

The Special Meeting of Council was held on Monday, November 5th, 2012 at 7:30 PM in the Council Chambers.

Present: Mayor Cassidy, Councillors M^cKay, Candow, Mapes, Dohey, Jameson, Maher, Jungkind, and Coakwell.

Staff: Michael Richardson –Senior Administrative Officer, May-Britt Hetesi – Assistant Senior Administrative Officer, Keith Morrison – Director of Public Works & Planning, Ross Potter – Fire Chief, and Jaimi Carter – Recording Secretary.

Other: Ross Stanley, Harvey Werner, Ken & Pat Wray, John & Jean Locke, Pat Bobinski, Mario Gerald, Brian Lefebvre, Francois Many, Warren Nekurak, Alec Goodzeck, Violet Candow, Kevin Wallington (left halfway through), Jared Monkman (left halfway through) and Angele Cano – The Hub.

1. CALL TO ORDER:

This Meeting was called to order at 7:30 PM with Mayor Cassidy presiding.

2. ANNOUNCEMENTS

Councillor Candow thanked Laine Schofield, Pat Coleman, and Greg Haist of Paradise Gardens for their assistance with the snow removal during the storm last week - They kept the roads cleared for all the Paradise residents.

Mayor Cassidy announced that there is an Public Informal Meet & Greet for the Newly Elected Council on Tuesday, November 6th, 2012 at 7:00 PM at the Hay River Public Library – This event is hosted by the Hay River Public Library.

Mayor Cassidy announced that the 3rd Annual Drug Free Zone & RCMP Hockey Game is being held on Thursday, November 22nd, 2012 at 7:00 PM at the Don Stewart Recreation Centre.

Mayor Cassidy gave a welcoming speech:

“I would like to welcome and congratulate our new council. We have been elected by the public in a fair and due process, to represent and lead our community and this evening we have been sworn in to officially begin this duty. To those in the gallery, last week the mayor and council elect signed a code of conduct that underscores professionalism, integrity, honesty and respect. Looking at the council before us, I know we will live up to these principles and serve as our community expects and deserves. It is an honor and a privilege to take these chairs tonight.

I would like to thank the previous council and mayors for their past service. As we will soon discover, it is not an easy role to assume and sacrifices will be great.

To our new council, I am excited by the prospect of the work we will accomplish over the next 3 years. We come from different walks of life, but all for a common good. Our community is in our hands. There are great expectations on us all and I encourage each of you to be bold leaders and begin a new chapter for Hay River.”

6. MINUTES

a) Minutes of the Public Hearing, October 9th, 2012

**#12-507 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR M^cKay**

That the Council of the Town of Hay River accepts the Minutes of the Public Hearing, October 9th, 2012 as presented.

CARRIED

b) Minutes of the Regular Meeting of Council, October 9th, 2012

**#12-508 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR JAMESON**

That the Council of the Town of Hay River accepts the Minutes of the Regular Meeting of Council, October 9th, 2012 as presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes of the Public Hearing, October 9th, 2012 or the Regular Meeting of Council, October 9th, 2012.

8. NEW BUSINESS

a) Emergency Services Activity Report

The September activity report for Emergency Services is presented for Council's review and acceptance.

Summary:

October was a busy month for the Department due to it being the month in which Fire Prevention Week is celebrated. Lectures and Fire Drills were held at the schools and at the Hay River Playschool. Both PA School and HC School evacuated within 70 seconds which shows that these schools have been doing lots of practice with the kids. We also hosted a Fire Extinguisher Course for the Girl Guides where they were able to extinguish live fires with Fire Extinguishers.

We were also involved in an Airport Disaster Tabletop Exercise which went very well. Some deficiencies were found in the Airport Plan as far as contact numbers were concerned which has already been rectified. The Town of Hay River Plan is going through some revisions due to the change in Mayor and Council once those duties have been assigned appropriately the update will be completed and new copies of the Emergency Plan will be sent out.

Recruitment is one of the major focuses of the department and I am pleased to report that we have recruited another 3 members this month who should be an asset to our group.

During the month of September 284 Volunteer hours were served by the members of the HRFD for a year to date total of hours of 3627 Hours.

Item	Level of Activity
Patient Transfers	22
Medical Emergencies	6
Body Transfers	0
Fires & Rescues	2
False Alarms	2
Ambulance Training	1
Fire Training	3
Special Training	0
Cleanup & Maintenance	4
Fire Permits Granted	1
Fireworks Permits	1
Public Safety Sessions	5
Inspections	2
Recruitment	3 new members
Emergency Plan	Presently under review for changes to contacts and agency updates.
Special Projects	
Active Membership at Month End	31
Equipment Maintenance	
Ambulance 1	Weekly Checks
Ambulance 2	Weekly Checks, Repair D/S Module Door
Pump 1	Weekly Checks
Pump 2	Weekly Checks
Pump 3	Weekly Checks
Tanker 1	Weekly Checks
Rescue 1	Weekly Checks
Rescue 2	Weekly Checks
Rescue 5	Weekly Checks

**#12-509 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR JUNGKIND**

That the Council of the Town of Hay River accepts the Emergency Services Activity Report for the month of October, 2012 as presented.

CARRIED

b) Municipal Election 2012 - Report

On Monday, October 15, 2012, the Municipal Election 2012 was conducted by Senior Administrative Officer and Returning Officer Michael Richardson. It was suggested that a report to Council and the Chief Municipal Electoral Officer, be written to summarize results and issues. The following summary is presented for Council's review:

Elected/ Name of Candidate	Number of Not Elected	Votes Cast
<u>MAYOR:</u>		
CASSIDY, Andrew	Elected	669
LEFEBVRE, Brian	Not Elected	575
<u>COUNCILLORS:</u>		
CANDOW, Roger	Elected	635
COAKWELL, Jason	Elected	589
DOHEY, Keith	Elected	790
GIBB, Beverly	Not Elected	439
JAMESON, Kandis	Elected	836
JUNGKIND, Donna Lee	Elected	766
LATOUR, Ken	Not Elected	263
LESTER, Sandra	Not Elected	252
MAHER, Michael John	Elected	586
MAPES, Bradley Lloyd	Elected	961
MARIE, Elise	Not Elected	119
MCKAY, Vince	Elected	722
MCPHERSON, James W.	Not Elected	109
ST. JOHN, Michael	Not Elected	203
WILLOWS, Brian	Not Elected	529
<u>DISTRICT EDUCATION AUTHORITY MEMBER:</u>		
CARSTON, Kirk	Acclaimed	N/A
CARTER, Melanie	Acclaimed	N/A
COURTOREILLE, Terence	Acclaimed	N/A

JAMESON, Kandis	Acclaimed	N/A
LAROCQUE, Melvin	Acclaimed	N/A
SCHUMANN , Louise	Acclaimed	N/A

VACANT – to be appointed by the Authority.

The total number of Voters as at October 10, 2012 on the Voter's List for the Town of Hay River was **2,296**. There were a large number of voters sworn in on October 15th by the Deputy Returning Officers as they were not on the list finalized by October 10th. The Voter's List is compiled from previous elections and reviewed for obvious changes (ie. deceased or re-located residents). Voters sworn in were those who had moved to Hay River since the last Municipal Election in 2009, those residents who had attained 18 years of age since 2009, and residents that have not voted in a Municipal Election in the past. The list appeared incomplete to many residents and the option to complete a town enumeration would assist in obtaining a more comprehensive list.

Voter Turnout was approximately **54%**.

Among all the candidates nominated the 2012 Municipal Election were fifteen (15) males and eight (8) females.

The result of the Voter Questions put to the residents by the Council of the Town of Hay River is as follows:

Question 1:

Should Council reduce the number of Councillor positions from eight (8) members to six (6) members?

Yes	601
No	575

Question 2:

Should Council increase the Mayor's position from part-time to full-time?

Yes	459
No	701

The only issue that arose during this Municipal Election 2012 is the inability of residents to appoint a proxy voter after October 10, 2012. If someone were suddenly absent or ill after the deadline to remove the proxy form, they were unable to exercise their right to vote. This inflexibility in the *Local Authorities Election Act* was confirmed by David Kravitz, Chief Municipal Electoral Officer.

The deadline for any voter to apply for a judicial recount after the election was October 29th and as we have not been informed of any issues, the destruction of election materials and ballots can be processed from now until January 15, 2013.

**#12-510 MOVED BY: CLLR M^cKAY
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River accepts the Municipal Election 2012 – Report and directs Administration to forward this to the Chief Municipal Electoral Officer.

CARRIED

c) Budget Variance Report October 2012

The Budget Variance Report for the Month ending October 31, 2012, is attached for the review of Council.

**#12-511 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR DOHEY**

That the Council of the Town of Hay River accepts the Budget Variance Report for October 2012 as presented.

CARRIED

The Budget Variance Report is attached at the back of the Minutes.

d) Code of Conduct

The current Code of Conduct for the Council of the Town of Hay River was adopted by Council on August 9, 2010, Motion #09-676.

Councillors are required to sign a “Statement of Commitment to the Councillors Code of Conduct” at the Councillors’ Legislative Workshop Meeting of Council following the Council Election. The General Election 2012 was held on October 15th and the Councillor Workshop for Roles and Responsibilities and Conflict of Interest was held on October 30th. The statements were signed at that meeting.

In addition, the Enforcement of Code of Conduct Section 3. notes that the Code should be reviewed within the period of six (6) months after a general election.

**#12-512 MOVED BY: CLLR M^cKay
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River accepts the Code of Conduct for the Council of the Town of Hay River for the term 2012 to 2015.

CARRIED

**#12-513 MOVED BY: CLLR M^cKay
 SECONDED BY: CLLR JUNGKIND**

That the Council of the Town of Hay River reviews the Code of Conduct within a period of six (6) months after the Municipal Election.

CARRIED

e) Council Procedures ByLaw

Recommendations were made by Municipal and Community Affairs (MACA) and Western Management Consultants in conjunction with the Organizational and Operational Review in 2012, to review and revise the Council Procedures By-Law for the Town of Hay River in order to stream-line and clarify the procedures that Council and Administration use to conduct business. The current Council Procedures By-Law was enacted in November 1990.

Attached is a Draft Council Procedures By-Law for review of Council. In addition, a draft Council Meetings Schedule is attached for the Tuesday Council Meeting Option.

Senior Administrative Officer, Michael Richardson will make a presentation in regard to the Draft Council Procedures By-Law at the Regular Meeting of Council on November 19, 2012.

**#12-514 MOVED BY: CLLR JUNGKIND
 SECONDED BY: CLLR JAMESON**

That the Council of the Town of Hay River accepts the Council Procedures By-Law Report as presented.

CARRIED

The draft Council Procedures ByLaw and Council Meetings Schedule is attached at the back of the Minutes.

f) Deputy Mayor

In accordance with the Town of Hay River Council Procedures By-Law and on authority provided by the Cities, Towns and Villages Act, NWT, a Deputy Mayor is appointed by Council on an annual basis. A copy of the relevant legislation is provided below for reference:

Deputy mayor **39. (1) Council, on the recommendation of the mayor, may, appoint a councillor to be the deputy mayor.**

Powers and duties of deputy mayor

- (2) The deputy mayor**
- (a) shall perform the duties and may exercise the powers of the mayor when the mayor is absent or unable to act; and**
 - (b) shall perform other duties and may exercise other powers determined by council on the recommendation of the mayor.**

Specifically, the current Council Procedures By-Law, No. 1385, Section 63, states that the Deputy Mayor will be selected from the Members at the first Council Meeting in

November of each year. The intention of the Member to stand as Deputy Mayor shall be indicated to the Mayor in writing and if two or more Members stand, there will be an election held, voting accomplished by secret ballot.

**#12-515 MOVED BY: CLLR JAMESON
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River appoints Councillor Mapes as Deputy Mayor as per Council Procedures By-Law, No. 1385.

CARRIED

g) 2013 Council Meeting Schedule

Town of Hay River Council Meetings Schedule for 2013:

January		February		March	
Monday		Monday		Monday	
7	Committee	4	Committee	4	Committee
21	Council	18	Council	18	Council
April		May		June	
Monday		Monday		Monday	
15	Committee	13	Committee	10	Committee
29	Council	27	Council	24	Council
July		August		September	
Monday		Monday		Monday	
8	Committee	12	Committee	9	Committee
22	Council	26	Council	23	Council
October		November		December	
Monday		Monday		Monday	
14	Committee	4	Committee	2	Committee
28	Council	18	Council	16	Council

In consideration of the CPP IT report and all other factors, Administration recommends the following:

1. *Renewing the contract with ArcTech for an amount not greater than \$170,000.*

The contract between ArcTech and the Town expires on December 31, 2012. There is not enough time to implement any changes before the deadline without significant risk to the Town's operations. Extending the contact by a year would provide short-term stability and provide the flexibility for the Town to:

- determine the capital hardware needs (and costs) arising out of a transition to an internalized IT service;
- internalize some (ideally most) of the IT services by hiring an IT manager; and
- evaluate the on-going need for outsourced IT services and developing and issuing an RFP for that purpose.

To maintain a contract value of \$170,000, the Town may be forced to reduce the scope of services provided by ArcTech. This contract value may be further reduced by eliminating or reducing services provided by ArcTech. Critical services would not be reduced or eliminated.

2. *Developing a job description and holding a competition for a new internal position - Director of IT Services.*

IT is such a critical component of the Town's operation that optimally, IT Services would be a function handled internally by the Town. It is likely that such a position would represent an additional expense of \$125,000 - \$140,000 including benefits and training in 2013 and beyond. Ideally, internal IT support would satisfy all of the needs of the Town. This position would be a Management position that reports to the Senior Administrative Officer.

3. *Developing and issuing an RFP for IT services that would take effect in 2014 for the balance of the IT Services that cannot be addressed internally.*

Despite hiring an internal IT manager, there may be duties that still cannot be accomplished internally (due to time or vacation, skill or experience constraints, etc.). The Town would issue a competitive RFP to potentially outsource those items. If the responses to the RFP show that outsourcing is not feasible (due to price, etc.) then the Town could analyze an alternate way to deliver those services for 2014 and beyond.

These recommendations should be adopted concurrently. Administration expects that adopting all of the recommendations above would result in an additional expense of \$140,000 to the Town in 2013 and significantly reduced incremental expenses thereafter. Administration would work to balance these incremental expenses by reducing expenses in future budgets (2013 and beyond) by the same amount, without compromising the Town's operations.

#12-523 **MOVED BY: CLLR MAHER**
SECONDED BY: CLLR CANDOW

That the Council of the Town of Hay River authorizes the Senior Administrative Officer to proceed with the negotiated settlement as discussed.

CARRIED

12. ADJOURNMENT

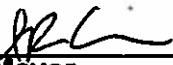
#12-524 **MOVED BY: CLLR CANDOW**

That the Special Meeting of Council be adjourned at 9:08 pm.


CARRIED

Certified Correct as Recorded on the 5th day of November, 2012.

These minutes were accepted by motion#12-526.



Mayor



Senior Administrative Officer
Dec 5/12

TOWN OF HAY RIVER
Budget Variance Report



Fiscal Year : 2012 Period : 8
 Account Code : 1-2-1110-119 To 5-2-6991-563

Budget Type : Approved Budget

Acct Code	Acct Desc	CC1	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSES							
1110 MAYORS INDEMNITY AND ALLOWANCES							
1-2-1110-119	MAYORS INDEMNITY AND		3632.00	29296.79	42700	13403.21	31.39
Total MAYORS INDEMNITY AND ALLOWANCES			3632.00	29296.79	42700	13403.21	31.39
1130 COUNCILLORS INDEMNITY							
1-2-1130-119	COUNCILLORS INDEMNIT'		5138.85	42306.64	70700	28393.36	40.16
Total COUNCILLORS INDEMNITY			5138.85	42306.64	70700	28393.36	40.16
1190 BOARDS AND AGENCIES-INDEMNITIES							
1-2-1190-119	BOARDS AND AGENCIES-I		0.00	200.00	1000	800.00	80.00
1-2-1190-510	COUNCIL/BOARD MEETIN		64.45	2633.15	3600	966.85	26.86
1-2-1190-510	COUNCIL/BOARD MEETIN	DRUG	0.00	141.15	0	-141.15	0.00
Total BOARDS AND AGENCIES-INDEMNITIES			64.45	2974.30	4600	1625.70	35.34
1210 ADMINISTRATION							
1-2-1210-111	ADMIN SALARIES		58519.39	536392.61	850600	314207.39	36.94
1-2-1210-191	ADMIN EMPLOYEE COSTS		7192.70	67281.86	153108	85826.14	56.06
1-2-1210-211	ADMIN TRAVEL		0.00	6712.66	5000	-1712.66	-34.25
1-2-1210-212	ADMIN POSTAGE		1312.90	6679.57	9000	2320.43	25.78
1-2-1210-213	ADMIN PHONES		3619.20	30040.15	52000	21959.85	42.23
1-2-1210-234	ADMIN TRAINING		1225.00	16689.13	10000	-6689.13	-66.89
1-2-1210-237	ADMIN LOSS PREVENTION		0.00	5327.94	0	-5327.94	0.00
1-2-1210-238	ADMIN COMPUTER SUPPC		14424.24	139553.81	190000	50446.19	26.55
1-2-1210-262	ADMIN VEHICLE RENTAL		0.00	0.00	1000	1000.00	100.00
1-2-1210-299	ADMIN OTHER SERVICES		130.50	130.50	700	569.50	81.36
1-2-1210-536	ADMIN SAFETY SUPPLIES		0.00	4920.00	0	-4920.00	0.00
1-2-1210-537	ADMIN SUPPLIES & STATI		1489.61	9422.37	14000	4577.63	32.70
1-2-1210-539	OTHER SUPPLIES - ADMIN		0.00	755.53	0	-755.53	0.00
1-2-1210-614	ADMIN COMPUTER SOFTV		698.68	17998.91	22800	4801.09	21.06
Total ADMINISTRATION			88612.22	841905.04	1308208	466302.96	35.64
1212 ADMIN POSTAL METER & SCALE RENTAL							
1-2-1212-263	ADMIN POSTAL METER & :		990.65	4025.05	3000	-1025.05	-34.17
Total ADMIN POSTAL METER & SCALE RENTAL			990.65	4025.05	3000	-1025.05	-34.17
1214 ADMIN XEROX COPIER RENTAL & CHARGES							
1-2-1214-263	ADMIN XEROX COPIER RE		880.95	5877.14	9500	3622.86	38.14
Total ADMIN XEROX COPIER RENTAL & CHARGES			880.95	5877.14	9500	3622.86	38.14
1220 PROFESSIONAL SERVICES							
1-2-1220-231	AUDIT		0.00	35523.81	35000	-523.81	-1.50
1-2-1220-232	LEGAL FEES		0.00	21664.20	40000	18335.80	45.84
1-2-1220-232	LEGAL FEES	L1101	100.55	-19647.74	0	19647.74	0.00
1-2-1220-237	INSURANCE		0.00	0.00	83370	83370.00	100.00
1-2-1220-239	OTHER CONSULTANTS		10200.00	71815.89	85000	13184.11	15.51
1-2-1220-800	GENERAL GOVERNMENT		0.00	0.00	136500	136500.00	100.00
Total PROFESSIONAL SERVICES			10300.55	109356.16	379870	270513.84	71.21
1240 TAXATION							
1-2-1240-221	TAX ARREARS ADVERTISII		0.00	1822.80	4300	2477.20	57.61
1-2-1240-232	TAX ARREARS LEGAL FEE		0.00	0.00	300	300.00	100.00
1-2-1240-239	TAX ARREARS OTHER FEE		308.00	308.00	922	614.00	66.59
Total TAXATION			308.00	2130.80	5522	3391.20	61.41
1250 EMPLOYEE COSTS							
1-2-1250-130	GROUP ACCOMMODATION		15535.83	134772.29	204245	69472.71	34.01
1-2-1250-141	GROUP PENSION		6899.10	61527.69	98000	36472.31	37.22
1-2-1250-143	CANADA PENSION PLAN		8193.40	88554.90	99000	10445.10	10.55
1-2-1250-144	EMPLOYMENT INSURANC		3731.75	43426.56	46000	2573.44	5.59
1-2-1250-146	GROUP INSURANCE		4758.59	38935.02	61700	22764.98	36.90

TOWN OF HAY RIVER
Budget Variance Report



Fiscal Year : 2012 Period : 8
 Account Code : 1-2-1110-119 To 5-2-6991-563

Budget Type : Approved Budget

Acct Code	Acct Desc	CC1	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSES							
1-2-1250-148	WORKERS COMPENSATIC		13198.75	42912.64	50250	7337.36	14.60
1-2-1250-160	REMOVAL COSTS - EMPLC		0.00	1622.85	0	-1622.85	0.00
1-2-1250-191	EMPLOYEE COSTS ALLOC		-28540.43	-239370.02	-559195	-319824.98	57.19
1-2-1250-265	LEASE FEES - TOWN PRO		300.00	450.00	0	-450.00	0.00
1-2-1250-539	TOWN HALL SUPPLIES		141.04	201.40	0	-201.40	0.00
1-2-1250-551	TOWN HALL WATER/SEWI		572.11	1165.84	0	-1165.84	0.00
Total EMPLOYEE COSTS			24790.14	174199.17	0	-174199.17	0.00
1252 TOWN HALL BLDG MAINTENANCE							
1-2-1252-111	TOWN HALL BLDG MTCE V		99.66	9398.60	10000	601.40	6.01
1-2-1252-191	TOWN HALL BLDG MTCE E		17.94	578.97	1800	1221.03	67.84
1-2-1252-251	ENGINEERING STRUCTUF		2500.00	2500.00	0	-2500.00	0.00
1-2-1252-252	TOWN HALL BLDG MTCE F		1013.18	1589.07	10000	8410.93	84.11
1-2-1252-291	TOWN HALL SANITATION		149.50	18534.27	19000	465.73	2.45
1-2-1252-536	TOWN HALL SAFETY SUPI		0.00	0.00	250	250.00	100.00
1-2-1252-539	TOWN HALL SUPPLIES		0.00	1492.70	5000	3507.30	70.15
1-2-1252-551	TOWN HALL WATER/SEWI		0.00	3620.81	6000	2379.19	39.65
1-2-1252-552	TOWN HALL HEATING FUE		0.00	10628.78	21000	10371.22	49.39
1-2-1252-553	TOWN HALL POWER		0.00	12351.76	19760	7408.24	37.49
1-2-1252-563	TOWN HALL BLDG MTCE F		0.00	1325.66	2000	674.34	33.72
Total TOWN HALL BLDG MAINTENANCE			3780.28	62020.62	94810	32789.38	34.58
1253 TOWN HALL EQUIP MAINTENANCE							
1-2-1253-253	TOWN HALL EQUIP MTCE		0.00	4807.65	5000	192.35	3.85
Total TOWN HALL EQUIP MAINTENANCE			0.00	4807.65	5000	192.35	3.85
1290 OTHER GENERAL ADMIN SERVICES							
1-2-1290-190	PERSONNEL INTERVIEWS		1265.98	2365.98	2000	-365.98	-18.30
1-2-1290-221	ADVERTISING UNALLOCA		50.00	4773.24	7000	2226.76	31.81
1-2-1290-222	MEMBERSHIPS & PUBLICA		870.00	15161.34	14800	-361.34	-2.44
1-2-1290-563	TOWNHOUSE BUILDING M		76.99	283.04	6000	5716.96	95.28
Total OTHER GENERAL ADMIN SERVICES			2262.97	22583.60	29800	7216.40	24.22
1292 OVERHEAD CHGS TO UTILITY FUND							
1-2-1292-792	OVERHEAD CHGS TO UTIL		0.00	0.00	-169599	-169599.00	100.00
Total OVERHEAD CHGS TO UTILITY FUND			0.00	0.00	-169599	-169599.00	100.00
1293 OVERHEAD CHGS TO LAND FUND							
1-2-1293-792	OVERHEAD CHGS TO LAN		0.00	0.00	-24095	-24095.00	100.00
Total OVERHEAD CHGS TO LAND FUND			0.00	0.00	-24095	-24095.00	100.00
1910 ELECTION EXPENSE							
1-2-1910-299	ELECTION EXPENSE		870.94	1617.64	0	-1617.64	0.00
Total ELECTION EXPENSE			870.94	1617.64	0	-1617.64	0.00
1920 OTHER GENERAL GOVT SERVICES							
1-2-1920-292	CONVENTIONS & DELEGA		0.00	7815.20	15000	7184.80	47.90
1-2-1920-293	PUBLIC RELATIONS & REC		108.00	5531.82	0	-5531.82	0.00
1-2-1920-293	PUBLIC RELATIONS & REC	CHRIS	0.00	0.00	6000	6000.00	100.00
1-2-1920-293	PUBLIC RELATIONS & REC	DRUG	341.18	2408.42	7000	4591.58	65.59
1-2-1920-293	PUBLIC RELATIONS & REC	GEN	2700.00	2700.00	10000	7300.00	73.00
Total OTHER GENERAL GOVT SERVICES			3149.18	18455.44	38000	19544.56	51.43
1951 GRANTS ADMINISTERED BY THE TOWN							
1-2-1951-716	GRANTS ADMINISTERED B		2425.00	17425.00	359089	341664.00	95.15
Total GRANTS ADMINISTERED BY THE TOWN			2425.00	17425.00	359089	341664.00	95.15
1952 GRANTS BY TOWN IN LIEU OF RENTAL							
1-2-1952-716	GRANTS BY TOWN IN LIEL		0.00	0.00	5500	5500.00	100.00

TOWN OF HAY RIVER
Budget Variance Report



Fiscal Year : 2012 Period : 8
 Account Code : 1-2-1110-119 To 5-2-6991-563

Budget Type : Approved Budget

Acct Code	Acct Desc	CC1	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSES							
Total GRANTS BY TOWN IN LIEU OF RENTAL			0.00	0.00	5500	5500.00	100.00
2000 PROT SERVICES INSURANCE							
1-2-2000-237	PROT SERVICES INSURAN		0.00	0.00	13960	13960.00	100.00
1-2-2000-800	PROTECTIVE SERVICES C		0.00	0.00	255800	255800.00	100.00
Total PROT SERVICES INSURANCE			0.00	0.00	269760	269760.00	100.00
2200 BYLAW ENFORCEMENT							
1-2-2200-111	BYLAW WAGES		3890.32	37770.06	64819	27048.94	41.73
1-2-2200-191	BYLAW EMPLOYEE COST:		652.04	5823.94	11667	5843.06	50.08
1-2-2200-213	BYLAW TELEPHONE		38.20	304.20	600	295.80	49.30
1-2-2200-221	BYLAW ADVERTISING		0.00	882.00	3000	2118.00	70.60
1-2-2200-232	BYLAW LEGAL FEES		826.90	10387.96	2500	-7887.96	-315.52
1-2-2200-234	BYLAW TRAINING		0.00	693.39	2000	1306.61	65.33
1-2-2200-299	BYLAW SUB-CONTRACTS		0.00	0.00	500	500.00	100.00
1-2-2200-536	BYLAW SAFETY SUPPLIE		0.00	218.38	250	31.62	12.65
1-2-2200-538	BYLAW VEHICLE FUEL		242.66	1310.54	2000	689.46	34.47
1-2-2200-539	BYLAW SUPPLIES		14.85	855.43	1000	144.57	14.46
Total BYLAW ENFORCEMENT			5664.97	58245.90	88336	30090.10	34.06
2201 BYLAW VEHICLE MAINTENANCE							
1-2-2201-253	BYLAW VEHICLE #024 MT		0.00	2459.26	1500	-959.26	-63.95
1-2-2201-562	BYLAW VEHICLE #024 MT		0.00	10.14	1500	1489.86	99.32
Total BYLAW VEHICLE MAINTENANCE			0.00	2469.40	3000	530.60	17.69
2400 FIRE PROTECTION							
1-2-2400-111	FIRE DEPT CHIEF WAGES		8750.16	77076.20	114137	37060.80	32.47
1-2-2400-119	FIRE DEPT OFFICERS FEE		2200.00	36175.00	77400	41225.00	53.26
1-2-2400-130	FIRE CHIEF VEHICLE ALLC		450.00	3600.00	5400	1800.00	33.33
1-2-2400-191	FIRE CHIEF EMPLOYEE C		1496.27	11419.02	20545	9125.98	44.42
1-2-2400-211	FIRE DEPT TRAVEL		2183.35	2183.35	2500	316.65	12.67
1-2-2400-213	FIRE DEPT PHONES & AL		2820.50	23495.48	32720	9224.52	28.19
1-2-2400-221	FIRE DEPT ADVERTISING		0.00	1038.00	3200	2162.00	67.56
1-2-2400-234	FIRE DEPT TRAINING COL		416.28	19898.87	31925	12026.13	37.67
1-2-2400-263	FIRE DEPT EQUIPMENT R		0.00	0.00	500	500.00	100.00
1-2-2400-291	FIRE DEPT SANITATION		149.50	2172.75	3090	917.25	29.68
1-2-2400-293	FIRE DEPT P.R. & RECEP		923.06	7896.08	19050	11153.92	58.55
1-2-2400-510	FIRE DEPT. REFRESHMEN		0.00	299.78	1200	900.22	75.02
1-2-2400-537	FIRE DEPT OFFICE SUPPL		257.16	583.04	600	16.96	2.83
1-2-2400-538	FIRE DEPT VEHICLE FUEL		160.42	2994.06	6000	3005.94	50.10
1-2-2400-539	FIRE DEPT SUPPLIES		3324.48	7938.80	36450	28511.20	78.22
1-2-2400-545	FIRE DEPT TRAINING SUP		-28.95	693.23	1500	806.77	53.78
1-2-2400-551	FIRE DEPT WATER		276.93	1984.28	4500	2515.72	55.90
1-2-2400-552	FIRE DEPT HEATING FUEL		0.00	5314.35	0	-5314.35	0.00
1-2-2400-552	FIRE DEPT HEATING FUEL	GEN	0.00	0.00	7465	7465.00	100.00
1-2-2400-552	FIRE DEPT HEATING FUEL	OTFH	0.00	2964.01	5000	2035.99	40.72
1-2-2400-553	FIRE DEPT POWER		257.59	8139.42	13250	5110.58	38.57
1-2-2400-564	FIRE DEPT MINOR EQUIP		49.95	5219.28	3100	-2119.28	-68.36
Total FIRE PROTECTION			23686.70	221085.00	389532	168447.00	43.24
2401 FIRE DEPT VEHICLE MAINTENANCE							
1-2-2401-253	FIRE DEPT VEHICLE MTCE	034	0.00	365.88	0	-365.88	0.00
1-2-2401-253	FIRE DEPT VEHICLE MTCE	P1	0.00	5253.77	3800	-1453.77	-38.26
1-2-2401-253	FIRE DEPT VEHICLE MTCE	P2	0.00	1462.50	3800	2337.50	61.51
1-2-2401-253	FIRE DEPT VEHICLE MTCE	P3	0.00	2306.35	3800	1493.65	39.31
1-2-2401-253	FIRE DEPT VEHICLE MTCE	R1	0.00	462.43	1000	537.57	53.76
1-2-2401-253	FIRE DEPT VEHICLE MTCE	R2	0.00	120.74	1200	1079.26	89.94
1-2-2401-253	FIRE DEPT VEHICLE MTCE	R5	0.00	1350.83	1000	-350.83	-35.08
1-2-2401-253	FIRE DEPT VEHICLE MTCE	T1	0.00	3278.13	4000	721.87	18.05
1-2-2401-562	FIRE DEPT VEHICLE MTCE		257.28	685.12	0	-685.12	0.00

TOWN OF HAY RIVER
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EXPENSES							
1-2-2401-562	FIRE DEPT VEHICLE MTCE	GEN	0.00	0.00	1000	1000.00	100.00
1-2-2401-562	FIRE DEPT VEHICLE MTCE	P1	1228.75	1492.93	1100	-392.93	-35.72
1-2-2401-562	FIRE DEPT VEHICLE MTCE	P2	0.00	132.45	500	367.55	73.51
1-2-2401-562	FIRE DEPT VEHICLE MTCE	P3	0.00	616.11	500	-116.11	-23.22
1-2-2401-562	FIRE DEPT VEHICLE MTCE	R1	38.95	38.95	500	461.05	92.21
1-2-2401-562	FIRE DEPT VEHICLE MTCE	R2	0.00	12.81	500	487.19	97.44
1-2-2401-562	FIRE DEPT VEHICLE MTCE	R5	0.00	0.00	1000	1000.00	100.00
1-2-2401-562	FIRE DEPT VEHICLE MTCE	T1	1228.74	1228.74	500	-728.74	-145.75
Total FIRE DEPT VEHICLE MAINTENANCE			2753.72	18807.74	24200	5392.26	22.28
2402 FIRE DEPT BUILDING MAINTENANCE							
1-2-2402-252	FIRE DEPT BLDG MTCE P1		0.00	150.00	2000	1850.00	92.50
1-2-2402-563	FIRE DEPT BLDG MTCE P/		0.00	333.15	2000	1666.85	83.34
Total FIRE DEPT BUILDING MAINTENANCE			0.00	483.15	4000	3516.85	87.92
2460 EMERGENCY RESPONSE TRAINING CEN							
1-2-2460-213	ERTC - PHONES & ALARM		75.30	591.99	960	368.01	38.33
1-2-2460-539	ERTC - SUPPLIES		0.00	0.00	600	600.00	100.00
1-2-2460-551	ERTC - WATER & SEWER		25.00	25.00	300	275.00	91.67
1-2-2460-552	ERTC - HEATING FUEL		0.00	1994.10	4000	2005.90	50.15
1-2-2460-553	ERTC - POWER		127.43	1157.05	1710	552.95	32.34
Total EMERGENCY RESPONSE TRAINING CEN			227.73	3768.14	7570	3801.86	50.22
2462 ERTC BLDG/LAND MAINTENANCE							
1-2-2462-252	ERTC - BLDG MTCE PURC		0.00	0.00	2000	2000.00	100.00
1-2-2462-563	ERTC - BLDG MTCE PARTS		0.00	3506.70	13530	10023.30	74.08
Total ERTC BLDG/LAND MAINTENANCE			0.00	3506.70	15530	12023.30	77.42
2510 CIVIL EMERGENCY							
1-2-2510-111	CIVIL EMERGENCY WAGE		0.00	770.18	3300	2529.82	76.66
1-2-2510-191	CIVIL EMERGENCY EMPLC		0.00	111.39	650	538.61	82.86
1-2-2510-213	CIVIL EMERGENCY PHONI		105.00	457.33	0	-457.33	0.00
1-2-2510-221	CIVIL EMERGENCY ADVEF		0.00	829.00	1000	171.00	17.10
1-2-2510-234	CIVIL EMERGENCY TRAIN		0.00	25.00	5000	4975.00	99.50
1-2-2510-238	CIVIL EMERGENCY COMP		175.00	1225.00	0	-1225.00	0.00
1-2-2510-252	CIVIL EMERGENCY MANTI		0.00	0.00	15000	15000.00	100.00
1-2-2510-263	CIVIL EMERGENCY EQUIP		0.00	13975.90	20000	6024.10	30.12
1-2-2510-538	CIVIL EMERGENCY FUEL		0.00	264.50	500	235.50	47.10
1-2-2510-539	CIVIL EMERGENCY SUPPL		701.32	7198.61	10000	2801.39	28.01
Total CIVIL EMERGENCY			981.32	24856.91	55450	30593.09	55.17
2513 CIVIL EMERGENCY EQUIPMENT MAINTENANCE							
1-2-2513-111	CIVIL EMERGENCY EQUIP		265.76	265.76	800	534.24	66.78
1-2-2513-191	CIVIL EMERGENCY EQUIP		47.84	47.84	200	152.16	76.08
1-2-2513-561	CIVIL EMERGENCY EQUIP		0.00	0.00	1000	1000.00	100.00
Total CIVIL EMERGENCY EQUIPMENT MAINTENANCE			313.60	313.60	2000	1686.40	84.32
2540 AMBULANCE							
1-2-2540-119	AMBULANCE OFFICERS F		0.00	14550.00	30300	15750.00	51.98
1-2-2540-213	AMBULANCE PHONES		247.47	3034.04	4000	965.96	24.15
1-2-2540-234	AMBULANCE TRAINING		0.00	168.93	25000	24831.07	99.32
1-2-2540-253	AMBULANCE EQUIPMENT		0.00	0.00	1000	1000.00	100.00
1-2-2540-536	AMBULANCE SAFETY SUF		0.00	0.00	1000	1000.00	100.00
1-2-2540-539	AMBULANCE SUPPLIES		211.23	4109.34	8000	3890.66	48.63
1-2-2540-564	AMBULANCE MINOR EQUI		0.00	0.00	3000	3000.00	100.00
Total AMBULANCE			458.70	21862.31	72300	50437.69	69.76
2541 AMBULANCE VEHICLE MAINTENANCE							
1-2-2541-253	AMBULANCE VEHICLE MT	A1	0.00	1012.71	1800	787.29	43.74
1-2-2541-253	AMBULANCE VEHICLE MT	A2	0.00	210.51	1200	989.49	82.46

TOWN OF HAY RIVER
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Acct Code	Acct Desc	CC1	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSES							
1-2-2541-563	AMBULANCE VEHICLE PAI		0.00	511.97	0	-511.97	0.00
1-2-2541-563	AMBULANCE VEHICLE PAI	A1	0.00	276.60	750	473.40	63.12
1-2-2541-563	AMBULANCE VEHICLE PAI	A2	0.00	0.00	750	750.00	100.00
Total AMBULANCE VEHICLE MAINTENANCE			0.00	2011.79	4500	2488.21	55.29
2930 ANIMAL & PEST CONTROL							
1-2-2930-111	ANIMAL CONTROL WAGES		1775.21	10084.72	11086	1001.28	9.03
1-2-2930-191	ANIMAL CONTROL EMPLO		297.53	1690.24	1995	304.76	15.28
1-2-2930-213	ANIMAL CONTROL TELEPH		194.95	1814.91	0	-1814.91	0.00
1-2-2930-221	ANIMAL CONTROL ADVER		0.00	411.60	0	-411.60	0.00
1-2-2930-539	ANIMAL CONTROL SUPPLI		76.72	127.53	1000	872.47	87.25
1-2-2930-551	ANIMAL CONTROL WATER		248.24	1253.44	1600	346.56	21.66
1-2-2930-552	ANIMAL CONTROL HEAT		6.15	1246.99	2500	1253.01	50.12
1-2-2930-553	ANIMAL CONTROL POWER		104.32	940.79	1600	659.21	41.20
1-2-2930-999	ANIMAL CONTROL HRSPC		0.00	40000.00	0	-40000.00	0.00
Total ANIMAL & PEST CONTROL			2703.12	57570.22	19781	-37789.22	-191.04
2932 ANIMAL CONTROL BUILDING MAINTENANCE							
1-2-2932-111	ANIMAL CONTROL BLDG M		0.00	398.64	500	101.36	20.27
1-2-2932-191	ANIMAL CONTROL BLDG M		0.00	71.76	100	28.24	28.24
1-2-2932-252	ANIMAL CONTROL BLDG M		0.00	80.00	5000	4920.00	98.40
1-2-2932-563	ANIMAL CONTROL BLDG M		0.00	144.24	500	355.76	71.15
Total ANIMAL CONTROL BUILDING MAINTENANCE			0.00	694.64	6100	5405.36	88.61
3110 PUBLIC WORKS ADMINISTRATION							
1-2-3110-111	PUBLIC WORKS ADMIN W/		26121.75	169598.52	274500	104901.48	38.22
1-2-3110-191	PUBLIC WORKS ADMIN EM		988.37	18580.16	49410	30829.84	62.40
1-2-3110-211	PUBLIC WORKS ADMIN TR		692.30	808.00	3000	2192.00	73.07
1-2-3110-213	PUBLIC WORKS ADMIN PR		341.10	697.43	4000	3302.57	82.56
1-2-3110-221	PUBLIC WORKS ADMIN AC		680.40	3634.16	2000	-1634.16	-81.71
1-2-3110-222	PUBLIC WORKS ADMIN FE		0.00	526.00	200	-326.00	-163.00
1-2-3110-234	PUBLIC WORKS ADMIN TR		0.00	2484.29	2000	-484.29	-24.21
1-2-3110-237	PUBLIC WORKS INSURAN		0.00	0.00	18750	18750.00	100.00
1-2-3110-239	PUBLIC WORKS ADMIN CC		0.00	3018.06	25000	21981.94	87.93
1-2-3110-536	PUBLIC WORKS ADMIN SA		0.00	39.95	500	460.05	92.01
1-2-3110-538	PUBLIC WORKS ADMIN FL		499.59	2701.15	0	-2701.15	0.00
1-2-3110-539	PUBLIC WORKS ADMIN SL		0.00	917.84	2000	1082.16	54.11
1-2-3110-614	PUBLIC WORKS ADMIN CC		0.00	0.00	100	100.00	100.00
1-2-3110-791	FUEL INVENTORY CLEARI		-3163.85	1945.85	0	-1945.85	0.00
1-2-3110-800	PUBLIC WORKS DEPRECI.		0.00	0.00	562500	562500.00	100.00
Total PUBLIC WORKS ADMINISTRATION			26159.66	204951.41	943960	739008.59	78.29
3111 PUBLIC WORKS VEHICLE MAINTENANCE							
1-2-3111-253	PUBLIC WORKS ADMIN VE		0.00	28.00	0	-28.00	0.00
1-2-3111-536	PUBLIC WORKS ADMIN VE		0.00	0.00	500	500.00	100.00
1-2-3111-538	PUBLIC WORKS ADMIN VE		0.00	0.00	5000	5000.00	100.00
1-2-3111-539	PUBLIC ADMIN VEHICLE S		0.00	0.00	2000	2000.00	100.00
1-2-3111-562	PUBLIC WORKS ADMIN. N		0.00	0.00	500	500.00	100.00
Total PUBLIC WORKS VEHICLE MAINTENANCE			0.00	28.00	8000	7972.00	99.65
3112 OVERHEAD CHGS TO UTILITY FUND							
1-2-3112-792	OVERHEAD CHGS TO UTIL		0.00	0.00	-38455	-38455.00	100.00
Total OVERHEAD CHGS TO UTILITY FUND			0.00	0.00	-38455	-38455.00	100.00
3113 OVERHEAD CHGS TO LAND FUND							
1-2-3113-792	OVERHEAD CHGS TO LAN		0.00	0.00	-10658	-10658.00	100.00
Total OVERHEAD CHGS TO LAND FUND			0.00	0.00	-10658	-10658.00	100.00
3130 EQUIPMENT OPERATIONS ADMIN							
1-2-3130-539	VEHICLE OPS SUPPLIES		0.00	466.06	0	-466.06	0.00

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EXPENSES							
Total EQUIPMENT OPERATIONS ADMIN			0.00	466.06	0	-466.06	0.00
3131 VEHICLE OPERATIONS MAINTENANCE							
1-2-3131-111	VEHICLE OPS MTCE WAG		5877.68	52839.06	80570	27730.94	34.42
1-2-3131-191	VEHICLE OPS EMPLOYEE		956.23	10790.41	14503	3712.59	25.60
1-2-3131-253	VEHICLE OPS MTCE PURC		0.00	4109.23	5000	890.77	17.82
1-2-3131-539	VEHICLE OPS SUPPLIES		0.00	0.00	2500	2500.00	100.00
1-2-3131-562	VEHICLE OPS MTCE PART		3182.89	21569.11	20000	-1569.11	-7.85
Total VEHICLE OPERATIONS MAINTENANCE			10016.80	89307.81	122573	33265.19	27.14
3150 TOWN GARAGE, YARDS							
1-2-3150-111	TOWN GARAGE WAGES		995.93	13157.21	33925	20767.79	61.22
1-2-3150-191	TOWN GARAGE EMPLOYE		100.01	1807.41	6107	4299.59	70.40
1-2-3150-213	TOWN GARAGE PHONES		194.85	1094.54	2000	905.46	45.27
1-2-3150-234	TOWN GARAGE TRAINING		0.00	0.00	5000	5000.00	100.00
1-2-3150-238	TOWN GARAGE COMPUTE		175.00	1225.00	0	-1225.00	0.00
1-2-3150-263	TOWN GARAGE EQUIP/TC		0.00	898.38	2000	1101.62	55.08
1-2-3150-536	TOWN GARAGE SAFETY E		23.98	271.34	1000	728.66	72.87
1-2-3150-539	TOWN GARAGE SUPPLIES		803.65	6235.49	12000	5764.51	48.04
1-2-3150-551	TOWN GARAGE WATER/S		630.84	2236.45	3000	763.55	25.45
1-2-3150-552	TOWN GARAGE HEATING		359.49	14747.01	25480	10732.99	42.12
1-2-3150-553	TOWN GARAGE POWER		588.35	5847.58	8840	2992.42	33.85
1-2-3150-564	TOWN GARAGE MINOR EC		28.04	1506.37	2000	493.63	24.68
Total TOWN GARAGE, YARDS			3900.14	49026.78	101352	52325.22	51.63
3152 TOWN GARAGE BLDG MAINTENANCE							
1-2-3152-111	TOWN GARAGE BLDG MTI		531.47	2834.62	21000	18165.38	86.50
1-2-3152-191	TOWN GARAGE BLDG MTI		37.26	287.08	3780	3492.92	92.41
1-2-3152-252	TOWN GARAGE BLDG MTI		0.00	239.00	5000	4761.00	95.22
1-2-3152-563	TOWN GARAGE BLDG MTI		15.27	943.67	10000	9056.33	90.56
Total TOWN GARAGE BLDG MAINTENANCE			584.00	4304.37	39780	35475.63	89.18
3190 CARPENTER SHOP							
1-2-3190-111	CARPENTER SHOP WAGE		2676.90	26543.83	33370	6826.17	20.46
1-2-3190-191	CARPENTER SHOP EMPLC		418.08	2535.65	6007	3471.35	57.79
1-2-3190-213	CARPENTER SHOP PHONI		99.75	577.58	1377	799.42	58.06
1-2-3190-238	CARPENTER SHOP COMP		175.00	1225.00	0	-1225.00	0.00
1-2-3190-536	CARPENTER SHOP SAFET		0.00	0.00	250	250.00	100.00
1-2-3190-538	CARPENTER SHOP EQUIP		106.51	2053.77	1750	-303.77	-17.36
1-2-3190-539	CARPENTER SHOP SUPPI		42.10	377.76	500	122.24	24.45
1-2-3190-551	CARPENTER SHOP WATEI		32.09	130.98	1000	869.02	86.90
1-2-3190-552	CARPENTER SHOP HEATI		195.00	4275.07	6240	1964.93	31.49
1-2-3190-553	CARPENTER SHOP POWE		137.26	1503.79	1670	166.21	9.95
1-2-3190-564	CARPENTER SHOP MINOF		0.00	227.26	1000	772.74	77.27
Total CARPENTER SHOP			3882.69	39450.69	53164	13713.31	25.79
3191 CARPENTER VEHICLE MAINTENANCE							
1-2-3191-111	CARPENTER SHOP #012 I		0.00	0.00	600	600.00	100.00
1-2-3191-191	CARPENTER SHOP EMPLC		0.00	0.00	108	108.00	100.00
1-2-3191-253	CARPENTER SHOP #012 M		28.00	28.00	250	222.00	88.80
1-2-3191-562	CARPENTER SHOP #012 N		0.00	63.38	250	186.62	74.65
Total CARPENTER VEHICLE MAINTENANCE			28.00	91.38	1208	1116.62	92.44
3192 CARPENTER SHOP BLDG MAINTENANCE							
1-2-3192-252	CARPENTER SHOP BLDG		0.00	0.00	600	600.00	100.00
1-2-3192-563	CARPENTER SHOP BLDG		157.43	434.01	900	465.99	51.78
Total CARPENTER SHOP BLDG MAINTENANCE			157.43	434.01	1500	1065.99	71.07
3193 CARPENTER SHOP EQUIP MAINTENANCE							
1-2-3193-561	CARPENTER SHOP EQUIP		0.00	0.00	250	250.00	100.00

TOWN OF HAY RIVER
Budget Variance Report



Fiscal Year : 2012 Period : 8
 Account Code : 1-2-1110-119 To 5-2-6991-563

Budget Type : Approved Budget

Acct Code	Acct Desc	CC1	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSES							
Total CARPENTER SHOP EQUIP MAINTENANCE			0.00	0.00	250	250.00	100.00
3230 GENERAL ROADS							
1-2-3230-213	ROADS MOBILE PHONES		54.75	842.06	1200	357.94	29.83
1-2-3230-536	ROADS SAFETY SUPPLIES		0.00	449.16	500	50.84	10.17
1-2-3230-538	ROADS FUEL		3558.17	23014.10	20000	-3014.10	-15.07
Total GENERAL ROADS			3612.92	24305.32	21700	-2605.32	-12.01
3231 SUMMER ROADS							
1-2-3231-111	SUMMER ROADS WAGES		11035.85	50862.20	81200	30337.80	37.36
1-2-3231-191	SUMMER ROADS EMPLOY		777.78	3269.39	14616	11346.61	77.63
1-2-3231-263	SUMMER ROADS EQUIPM		0.00	3388.00	1000	-2388.00	-238.80
1-2-3231-299	SUMMER ROADS SUB COI		500.00	11403.51	30000	18596.49	61.99
1-2-3231-531	SUMMER ROADS ASPHAL		0.00	1949.00	0	-1949.00	0.00
1-2-3231-532	SUMMER ROADS CALCIUM		0.00	46431.10	55000	8568.90	15.58
1-2-3231-534	SUMMER ROADS GRAVEL		43213.16	101838.29	95000	-6838.29	-7.20
1-2-3231-537	SUMMER ROADS WEIGH		0.00	4334.76	3500	-834.76	-23.85
1-2-3231-539	SUMMER ROADS SUPPLIE		0.00	144.18	1500	1355.82	90.39
Total SUMMER ROADS			55526.79	223620.43	281816	58195.57	20.65
3232 ROADS BRUSHING							
1-2-3232-111	ROADS BRUSHING WAGE		1594.40	7469.10	9500	2030.90	21.38
1-2-3232-191	ROADS BRUSHING EMPLC		57.73	402.28	1710	1307.72	76.47
1-2-3232-263	ROADS BRUSHING EQ. RE		0.00	0.00	500	500.00	100.00
1-2-3232-299	ROADS BRUSHING SUBCC		0.00	0.00	500	500.00	100.00
1-2-3232-539	ROADS BRUSHING SUPPL		63.80	261.75	500	238.25	47.65
Total ROADS BRUSHING			1715.93	8133.13	12710	4576.87	36.01
3233 SIDEWALKS							
1-2-3233-111	SIDEWALKS WAGES		0.00	0.00	3000	3000.00	100.00
1-2-3233-191	SIDEWALKS EMPLOYEE C		0.00	0.00	540	540.00	100.00
1-2-3233-299	SIDEWALKS SUB-CONTRA		0.00	3937.50	15000	11062.50	73.75
1-2-3233-539	SIDEWALKS SUPPLIES		0.00	0.00	5000	5000.00	100.00
Total SIDEWALKS			0.00	3937.50	23540	19602.50	83.27
3234 DRAINAGE							
1-2-3234-111	DRAINAGE WAGES		1046.04	8903.67	24560	15656.33	63.75
1-2-3234-191	DRAINAGE EMPLOYEE CC		136.23	1294.42	4421	3126.58	70.72
1-2-3234-233	DRAINAGE ENGINEERING		0.00	0.00	5000	5000.00	100.00
1-2-3234-263	DRAINAGE EQUIPMENT R		0.00	1440.00	3000	1560.00	52.00
1-2-3234-299	DRAINAGE SUB-CONTRAC		3060.00	3060.00	1000	-2060.00	-206.00
1-2-3234-533	DRAINAGE CULVERTS		0.00	0.00	2500	2500.00	100.00
1-2-3234-534	DRAINAGE GRAVEL		0.00	0.00	5000	5000.00	100.00
1-2-3234-539	DRAINAGE SUPPLIES		0.00	0.00	600	600.00	100.00
Total DRAINAGE			4242.27	14698.09	46081	31382.91	68.10
3237 WINTER ROADS							
1-2-3237-111	WINTER ROADS WAGES		0.00	59751.11	87100	27348.89	31.40
1-2-3237-191	WINTER ROADS EMPLOYE		0.00	8914.84	15678	6763.16	43.14
1-2-3237-263	WINTER ROADS EQ.RENT.		0.00	17696.00	25000	7304.00	29.22
1-2-3237-299	WINTER ROADS SUB-CON		0.00	12985.61	30000	17014.39	56.71
1-2-3237-532	WINTER ROADS SALT		0.00	0.00	18000	18000.00	100.00
1-2-3237-534	WINTER ROADS SAND		0.00	0.00	15000	15000.00	100.00
Total WINTER ROADS			0.00	99347.56	190778	91430.44	47.93
3250 STREET LIGHTING							
1-2-3250-251	STREET/TRAFFIC LIGHTS		300.00	460.86	500	39.14	7.83
1-2-3250-553	STREET LIGHTING POWE		15040.92	109675.63	161200	51524.37	31.96
1-2-3250-563	STREET/TRAFFIC LIGHTS		0.00	249.28	500	250.72	50.14

TOWN OF HAY RIVER
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Acct Code	Acct Desc	CC1	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSES							
Total STREET LIGHTING			15340.92	110385.77	162200	51814.23	31.94
3260 ROAD SAFETY							
1-2-3260-111	TRAFFIC SAFETY WAGES		3064.98	14805.21	11430	-3375.21	-29.53
1-2-3260-191	TRAFFIC SAFETY EMPLOY		192.30	1374.32	2057	682.68	33.19
1-2-3260-535	ROADS SIGNS		162.96	555.37	6000	5444.63	90.74
1-2-3260-539	ROADS LINE PAINTING SU		0.00	7225.47	4000	-3225.47	-80.64
Total ROAD SAFETY			3420.24	23960.37	23487	-473.37	-2.02
3330 MARINE WORLD							
1-2-3330-252	MARINE WORLD BLDG MT		0.00	0.00	500	500.00	100.00
Total MARINE WORLD			0.00	0.00	500	500.00	100.00
4320 SANITATION OPERATIONS							
1-2-4320-291	SANITATION COLLECTION		57993.62	261733.60	342210	80476.40	23.52
Total SANITATION OPERATIONS			57993.62	261733.60	342210	80476.40	23.52
4330 LANDFILL MAINTENANCE							
1-2-4330-111	LANDFILL MAINTENANCE '		0.00	0.00	1500	1500.00	100.00
1-2-4330-191	LANDFILL MTCE EMPLOYE		0.00	0.00	270	270.00	100.00
1-2-4330-213	LANDFILL TELEPHONE		0.00	0.00	1440	1440.00	100.00
1-2-4330-222	DUMP MEMBERSHIPS & P		0.00	340.72	0	-340.72	0.00
1-2-4330-233	LANDFILL ENGINEERING		7391.79	7391.79	80000	72608.21	90.76
1-2-4330-234	LANDFILL TRAINING		0.00	241.58	2000	1758.42	87.92
1-2-4330-235	LANDFILL MONITORING		0.00	188.76	10000	9811.24	98.11
1-2-4330-252	LANDFILL MTCE PURCHAS		0.00	18877.49	15000	-3877.49	-25.85
1-2-4330-263	LANDFILL EQUIPMENT RE		0.00	190.00	0	-190.00	0.00
1-2-4330-534	LANDFILL GRAVEL		0.00	6245.27	5000	-1245.27	-24.91
1-2-4330-553	LANDFILL POWER		96.08	773.13	1250	476.87	38.15
1-2-4330-563	LANDFILL MTCE PARTS		0.00	0.00	500	500.00	100.00
1-2-4330-800	LANDFILL DEPRECIATION		0.00	0.00	15700	15700.00	100.00
Total LANDFILL MAINTENANCE			7487.87	34248.74	132860	98411.26	74.18
4335 TOWN CLEAN UP							
1-2-4335-111	ANNUAL TOWN CLEANUP		0.00	0.00	6650	6650.00	100.00
1-2-4335-191	ANNUAL TOWN CLEANUP		0.00	0.00	1197	1197.00	100.00
1-2-4335-299	ANNUAL TOWN CLEANUP		0.00	0.00	8000	8000.00	100.00
1-2-4335-539	ANNUAL TOWN CLEANUP		0.00	0.00	1000	1000.00	100.00
Total TOWN CLEAN UP			0.00	0.00	16847	16847.00	100.00
5160 CEMETARY							
1-2-5160-111	CEMETARY WAGES		226.62	5111.95	21650	16538.05	76.39
1-2-5160-191	CEMETARY EMPLOYEE C		38.32	877.36	2850	1972.64	69.22
1-2-5160-263	CEMETARY EQUIPMENT R		0.00	0.00	1000	1000.00	100.00
1-2-5160-538	CEMETARY HEARSE FUEL		0.00	67.10	200	132.90	66.45
1-2-5160-539	CEMETARY SUPPLIES		0.00	0.00	500	500.00	100.00
1-2-5160-551	CEMETARY WATER		0.00	0.00	250	250.00	100.00
1-2-5160-562	CEMETARY HEARSE #025		0.00	0.00	700	700.00	100.00
1-2-5160-800	CEMETERY DEPRECIATIO		0.00	0.00	10800	10800.00	100.00
Total CEMETARY			264.94	6056.41	37950	31893.59	84.04
5720 SENIOR/DISABLED MUNICIPAL TAX EXEMPTIO							
1-2-5720-711	SENIOR/DISABLED MUNIC		0.00	3184.19	125491	122306.81	97.46
Total SENIOR/DISABLED MUNICIPAL TAX EXEMPTION			0.00	3184.19	126491	122306.81	97.46
5721 SENIOR/DISABLED SCHOOL TAX EXEMPTION							
1-2-5721-711	SENIOR/DISABLED SCHO		0.00	478.16	19029	18550.84	97.49
Total SENIOR/DISABLED SCHOOL TAX EXEMPTION			0.00	478.16	19029	18550.84	97.49

TOWN OF HAY RIVER
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EXPENSES							
6100 PLANNING & ZONING							
1-2-6100-111	PLANNING & ZONING WAC		6458.35	53673.70	82450	28776.30	34.90
1-2-6100-191	PLANNING & ZONING EMP		1351.14	10914.81	14841	3926.19	26.46
1-2-6100-213	PLANNING & ZONING PHO		0.00	0.00	540	540.00	100.00
1-2-6100-221	PLANNING & ZONING ADV		0.00	823.20	3000	2176.80	72.56
1-2-6100-233	PLANNING & ZONING ENG		900.00	1940.00	45000	43060.00	95.69
1-2-6100-234	PLANNING & ZONING TRA		0.00	0.00	2000	2000.00	100.00
1-2-6100-253	PLANNING & ZONING VEH		0.00	0.00	2000	2000.00	100.00
1-2-6100-537	PLANNING & ZONING STA		0.00	297.90	250	-47.90	-19.16
1-2-6100-538	PLANNING & ZONING FUE		0.00	0.00	2000	2000.00	100.00
1-2-6100-539	PLANNING & ZONING SUP		23.38	246.46	250	3.54	1.42
1-2-6100-562	PLANNING VEHICLE PART		0.00	0.00	250	250.00	100.00
Total PLANNING & ZONING			8732.87	67896.07	152581	84684.93	55.50
6910 TOURISM							
1-2-6910-211	TOURISM TRAVEL		0.00	5971.99	15000	9028.01	60.19
1-2-6910-212	TOURISM FREIGHT		24.24	1509.39	1000	-509.39	-50.94
1-2-6910-213	TOURISM PHONE		157.32	1317.47	1500	182.53	12.17
1-2-6910-221	TOURISM ADVERTISING &		1450.00	4775.00	12132	7357.00	60.64
1-2-6910-222	TOURISM - ASSOCIATION/		0.00	900.00	900	0.00	0.00
1-2-6910-237	TOURISM INSURANCE		0.00	0.00	470	470.00	100.00
1-2-6910-291	TOURISM SANITATION		0.00	96.00	1750	1654.00	94.51
1-2-6910-293	TOURISM PROMOTION		319.54	23827.31	32500	8672.69	26.69
1-2-6910-299	TOURISM SUB-CONTRACT		0.00	41974.80	0	-41974.80	0.00
1-2-6910-510	TOURISM COMMITTEE		58.50	871.40	1200	328.60	27.38
1-2-6910-539	TOURISM SUPPLIES		0.00	1198.95	300	-898.95	-299.65
1-2-6910-551	TOURISM WATER/SEWER		1383.68	2960.72	2500	-460.72	-18.43
1-2-6910-552	TOURISM HEAT		5.70	1270.56	1350	79.44	5.88
1-2-6910-553	TOURISM POWER		418.00	1140.22	1250	109.78	8.78
1-2-6910-800	TOURISM DEPRECIATION		0.00	0.00	9200	9200.00	100.00
Total TOURISM			3816.98	87813.81	81052	-6761.81	-8.34
6912 TOURISM BLDG/YARD MAINTENANCE							
1-2-6912-111	TOURISM BLDG/YARD MT(0.00	797.28	875	77.72	8.88
1-2-6912-191	TOURISM BLDG/YARD MT(0.00	143.51	80	-63.51	-79.39
1-2-6912-252	TOURISM BLDG/YARD MT(10854.44	10936.12	13000	2063.88	15.88
1-2-6912-563	TOURISM BLDG/YARD MT(84.76	211.21	500	288.79	57.76
Total TOURISM BLDG/YARD MAINTENANCE			10939.20	12088.12	14455	2366.88	16.37
6990 ECONOMIC DEVELOPMENT							
1-2-6990-111	ECONOMIC DEVELOPMEN		0.00	0.00	59063	59063.00	100.00
1-2-6990-191	ECONOMIC DEVELOPMEN		0.00	0.00	10631	10631.00	100.00
1-2-6990-212	ECONOMIC DEVELOPMEN		258.72	258.72	0	-258.72	0.00
1-2-6990-221	ECONOMIC DEVELOPMEN		520.88	520.88	0	-520.88	0.00
1-2-6990-537	ECONOMIC DEVELOPMEN		178.93	178.93	0	-178.93	0.00
1-2-6990-999	START YOUR ENGINES		0.00	0.00	55000	55000.00	100.00
Total ECONOMIC DEVELOPMENT			958.53	958.53	124694	123735.47	99.23
7110 RECREATION ADMINISTRATION							
1-2-7110-111	RECREATION GENERAL VA		15715.78	154031.68	205600	51568.32	25.08
1-2-7110-191	RECREATION ADMIN EMPI		2720.16	14433.64	37000	22566.36	60.99
1-2-7110-211	RECREATION TRAVEL		0.00	1329.10	5000	3670.90	73.42
1-2-7110-213	REC ADMIN PHONES		438.16	3631.78	8200	4568.22	55.71
1-2-7110-221	RECREATION ADVERTISIN		0.00	2376.98	3000	623.02	20.77
1-2-7110-222	RECREATION ASSOCIATIC		0.00	307.00	529	222.00	41.97
1-2-7110-234	RECREATION TRAINING		39.90	5642.52	10000	4357.48	43.57
1-2-7110-237	RECREATION INSURANCE		0.00	0.00	42700	42700.00	100.00
1-2-7110-238	RECREATION MANAGEME		331.07	1831.07	3000	1168.93	38.96
1-2-7110-240	RECREATION PLANNING		0.00	3557.10	25000	21442.90	85.77
1-2-7110-263	RECREATION COPIER REI		0.00	0.00	5000	5000.00	100.00

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EXPENSES							
1-2-7110-510	RECREATION BOARD MEE		43.50	663.75	1200	536.25	44.69
1-2-7110-536	RECREATION SAFETY SUI		0.00	202.74	3850	3647.26	94.73
1-2-7110-537	RECREATION OFFICE SUF		0.00	261.45	1500	1238.55	82.57
1-2-7110-538	RECREATION VEHICLE FU		1073.06	5193.44	0	-5193.44	0.00
1-2-7110-800	RECREATION DEPRECIATI		0.00	0.00	520000	520000.00	100.00
Total RECREATION ADMINISTRATION			20361.63	193462.25	871579	678116.75	77.80
7111 RECREATION VEHICLE MAINTENANCE							
1-2-7111-111	RECREATION VEHICLE MT		0.00	2001.81	0	-2001.81	0.00
1-2-7111-191	REC VEHICLE MTCE EMPL		0.00	459.79	0	-459.79	0.00
1-2-7111-253	RECREATION VEHICLE MT		29.00	219.00	0	-219.00	0.00
1-2-7111-562	RECREATION VEHICLE MT		715.46	2601.05	0	-2601.05	0.00
Total RECREATION VEHICLE MAINTENANCE			744.46	5281.65	0	-5281.65	0.00
7130 SWIMMING POOL OPERATIONS							
1-2-7130-111	SWIMMING POOL WAGES		18301.09	160503.67	246300	85796.33	34.83
1-2-7130-191	SWIMMING POOL EMPLOY		1563.17	15124.51	44334	29209.49	65.89
1-2-7130-211	SWIMMING POOL TRAVEL		0.00	0.00	3000	3000.00	100.00
1-2-7130-212	SWIMMING POOL AIR FRE		59.22	353.44	1100	746.56	67.87
1-2-7130-213	SWIMMING POOL PHONE		366.70	2086.92	3500	1413.08	40.37
1-2-7130-221	SWIMMING POOL ADVERT		0.00	794.99	1000	205.01	20.50
1-2-7130-222	SWIMMING POOL MEMBEI		0.00	225.00	200	-25.00	-12.50
1-2-7130-234	SWIMMING POOL TRAININ		585.91	3260.40	4500	1239.60	27.55
1-2-7130-240	SWIMMING POOL PLANNII		0.00	0.00	3000	3000.00	100.00
1-2-7130-536	SWIMMING POOL SAFETY		659.70	659.70	1700	1040.30	61.19
1-2-7130-537	SWIMMING POOL OFFICE		46.00	452.06	1000	547.94	54.79
1-2-7130-539	SWIMMING POOL PROGR/		188.97	5503.66	5000	-503.66	-10.07
1-2-7130-540	SWIMMING POOL CHEMIC		0.00	1380.30	5000	3619.70	72.39
1-2-7130-551	SWIMMING POOL WATER/		2722.48	24205.18	27000	2794.82	10.35
1-2-7130-552	SWIMMING POOL HEAT		0.00	126101.67	186800	60698.33	32.49
1-2-7130-553	SWIMMING POOL POWER		0.00	83205.93	150800	67594.07	44.82
1-2-7130-615	SWIMMING POOL COST O		0.00	246.13	2000	1753.87	87.69
Total SWIMMING POOL OPERATIONS			24493.24	424103.56	686234	262130.44	38.20
7132 SWIMMING POOL BLDG MAINTENANCE							
1-2-7132-111	SWIMMING POOL BLDG M		0.00	5199.34	0	-5199.34	0.00
1-2-7132-252	SWIMMING POOL BLDG M		740.00	8431.16	9845	1413.84	14.36
1-2-7132-540	SWIMMING POOL BLDG CI		270.05	695.45	3000	2304.55	76.82
1-2-7132-563	SWIMMING POOL BLDG M		98.85	923.15	3000	2076.85	69.23
Total SWIMMING POOL BLDG MAINTENANCE			1108.90	15249.10	15845	595.90	3.76
7133 SWIMMING POOL MECHANICAL MAINTENANCE							
1-2-7133-111	SWIMMING POOL MECH M		0.00	697.40	0	-697.40	0.00
1-2-7133-191	SWIMMING POOL MECH M		0.00	149.22	0	-149.22	0.00
1-2-7133-253	SWIMMING POOL MECH M		855.00	5259.77	9000	3740.23	41.56
1-2-7133-561	SWIMMING POOL MECH M		0.00	2348.54	8000	5651.46	70.64
Total SWIMMING POOL MECHANICAL MAINTENANCE			855.00	8454.93	17000	8545.07	50.27
7139 SWIMMING POOL - COST OF SALES							
1-2-7139-590	SWIMMING POOL - COST (720.95	720.95	0	-720.95	0.00
Total SWIMMING POOL - COST OF SALES			720.95	720.95	0	-720.95	0.00
7140 CURLING CLUB OPERATIONS							
1-2-7140-552	CURLING CLUB HEAT		0.00	15279.89	31200	15920.11	51.03
1-2-7140-553	CURLING CLUB POWER		0.00	42578.48	63450	20871.52	32.89
Total CURLING CLUB OPERATIONS			0.00	57858.37	94650	36791.63	38.87
7142 CURLING CLUB BLDG MAINTENANCE							
1-2-7142-111	CURLING CLUB BLDG MTC		0.00	0.00	3000	3000.00	100.00
1-2-7142-191	CURLING CLUB BLDG MTC		0.00	0.00	540	540.00	100.00

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 Account Code : 1-2-1110-119 To 5-2-6991-563

Budget Type : Approved Budget

Acct Code	Acct Desc	CC1	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSES							
1-2-7142-252	CURLING CLUB BLDG MTC		0.00	0.00	2000	2000.00	100.00
1-2-7142-563	CURLING CLUB BLDG MTC		0.00	0.00	500	500.00	100.00
Total CURLING CLUB BLDG MAINTENANCE			0.00	0.00	6040	6040.00	100.00
7150 REC CENTRE OPERATION							
1-2-7150-111	REC CENTRE WAGES		18462.85	179270.54	214670	35399.46	16.49
1-2-7150-191	REC CENTRE EMPLOYEE		2265.57	28427.40	38641	10213.60	26.43
1-2-7150-213	REC CENTRE PHONES		30.30	229.06	700	470.94	67.28
1-2-7150-291	REC CENTRE SANITATION		1040.00	4480.00	5200	720.00	13.85
1-2-7150-538	REC CENTRE ZAMBONI		0.00	3186.78	15000	11813.22	78.75
1-2-7150-539	REC CENTRE SUPPLIES		1675.92	7376.39	14000	6623.61	47.31
1-2-7150-539	REC CENTRE SUPPLIES	RECYF	99.98	99.98	0	-99.98	0.00
1-2-7150-551	REC CENTRE WATER/SEV		399.17	7047.81	18000	10952.19	60.85
1-2-7150-552	REC CENTRE HEATING FL		0.00	38302.46	74900	36597.54	48.86
1-2-7150-553	REC CENTRE POWER		51.43	35466.19	93600	58133.81	62.11
1-2-7150-564	REC CENTRE MINOR EQU		1062.25	2483.25	5000	2516.75	50.34
1-2-7150-615	REC CENTRE COST OF SA		0.00	300.00	2000	1700.00	85.00
1-2-7150-619	REC CENTRE FIXED ASSE		0.00	1099.00	0	-1099.00	0.00
Total REC CENTRE OPERATION			25087.47	307768.86	481711	173942.14	36.11
7152 REC CENTRE BLDG MAINTENANCE							
1-2-7152-111	REC CENTRE BLDG MTCE		898.00	8844.92	4400	-4444.92	-101.02
1-2-7152-191	REC CENTRE BLDG MTCE		0.00	633.00	792	159.00	20.08
1-2-7152-252	REC CENTRE BLDG MTCE		1455.31	9614.63	10000	385.37	3.85
1-2-7152-540	REC CENTRE BLDG TCE C		0.00	4106.76	3000	-1106.76	-36.89
1-2-7152-563	REC CENTRE BLDG MTCE		2010.03	9177.71	11000	1822.29	16.57
Total REC CENTRE BLDG MAINTENANCE			4363.34	32377.02	29192	-3185.02	-10.91
7153 REC CENTRE MECHANICAL MAINTENANCE							
1-2-7153-111	REC CENTRE MECH MTCE		0.00	145.00	2000	1855.00	92.75
1-2-7153-191	REC CENTRE MECH MTCE		0.00	33.16	360	326.84	90.79
1-2-7153-253	REC CENTRE MECH MTCE		0.00	7081.81	27261	20179.19	74.02
1-2-7153-561	REC CENTRE MECH MTCE		0.00	1502.57	12000	10497.43	87.48
Total REC CENTRE MECHANICAL MAINTENANCE			0.00	8762.54	41621	32858.46	78.95
7154 REC CENTRE VEHICLE MAINTENANCE							
1-2-7154-111	REC CENTRE VEH MTNCE		0.00	0.00	3000	3000.00	100.00
1-2-7154-191	REC CENTRE VEH MTNCE		0.00	0.00	540	540.00	100.00
1-2-7154-253	REC CENTRE VEH MTNCE		532.86	588.86	1500	911.14	60.74
1-2-7154-538	REC CENTRE VEH FUEL		0.00	0.00	3000	3000.00	100.00
1-2-7154-562	REC CENTRE VEH MTNCE		0.00	0.00	6000	6000.00	100.00
Total REC CENTRE VEHICLE MAINTENANCE			532.86	588.86	14040	13451.14	95.81
7180 SPORTS FIELDS							
1-2-7180-111	SPORTS FIELD MTCE WAC		1398.27	5381.28	53000	47618.72	89.85
1-2-7180-191	SPORTS FIELD EMPLOYEI		166.10	373.40	7033	6659.60	94.69
1-2-7180-251	SPORTS FIELD MTCE PUR		0.00	0.00	3000	3000.00	100.00
1-2-7180-291	SPORTS FIELD SANITATIO		0.00	0.00	350	350.00	100.00
1-2-7180-551	SPORTS FIELD WATER & S		1250.00	2482.50	1000	-1482.50	-148.25
1-2-7180-553	SPORTS FIELD POWER		0.00	260.35	700	439.65	62.81
1-2-7180-563	SPORTS FIELD MTCE PAR		1130.35	6237.16	4500	-1737.16	-38.60
Total SPORTS FIELDS			3944.72	14734.69	69583	54848.31	78.82
7181 PARKLAND							
1-2-7181-111	PARKLAND MTCE WAGES		21654.76	79705.08	115800	36094.92	31.17
1-2-7181-191	PARKLAND MTCE EMPLOY		712.80	3149.58	15829	12679.42	80.10
1-2-7181-251	PARKLAND MTCE PURCH/		2198.50	3402.40	26500	23097.60	87.16
1-2-7181-265	PARKLAND LAND LEASES		0.00	0.00	2540	2540.00	100.00
1-2-7181-538	PARKLAND FUEL		0.00	167.80	0	-167.80	0.00
1-2-7181-539	PARKLAND SUPPLIES		345.00	377.94	7800	7422.06	95.15

TOWN OF HAY RIVER
Budget Variance Report



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Budget Type : Approved Budget

Acct Code	Acct Desc	CC1	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSES							
1-2-7181-553	PARKLAND POWER		248.28	1402.50	2200	797.50	36.25
1-2-7181-563	PARKLAND MTCE PARTS		44.86	5133.70	5000	-133.70	-2.67
Total PARKLAND			25204.20	93339.00	175669	82330.00	46.87
7182 OUTDOOR FACILITIES							
1-2-7182-111	PLAYGROUNDS & OUTDO		442.00	5732.01	0	-5732.01	0.00
1-2-7182-191	PLAYGROUNDS& OUTDOC		83.05	636.71	0	-636.71	0.00
1-2-7182-563	PLAYGROUNDS & OUTDO		0.00	70.83	0	-70.83	0.00
Total OUTDOOR FACILITIES			525.05	6439.55	0	-6439.55	0.00
7193 PORRITT LANDING							
1-2-7193-111	PORRITT LANDING MTCE		0.00	804.53	0	-804.53	0.00
1-2-7193-191	PORRITT LANDING MTCE		0.00	88.83	0	-88.83	0.00
Total PORRITT LANDING			0.00	893.36	0	-893.36	0.00
7250 LIBRARY							
1-2-7250-119	LIBRARY CONTRIBUTION		14816.67	118533.36	0	-118533.36	0.00
Total LIBRARY			14816.67	118533.36	0	-118533.36	0.00
7510 COMMUNITY TELEVISION							
1-2-7510-219	COMMUNITY TV SOCIETY		0.00	54798.30	0	-54798.30	0.00
Total COMMUNITY TELEVISION			0.00	54798.30	0	-54798.30	0.00
7590 RECREATION PROGRAMS							
1-2-7590-111	RECREATION PROGRAMS		17224.01	80136.95	104000	23863.05	22.95
1-2-7590-191	REC PROGRAM EMPLOYE		1125.02	7928.45	18700	10771.55	57.60
1-2-7590-211	REC PROGRAMS TRAVEL		0.00	457.92	0	-457.92	0.00
1-2-7590-221	REC PROGRAMS ADVERT		206.70	365.70	3300	2934.30	88.92
1-2-7590-234	REC PROGRAMS TRAININ		0.00	4014.37	2600	-1414.37	-54.40
1-2-7590-539	REC PROGRAMS SUPPLIE		0.00	-284.26	0	284.26	0.00
1-2-7590-539	REC PROGRAMS SUPPLIE	AP	0.00	800.00	0	-800.00	0.00
1-2-7590-539	REC PROGRAMS SUPPLIE	RECAF	283.25	6057.29	8700	2642.71	30.38
1-2-7590-539	REC PROGRAMS SUPPLIE	RECFF	7.58	1372.19	0	-1372.19	0.00
1-2-7590-539	REC PROGRAMS SUPPLIE	RECSE	0.00	7273.53	26550	19276.47	72.60
1-2-7590-539	REC PROGRAMS SUPPLIE	RECSF	1688.70	3458.64	8800	5341.36	60.70
1-2-7590-539	REC PROGRAMS SUPPLIE	RECYF	1315.25	7866.73	14450	6583.27	45.56
Total RECREATION PROGRAMS			21850.51	119447.51	187100	67652.49	36.16
7591 ANNUAL TOWN CLEAN UP							
1-2-7591-111	ANNUAL TOWN CLEANUP		0.00	1693.92	0	-1693.92	0.00
1-2-7591-191	ANNUAL TOWN CLEANUP		0.00	219.00	0	-219.00	0.00
1-2-7591-251	ANNUAL TOWN CLEANUP		0.00	1004.00	0	-1004.00	0.00
Total ANNUAL TOWN CLEAN UP			0.00	2916.92	0	-2916.92	0.00
7592 SUMMER PARKS PROGRAM							
1-2-7592-539	SUMMER PARKS PROGRA		0.00	97.92	0	-97.92	0.00
Total SUMMER PARKS PROGRAM			0.00	97.92	0	-97.92	0.00
8110 BANK/DEBT CHARGES							
1-2-8110-810	INTEREST CHARGES		117.30	128.28	1500	1371.72	91.45
1-2-8110-893	BANK SERVICE CHARGES		213.84	2826.06	12000	9173.94	76.45
1-2-8110-899	DISCOUNT PAID ON TAXE		17253.31	145472.82	152000	6527.18	4.29
Total BANK/DEBT CHARGES			17584.45	148427.16	165500	17072.84	10.32
8120 DEBENTURE INTEREST							
1-2-8120-820	DEBENTURE INTEREST		14063.06	112504.48	161000	48495.52	30.12
Total DEBENTURE INTEREST			14063.06	112504.48	161000	48495.52	30.12
8130 DEBENTURE PRINCIPAL							

TOWN OF HAY RIVER
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EXPENSES							
1-2-8130-830	DEBENTURE PRINCIPAL		8957.66	71661.28	120000	48338.72	40.28
Total DEBENTURE PRINCIPAL			8957.66	71661.28	120000	48338.72	40.28
8190 COLLECTION COSTS-A/R							
1-2-8190-239	COLLECTION COSTS-A/R		0.00	0.00	250	250.00	100.00
1-2-8190-899	CASH OVER OR SHORT		0.00	-0.05	0	0.05	0.00
Total COLLECTION COSTS-A/R			0.00	-0.05	250	250.05	100.02
8211 TO ALLOWANCE FOR BAD DEBTS							
1-2-8211-741	TO ALLOWANCE FOR BAD		0.00	0.00	5000	5000.00	100.00
Total TO ALLOWANCE FOR BAD DEBTS			0.00	0.00	5000	5000.00	100.00
8212 TO RESERVE FOR MANAGEMENT TRAINING							
1-2-8212-741	TO RESERVE FOR MGMT		0.00	0.00	200	200.00	100.00
Total TO RESERVE FOR MANAGEMENT TRAINING			0.00	0.00	200	200.00	100.00
8213 TO RESERVE FOR MOBILE EQUIPMENT							
1-2-8213-741	TO RESERVE FOR MOBILE		0.00	0.00	16400	16400.00	100.00
Total TO RESERVE FOR MOBILE EQUIPMENT			0.00	0.00	16400	16400.00	100.00
8214 TO RESERVE FOR COMPUTER							
1-2-8214-741	TO RESERVE FOR COMPL		0.00	0.00	10000	10000.00	100.00
Total TO RESERVE FOR COMPUTER			0.00	0.00	10000	10000.00	100.00
8216 TO RESERVE FOR RECREATION CAPITAL							
1-2-8216-741	TO RESERVE FOR RECRE		0.00	0.00	3700	3700.00	100.00
Total TO RESERVE FOR RECREATION CAPITAL			0.00	0.00	3700	3700.00	100.00
8217 TO RESERVE FOR REC. CENTRE							
1-2-8217-741	TO RESERVE FOR REC. C		0.00	0.00	90644	90644.00	100.00
Total TO RESERVE FOR REC. CENTRE			0.00	0.00	90644	90644.00	100.00
8219 TO RESERVE FOR INFRASTRUCTURE CAPITAL							
1-2-8219-741	TO RESERVE FOR INFRAE		0.00	0.00	18600	18600.00	100.00
Total TO RESERVE FOR INFRASTRUCTURE CAPITAL			0.00	0.00	18600	18600.00	100.00
8220 TO RESERVE FOR LANDFILL							
1-2-8220-741	TO RESERVE FOR LANDFI		0.00	0.00	1800	1800.00	100.00
Total TO RESERVE FOR LANDFILL			0.00	0.00	1800	1800.00	100.00
8228 INVESTMENT IN TANGIBLE CAPITAL ASSETS							
1-2-8228-805	INVESTMENT IN TANGIBLE		0.00	0.00	7433400	7433400.00	100.00
Total INVESTMENT IN TANGIBLE CAPITAL ASSETS			0.00	0.00	7433400	7433400.00	100.00
8810 GOV'T NWT SCHOOL TAXES							
1-2-8810-981	GOV'T NWT SCHOOL TAXE		0.00	635949.55	617687	-18262.55	-2.96
Total GOV'T NWT SCHOOL TAXES			0.00	635949.55	617687	-18262.55	-2.96
8811 DISCOUNTS ALLOWED ON SCHOOL TAX							
1-2-8811-981	DISCOUNTS ALLOWED ON		0.00	-19630.65	-20000	-369.35	1.85
Total DISCOUNTS ALLOWED ON SCHOOL TAX			0.00	-19630.65	-20000	-369.35	1.85
9501 COMMUNITY PUBLIC INFRASTRUCTURE TSF							
1-2-9501-741	TO DEF. CONTRIB. CAPITA		0.00	0.00	1304640	1304640.00	100.00
Total COMMUNITY PUBLIC INFRASTRUCTURE TSF			0.00	0.00	1304640	1304640.00	100.00
9502 GAS TAX FUNDING TRANSFER							
1-2-9502-741	TO DEF. CONTRIB. GAS T/		0.00	0.00	1020622	1020622.00	100.00

TOWN OF HAY RIVER
Budget Variance Report



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Acct Code	Acct Desc	CC1	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSES							
Total GAS TAX FUNDING TRANSFER			0.00	0.00	1020622	1020622.00	100.00
9503 TRANSFER TO UTILITY							
1-2-9503-741	To DEFERRED CONTRIB.-f		0.00	0.00	9000	9000.00	100.00
1-2-9503-742	TRANSFERS TO UTILITY C		0.00	0.00	2278289	2278289.00	100.00
Total TRANSFER TO UTILITY			0.00	0.00	2287289	2287289.00	100.00
Total EXPENSES			587992.01	5540303.32	22084115	16543811.68	74.91

REVENUES							
1100 TAXATION/FRONTAGE							
2-1-1100-000	TAXATION/FRONTAGE		0.00	-3128.67	-3129	-0.33	0.01
Total TAXATION/FRONTAGE			0.00	-3128.67	-3129	-0.33	0.01
4400 WATER/SEWER SALES							
2-1-4400-414	WATER/SEWER SALES		-173382.40	-1362277.45	-2016352	-654074.55	32.44
Total WATER/SEWER SALES			-173382.40	-1362277.45	-2016352	-654074.55	32.44
4401 UTILITY REPAIR CHARGES REVENUE							
2-1-4401-414	UTILITY REPAIR CHARGES		-720.00	-3302.00	-5000	-1698.00	33.96
Total UTILITY REPAIR CHARGES REVENUE			-720.00	-3302.00	-5000	-1698.00	33.96
5510 UTILITY RESERVE INTEREST							
2-1-5510-000	UTILITY RESERVE INTERE		-2191.50	-16321.51	-13000	3321.51	-25.55
Total UTILITY RESERVE INTEREST			-2191.50	-16321.51	-13000	3321.51	-25.55
5520 UTILITY RECEIVABLES PENALTY REVENUE							
2-1-5520-000	UTILITY RECEIVABLES PE		-419.89	-2406.09	-2000	406.09	-20.30
Total UTILITY RECEIVABLES PENALTY REVENUE			-419.89	-2406.09	-2000	406.09	-20.30
7590 WATER SUBSIDY - TOWN PROPER							
2-1-7590-414	WATER SUBSIDY - TOWN		0.00	-144087.00	-330617	-186530.00	56.42
Total WATER SUBSIDY - TOWN PROPER			0.00	-144087.00	-330617	-186530.00	56.42
7591 WATER SUBSIDY - CORRIDOR							
2-1-7591-414	WATER SUBSIDY - CORRII		0.00	0.00	-101650	-101650.00	100.00
Total WATER SUBSIDY - CORRIDOR			0.00	0.00	-101650	-101650.00	100.00
9100 FROM RESERVE FOR UTILITY INFRASTRUCTUR							
2-1-9100-821	FROM RESERVE FOR UTILI		0.00	0.00	-1213656	-1213656.00	100.00
Total FROM RESERVE FOR UTILITY INFRASTRUCTURE			0.00	0.00	-1213656	-1213656.00	100.00
9105 FROM INVESTMENT IN TCA							
2-1-9105-821	TRANSFER FROM INVEST		0.00	0.00	-539000	-539000.00	100.00
Total FROM INVESTMENT IN TCA			0.00	0.00	-539000	-539000.00	100.00
9201 FROM GENERAL OPERATING FUND							
2-1-9201-822	FROM GENERAL OPERATI		0.00	0.00	-2278289	-2278289.00	100.00
Total FROM GENERAL OPERATING FUND			0.00	0.00	-2278289	-2278289.00	100.00
Total REVENUES			-176713.79	-1531522.72	-6502693	-4971170.28	76.45

EXPENSES							
4110 UTILITY ADMINISTRATION							
2-2-4110-111	UTILITY WAGES		12335.47	102414.90	160435	58020.10	36.16
2-2-4110-191	UTILITY EMPLOYEE COST		2059.59	14385.44	28878	14492.56	50.19
2-2-4110-212	UTILITY POSTAGE & COUF		0.00	6086.75	14800	8713.25	58.87
2-2-4110-213	UTILITY PHONES & ALARM		465.42	4864.66	7440	2575.34	34.61

TOWN OF HAY RIVER
Budget Variance Report



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EXPENSES							
2-2-4110-222	UTILITY MEMBERSHIPS &		0.00	686.94	700	13.06	1.87
2-2-4110-231	UTILITY AUDIT FEES		0.00	14285.71	15000	714.29	4.76
2-2-4110-233	UTILITY ENGINEERING		0.00	0.00	30000	30000.00	100.00
2-2-4110-234	UTILITY TRAINING		0.00	525.71	10000	9474.29	94.74
2-2-4110-237	UTILITY INSURANCE		0.00	0.00	48257	48257.00	100.00
2-2-4110-238	UTILITY COMPUTER SUPP		0.00	1488.97	2000	511.03	25.55
2-2-4110-536	UTILITY SAFETY SUPPLIE:		0.00	623.80	1000	376.20	37.62
2-2-4110-537	UTILITY STATIONERY & OF		0.00	217.91	3000	2782.09	92.74
2-2-4110-538	UTILITY VEHICLE FUEL		1194.21	9505.19	13000	3494.81	26.88
2-2-4110-539	UTILITY SUPPLIES		0.00	182.45	1000	817.55	81.76
2-2-4110-564	UTILITY MINOR TOOLS		0.00	28.85	1000	971.15	97.12
Total UTILITY ADMINISTRATION			16054.69	155297.28	336510	181212.72	53.85
4111 UTILITY VEHICLE MAINTENANCE							
2-2-4111-111	UTILITY VEHICLE MTCE W		0.00	151.08	0	-151.08	0.00
2-2-4111-191	UTILITY VEHICLE MTCE EI		0.00	33.78	0	-33.78	0.00
2-2-4111-253	UTILITY VEHICLE MTCE PI		0.00	0.00	1500	1500.00	100.00
2-2-4111-562	UTILITY VEHICLE MTCE P/		0.00	0.00	1500	1500.00	100.00
2-2-4111-562	UTILITY VEHICLE MTCE P/	013	0.00	81.93	0	-81.93	0.00
2-2-4111-562	UTILITY VEHICLE MTCE P/	015	0.00	100.84	0	-100.84	0.00
2-2-4111-562	UTILITY VEHICLE MTCE P/	027	0.00	787.13	0	-787.13	0.00
2-2-4111-562	UTILITY VEHICLE MTCE P/	032	0.00	58.00	0	-58.00	0.00
2-2-4111-562	UTILITY VEHICLE MTCE P/	046	0.00	60.80	0	-60.80	0.00
2-2-4111-792	OVERHEAD CHARGES FR		0.00	0.00	208054	208054.00	100.00
Total UTILITY VEHICLE MAINTENANCE			0.00	1273.56	211054	209780.44	99.40
4120 PURIFICATION & TREATMENT							
2-2-4120-532	WATER TREATMENT CHEM		0.00	27625.81	46000	18374.19	39.94
Total PURIFICATION & TREATMENT			0.00	27625.81	46000	18374.19	39.94
4140 TRANSMISSION & DISTRIBUTION							
2-2-4140-295	TRUCKED WATER DELIVE		159661.12	629863.34	978622	348758.66	35.64
2-2-4140-299	UTILITY SUB-CONTRACTS		0.00	0.00	1000	1000.00	100.00
2-2-4140-552	UTILITY HEAT		1146.23	167681.21	166400	-1281.21	-0.77
2-2-4140-553	UTILITY POWER		9532.23	91528.47	135720	44191.53	32.56
2-2-4140-613	WATER METERS		0.00	1470.07	3000	1529.93	51.00
Total TRANSMISSION & DISTRIBUTION			170339.58	890543.09	1284742	394198.91	30.68
4142 UTILITY BUILDINGS MAINTENANCE							
2-2-4142-111	UTILITY BLDGS MTCE WA		695.96	11810.85	23340	11529.15	49.40
2-2-4142-191	UTILITY BLDG MTCE EMPL		129.88	2242.33	4201	1958.67	46.62
2-2-4142-252	UTILITY BLDGS MTCE PUF		0.00	8992.76	15000	6007.24	40.05
2-2-4142-563	UTILITY BLDGS MTCE PAF		1007.58	3563.75	5000	1436.25	28.73
Total UTILITY BUILDINGS MAINTENANCE			1833.42	26609.69	47541	20931.31	44.03
4143 UTILITY MECHANICAL MAINTENANCE							
2-2-4143-111	UTILITY MECH MTCE WAG		0.00	0.00	2860	2860.00	100.00
2-2-4143-191	UTILITY MECH MTCE EMP		0.00	0.00	515	515.00	100.00
2-2-4143-253	UTILITY MECH MTCE PUR		0.00	5012.96	5000	-12.96	-0.26
2-2-4143-561	UTILITY MECH MTCE PAR		612.49	29238.15	25000	-4238.15	-16.95
Total UTILITY MECHANICAL MAINTENANCE			612.49	34251.11	33375	-876.11	-2.63
4144 UTILITY DISTRIBUTION MAINTENANCE							
2-2-4144-111	UTILITY DISTR MTCE WAG		15032.25	91921.98	150590	58668.02	38.96
2-2-4144-191	UTILITY DISTR MTCE EMP		2339.25	14184.38	27106	12921.62	47.67
2-2-4144-251	UTILITY DISTR MTCE PUR		33392.00	42329.41	75000	32670.59	43.56
2-2-4144-263	UTILITY DISTR MTCE EQU		637.00	11474.00	15000	3526.00	23.51
2-2-4144-534	UTILITY DISTR MTCE GRA		0.00	2894.65	5000	2105.35	42.11
2-2-4144-563	UTILITY DISTR MTCE PAR		498.47	14509.80	25000	10490.20	41.96
2-2-4144-564	UTILITY DISTRIBUTION TC		0.00	336.16	2000	1663.84	83.19

TOWN OF HAY RIVER
Budget Variance Report



Fiscal Year : 2012 Period : 8
 Account Code : 1-2-1110-119 To 5-2-6991-563

Budget Type : Approved Budget

Acct Code	Acct Desc	CC1	Current Month	Year to Date	Budget Amt	Variance	% Var
EXPENSES							
Total UTILITY DISTRIBUTION MAINTENANCE			51898.97	177650.38	299696	122045.62	40.72
4145 HYDRANTS MAINTENANCE							
2-2-4145-111	HYDRANTS MTCE WAGES		5562.41	5940.11	10000	4059.89	40.60
2-2-4145-191	HYDRANTS MTCE EMPLO'		618.07	702.52	1800	1097.48	60.97
2-2-4145-563	HYDRANTS MTCE PARTS		467.49	467.49	500	32.51	6.50
Total HYDRANTS MAINTENANCE			6647.97	7110.12	12300	5189.88	42.19
4220 SEWAGE & COLLECTION							
2-2-4220-233	SEWAGE LAGOON -ENGIN		0.00	0.00	5000	5000.00	100.00
2-2-4220-295	TRUCKED SEWAGE SUBS		3290.00	20670.00	35000	14330.00	40.94
2-2-4220-299	SEWAGE CLEANING SUB-		0.00	0.00	1000	1000.00	100.00
Total SEWAGE & COLLECTION			3290.00	20670.00	41000	20330.00	49.59
5310 LINEAR INFRASTRUCTURE							
2-2-5310-800	DEPRECIATION-LINEAR IN		0.00	0.00	288686	288686.00	100.00
Total LINEAR INFRASTRUCTURE			0.00	0.00	288686	288686.00	100.00
5320 BUILDINGS							
2-2-5320-800	DEPRECIATION-UTILITY B'		0.00	0.00	221600	221600.00	100.00
Total BUILDINGS			0.00	0.00	221600	221600.00	100.00
5330 VEHICLES							
2-2-5330-800	DEPRECIATION-UTILITY VI		0.00	0.00	7402	7402.00	100.00
Total VEHICLES			0.00	0.00	7402	7402.00	100.00
5331 HEAVY EQUIPMENT							
2-2-5331-800	DEPRECIATION-HEAVY EC		0.00	0.00	526	526.00	100.00
Total HEAVY EQUIPMENT			0.00	0.00	526	526.00	100.00
5333 OPERATING EQUIPMENT							
2-2-5333-800	DEPRECIATION-OPERATIN		0.00	0.00	20786	20786.00	100.00
Total OPERATING EQUIPMENT			0.00	0.00	20786	20786.00	100.00
8210 ALLOCATION TO UTILITY RESERVE FUND							
2-2-8210-741	ALLOCATION TO UTILITY F		0.00	0.00	276500	276500.00	100.00
Total ALLOCATION TO UTILITY RESERVE FUND			0.00	0.00	276500	276500.00	100.00
8213 ALLOCATION TO MOBILE EQUIPMENT							
2-2-8213-741	ALLOCATION TO MOBILE E		0.00	0.00	8400	8400.00	100.00
Total ALLOCATION TO MOBILE EQUIPMENT			0.00	0.00	8400	8400.00	100.00
8215 INVESTMENT IN TANGIBLE CAPITAL ASSETS							
2-2-8215-805	INVESTMENT IN TANGIBLE		0.00	0.00	3358000	3358000.00	100.00
Total INVESTMENT IN TANGIBLE CAPITAL ASSETS			0.00	0.00	3358000	3358000.00	100.00
Total EXPENSES			250677.12	1341031.04	6494118	5153086.96	79.35
REVENUES							
4001 LEASE FEES NON-TAXABLE RESIDENTIAL							
3-1-4001-000	LEASE FEES NON-TAXABL		-35160.00	-35160.00	-35160	0.00	0.00
Total LEASE FEES NON-TAXABLE RESIDENTIAL			-35160.00	-35160.00	-35160	0.00	0.00
4002 LEASE FEES TAXABLE COMMERCIAL/IND.							
3-1-4002-000	LEASE FEES TAXABLE CO		-44118.75	-259573.85	-254610	4963.85	-1.95
Total LEASE FEES TAXABLE COMMERCIAL/IND.			-44118.75	-259573.85	-254610	4963.85	-1.95
4100 LEGAL & TSF FEES RECOVERED							
3-1-4100-000	LEGAL & TSF FEES RECO'		0.00	-30.09	-2000	-1969.91	98.50

TOWN OF HAY RIVER
Budget Variance Report



GL5070

Page : 17

Date : Nov 01,2012

Time : 10:42 am

Fiscal Year : 2012 Period : 8
 Account Code : 1-2-1110-119 To 5-2-6991-563

Budget Type : Approved Budget

Acct Code	Acct Desc	CC1	Current Month	Year to Date	Budget Amt	Variance	% Var
REVENUES							
Total LEGAL & TSF FEES RECOVERED			0.00	-30.09	-2000	-1969.91	98.50
5521 LEASE FEES PENALTIES REVENUE							
3-1-5521-000	LEASE FEES PENALTIES F		8835.37	3974.34	-2000	-5974.34	298.72
Total LEASE FEES PENALTIES REVENUE			8835.37	3974.34	-2000	-5974.34	298.72
Total REVENUES			-70443.38	-290789.60	-293770	-2980.40	1.01
EXPENSES							
6210 LAND DEVELOPMENT ADMINISTRATIVE COSTS							
3-2-6210-212	POSTAGE & COURIER		14.58	14.58	200	185.42	92.71
3-2-6210-221	ADVERTISING		0.00	0.00	2000	2000.00	100.00
3-2-6210-231	AUDIT FEES		0.00	6190.48	6500	309.52	4.76
3-2-6210-239	OTHER PROFESSIONAL F		0.00	1600.00	0	-1600.00	0.00
3-2-6210-299	MISC. EXPENDITURES		0.00	122.00	200	78.00	39.00
Total LAND DEVELOPMENT ADMINISTRATIVE COSTS			14.58	7927.06	8900	972.94	10.93
6211 OVERHEAD CHARGES FROM GENERAL FUND							
3-2-6211-792	OVERHEAD CHARGES FR		0.00	0.00	34753	34753.00	100.00
Total OVERHEAD CHARGES FROM GENERAL FUND			0.00	0.00	34753	34753.00	100.00
6220 LAND DEVELOPMENT COSTS							
3-2-6220-265	LEASE FEES TO GNWT		150.00	0.00	35510	35510.00	100.00
Total LAND DEVELOPMENT COSTS			150.00	0.00	35510	35510.00	100.00
Total EXPENSES			164.58	7927.06	79163	71235.94	89.99
EXPENSES							
6991 2000 CAPITAL WORKS PROJECTS							
5-2-6991-211	CAPITAL - TRAVEL	C1129	0.00	4105.06	0	-4105.06	0.00
5-2-6991-221	CAPITAL - ADVERTISING	C1129	1120.64	6153.14	0	-6153.14	0.00
5-2-6991-221	CAPITAL - ADVERTISING	C1201	0.00	1846.36	0	-1846.36	0.00
5-2-6991-221	CAPITAL - ADVERTISING	C1212	0.00	215.60	0	-215.60	0.00
5-2-6991-221	CAPITAL - ADVERTISING	C1214	0.00	441.00	0	-441.00	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C0906	0.00	1223.08	0	-1223.08	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C1013	0.00	12022.00	0	-12022.00	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C1103	8053.00	8053.00	0	-8053.00	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C1109	20681.85	20681.85	0	-20681.85	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C1121	8792.83	8792.83	0	-8792.83	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C1128	0.00	8597.50	0	-8597.50	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C1129	0.00	241380.27	0	-241380.27	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C1201	18436.14	65988.96	0	-65988.96	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C1203	9405.18	26685.98	0	-26685.98	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C1208	15417.54	33889.64	0	-33889.64	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C1209	0.00	25965.32	0	-25965.32	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C1210	0.00	13757.58	0	-13757.58	0.00
5-2-6991-233	CAPITAL - ENGINEERING	C1211	0.00	959.13	0	-959.13	0.00
5-2-6991-252	CAPITAL - PURCH CONST	C1111	0.00	186835.20	0	-186835.20	0.00
5-2-6991-252	CAPITAL - PURCH CONST	C1202	0.00	9100.00	0	-9100.00	0.00
5-2-6991-252	CAPITAL - PURCH CONST	C1213	0.00	6996.26	0	-6996.26	0.00
5-2-6991-252	CAPITAL - PURCH CONST	C1215	8215.00	8215.00	0	-8215.00	0.00
5-2-6991-537	CAPITAL - OFFICE SUPPLI	C1129	0.00	48.57	0	-48.57	0.00
5-2-6991-563	CAPITAL - PARTS	IT1201	0.00	52200.00	0	-52200.00	0.00
Total 2000 CAPITAL WORKS PROJECTS			90122.18	744153.33	0	-744153.33	0.00
Total EXPENSES			90122.18	744153.33	0	-744153.33	0.00
Report Total			681798.72	5811102.43	21860933	16049830.57	73.42

Municipal Director of IT Services – Job Description

Title

Director of IT Services

Reports To

Senior Administrative Officer

Summary

The IT Manager is responsible for providing all aspects of the Information Technology function in the Municipality. As IT manager, this individual must ensure that system requirements are adequate for frequent teleconferencing and a variety of other activities related to Municipal Government business. This individual provides expert IT system support services across the organization and is responsible for infrastructure design and database programming. He/ she will assist with IT project management, resource management, hardware installation, and communicating with all users of the Town of Hay River technology infrastructure. This individual also assists with identifying, selecting and deploying new technology to support organizational goals and objectives. He/she facilitates Town of Hay River's use of computer hardware, software, networks and related technology to achieve effective solutions. This individual responds to problems, performs preventive maintenance and monitors warranties. He/she is also responsible for data security and setting user passwords for employees.

Core Competencies

- Accountability
- Adaptability
- Analytical Thinking
- Negotiation
- Planning and Organizing
- Problem Solving
- Continuous Improvement
- Quality
- Innovation
- Resourcefulness

Job Duties

- Assist with the planning, development and management of IT services, programs and support throughout the organization.
- Design Information Technology infrastructure.
- Maintain IT equipment, servers, programming.
- Act as creator/architect of the database system.
- Order computer equipment as necessary.
- Assist with capacity planning for network bandwidth, storage requirements and other applications.

- Set up equipment as it is delivered (also includes phones, etc.).
- Ensure that the VOIP phone system is operational and that the company has enough VOIP and mobile phone lines and the needed capabilities.
- Ensure that the security system is adequate and working at all times.
- Maintain confidential data on a secure part of the server to prevent unauthorized access to information.
- File and archive all IT related documents (i.e. requisitions, software licenses, software locations, etc.).
- Maintain files of warranties for equipment and contacts suppliers as needed for equipment issues.
- Document all defective parts for units and track return progress.
- Ensure that the server has adequate room for the demands that will be placed on it (including teleconferencing, etc.).
- Program equipment as required.
- Implement and maintain a document and records management system.
- Stay up to date on all changes in the information technology industry and make suggestions to management accordingly.
- Evaluate performance of computer system, add in additional RAM if necessary and make appropriate changes to the infrastructure.
- Provide employees with passwords (and rekey passwords when they are forgotten by employees), set up monitoring of the computer system to prevent any unauthorized access by employees during the workday.
- Negotiate with third party vendors for IT needs, as necessary.
- Research and suggest appropriate pricing for new and/or refurbished technical equipment.
- Monitor the IT budget and inform management when technical requirements surpass budgetary limits.
- Participate in all hardware and software evaluations and maintains vendor contracts.
- Teach and answer questions as necessary from other members of the staff.
- Provide training to end users on hardware and software as needed.
- Responsible for disaster data recovery.
- Participate in management meetings and provide PowerPoint slides and/or written materials as requested.
- Ensure operating viability of LAN (Local Area Network) and wireless network for all hours of operation and tunes the system for optimal performance.
- Price cost for new and/or upgraded machines and provide information to management regarding the feasibility of buying new equipment.
- Establish project timelines and approval requirements.
- Manage additional project activities throughout lifecycle, including the allocation of adequate resources, scheduling, documentation, budget, and other factors necessary for success.
- Act as a technical resource and provide expertise and guidance for internal and external inquiries.
- Undertake project accounting, providing management to project budgets and determining appropriate revenue recognition.
- Ensure timely and accurate invoicing while monitoring receivables for the IT department.
- Continually research and maintain awareness of new and emerging technologies and potential applications.
- Produce regular reports (status, escalations, etc.) on the progress of projects.

- Stay informed on new or emerging trends and technologies that provide clear benefits to the organization and any applicable business partners.
- Perform other related duties as assigned.

Requirements

- Post Secondary Degree or Diploma in computer science, or an acceptable combination of education and relevant experience required.
- Minimum 5 years of direct work experience in an IT management capacity required.
- Sound leadership, staff management, and teambuilding skills.
- Knowledge of networking, operating system, and server architectures.
- Good working knowledge of programming concepts, software development cycles, and associated tools platforms.
- Ability to explain technical concepts and theories to non-technical audiences.
- Strong evidence of time management skills required, including ability to prioritize data recovery and repair of system infrastructure above all other duties.
- Able to quickly analyze issues and determine best course of action using available resources.
- High degree of resourcefulness, flexibility, and adaptability.
- Strong negotiation and prioritization skills.
- Effective communication skills with individuals at all levels of the organization.
- Able to effectively communicate both verbally and in writing.
- Min. 2 years of Municipal Experience.

Work Conditions

- Irregular hours of work as required.
- Sitting for extended periods of time.
- Able to attend and conduct presentations.
- Able to lift at least 50 lbs.
- Manual dexterity required to use desktop computer and peripherals.

The Town of Hay River
Northwest Territories



Bylaw No. 2285/GEN/12

Council Procedures

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**BY-LAW NO. 2285/GEN/12
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

BEING A BY-LAW of the Council of the Municipal Corporation of the Town of Hay River to establish rules providing for the orderly, open and efficient conduct of its meetings and to establish terms of reference for its standing committees;

PURSUANT TO Sections 29-33 inclusive, of the *Cities, Towns and Villages Act*, S.N.W.T. 2003, c.22;

WHEREAS Council shall pass such by-laws and make such regulations for the governing of proceedings of Council;

NOW THEREFORE, the Council of the Municipal Corporation of the Town of Hay River, in regular meeting duly assembled, enacts as follows:

PART 1 – GENERAL

Short Title

1. This by-law shall be cited as the *Council Procedures By-Law*

Definitions

2. In this by-law;

“Council”	means the Council of the Town of Hay River;
“Director”	means the head of any department of the Town or any person appointed to act on their behalf;
“In camera session”	means a meeting or a portion of a meeting which is closed to the public;
“Member”	means a member of Council, inclusive of Mayor;
“Pecuniary Interest”	means a direct or indirect pecuniary interest as defined in the <i>Conflict of Interest Act</i> ;
“Presiding Officer”	means the Mayor or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, any other Member chosen to Preside over a meeting;
“Public Notice”	means according to <i>Cities, Towns & Village Act</i> , when public notice is required, <i>the notice must be given to the general public in one or more of the following ways:</i> <ol style="list-style-type: none">(i) <i>by inserting the notice at least once in a newspaper circulating in the municipality;</i>(ii) <i>by mailing or delivering a copy of the notice to the household of each adult resident in the municipality;</i>(iii) <i>by causing announcements to be made on a radio or television station received in the municipality on at least</i>

**BY-LAW NO. 2285/GEN/12
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

- three separate days;*
(iv) *by posting a notice in at least five widely separated and conspicuous places in the municipality.*

“Special Resolution” means a resolution requiring the approval of two-thirds of the Members in attendance at a regular meeting of Council or two-thirds of the members of a standing or special committee present at a meeting.

“Statutory Public Hearing” means a hearing required to be held pursuant to a statute of the Northwest Territories or a by-law of the Town before a proposed by-law may be enacted.

Appointment of Acting Mayor

3. Where both the Mayor and Deputy Mayor are absent or unable to perform their duties, Council shall appoint an Acting Mayor.

Suspension or Modification

4. Except where bound by the term and provisions of an Act of the Northwest Territories or an Act of Parliament, Council may suspend, by a resolution unanimously approved by all Members present at a meeting, any or all of the rules established by this by-law for the whole or part of that meeting.

Reference Source

5. In all cases not provided for in this by-law, Bourinot's Rules of Order, Fourth Revised Edition shall be followed so far as they are applicable.

PART 2 – MEETINGS – GENERAL CONDUCT

First Meeting

6. a) Prior to commencement of the first meeting of Council following a general election, every member of Council shall take the Oath of Office.
- b) The first meeting of the newly elected Council, shall be held not later than forty-five (45) days following a general election at such time and place as the Mayor designates.
- c) At this meeting Council shall by resolution:
(i) appoint on the recommendation of the Mayor, a Deputy Mayor. This appointment shall be reviewed and appointed annually;
(ii) review, reconfirm and adopt the “Code of Conduct for Members of Council”.
- d) The seating of newly-elected Councillors shall be determined by lots drawn by the Senior Administrative Officer prior to the commencement of the first regular meeting of Council after an election.

BY-LAW NO. 2285/GEN/12
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

Regular Meetings

7. a) Subject to Section 6., regular meetings of Council shall be held on the second and fourth Tuesday of each month, at 7:00 PM, unless that day falls on a holiday, in which case the meeting shall be scheduled for the next regular working day at 7:00 PM.
- b) The Council shall, by resolution, adopt a schedule for regular meetings each year.
- c) In order for a meeting to continue past the hour of 10:00 PM or three (3) hours after the meeting commences, it will require the unanimous consent of Council. In a case where a motion to extend the meeting past the designated hour is not approved unanimously by Council, the meeting shall be considered adjourned.
- d) Council may, by resolution, change the time or date of any regular meeting of Council, or cancel a future regular meeting, and provide public notice at least seventy-two (72) hours or three (3) days in advance of the changed or cancelled meeting.
- e) The Mayor may cancel any regular meeting of Council if it is anticipated that there will not be a quorum for the meeting or if there are no items for the agenda provided that public notice of the cancellation is given aDutAdt least twenty-four (24) hours in advance.
- f) Where the time or date of any regular meeting is changed, or a meeting is cancelled pursuant to subsections c) or d) the Senior Administrative Officer shall give written notice to:
- (i) all Members of Council;
 - (ii) all Directors; and
 - (iii) the media who normally attend meetings of council.
- g) At all regular meetings of Council and its standing committees, there shall be a ten (10) minute recess after ninety (90) minutes of continuous business, unless such recess is waived by the unanimous consent of the Members in attendance.
- h) Section 23 of the *Cities, Towns and Villages Act*, relating to the holding of in camera sessions applies to all meetings of Council.

Special Meetings

8. a) A special meeting of Council may be called by the Mayor or any two (2) Members at anytime and the calling of such meetings shall be in accordance with the requirement of the *Cities, Towns & Villages Act*.
- b) Where a special meeting has been called pursuant to subsection a), the Senior Administrative Officer shall post public notice of the meeting and give at least forty eight (48) hours notice to:
- (i) all Members of Council;

BY-LAW NO. 2285/GEN/12
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

- (ii) all Directors; and
 - (iii) the media who normally attend meetings of council.
- c) The notice referred to in subsection c) shall indicate the time, date, location and purpose for the special meeting of council.
- d) No other business shall be conducted at a special meeting except that which is included the notice referred to subsection d).

Emergency Meetings

9. A Member may call an Emergency Meeting of Council where the Members considers that an emergency exists or may exist in the Town and the calling of such a meeting shall be in accordance with the *Cities, Towns & Villages Act*.

Quorum

10. a) A quorum for a regular or special meeting of Council shall be a majority of Members who comprise the Council regardless of whether or not all the seats on Council are filled.
- b) A quorum of Council for an emergency meeting shall be all those Members in attendance.
- c) Where the number of Members who, by reason of having disclosed a pecuniary interest in a matter pursuant to this by-law are prevented from participating in a meeting, is such that the remaining number of Members present does not constitute a quorum, the remaining number of Members present shall be deemed to constitute a quorum, provided that such number is not less than two.

Attendance

11. a) Any Member absent for three (3) consecutive regular meetings of Council, without Council's permission by resolution passed at a regular meeting of Council shall be deemed as resigned.
- b) Permission for a Member to be absent from a regular meeting of Council pursuant to subsection a) shall not be unreasonably denied.
- c) Permission for a Member to be absent must be sought and brought to the attention of Council in advance, and not later than the conclusion of the meeting for which the Member of Council absents him or herself. Permission shall in no case be for a period in excess of three (3) months.
12. The Senior Administrative Officer and all Directors shall attend regular meetings of Council unless the SAO has given permission for them to be absent.

Vacancies on Council

13. a) Pursuant to the *Local Authorities Elections Act, R.S.N.W.T. 1988, c.L-10*, vacancies in Office for a Councillor's seat or the Mayoral seat shall be filled at the

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next general election or before then by:

- (i) *appointing a person who is eligible as a candidate; or*
 - (ii) *holding a by-election.*
- b) *For the purposes of appointing a new Mayor pursuant to subsection a), the municipal council shall appoint only a member of the municipal council as the mayor.*

Commencement of Proceedings

14. a) As soon as possible after the hour fixed for the holding of the meeting of Council, if a quorum is present, the Presiding Officer shall take the chair and call the meeting to order.
- b) Where the Mayor and the Deputy Mayor do not attend the meeting within fifteen minutes after the time set for the meeting, the Senior Administrative Officer shall call the Members to order and, if a quorum is present, call for a motion for the appointment of a Presiding Officer from among those Members present.
- c) If a quorum is still not present one half hour past the time set for the meeting, the Senior Administrative Officer shall record the names of those Members present and the meeting shall stand adjourned until the next regular meeting. The agenda for the adjourned meeting will be dealt with at the next regular meeting of Council unless a special meeting is called before the next regular meeting to deal with the business of the adjourned meeting.

Duties of the Presiding Officer

15. The Presiding Officer of Council shall have the following duties at meetings of Council:
- a) To open the meeting of Council by assuming the chair and calling the Members to order;
 - b) To announce the business before Council in the order in which it is to be acted upon;
 - c) To receive, submit to Council and put to a vote, in accordance with the rules of procedure, all matters presented by the Members, and to announce the result;
 - d) To decline to put to a vote any motion that infringes upon the rules of procedure;
 - e) To recognize any Member who wishes to speak on any matter that is debatable and determines the right of precedence where two or more Members request the floor of Council;
 - f) To enforce the rules of procedure;
 - g) To preserve order and decorum at meetings of Council;
 - h) To rule on any point of order or question of privilege raised by any Member; and
 - i) To authenticate by signature all by-laws and minutes of Council.

Duties of a Member of Council

16. A Member shall, in addition to the requirements of Section 34 of the *Cities, Towns and Villages Act*, have the following duties at meetings of Council:

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- a) To deliberate the business submitted to Council;
- b) To respect the rules of procedure;
- c) To disclose a pecuniary interest in any matter before Council in accordance with this by-law and the Conflict of Interest Act and remove him or herself from the meeting when this item is under consideration.

Duties of the Senior Administrative Officer

17. The Senior Administrative Officer shall have the following duties at meetings of Council:
- a) To prepare and distribute the agenda and supporting material for all meetings of Council in accordance with the provisions of this by-law;
 - b) To provide information to Council, through the Presiding Officer;
 - c) To respond to any question directed to him or her through the Presiding Officer or refer the question to the appropriate Director for response;
 - d) To provide advice to Council through the Presiding Officer on any matter;
 - e) To make a replayable audio recording of all Council meetings and store these recordings in a place of safekeeping for a minimum of one year;
 - f) To keep the minutes of Council; and
 - g) To keep in his or her office or in the place appointed for that purpose the originals of all by-laws and all minutes of the proceedings of Council.

Duties of Directors

18. Directors shall have the following duties at meetings of Council:
- a) Inform themselves of any matter within their respective departments that is likely to be considered at a meeting of Council; and
 - b) Respond through the Presiding Officer, to any question referred to him or her by the Senior Administrative Officer.

Meetings Open to the Public

Pursuant to *Cities, Towns and Villages Act, S.N.W.T. 2003, c.22*:

19. a) Except as provided for in Subsection b), all meetings of Council and its Committees shall be open to the public and no person shall be expelled from any meeting except for conduct in contravention of this by-law.
- b) *Council or a Committee of Council may, by resolution approved by at least 2/3 of the Council Members present, authorize its meeting to be closed to the public if it decides to discuss any of the following:*
- (i) *commercial information that, if disclosed, would likely be prejudicial to the municipal corporation or the persons involved;*
 - (ii) *information received in confidence that, if disclosed, would be prejudicial to the municipal corporation or the persons involved;*
 - (iii) *personal information, including personal information about employees;*
 - (iv) *the salary, benefits or performance record of an employee;*
 - (v) *a matter still under consideration and on which Council has not yet publicly announced a decision, if discussion in public would likely*

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- prejudice the municipal corporation's ability to carry out its activities or negotiations;*
- (vi) *the acquisition or disposition of property by or on behalf of the municipal corporation;*
 - (vii) *the setting of minimum tax sale prices under the Property Assessment and Taxation Act;*
 - (viii) *the conduct of existing or anticipated legal proceedings;*
 - (ix) *the conduct of an investigation under, or enforcement of, an enactment or by-law;*
 - (x) *information, the disclosure of which could prejudice public security or the maintenance of law and order;*
 - (xi) *the security of documents or premises.*
- c) Council has no power to make a by-law or a resolution at a meeting that is closed to the public, other than a resolution to:
- (i) *give instructions to the municipal corporation's lawyers or to any persons Negotiating a contract on behalf of the municipal corporation;*
 - (ii) *give directions to staff on confidential personnel issues; and*
 - (iii) *adjourn the closed meeting or to revert to a public meeting.*
- d) Council shall make a public record of any meeting that is closed to the public, specifying at a minimum:
- (i) *that Council met in private;*
 - (ii) *the date of the meeting; and*
 - (iii) *the general nature of the issues discussed.*
- e) Following an in camera session a motion may be made to place on the agenda any recommendations arising from the in camera session. Once placed on the agenda, the normal rules of procedure shall apply.
20. Council may conduct a meeting using an electronic means of communication if it enables the Members to hear and speak to each other, and allows the public to hear the Members. Members participating in the meeting in this manner are deemed to be present.

PART 3 – AGENDAS AND MINUTES

Agenda Format

- 21. The agenda for regular Council meetings shall follow the Order of Business set out in Section 31.
- 22. The supporting material for each agenda shall follow the Order of Business as set out in Section 31.
- 23. Items to be discussed at an in camera session shall be marked "Confidential".

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Deadline for Submission of Agenda Items

24. The deadline for the submission of items to the Senior Administrative Officer for inclusion on the agenda for Council and its standing committee meetings shall be 5 PM on the Wednesday preceding the meeting.
25. Items of an urgent nature may be submitted to the Senior Administrative Officer for inclusion on the agenda of Council or its standing committees after the deadline referred to in Section 24, if they cannot be delayed to a future meeting.
26. Notwithstanding Section 25, an item may be included on the agenda of Council or its standing committees by approval of two-thirds (2/3) majority of Members present.

Agenda Distribution

27. The Senior Administrative Officer shall prepare and distribute the agenda and all supporting materials for regular meetings of Council and its standing committees to Members by 12:00 noon on the Friday preceding the meeting.
28. The Senior Administrative Officer shall make copies of the agenda and supporting materials available to Directors, media representatives and the general public with the exception of supporting material scheduled to be considered at an in camera session and only after the agenda and supporting materials have been delivered to all Members.

Minutes of Council

29. The Minutes of Council shall record:
 - a) the date, time and location of meeting;
 - b) the name of the Presiding Officer and the name of the Members and the Town Administration present at the meeting;
 - c) the adoption of the minutes of previous meetings of Council;
 - d) the name of any Member who discloses a pecuniary interest in any matter on the agenda, the general nature and extent thereof and the time that the Member excused him or herself from and returned to the meeting.
 - e) any motion moved and seconded by Council and the name of the mover and seconder and each Member who voted with the minority or abstained from voting;
 - f) in the event of a tie vote, the minutes shall reflect that there was a tie and how the Presiding Officer voted to break the tie;
 - g) a summary of the proceedings of Council with the exception of those proceedings conducted during an in camera session; and
 - h) the signatures of the Presiding Officer and the Senior Administrative Officer.

Recordings of Meetings

30.
 - a) Except for those portions of meetings held during an in camera session, the Senior Administrative Officer shall make a replayable audio-recording of all Council Meetings.
 - b) The Senior Administrative Officer shall supervise access to the recordings of meetings.

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- c) The audio-recordings may be copied under the supervision of the Senior Administrative Officer. Anyone other than a Member requesting a copy of the audio-recordings will be required to pay a fee equal to the Town's cost except for copies which are required by the Town's legal counsel in connection with litigation. Any transcript of the recordings must be authorized by a resolution of Council.

PART 4 – ORDER OF BUSINESS

Order of Business

- 31. a) The Order of Business at regular meetings of Council shall be as follows:

PUBLIC INPUT

- (i) Call to Order
 - (ii) Adoption of the Agenda
 - (iii) Declaration of Interest
 - (iv) Announcements, Awards, Ceremonies & Presentations
 - (v) Adoption of Minutes from Previous Meeting(s)
 - (vi) Business Arising
 - (vii) Correspondence and Petitions
 - (viii) Statutory Public Hearings
 - (ix) Delegations
 - (x) Mayor's Report
 - (xi) Administrative Enquiries
 - (xii) Committee Reports
 - (xiii) Bylaws
 - (xiv) Deferred or Tabled Business
 - (xv) Notices of Motions
 - (xvi) New Business
 - (xvii) Adjournment
- b) The business of Council shall always be dealt with in the order established in subsection 1) unless Council decides, by resolution, on a different Order of Business.
 - c) At all Special Meetings of Council, the Order of Business shall be set out and printed in a manner decided by the Senior Administrative Officer, but should this not be done, then the Order of Business set out in subsection 1) shall be used so far as it is applicable.

Adoption of Minutes from Previous Meeting(s)

- 32. a) The minutes of each meeting shall be circulated with the agenda of the meeting at which they are to be adopted.
- b) If Council is of the opinion that the minutes contain no errors or omissions, a motion to adopt the minutes shall be passed.

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- c) If errors or omissions are noted in the minutes, a motion to amend shall be introduced and the minutes shall be adopted as amended.
- d) Minutes that have been adopted by Council shall be signed by the Presiding Officer and the Senior Administrative Officer.

Declarations of Interest

- 33. a) When a Member has a direct or indirect pecuniary interest, as defined in the *Conflict of Interest Act*, in any matter before Council and is present at a meeting when this matter is the subject of consideration, that Member shall disclose his or her interest in the matter and the general nature and extent thereof and remove himself/herself from the meeting during consideration of the matter.
- b) When the interest of the Member has not been disclosed by reason of:
 - (i) the Member being absent from the meeting in which the matter was the subject of consideration; or
 - (ii) the Member acquired the interest after the meeting, the Member shall disclose his or her interest in the matter at the next meeting of Council at which the matter is considered.
- c) All Members shall inform the Senior Administrative Officer, in writing of:
 - (i) any taxes owed the Town which have not been paid by December 31 of the year in which they were levied;
 - (ii) any debt, with the exception of property taxes, owed to the Town in excess of \$500 for more than 90 days; and
 - (iii) any controlling interest in a private or public corporation that is indebted to the Town, with the exception of property taxes, for a sum exceeding \$500 for more than 90 days.

Correspondence and Petitions

- 34. a) All correspondence addressed to the Mayor and/or Council shall be distributed to all Members by the Mayor's office.
- b) Subject to subsection c), the full text of correspondence addressed the Mayor and/or Council shall be included in the agenda package for a meeting of Council when:
 - (i) the correspondence is directly related to a matter being considered by Council at Regular or Special meeting; or
 - (ii) a Member or the Senior Administrative Officer requests, prior to 10:00 AM on the Friday preceding a meeting, that the full text of the correspondence be placed on the agenda for the next regular meeting.
- c) Any correspondence which reaches the Senior Administrative Officer for inclusion on the agenda of a meeting of Council must:
 - (i) be legible and coherent;

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- (ii) be signed by at least one person who provides a printed name and address;
 - (iii) be on paper; and
 - (iv) not be libellous, impertinent or improper.
- d) Any petition submitted to the Mayor, any Member or the Senior Administrative Officer shall be distributed to all Members and included on the agenda for the next regular meeting of Council, or as soon thereafter as is reasonably possible.
- e) When an item of correspondence or a petition has been included on the agenda of Council, Council may:
- (i) refer it to Administration or a standing committee for a report or recommendation;
 - (ii) consider motions on the correspondence or petition in accordance with the Order of Business;
 - (iii) give other instructions on the correspondence or petition.

Statutory Public Hearings

35. All Statutory Public Hearings on a proposed by-law shall be both conducted during a Regular or Special meeting of Council and held after First Reading and before Second Reading.
36. Notice of all Statutory Public Hearings must be provided and shall state:
- a) the purpose of the proposed by-law;
 - b) the place or places, one of which shall be the Town Hall Office, where a copy of the proposed by-law may be inspected by the public during regular office hours.
 - c) the place or places, one of which shall be the Town Hall Office, where a copy of all written submissions filed for consideration at a Statutory Public Hearing may be inspected by the public during regular office hours;
 - d) the deadline for submission of written submissions for consideration at the Statutory Public Hearing;
 - e) the time and place at which the Council will hold the Statutory Public Hearing on the proposed by-law;
 - f) the procedure to be followed by any persons who wish to make submissions concerning the proposed by-law.
37. Council shall hold a Statutory Public Hearing at the time and place stated in the notice referred to in Section 36, and shall hear every person who wishes to make a submission.
38. Notwithstanding Section 39, any person wishing to make a verbal submission at a Statutory Public Hearing shall contact the Office of the Senior Administrative Officer before noon on the day of the hearing and provide his or her name and whether or not he or she will be speaking in favour of or against the proposed by-law.
39. Any person wishing to make a verbal submission at a Statutory Public Hearing who

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has not notified the Office of the Senior Administrative Officer as required in Section 38 may speak after all those persons who have given notification have spoken.

40. Any person wishing to submit a written submission to Council for consideration at the Statutory Public Hearing shall deliver it to the Office of the Senior Administrative Officer no later than 4:30 PM of the Thursday preceding the Statutory Public Hearing. All written submissions received before this deadline will be available for public viewing at the Statutory Public Hearing and at the Town Hall Office during normal office hours up to and including the day of the hearing.
41. If a person is unable to attend a Statutory Public Hearing, that person may authorize another person to speak on his or her behalf and this authorization must:
- a) be in writing;
 - b) name the individual authorized to speak;
 - c) indicate the proposed by-law to be spoken to;
 - d) be signed by the person giving the authorization;
 - e) be received at the Office of the Senior Administrative Officer before noon of the day of the Public Hearing.
42. The following procedure shall be followed at all Statutory Public Hearings:
- a) the Presiding Officer shall introduce the proposed by-law;
 - b) the Presiding Officer shall inform Council of the number and nature of the written submissions received in the accordance with Section 40;
 - c) no person shall speak for more than ten (10) minutes unless an extension is granted by resolution of Council;
 - d) individuals opposed to the proposed by-law who have given notice of their intention to speak pursuant to Section 38, shall be invited to speak first by the Chair followed by those opposed to the proposed by-law who have not given Notice pursuant to Section 39;
 - e) individuals in favour of the proposed by-law who have given notice of their Intention to speak pursuant to Section 38 will then be invited to speak followed by those in favour of the proposed by-law who have not given notice pursuant to Section 39;
 - f) after a person has spoken, any Member may ask that person questions, provided such questions are relevant, directed through the Presiding Officer and are asked in a courteous and respectful manner;
 - g) after all persons who wish to speak have been heard, Members may ask relevant questions of the Senior Administrative Officer through the Presiding Officer who may then refer the question to the appropriate Director or other member of the Town Administration, or answer the question him or herself;
 - h) any person who has made a submission shall have an opportunity to respond to any new information that has arisen during the Statutory Public Hearing for a period not exceeding two (2) minutes unless an extension is granted by resolution of Council;
 - i) the Presiding Officer shall then close the Statutory Public Hearing.
43. a) Once the Presiding Officer has closed a Statutory Public Hearing with respect to the proposed by-law, no additional submissions shall be considered by Council, except at an additional Public Hearing called by Council in accordance with this

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- by-law.
- b) For greater certainty, and notwithstanding Sections 7 b) and f) of this By-law, Council may by resolution adjourn a Public Hearing to a subsequent Council Meeting.
 - c) Following the closing of a Statutory Public Hearing wherein no submissions in opposition to the proposed by-law, nor any submissions recommending an amendment to the proposed by-law, are received Council may consider the submission received (if any), debate the merits of the proposed by-law and proceed with the Second Reading.
 - d) Following the closing of a Statutory Public Hearing wherein one or more submissions in opposition to the proposed by-law are received, or any submission recommending an amendment to the proposed by-law is received, Council shall defer its consideration of the submissions received, any debate of the merits of the proposed by-law, and Second Reading of it, to a subsequent meeting. Council may, by resolution, direct Administration to prepare a summation of the points raised during the Statutory Public Hearing.
 - e) Notwithstanding Section 43 d), Council may by resolution:
 - (i) consider the submissions received, debate, if it deems advisable, the merits of the proposed by-law and proceed with Second Reading at the meeting in which the Statutory Public Hearing was conducted;
 - (ii) consider the submissions received and debate, if it deems advisable, the merits of the proposed by-law at the meeting in which the Statutory Public Hearing was conducted, and refer the proposed by-law to Administration with direction to draft an amendment to the proposed by-law; or
 - (iii) refer the proposed by-law back to Administration.

Delegations and Public Input Session

- 44. Any delegation wishing to appear before Council shall inform the Senior Administrative Officer no later than 10:00 AM on the Thursday preceding the meeting by completing and submitting the Application for Delegation as established in Schedule A attached to and forming part of the by-law.
- 45. Notwithstanding Section 44, any request to appear before Council shall be received by the Senior Administrative Officer up to noon on the day of the meeting and the Senior Administrative Officer shall provide the Presiding Officer, under separate cover, with their names and the general nature of the presentation.
- 46. Council may, by resolution, hear a delegation that has not met the notice requirements set out in Section 44 and 45.
- 47. The following procedures apply to all delegations before Council:
 - a) all delegations shall address their remarks directly to the Presiding Officer and shall not pose questions to individual Members or Administration;
 - b) each presenter shall be afforded ten (10) minutes to make their presentation;
 - c) the time allowed to each presenter may be extended by up to two minutes by a Special Resolution of council;
 - d) after a person has spoken, any Member may, through the Presiding Officer, ask that person or the Senior Administrative Officer relevant questions;
 - e) no debate shall be permitted on any delegation to Council either between

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Members or with an individual making a delegation.

48. When making a presentation to Council or its standing or special committees, whether as a delegation or during the Public Input session, no person shall:
- a) speak disrespectfully of the Crown, any Member of Council, the public or an employee of the Town;
 - b) use offensive language;
 - c) make personal remarks about any Member of Council, the public or an employee of the Town;
 - d) reflect upon the motives of Members who may have voted for a particular motion;
 - e) reflect upon the motives of advice given to Council by Administration;
 - f) refuse to comply with the decision of the Presiding Officer regarding any interpretation of this by-law.
49. Once a delegation has been heard, Council may respond by:
- (a) referring the matter to Administration or the appropriate standing committee; or
 - (b) considering a motion on the subject matter of the presentation in accordance with the Order of Business.
50. A fifteen (15) minute Public Input Period will be held at the commencement of a Regular Meeting of Council. Residents wishing to speak must so indicate by placing their name and address on a Speaker's List prior to the Public Input Period.
51. During the Public Input Period, when recognized by the Presiding Officer, persons from the audience may address Council to comment on any matter coming within the jurisdiction of the Council. Speakers must state their name and will be allowed two (2) minutes to speak. Persons may not speak on a by-law from a closed statutory public hearing.
52. If at the end of the fifteen (15) minutes of Public Input Period, there remain speakers on the list, Council may, by unanimous resolution, agree to extend the length of the Public Input Period.
53. From the beginning of Nomination Period preceding the general municipal election or by-election, the Public Input Period shall be suspended until the meeting of Council following the election.

Administrative Enquiries

54. a) Any Member of Council may submit at a meeting an enquiry on any matter relevant to the business of the Town.
- b) The Senior Administrative Officer shall, wherever possible, provide information to immediately respond to the enquiry.
- c) The Senior Administrative Officer may refer the enquiry to the applicable Director for immediate response.
- d) Where the response to the enquiry requires verification of facts or a considered

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opinion, the Senior Administrative Officer shall provide a written response to the Mayor and Members as soon as is reasonably possible.

- e) Where an enquiry is referred to a standing committee by Council, the enquiry shall be received and considered by the standing committee at its next regular meeting, or as soon thereafter as is reasonably possible.
- f) If the Senior Administrative Officer reports that the financial or other resources required to answer the enquiry are substantial and will affect the Town's budget, Council may direct the Senior Administrative Officer to abandon the enquiry.
- g) Notwithstanding Sections a) to f), Directors of the Town of Hay River may present a short update for their department for this agenda item.

Committee Reports

- 55. a) All reports and recommendations of standing and special committees shall be put in writing and no report shall be referred to the Committee of the Whole or Council until copies of the report have been given to the Members unless decided otherwise by resolution.
- b) Committee reports shall be attached to the Agenda for the meeting at which they are to be introduced and shall be considered in the following order:
 - (i) Municipal Services Committee
 - (ii) Public Works Committee
- c) The Presiding Officer shall request a Member of Council to introduce the report to Council and move any motions arising from the report. Items on the report which do not contain motions shall only be read at the request of a Member.

By-Laws

- 56. The Council is empowered to make by-laws under the provisions of the *Cities, Towns and Villages Act* of the Northwest Territories.
- 57. A by-law must have three (3) distinct and separate readings to be effective. Each reading requires a separate motion of Council.
- 58. Council may not give a by-law more than two readings at a meeting unless all Members are present and before the Third Reading, a motion to present the by-law for Third Reading at the same meeting is approved by unanimous consent.
- 59. Where a by-law requires the approval of the Minister, the voters, or some other authority, that approval must be obtained before the bylaw receives third reading.
- 60. All proposed by-laws must have a by-law number assigned to them and a concise title indicating the purpose of the by-law.
- 61. The first reading of a by-law shall be decided without amendment or debate.

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62. A by-law is effective on the date that it is:
- (i) in writing
 - (ii) under the seal of the Municipal Corporation;
 - (iii) signed by the Mayor or other Presiding Officer;
 - (iv) signed by the Senior Administrative Officer.

or at a later date that the by-law may specify.

63. The Mayor or the Presiding Officer must sign and the Senior Administrative Officer must sign and seal the by-law as soon as reasonably possible after third reading is given.
64. Once a by-law has been given Third Reading, it may only be amended or repealed by another by-law made in the same way as the original by-law, unless another method is specifically authorized by statute.

Notices of Motion

65. a) Any member who intends to bring any new matter before Council at a subsequent regular meeting of Council shall give notice of such intent by:
- (i) verbally stating to Council the substance of the motion; and
 - (ii) filing a written motion with the Senior Administrative Officer prior to 10:00 AM on the Thursday prior to the meeting.
- b) Notices of Motion shall give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be introduced.

New Business

66. a) Any Member desiring to bring any new matter before Council which is not included in the report of a standing committee or included elsewhere on the Order of Business for the meeting may do so if:
- (i) Notice of Motion has been given at a previous meeting pursuant to Section 65; or
 - (ii) a legible copy of the proposed motion is provided to the Senior Administrative Officer no later than 10:00 AM on the Thursday preceding the meeting; or
 - (iii) Council passes a Special Resolution dispensing with the notice.
- b) A motion to refer a new matter to committee for consideration is always in order.

Adjournment

67. Council shall conclude its proceedings by adopting a motion to adjourn.

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PART 5 – MOTIONS

Introduction of Motions

68. All motions must be concise and unambiguous and must either be given in writing or dictated to the Senior Administrative Officer.
69. Wherever possible, motions shall be composed:
 - a) to avoid the use of any double negative statement; and
 - b) to result in a positive course of action upon receiving an affirmative vote.
70. A motion shall be considered to be in the possession of Council when it has been stated, moved and seconded.
71. No debate or vote on a motion shall be permitted until the motion is in the possession of Council.
72. The mover of a motion shall have the right to speak first to a motion for a period of up to five minutes and the right of the mover to introduce that motion takes precedence over all other motions.
73. No motion shall be introduced that is substantially the same as one which the judgement of council has already been expressed during the same meeting.

Motion Out of Order

74. Wherever a motion is contrary to the rules of procedures, the Presiding Officer shall rule the motion to be out of order.

Motion to Amend

75. A Member may move that a motion be amended in one of the following ways:
 - (i) by “adding” certain words;
 - (ii) by “striking out” words or paragraphs; or
 - (iii) by “striking out” certain words and inserting others.
76. A motion to amend shall be disposed of by Council prior to considering the main motion.
77. An amendment proposed to a motion must be relevant to its subject matter and must not propose a direct negative of the motion.
78. Only one amendment shall be allowed to an amendment.
79. Where more than one motion to amend is introduced, Council shall consider the amendments in the reverse order in which they were introduced.
80. Where a Member suggests a minor alternation to any amendable motion and the mover

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and seconder of the motion consent to such a minor alteration, a friendly amendment shall be deemed to have been made and accepted by Council.

81. Where all amendments to a main motion have been voted on, Council shall vote on the main motion prior to considering any other matter.

Reconsideration of Motion

82. a) After any motion has been voted on, any Member who voted with the majority on that motion may, at the same or any later regular meeting, serve notice that the Member will move, at the next regular meeting held thereafter, for reconsideration of the motion.
- b) A motion to reconsider requires a Special Resolution.
- c) A motion to reconsider allows for the amendment, withdrawal, or renewal of any previous motion.
- d) A motion to reconsider may not be applied to:
- (i) a vote which has caused an irrevocable action;
 - (ii) a motion to give Third Reading to a by-law; or
 - (iii) a motion to reconsider.

Withdrawal of Motion

83. The mover of a motion may, with the consent of Council, withdraw his or her motion at any time prior to the commencement of the taking of the vote on the motion.

Reading of Matter

84. a) Any Member may, at any time, request that the motion under consideration be read by the Mayor or Administration.
- b) The request shall be made in such a manner as to not interrupt any Member who has obtained the floor of Council.

Dividing Motion into Parts

85. Where a matter relating to a single subject contains several parts, each capable of standing as a complete proposition, the matter may, at the request of any Member, be divided and each part shall be considered and voted on separately.

Motion to Adjourn

86. A motion to adjourn is not debatable or amendable.
87. Before putting the motion for adjournment, the Presiding Officer must allow an opportunity for any new notices of motion to be heard.

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Personal Privilege

88. a) Where a Member desires to address a matter that concerns the right or privilege of Council or the personal privilege of any individual Member, the Member shall be entitled to raise such a matter.
- b) A question of personal privilege shall take precedence over any motion or matter and shall be immediately taken into consideration of Council.
- c) The Member raising the question of personal privilege shall provide a concise explanation to the Presiding Officer.

Point of Order

89. a) Any ruling of the Presiding Officer on parliamentary procedure may be challenged.
- b) Where a ruling of the Presiding Officer on any matter is challenged, the Presiding Officer must state the question "Is the ruling of the Chair upheld?" and the Mayor and the Member who challenged the ruling may debate the question.
- c) If the Presiding Officer refuses to put the question on a challenge, the person who would preside if the individual occupying the chair were absent must put the question to Council.
- d) A motion to sustain the chair shall be decided by a simple majority.

Numbering of Motions

90. The resolutions of Council shall be numbered in order each year, commencing with number one for the first resolution of the calendar year; this number to be preceded by the year, and continuing through the last meeting of the calendar (ie. #yy-01).

PART 6 – CONDUCT DURING DEBATE

Address through the Presiding Officer

91. a) Every Member intending to speak on any matter shall signify their intent to the Presiding Officer and, upon being recognized, shall address only the Presiding Officer.
- b) Members shall address the Presiding Officer as "Mr. Mayor", "Madam Mayor", "Your Worship", "Mr. or Madam Acting Mayor", or "Mr. or Madam Chair" as the case may be, and shall refer to each other as "the Mayor" or "Councillor ____" as the case may be.
- c) Any question addressed to a member of Administration shall be put through the

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Presiding Officer to the Senior Administrative Officer who shall refer the matter to the appropriate Director if necessary.

Order of Speakers

92. a) The Member who has moved a motion that is debatable shall be entitled to speak first to the motion and have a final reply when all Members wishing to speak have spoken.
- b) When two or more Members signify their intent to speak, the Presiding Officer shall recognize the Member who, in the opinion of the Presiding Officer, first requested the floor of Council and next recognize the remaining Members wishing to speak in the same order.

Limits on Debate

93. a) No Member may speak more than twice to a motion and no speech longer than five minutes shall be permitted except with the consent of Council by resolution.
- b) No Member shall speak a second time to the same motion as long as any Member who desires to speak has not yet spoken.

Opportunity to be Heard

94. Each Member will be give the opportunity to speak to a motion before it is put to a vote, unless a motion to limit or end debate is passed.

Interruptions

95. Any Member who has the floor of Council may only be interrupted by another Member:
- a) when the Member is discussing a matter and no motion is on the floor;
- b) when a Member has exceeded the time limit to speak;
- c) by a call for the Orders of the Day;
- d) by a question of privilege;
- e) by a point of order;
- f) by an objection to the consideration of a matter;
- g) by a Challenge of the ruling of the Presiding Officer.

Prohibited Acts

96. No Member shall:
- a) speak disrespectfully of the Crown, other Members, the public or any employee of the Town;
- b) use offensive language in Council Chamber, or in reference to any Member, the public or any employee of the Town;
- c) speak on any matter except the subject being considered by Council;
- d) make personal remarks about other Members;
- e) reflect upon the motives of Members who may have voted for a particular motion;
- f) debate the merits of a past vote of Council, unless to move to reconsider a

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- motion;
- g) walk out of the room while the Chair is putting the question;
- h) hold discourse which may interrupt a Member who has the floor of Council;
- i) pass between a Member who has the floor of Council and the Presiding Officer;
- j) speak to a question after the question is finally put by the Presiding Officer;
- k) wilfully contravene the provisions of this by-law;
- l) refuse to comply with the decision of the Presiding Officer on any point of order, question of personal privilege or any other interpretation of the provisions of this by-law.

Disciplinary Procedures

97. a) The Presiding Officer may call to order any Member who is out of order.
- b) Subject to subsection c), where a Member persists in refusing to comply with the ruling of the Presiding Officer or a decision of Council on any point of order, question of personal privilege or other interpretation of the provisions of this by-law, the Presiding Office may consider such action to be improper conduct and order a Member to leave the Council Chamber and Council must vote immediately on a motion to expel that Member from the meeting without debate.
- c) Where a Member presents an apology, the Presiding Officer shall permit the Member to remain in his or her seat.
- d) The Presiding Officer shall have the authority to determine whether the use of any word, phrase, term or expression was offensive.

Disturbance by Public

98. a) The Presiding Officer may order any member of the public who disturbs the proceedings of Council by words or action to be expelled.
- b) The Presiding Officer may call upon a Peace Officer to remove any member of the public who refuses to leave a meeting voluntarily after having been expelled.

Participation of Presiding Officer in Debate

99. a) The Presiding Officer may state relevant facts on any matter before the Council without leaving the chair, but shall not fully participate in a debate or move or second any motion without first leaving the chair.
- b) If the mayor wishes to leave the chair for any reason, he or she must call on the Deputy Mayor, or in their absence, any other Member to assume the chair.
- c) When the Presiding Officer vacates the chair pursuant to subsection a) or b), it shall not be resumed until after the vote has been taken on the motion.

Committee of the Whole

100. a) Where Council, in consideration of any matter, requires additional information through questions to staff or wishes to allow for a less formal discussion of a

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matter, Council may, by resolution, move into Committee of the Whole.

- b) The Presiding Officer of Council shall chair the Committee of the Whole.
 - c) A quorum of Committee of the Whole is a majority of Members.
101. The rules of procedure for Council shall be observed in Committee of the Whole with the following exceptions:
- a) Members may speak more than twice to a matter provided that all Members who wish to speak to a matter have been permitted to speak.
 - b) The proceedings of Committee of the Whole will be not recorded except the report to Council.
 - c) The only motions permitted are to adopt reports of recommendations, to amend reports or recommendations, to rise without reporting, to rise and report or to revert to or from an in camera session in accordance with Section 19.
 - d) If a motion to Rise and Report is passed, any matter which has not been decided shall be considered lost and the Presiding Officer shall report the business of the Committee of the Whole when Council is reconvened.
 - e) Any Member may move to adopt the recommendations of the Committee of the Whole and debate will only be allowed on any amendments proposed by the Committee of the Whole.

PART 7 – VOTING

Voting Procedure

102. Votes on all motions shall be taken as follows:
- a) Members shall be in their designated seat when the motion is put;
 - b) the Presiding Officer shall put the motion;
 - c) Members shall vote by a show of hands;
 - d) the Presiding Officer shall declare the result of the vote and, in the case of a recorded vote, how each Member voted.

Duty of Member to Vote

103. a) All Members present, with the exception of the Presiding Officer, shall vote when the question is put by the Presiding Officer.
- b) Notwithstanding subsection a), should any Member refuse to vote on a motion, his or her vote shall neither be considered a vote in favour of or against the motion.
 - c) The Presiding Officer shall not vote on any motion except to cast the deciding vote for or against the motion in the case of a tie or when a Special Resolution is required.

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or

- c) The Presiding Officer has the same right to vote as a Member.
- d) If a tie occurs after the Presiding Officer votes, the vote is considered defeated.

Secret Ballot Prohibited

104. No vote shall be taken in Council by ballot or by any other method of secret voting, and every vote so taken is of no effect.

Errors in Good Faith

105. Where a Member, immediately after casting his or her vote, states to the Presiding Officer that he or she has made an error in good faith, the matter may be resubmitted for a vote with the consent of Council.

PART 8 – COMMITTEES OF COUNCIL

Establishment of Standing Committees

- 106. a) The following standing committees of Council are hereby established:
 - (i) The Public Works Committee, consisting of all Members of Council;
 - (ii) The Municipal Services Committee, consisting of all Members of Council.
- b) The Mayor shall chair both the Public Works Committee and the Municipal Services Committee. The Mayor shall be counted in the determination of quorum and has all of the rights and privileges of other committee members including the right to make motions and vote unless he or she is chairing that committee.

Terms of Reference

107. The terms of reference for the standing committees of Council shall be as prescribed in Schedule "B" attached to and forming part of this by-law.

Quorum

108. A quorum for all standing committees of Council shall be a majority of the Members who comprise the committee.

Duties of Standing Committees

- 109. a) All committees of Council are advisory in nature.
 - b) Committees have the responsibility to analyze all matters referred to them by Council or the Senior Administrative Officer and submit recommendations to Council on ways and means of addressing these matters.
110. Meetings of standing committees shall be conducted in accordance with the following

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provisions:

- a) the Mayor shall be the Chairperson to the standing committees of Council;
- b) the Chairperson shall preside at every meeting and shall not vote on any matter or motion, except in the case of an equality of votes, in which case the Chairperson shall cast the deciding vote.
- c) in the absence of the Chairperson, the Deputy Mayor shall discharge the duties of the Chairperson;
- d) informal discussion of any matter is permitted when no motion has been made;
- e) members of the public shall be permitted to participate in the discussion of any matter before a standing committee;
- f) every member of a standing committee shall have one vote for each item presented at a meeting provided that member is in attendance.
- g) a motion shall not require a seconder with the exception of a motion to move into or out of an in camera session;
- h) a member shall be entitled to speak more than once on any matter provided the total speaking time does not exceed ten minutes;
- i) when any motion is approved by committee, the motion shall be included in the report to Council in the form of a recommendation to Council;
- j) should any member disagree with the recommendation of a standing committee, that Member's dissent will be noted in the report to Council if requested by the member;
- k) the length of any standing committee meeting shall not exceed one and a half (1 ½) hours. If the order of business has not been completed at the conclusion of the one and a half (1 ½) hours, the meeting shall be recessed and reconvened at a date and time set by the majority of the committee members present.

111. The rules of procedure for Council shall apply to all standing committees in so far as they are appropriate.

Special Meetings

112. a) A special meeting of any standing committee shall be called whenever it is deemed necessary by the Chairperson or any two members of that committee.
- b) Where a special meeting of any standing committee has been called pursuant to subsection a), the Senior Administrative Officer shall post a public notice as required by the *Cities, Towns and Villages Act* and give at least twenty-four (24) hours notice to:
- (i) all members of the standing committee and of Council.
 - (ii) all Directors; and
 - (iii) the media who normally attend the meetings of Council.
- c) The notice referred to in subsection b) shall indicate the time, date, location and purpose for the special meeting of the standing committee.
- d) No other business shall be conducted at a special meeting of a standing committee except that which is included in the notice referred to in subsection b).

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Subcommittees

113. a) Any standing committee of Council may, from time to time, appoint a sub-committee of its members to investigate and report back on any item of business which is within the area of responsibility of the standing committee.
- b) The appointment of any person to a subcommittee who is not a member of the standing committee must be approved by Council.
- c) Where a subcommittee is established in accordance with the provisions of this by-law, the subcommittee shall meet as soon as possible to establish the date and time of its meetings.
- d) Unless otherwise decided by Council, a subcommittee shall select any one or more of its members to preside and discharge the duties of the Chairperson.
- e) Every subcommittee to which a matter has been referred shall report in writing to its standing committee.
- f) Any report of a subcommittee shall be subject to review by the appropriate standing committee and shall be included in that standing committee's report to Council. A subcommittee shall be considered discharged on the consideration of its final report by the standing committee.

Special Committees of Council

114. Where Council deems it necessary to establish a special committee to investigate and consider any matter, Council shall:
- a) name the committee;
- b) establish a terms of reference;
- c) appoint members to it;
- d) establish the term of appointments of members;
- e) establish requirements for reporting to Council or a standing committee;
- f) allocate any necessary budget and/or other resources to it.

PART 9 – REPEAL AND EFFECT

Repeal

115. By-law No. 1385 and any amendments is hereby repealed.

Effect

116. This by-law shall come into effect upon receiving Third and Final Reading and otherwise meeting the requirements of the *Cities, Towns and Villages Act*.

PART 10 – SEVERABILITY

117. Each provision of this by-law is independent of all other provisions. If a Court of competent jurisdiction declares any provision invalid for any reason, all other provisions

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of this by-law shall remain valid and enforceable, and the by-law shall be interpreted as such.

READ A FIRST TIME this day of , 2012.

Mayor

READ A SECOND TIME this day of , 2012.

Mayor

READ A THIRD AND FINAL TIME this day of , 2012.

Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act*, S.N.W.T., 2003, c.22, in force April 1, 2004 and the bylaws of the Municipal Corporation of the Town of Hay River this day of , 2011.

Senior Administrative Officer

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SCHEDULE "A"

APPLICATION TO APPEAR AS A DELEGATION

Pursuant to *Council Procedure Bylaw, No. 2285/GEN/12, Section 44-49, Delegations and Public Input*, (see reverse for complete excerpt) Council may allow an individual or a delegation to address Council at the meeting provided written application has been received by the Senior Administrative Officer **by 10 AM on the Thursday preceding the meeting**. Applications can be submitted in person, by mail (Town of Hay River, 73 Woodland Drive, Hay River, NT X0E 1G1), Fax (867)874-3237 or email townhall@hayriver.com. Applicants will be contacted to confirm the Council meeting day and their attendance at that meeting. Please contact (867) 874-6522 for further information.

Delegations are limited to ten (10) minutes unless a longer period is agreed to by unanimous vote of those members present.

NAME: _____
(Please print)

ORGANIZATION: _____

DAYTIME TELEPHONE: _____ **EMAIL:** _____

PREFERRED DATE OF APPEARANCE AT COUNCIL MEETING: _____

REASONS FOR APPEARING AS DELEGATION (Please specify): _____

Date of Application

Signature

SCHEDULE "B"

TERMS OF REFERENCE FOR STANDING COMMITTEES

Public Works Committee

Municipal Services Committee

(Meetings at 12:00 Noon on 3rd
Tuesday of the month)

(Meetings at 12:00 Noon on 1st Tuesday of the
month)

- Development Approval Authority
- Development Permitting
- Engineering
- Fleet
- Safety Codes
- Subdivision Approving Authority
- Transportation and Transit
- Solid Waste Management
- Land Acquisition and Regulation
- Land-use Planning and Regulation
- Environment Issues

- Budget
- Audit
- Recreation Facilities and Programs
- Trade and Tourism
- Culture
- Legislative Services
- Personnel
- Strategic Planning
- Drug Free Zone



2013 Council Meetings Schedule

January	February	March
Tuesday 8 Council 22 Council	Tuesday 5 Council 19 Council	Tuesday 5 Council 19 Council
April	May	June
Tuesday 16 Council 30 Council	Tuesday 14 Council 28 Council	Tuesday 11 Council 25 Council
July	August	September
Tuesday 9 Council 23 Council	Tuesday 13 Council 27 Council	Tuesday 10 Council 24 Council
October	November	December
Tuesday 15 Council 29 Council	Tuesday 5 Council 19 Council	Tuesday 3 Council 17 Council



IT Services Assessment for Town of Hay River



CANADIAN PROJECT PARTNERS



Town of Hay River IT Service Assessment

Document Control

Document Information

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Document History

Version	Issue Date	Changes
0.1	August 27, 2012	Initial draft
0.2	August 31, 2012	Revisions to include feedback and include content for the ArcTech interview.
1.0	September 10, 2012	Final report

Document Approvals

Name	Role	Signature	Date
Michael Richardson	Senior Administrative Officer		
Ross Potter	Hay River Fire Chief		



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1 Objective

The Town of Hay River engaged Canadian Project Partners (CPP) to review the current information technology support arrangements with ArcTech Computers based in Hay River. Based on information provided to CPP, it is our understanding that there are some concerns regarding these IT support arrangements. To investigate and potentially address these concerns, CPP will review the current requirements and the current support structure and provide feedback on the appropriateness of the current contracted services and related monthly fees. This report presents the analysis that CPP completed in this regard as well as recommendations regarding the actions that the Town of Hay River should consider.

CPP has assigned Brian Broda to complete this study and present the findings to Town council. Brian is a seasoned consultant with extensive experience leading complex transformational initiatives. He has extensive experience with disciplines ranging from Program and Project Management, IT Strategy, ERP Implementation and Upgrades, Project Risk Management, Enterprise Architecture, Organizational Change Management, Business Process Design, Production Support, as well as Outsourcing Transition and Stabilization. He has over 23 years of business management and consulting experience including over 18 years of ERP implementation experience.

2 Approach

In order to assess the current IT support arrangements, CPP completed several activities:

- A detailed analysis of the information made available to CPP by the Town regarding the services provided to the Town of Hay River and the associated costs.
- A high level comparison to the services that are available in other jurisdictions.
- Interviewed ten (10) Town of Hay River stakeholders to gain an understanding of their perception of the quality of the IT support services as well as their perception of the value provided by ArcTech to the Town. This included 8 employees and 2 elected officials.
- As part of this interview process, we also requested information regarding additional or different IT services that the Town might benefit from having in provided.
- Interviewed James Locke and John Locke of ArcTech to understand his perspective regarding the services his company delivers and options he would consider for enhancing the service offered.
- Reviewed third party information sources regarding the suitability and value for money for the ArcTech services being provided to the Town.

It is important to note that, with the exception of the interview with James and John Locke of ArcTech, each interviewee was informed at the outset of the interview that all information to be presented in the final report would be summarized or paraphrased. This was done to minimize the potential that any comments could be attributed to a single individual. This approach was used to encourage the interviewees to be more candid with their comments.

The information gathered from these activities was analysed and recommendations developed for consideration by the town council.



2.1 Interviewees

The table below presents the Hay River stakeholders that were interviewed as part of this assessment.

Name	Role	Interview Date and Time
Jaimi Carter	Executive Secretary	2012/08/16 @ 3:00PM
Andrew Cassidy	Deputy Mayor	2012/08/20 @1:00PM
Dustin Dewar	Civil Technologist	2012/08/17 @10:30AM
Emma Harper	Programmer for Recreation Center	2012/08/17 @ 9:00AM
May-Britt Hetesi	ASAO	2012/08/16 @ 1:30PM
Ken Latour	Mayor	2012/08/21 @9:00AM
Ross Potter	Fire Chief	2012/08/17 @1:30PM
Michael Richardson	SAO	2012/08/21 @ 1:00PM
Kim Tybring	Acting Recreation Director	2012/08/21 @ 2:30PM
Rachel Yee	Administration Officer	2012/08/16 @ 11:00AM

James Locke and John Locke of ArcTech Computers were also interviewed on Wednesday August 22, 2012 for the purposes of this study. As is noted in the Interview Notes section of this document, the nature of the interview and the questions asked and feedback requested from Mr. Locke was significantly different than what was asked for the Town of Hay River stakeholders.

2.2 Questions

While the interviews with the different stakeholders was free flowing, the basic questions that were asked of each Town employee or councillor interviewee were:

1. How long have you worked for the Town of Hay River?
2. Please describe your role and how you use the services of ArcTech.
3. Please describe any concerns or issues (past or present) that you have regarding the IT services that ArcTech provides.
4. What could be done better with respect to IT services provided to the Town of Hay River?
5. In your experience, what has ArcTech done well?
6. If you are aware of the costs of the services, what is your perception of the value for money that the Town is receiving?
7. Do you think it would be reasonable and/or possible to bring the IT services back in-house?
8. Are you aware of any other organizations that could provide comparable services to the Town?

The feedback and comments provided by the Town stakeholders are summarized in Section 3: Summary of Findings.

Based on the information gathered from the Town stakeholder interviews, the areas of interest for inquiry for ArcTech were expanded. The questions that were asked during the ArcTech interview were:

1. Based on your involvement with the Town of Hay River, what value have you provided? Within the contract and beyond the contract?
2. How much of your business is dependent on the Town contract?
3. In your opinion, is the infrastructure overbuilt?



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4. Given that you were the incumbent service provider at the time, what was your involvement with drafting the 2009 RFP for IT services?
5. What differentiates ArcTech from other providers – in Hay River and elsewhere?
6. What challenges has your company experienced in providing services to the town and what have you done to address the challenges?
7. What do you anticipate will happen to the cost of services in the coming years?
8. What would be done in the event of a disaster? For example, extended power outages, town hall inaccessible for an extended period (e.g., fire)
9. Would you be able to provide support for a second desktop/laptop computing platform?
10. How would a transition to a new service provider be handled should the Town elect to engage another party for some or all of the IT support services?

The feedback and comments provided by ArcTech during their interview are summarized in Section 4: ArcTech Feedback.

3 Summary of Findings

With a few exceptions, the feedback provided by the Town employees and councillors regarding the services provided by ArcTech were positive. There were three common themes that were consistent (in whole or in part) through all of the Town stakeholder interviews.

There were also several issues and concerns noted by individual stakeholders which are described in this study.

3.1 Common Themes

Based on the feedback provided by the Town of Hay River employees and elected officials, several common themes can be associated with the services provided by ArcTech. These key themes include:

- **Excellent service delivery and quality**
With few exceptions, the IT support services provided by ArcTech were noted to be high quality and either met or exceeded the expectations of the town employees. In many cases, ArcTech proactively identified and fixed back office issues without receiving a customer call and before a problem would become evident to the Town employees or councillors.
It was also noted by Town employee and by ArcTech, that ArcTech completes a significant amount of system maintenance work outside regular business hours to ensure that any disruption to regular work is minimized.
- **Fast and effective problem identification and resolution**
In most cases described, when ArcTech received a request for assistance, their staff has been able to diagnose and correct the issues promptly. In several cases, stakeholders noted that ArcTech staff were able to correct not only the issue for which assistance was requested, but also identified and addressed issues that the stakeholder was not even aware of. This activity was possible since a basic “health check” appears to usually be done when a customer computer is reviewed for other purposes (e.g., maintenance, problem fixes, etc...) as well as reviews of various system logs that identify potential problems.
Note: The current Computer Services Agreement mandates on-site service with 5 business days



for all servers, workstations, and laptops. Based on the interview feedback, this service level has not been noted as even having been breached with most requests being addressed on the same day.

- **High level of responsiveness**

ArcTech was noted as being very responsive to requests and issues that are brought to their attention by Town stakeholders. Depending on the stakeholder, the primary communications mode was either telephone or e-mail. For either approach, ArcTech responded in a very timely fashion, frequently under 10 minutes for e-mail inquiries. The resolution for most issues was also handled in a very timely manner as well.

3.2 Issues and Concerns

Based on the feedback received, there were very few concerns raised by the interviewees. For the situational items, the concerns were noted as either minor and not expected to reoccur. However, they are being noted in this report for consideration by the Town and by ArcTech to ensure that they are addressed.

3.2.1 Issue: Communications

In a single situation noted during the interviews, a Town stakeholder noted that the response to their problem indicated that it was not understood and that a communications issue existed with one of ArcTech's staff. It appears that the problem at hand was initially discounted as a potential user error rather than a real problem. The issue was eventually addressed, but the stakeholder felt that the resolution time was too long and that they were not being listened to when explaining their requirements and the problem as they were experiencing it.

This communications concern appears to be an isolated incident. Regardless, as a third party service provider, ArcTech should ensure that all of their service delivery staff are well versed in customer service etiquette as well as communicating effectively with their customers for problem determination and resolution activities.

3.2.2 Concern: Physical Presence

The lack of a full-time on-site presence in the Town offices by ArcTech staff was noted as a concern by some Town stakeholders. This was explicitly noted as a minor concern since the responsiveness to requests was not impaired. When a stakeholder problem was not addressed in person, the problems were addressed either via telephone assistance, e-mail direction, or remote access to the computer in question by ArcTech staff. This was viewed by Town stakeholders as acceptable.

It should be noted that John Locke, an ArcTech employee is based in Hay River and is available for on-site services as required. James Locke has obligations in British Columbia that were reviewed and confirmed with the Town SAO before undertaking them. James maintains a residence in Hay River and is in Hay River on a part-time basis. ArcTech hired John Locke in July 2011. John is a full time resident in Hay River and available on-site as required to address Town IT requirements. This recent change in staffing should address any concerns regarding the physical presence of ArcTech staff for Town requirements.



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In one case, an employee indicated that not having ArcTech on-site was viewed as a positive since it limited “unnecessary” requests for assistance.

It should be noted that there is a lack of office space in the Town’s current facilities that could be provided for use as an IT Support service desk. This space issue might be resolved with the completion of the new Fire Hall if some space in the Town offices could be reallocated to provide a work space for periodic use by ArcTech staff.

It should also be noted that the requirement for a full time presence by their IT support service provider may result in higher costs to the Town. This was not noted by ArcTech, but is a common practice for outsourced IT services.

3.2.3 Concern: Suitability of IT Infrastructure

A concern was noted by some stakeholders regarding the suitability of the infrastructure implemented to support the Town. One aspect of this concern was that the infrastructure might be over-built considering the Town’s needs, resulting in higher costs. Another aspect of this concern was that the complexity of the infrastructure might be a barrier to change should the Town wish to change IT Support vendors or provide the IT Support services using Town employees rather than an external company.

With respect to the suitability of the current infrastructure, based on a review of the infrastructure that was provided for consideration by CPP, it is CPP’s opinion that the infrastructure is suitable for the needs of the Town with the costs being reasonable as well. The IT infrastructure in place for the Town is quite small, but appears to be appropriate to meet the town’s requirements. That is, the town employee and councillor computers, the servers, the network, and the electronic storage appear to be sized, designed and implemented appropriately.

The processes in place for supporting the IT infrastructure appears to be sound as well. This assessment was made based on information provided to CPP regarding these support activities as well as through feedback provided during the Town stakeholder and ArcTech interviews. Many of these processes are transparent to the Town stakeholders since they take place in the “back office” without their involvement with little or no impact to their work activities. When an impact on the Town stakeholders is possible, the IT support activities take place after business hours or overnight.

The implementation of VMWare was noted as possibly being overly complex in comparison to the Town’s needs. In is CPPs opinion that the use of a VMWare server virtualization solution is a sound approach given that server capabilities have outstripped the computing requirements for many organizations. The use of VMWare reduces the computer infrastructure costs for the Town through a reduction in the number computer servers required. This also reduces the complexity of the systems management activities and enhances the server backup and recoverability activities.

The recent implementation of the Voice Over IP telephony solution, which was noted to have been implemented based on recommendations from ArcTech, has already been shown to provide significant cost savings for the Town. The additional complexity for this kind of solution, which is becoming increasingly common, is warranted since the benefits far exceed the costs and impacts of the additional complexity.



Town of Hay River IT Service Assessment

With respect to the barriers to change that this “complexity” creates, the barriers to change are a natural aspect of any outsourced service arrangement. The transition from an incumbent service provider to another service provider is always challenging which leads to requirements for significant time and effort to complete an effective service provider transition. This is the case in situations with:

- the initial outsourcing transition from internal services to external services;
- changes in service providers; or
- the repatriation of services from an external provider to employee delivered services.

To address this concern, CPP recommends that any contract that the Town enters into with an outsourced service provider, IT or otherwise, have the relevant terms included that provide for a fully supported transition period should the Town decide to implement a service delivery change either during or at the end of a contract period.

3.2.4 Concern: Computing Platform

The Town of Hay River implemented a decision prior to the engagement of ArcTech to only use Dell servers, workstations, and laptops that are owned by the Town. At some point after ArcTech was engaged, the Town consented to have the maintenance and warranty responsibilities for the Dell hardware assigned by Dell Computers to ArcTech. ArcTech has indicated that they provide Dell computer warranty support at no cost to the Town (as well as their other customers in Hay River) and that they do not receive compensation from Dell for this service.

From a systems management and complexity perspective, it is a good policy for organizations to maintain a single technology platform for their computing needs. For example, all personal computers should be from a single vendor and all computer servers should be from a single vendor as well. The vendors for the different type of infrastructure (personal vs. server computers) do not need to be the same. However, it is possible to negotiate price discounts with the vendors as volume increases. As such, in some cases it makes sense to purchase all computer hardware and software from one vendor.

An exception to the single vendor practice can be made for smart phones. Many organizations are now adopting a BYOD – Bring Your Own Device – approach for smart phones where employees and contractors are allowed to connect their own devices to the organizations e-mail services. This does introduce some complexity and potential issues with respect to connectivity issues and potentially security, but these concerns are usually manageable. The benefit to this approach is reduced cost to the organization if the purchase cost for a mobile phone can be avoided as well as convenience and familiarity of use for the employees who continue to use their own devices.

With respect to Dell warranty and support services, after completing the relevant qualification activities, Dell will certify individuals or organizations to provide computer maintenance and warranty repair services. The Town, or any other Dell customer, can assign maintenance and warranty service responsibility to a third party by entering into a consent agreement with Dell and the Dell certified service provider. This was done with ArcTech.



4 ArcTech Feedback

The following is a summary of the comments and feedback provided by James and John Locke during the interview with them conducted as part of this study. The comments have been summarized to avoid the possibility that proprietary or security information might be revealed.

- ArcTech is a local IT services company that provides full support services to the Town of Hay River 7 day per week, 24 hour a day, 365 day per year with perhaps 75% of the work activities taking place outside business hours.
- ArcTech believes that they provide a level of knowledge and expertise to the North that does not exist in other communities in the Northwest Territories.
- ArcTech been engaged by the Town for ~8 years.
- The Town of Hay River is an anchor client for ArcTech with two FTE (Full Time Equivalent) staff assigned to provide support services to the town.
- ArcTech noted that the decision to buy Dell equipment was made prior to their engagement by the town. They are certified to service Dell equipment and negotiated an agreement with the Town under the Dell Online Self Dispatch program (<http://dosd.dell.com>) to assume responsibility for the Dell maintenance warranty service activities. The Town is not charged for this service and ArcTech receives no compensation from Dell for this service. ArcTech extends this service option to all of their clients.
- Acer, Toshiba, HP and Lenovo do not have local onsite support – if the warranty is in place, the device is shipped to the service centre.
- Several IT projects that were undertaken by the town that were not in the current contract were supported and delivered by ArcTech with no additional ArcTech labor costs charged to the Town. For example, server virtualization, VOIP telephony for long distance.
- ArcTech has facilitated contract changes with Bell to reduce the Town’s monthly internet and mobile phone costs.
- ArcTech volunteers significant time (80-90 hours since 2010) for the IT services needed for the seasonal river flood watch.
- All infrastructure implemented for Hay River has been implemented at the request of the Town as approved by the SAO and Town Council.
- ArcTech is working to minimize the complexity and cost of the infrastructure – e.g., virtualization.
- ArcTech had no involvement with creating the 2009 RFP. The SAO had requested information regarding the current infrastructure at the time which ArcTech provided.
- ArcTech anticipates a 25% increase in power costs in the next three years. This will impact the Town costs as well as ArcTech costs.
- While inflation appears to be stable, staffing costs for IT specialists is getting higher.
- In the event of a power outage the Town has a backup generator and ArcTech has a UPS battery array that should address most outages.
- In the event of a disaster, Town systems and applications could be restored using the offsite backups that ArcTech installed and manages. [CPP: Business continuity, which is a Town responsibility, would be more challenging to address.]
- ArcTech could support an additional computing platform, but there would be additional hardware vendor costs that are not imposed by Dell.



Town of Hay River IT Service Assessment

- ArcTech would not recommend adoption of a second computer equipment vendor due to these costs.
- In the event that the Town decides to switch providers, ArcTech would provide documentation and passwords to the Town and continue support the end of the contractual period.

5 Scope of Services

The IT support services that the Town has engaged ArcTech to provide include:

- ShoreTel telephony installation, administration, and support.
- Network and firewall administration, support, and monitoring
- Dell server installation, administration, and support (7/24/365)
- Dell workstation and laptop installation, maintenance and end user support (7/24/365)
- Network printer configuration and support
- SQL Server database administration and support
- Vadim application maintenance and support
- Offsite backup installation, administration, and support
- Input to the Town IT budget
- Management of all hardware and software licensing

Based on a review of the information provided to CPP for consideration, it is our opinion that the scope of services provide to the Town of Hay River by ArcTech is suitable and quite robust. As part of this study, the following areas were reviewed:

- End user computing
- Infrastructure
- Applications
- Maintenance Approach

5.1 End User Computing

End user computing encompasses the desktop, workstation, laptop, and tablet computing capabilities that are owned and in use by the Town of Hay River and supported by ArcTech. As noted previously, the Town has selected Dell as the vendor for the end user computing platform. This is a sound choice. Other workstation vendors may be appropriate for use by the Town at the Town's discretion. Should a transition of this type be pursued, CPP recommends that the computers be transitioned over several years in accordance with a computer replacement life cycle period of 3-4 years. Any transition of this type would be predicated on a public RFP process.

As defined in the Computer Services Agreement, ArcTech is contractually responsible for hardware maintenance and warranty support for the Town's end user computers. No issues were noted with respect to their support services. Based on feedback from ArcTech, they provide the warranty services to all of their customers at no cost with no reimbursement from Dell. Based on the information provided, ArcTech is fulfilling all of the conditions of the Computer Services Agreement with the Town.



Town of Hay River IT Service Assessment

Based on the information provided to CPP and the interviews completed, no change is recommended with respect to the current state for end user computing or the associated support services.

5.2 Infrastructure

The infrastructure that is currently in place and owned by the Town includes a range of servers, storage devices, and network connections within and between Town facilities. The primary computer room is located in the basement of the Town Hall with a backup computer room in the Aquatic facility. The primary server room will be moved to a more robust facility in the new Fire Hall when that building is ready for occupancy.

As noted earlier, the Town has selected Dell as the vendor for the server computing platform. This is a sound choice. Other server and infrastructure vendors may be appropriate for use by the Town at the Town's discretion. Should a transition of this type be pursued, CPP recommends that the infrastructure be transitioned over several years in accordance with a hardware replacement life cycle. Any transition of this type would be predicated on a public RFP process.

Based on the information provided, ArcTech is fulfilling all of the conditions of the Computer Services Agreement with the Town.

In addition to the requirements of the Agreement, ArcTech is providing a wireless networking connectivity services at no cost to the Town. At present, the Town has been provided access to the ArcTech wireless network that provides network connectivity for parts of the Town. This network is also used to provide wireless connectivity to businesses in Hay River that have entered into agreements with ArcTech for access. From a Town perspective, the ArcTech network is used for remote access for some employees as well as connectivity between the Town Hall and the Carpentry Shop, Public Works Garage, Pine Point Bridge, and the ArcTech offices (for the offsite backups).

CPP recommends that this service be explicitly contracted for with ArcTech or another service provider. The network could be submitted for tender to any third party or implemented using Town own assets separately from the existing IT support arrangement. It is CPP's opinion that this network service addresses critical Town infrastructure needs and should be addressed under contractual terms, rather than what is currently an informal arrangement. Other than the additional contractual item for wireless network services, no change is recommended with respect to the current state for infrastructure equipment vendors or the associated support services.

It is important to note that this recommendation is in no way a reflection on any deficiency in wireless network service provided to the Town by ArcTech. Based on information provided by both Town stakeholders and by ArcTech, these services have been provided in good faith with no expectation of discontinuation while ArcTech is under contract with the Town.

5.3 Applications

ArcTech is under contract to support the Vadim application from a server infrastructure and application maintenance perspective. ArcTech is not responsible for functional support or configuration of the



Town of Hay River IT Service Assessment

Vadim application. ArcTech is not responsible for any other applications being used by the Town. ArcTech is fulfilling all of the conditions of the contract with the Town in this regard.

Based on the information provided to CPP and the interviews completed, no change is recommended with respect to the current state for application support services.

5.4 Maintenance Approach

Based on an assessment of the information provided, the IT maintenance and warranty services provided by ArcTech follow sound practices and procedures. As required in the Computer Services Agreement, the infrastructure encompassed by the Agreement is maintained effectively with planned maintenance activities scheduled for nights and weekends whenever an impact to the employees or councillors could be expected. Several Town stakeholders explicitly noted that this approach to providing support services was appreciated and would incur significant costs should Town employees complete these maintenance activities.

Based on the information provided to CPP and the interviews completed, no change is recommended with respect to the current state for the maintenance and warranty support services.

5.5 Value for Money

CPP has reviewed the publicly available Town financial information related to the budgeted and actual IT support costs since 2009. For municipal services, the cost per capita is a useful metric to determine the relative cost effectiveness for services. A high level review of the publicly available cost information for two other northern municipalities indicated that the municipal IT costs per capita for Hay River are not out of line.

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Town of Hay River IT Service Assessment

The municipalities considered were:

Municipality	Population	IT Support Budget	Per Capita Cost	Ratio
Hay River	3,724	\$190,000	\$51.02	
Yellowknife	19,234	\$1,027,000	\$53.40	104.65%
Whitehorse	23,276	\$1,113,670	\$47.85	93.78%

Based on the size of the northern municipalities assessed, it is surprising that the scale allowed for with a larger population has not yielded more significant cost reductions than Whitehorse has achieved. Surprisingly, Yellowknife with a much larger population than Hay River spends more per capita for IT services than Hay River.

The data sources used for this table is shown as a footnote.¹ Please note that these cost comparisons were based on summary budget data which not provide sufficient detail to ensure a like-to-like comparison. For example, based on the amounts presented in the Computer Services Agreement between the Town and ArcTech, the IT Support Cost for Hay River noted above includes both the ArcTech fees plus some additional budgeted IT support costs.

6 IT Service Provider Recommendation

The IT service provider support options that were considered by CPP as part of this study included:

- Option 1 Renew the ArcTech service contract for a period of time (TBD: 1 – 3 years) without issuing an RFP. Negotiate revised terms to reflect potential rate changes as well as any desired changes in services.
- Option 2A Issue a competitive RFP for outsourced IT Support Services with a continuation of the existing service requirements.
- Option 2B Issue a competitive RFP for outsourced IT Support Services with changes to the existing service options to allow for enhanced services to be proposed or parcelling out of services.
- Option 3 Bring the IT support services in-house. Negotiate a short term extension of the ArcTech service contract for a duration that would allow the Town to hire and train the required staff and to complete knowledge transfer from ArcTech employees to the new town employees.

¹ Data Sources

Hay River	IT Cost	2012_Approved_Budget_Capital_Plan.pdf
	Population	NWT Bureau of Statistics, 2009
Yellowknife	IT Cost	http://www.yellowknife.ca/Assets/City+Clerks/Budget+Documents/2012+Budget+Update/Final+Update/14+Corporate+Services.pdf
	Population	2011 Census
Whitehorse	IT Cost	http://www.city.whitehorse.yk.ca/modules/showdocument.aspx?documentid=1959
	Population	2011 Census



6.1 Option 1 – Renew the ArcTech Contract

This option is recommended.

Under Option 1, the recommended option, the Town would negotiate a new contract with ArcTech Computers for IT support services that includes the recommendations made in this study. The decisions that the Town needs to make for the renewed contract terms include:

- Duration of the new contract. A three term is reasonable, but a longer term contract may be preferred by the council and administration.
- Inclusion of any new terms or IT services beyond the recommendations in this report.

Based on the information provided and the research completed by CPP, we are recommending that the Town negotiate an extension to the contract with ArcTech Computers for IT Support services without pursuing an RFP process. The justifications for this recommendation include:

- ArcTech is providing services that are excess of the contractual requirements;
- Town stakeholders have indicated a high level of satisfaction with the services provided by ArcTech;
- The cost of services is fair based on the costs in other northern municipalities;
- It may be challenging for the Town of Hay River to engage a single comparably skilled IT service organization.
- It may be challenging for the Town to hire and retain appropriately skilled employees should the IT services be repatriated.
- The one time and ongoing cost for repatriating the IT support services delivering these services with Town employees are higher than the outsourced service offering and also exposes the Town to a support continuity risk.
- This approach does not impose a service discontinuity risk for the Town IT support services.

Please note that in the event that the Town and ArcTech Computers cannot come to agreement regarding the terms of the renewed contract, the Town will need to pursue Option 2.

6.2 Option 2 – Issue Competitive RFP

This option is not recommended.

Under Option 2A and 2B, the Town would define and issue a Request for Proposal (RFP) for IT support services that represents the services that the Town wishes to contract with a third party for service delivery. Under Option 2A, the RFP would only encompass the current IT support services that are in place today. Under Option 2B, the RFP would encompass the current IT support services that are in place today as well as any new services that the Town elects to include. For example, the wireless network connectivity between Town facilities that is currently provided outside of the current contractual requirements.

Based on information gathered, none of the Town stakeholders interviewed could identify a local firm that would be able to provide a comparable scope of services to what ArcTech provides to the Town. Should the IT support services be assigned to several vendors, a multi-vendor IT support organization would then result in additional complexity for the Town IT environment. Also, a non-Hay River



Town of Hay River IT Service Assessment

organization that might be capable of providing the full scope of services would be required to hire staff in or relocate staff to Hay River to address the Town's needs.

Given the time required to complete an RFP process, the Town should negotiate a month-to-month extension with ArcTech for a period of at least 3 months. This extension contract should include terms indicating that the contract extension would be replaced by a new contract should ArcTech be awarded a new contract. This extension should also include terms indicating that the extension period would be used for ArcTech to complete comprehensive knowledge transfer sessions with the new service provider regarding the Town's IT environment and IT support activities.

Should another service provider be selected, the Town will also need to take action to:

- repatriate the offsite backups and to re-establish this service with the new service provider;
- replace wireless network that currently connects some of the Town facilities either by the Town or by the new service provider;
- make arrangements for maintenance and warranty support for the Dell computers, servers, and related IT infrastructure.

6.3 Option 3 – Bring IT Support In-House

This option is not recommended.

Under Option 3, the Town would elect to hire employees that would provide all IT support services. These staff would need to be hired and trained regarding the Town's current IT environment. As with Option 2, this option cannot be implemented immediately and the Town should negotiate a month-to-month extension with ArcTech for a period of 3-6 months. This extension should include terms indicating that the extension period would be used for ArcTech to complete comprehensive knowledge transfer sessions with the new employees regarding the Town's IT environment and IT support activities. This

In addition to the recruitment and training of new IT support employees, under this option, the Town will need to take action to:

- repatriate the offsite backups and to re-establish this service with the new service provider;
- replace wireless network that currently connects some of the Town facilities either by the Town or by the new service provider;
- make arrangements for maintenance and warranty support for the Dell computers, servers, and related IT infrastructure.

To provide IT services for the Town, it would be necessary to provide support 24 hours per day, 7 days per week, and 365 days per year. Based on discussions with Hay River administrative personnel, at a minimum, this option would require recruiting at least 2 new Hay River IT employees. The reason for this is coverage. With one person, it is not possible to provide 7/24/365 support due to absences caused by vacations, training, or illness. As such, at least two new employees would be required.

Based on feedback from some of the Hay River employee interviews, there is a perception that there would not be enough work for two full time employees. In contrast, James Locke indicated that ArcTech provides approximately two FTE of work effort to provide the Town's IT support services. This excludes



Town of Hay River IT Service Assessment

the volunteer efforts he provides for river monitoring. This difference between the perceived work effort and the reported work effort may be the result of many of the IT support activities being provided both offsite and outside business hours.

Based on the skillset required for the support roles, in-house staff would likely have annual pay rates on the order of \$80,000-100,000 and \$60,000-80,000 for one senior and one junior employee. Using a load factor of 25% for benefits, pensions, and taxes, the total employment cost to the town for these two employees could be \$175,000-225,000 per year.

Training is especially important for these employees since technology is rapidly changing and training is essential to maintaining current skills. As such, it is recommended that two weeks of training per IT employee would be completed per year. It is reasonable to expect that this training could be delivered partially via computer or web based training for 1 week per year and by in-class training for 1 week per year. The cost of the training varies widely, from \$200 per day up to \$1,000 per day. Using an average of \$2,500 for one week of training, plus travel and accommodation costs of \$2,000 per week for in class training, the annual training cost for two employees could be \$14,000 per year.

In addition to these ongoing costs, there may be one time recruiting costs that need to be incurred. Some potential recruiting costs include:

- Recruiters fees –in the range of 25-50% of annual compensation.
- Relocation fees – highly variable based on location, but frequently capped at a maximum rate.
- Signing bonuses – highly variable depending on the nature of the requirement. Signing bonuses for experienced IT staff are not standard practice, but are not uncommon.

Without taking these potential one-time costs into account, the low end of the employment costs for hiring on two new Town employees to provide IT support services is higher than the fees charged by ArcTech under the current contract.

It should also be noted that an organization the size of the Town of Hay River would be subject to a significant risk related to continuity of support in the event of the unexpected voluntary or involuntary termination of a key IT support employee. This risk is somewhat mitigated by having an owner operated company engaged for IT support.

7 Additional Recommendations

7.1 Computing Platform

Based on the information provided to CPP and the interviews completed, no change is recommended with respect to the current state for end user computing or the associated support services.

CPP also recommends that the wireless networking service provided by ArcTech be explicitly contracted for with them. It is CPPs opinion that this network service addresses critical Town infrastructure needs and should be addressed under contractual terms, rather than what is currently an informal arrangement. Other than the additional contractual item for wireless network services, no change is



recommended with respect to the current state for infrastructure equipment vendors or the associated support services.

In accordance with the information presented in Section 3.2.4, the Town's approach to multi-vendor smart phone usage is not a concern and no changes to the current approach are suggested at this time.

7.2 Disaster Recovery and Business Continuity Plan

The scope of this study did not include a review of the Disaster Recovery or Business Continuity Plans. However, these topics were discussed during several interviews. It is strongly recommended that the Town ensure that fully documented plans be created and updated on an ongoing basis. It would be prudent to test the plans on an annual or bi-annual basis to ensure that in the event of an emergency, critical municipal services can be restored and no municipal or resident data is lost or inappropriately released.

An added benefit of having robust disaster recovery and business continuity plans is that the information required to restore municipal functions and technology is captured and maintained. In the event of the loss or departure of key Town or ArcTech staff or a change in service providers, the information in these plans would support a faster transition back to full services.

7.3 Technology Roadmap

Based on the information provided, the Town of Hay River has implemented an appropriately designed and well supported IT infrastructure to address the needs of your community. However, with the ongoing evolution and improvements in technology, CPP would recommend that the Town define a 5 year technology roadmap. The benefit of having this roadmap is that it will contribute to the definition of the capital spending plans for the Town and allow the council and administration to make more informed decisions regarding what technology services are to be implemented for benefit of the residents of Hay River. Some items the town may want to consider for this roadmap include:

- Virtualization approach – servers and desktop
- Shared services with neighbouring municipalities – e.g., servers, applications, business processes
- Secure mobile computing access for town employees and councillors
- Public access wireless networks
- Enhanced environmental monitoring – e.g., river monitoring
- Enhanced GIS services
- Enhanced Town web site

Municipal Director of IT Services – Job Description

Title

Director of IT Services

Reports To

Senior Administrative Officer

Summary

The IT Manager is responsible for providing all aspects of the Information Technology function in the Municipality. As IT manager, this individual must ensure that system requirements are adequate for frequent teleconferencing and a variety of other activities related to Municipal Government business. This individual provides expert IT system support services across the organization and is responsible for infrastructure design and database programming. He/ she will assist with IT project management, resource management, hardware installation, and communicating with all users of the Town of Hay River technology infrastructure. This individual also assists with identifying, selecting and deploying new technology to support organizational goals and objectives. He/she facilitates Town of Hay River's use of computer hardware, software, networks and related technology to achieve effective solutions. This individual responds to problems, performs preventive maintenance and monitors warranties. He/she is also responsible for data security and setting user passwords for employees.

Core Competencies

- Accountability
- Adaptability
- Analytical Thinking
- Negotiation
- Planning and Organizing
- Problem Solving
- Continuous Improvement
- Quality
- Innovation
- Resourcefulness

Job Duties

- Assist with the planning, development and management of IT services, programs and support throughout the organization.
- Design Information Technology infrastructure.
- Maintain IT equipment, servers, programming.
- Act as creator/architect of the database system.
- Order computer equipment as necessary.
- Assist with capacity planning for network bandwidth, storage requirements and other applications.

- Set up equipment as it is delivered (also includes phones, etc.).
- Ensure that the VOIP phone system is operational and that the company has enough VOIP and mobile phone lines and the needed capabilities.
- Ensure that the security system is adequate and working at all times.
- Maintain confidential data on a secure part of the server to prevent unauthorized access to information.
- File and archive all IT related documents (i.e. requisitions, software licenses, software locations, etc.).
- Maintain files of warranties for equipment and contacts suppliers as needed for equipment issues.
- Document all defective parts for units and track return progress.
- Ensure that the server has adequate room for the demands that will be placed on it (including teleconferencing, etc.).
- Program equipment as required.
- Implement and maintain a document and records management system.
- Stay up to date on all changes in the information technology industry and make suggestions to management accordingly.
- Evaluate performance of computer system, add in additional RAM if necessary and make appropriate changes to the infrastructure.
- Provide employees with passwords (and rekey passwords when they are forgotten by employees), set up monitoring of the computer system to prevent any unauthorized access by employees during the workday.
- Negotiate with third party vendors for IT needs, as necessary.
- Research and suggest appropriate pricing for new and/or refurbished technical equipment.
- Monitor the IT budget and inform management when technical requirements surpass budgetary limits.
- Participate in all hardware and software evaluations and maintains vendor contracts.
- Teach and answer questions as necessary from other members of the staff.
- Provide training to end users on hardware and software as needed.
- Responsible for disaster data recovery.
- Participate in management meetings and provide PowerPoint slides and/or written materials as requested.
- Ensure operating viability of LAN (Local Area Network) and wireless network for all hours of operation and tunes the system for optimal performance.
- Price cost for new and/or upgraded machines and provide information to management regarding the feasibility of buying new equipment.
- Establish project timelines and approval requirements.
- Manage additional project activities throughout lifecycle, including the allocation of adequate resources, scheduling, documentation, budget, and other factors necessary for success.
- Act as a technical resource and provide expertise and guidance for internal and external inquiries.
- Undertake project accounting, providing management to project budgets and determining appropriate revenue recognition.
- Ensure timely and accurate invoicing while monitoring receivables for the IT department.
- Continually research and maintain awareness of new and emerging technologies and potential applications.
- Produce regular reports (status, escalations, etc.) on the progress of projects.

- Stay informed on new or emerging trends and technologies that provide clear benefits to the organization and any applicable business partners.
- Perform other related duties as assigned.

Requirements

- Post Secondary Degree or Diploma in computer science, or an acceptable combination of education and relevant experience required.
- Minimum 5 years of direct work experience in an IT management capacity required.
- Sound leadership, staff management, and teambuilding skills.
- Knowledge of networking, operating system, and server architectures.
- Good working knowledge of programming concepts, software development cycles, and associated tools platforms.
- Ability to explain technical concepts and theories to non-technical audiences.
- Strong evidence of time management skills required, including ability to prioritize data recovery and repair of system infrastructure above all other duties.
- Able to quickly analyze issues and determine best course of action using available resources.
- High degree of resourcefulness, flexibility, and adaptability.
- Strong negotiation and prioritization skills.
- Effective communication skills with individuals at all levels of the organization.
- Able to effectively communicate both verbally and in writing.
- Min. 2 years of Municipal Experience.

Work Conditions

- Irregular hours of work as required.
- Sitting for extended periods of time.
- Able to attend and conduct presentations.
- Able to lift at least 50 lbs.
- Manual dexterity required to use desktop computer and peripherals.