calm days.
- ▶ I believe that all wood stoves & pellet stoves have to be certified with ULC or CSA before insurance companies will insure them in your home which is why we are not targeting them as part of this By-Law.
- ▶ Present OWB's were installed without permits so we do not know if they are certified or not.
- ▶ With no By-Law, how do we address complaints from ratepayers or deal with uncertified appliances?
- ▶ It is unlikely that this By-Law is going to make or break any retailers in the town as at present there are no permits being requested for the installation of an OWB.
- ▶ **REMEMBER : When you can't breathe, nothing else matters! Burning is an option, breathing is not.**

# References:

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- ▶ <http://mha-net.org/docs/CSA-B451b.PDF>
- ▶ <http://www.woodheat.org/q&a/qaoutboiler.htm>
- ▶ <http://www.cga.ct.gov/2008/rpt/2008-R-0310.htm>
- ▶ <http://woodburnersmoke.net/>
- ▶ [http://www.parklandcounty.com/Departments\\_and\\_Services/Emergency\\_Services/Fire\\_Services/Fire\\_Permit\\_Bylaw.htm](http://www.parklandcounty.com/Departments_and_Services/Emergency_Services/Fire_Services/Fire_Permit_Bylaw.htm)
- ▶ Please Google: outdoor wood boiler bylaws Canada