

The Regular Meeting of Council was held on Monday, February 18th, 2013, at 7:00 PM in the Council Chambers.

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

Staff: Michael Richardson - Senior Administrative Officer, May-Britt Hetesi – Assistant Senior Administrative Officer, Keith Morrison – Director of Public Works & Planning, Lyle Hannan – Director of Recreation and Community Services, Ross Potter – Fire Chief, Jordan Stackhouse – Economic Coordinator and Jaimi Carter – Recording Secretary.

Absent: Mayor Cassidy and Councillor Coakwell.

Others: John Locke, James Locke, Pat Wray, Ross Stanley, Jeff Griffiths and Angele Cano – The Hub.

1. CALL TO ORDER:

This Meeting was called to order at 7:00 P.M. with Deputy Mayor Mapes presiding.

2. ANNOUNCEMENTS

Councillor, Roger Candow reported that the Hay River Seniors Society has donated \$1000.00 to the Hay River Hospital, and \$200.00 to the Hay River Library for the purpose of books. The Hay River Seniors Society is sponsoring the Seniors Fishing Derby that is going to be held on March 16th, 2013 - A total of 500 tickets are being sold. Lastly, the Enterprise Seniors Society is hosting a dinner for the Hay River Seniors Society on February 23rd, 2013 at 6:00 pm.

Councillor, Mike Maher congratulated the Hay River Senior Men's Hockey Team for tying both games with Yellowknife in the Northern Hockey Challenge this past Friday and Saturday. A reminder to everyone that the Hay River Senior Men's Hockey Team will be playing Inuvik this Friday and Saturday in Hay River.

3. ADOPTION OF AGENDA

**#13-38 MOVED BY: CLLR JAMESON
 SECONDED BY: CLLR M^cKAY**

That the Council of the Town of Hay River amends the Agenda for the February 18th, 2013 Regular Meeting of Council to include Councillor Coakwell under Agenda Item# 11.a) Excused Absence and exclude Agenda Item# 11.i) Capital Plan Budget 2013.

CARRIED

4. DECLARATION OF INTEREST

Councillor Dohey declared an interest in Agenda Item #14.a) Water Contract Review – pursuant to Cities, Towns & Villages Act, S.N.W.T., 2003 c. 22, Section 23. (3), (e).

5. DELEGATION

a) Jordan Stackhouse, Economic Coordinator, Re: Economic Development Plan

The Hay River 2012 Community Economic Development Strategy Questionnaire Results are attached at the back of the Minutes.

6. MAYORS REPORT

February 2013

Formal Meetings:

- Economic Opportunities Forum lunch with Council and Chamber of Commerce
- CDTENO – Francophone, Non-profit development organization
- Louie Azzolini – Arctic Energy Alliance
- Jackson Lafferty - Minister of Education Culture and Employment
- Robert C McLeod – Minister of Municipal and Community Affairs

Informal Meetings:

- Jeff Fowler/Colleen Ahenakew - Royal Bank of Canada
- Jack Rowe – Rowes Construction
- Mark Robillard – Kingland Group of Companies
- Library Board
- Wally Schumann – President, Hay River Metis Association

Formal Events:

- Leadership Forum on Community Wellness Planning
- Youth Forum on Community Wellness Planning
- Northern Hockey Challenge
- Apprenticeship Awards Ceremony

Informal Events:

- Capital Planning workshops
- Utilities/Environment committee meeting

Administration:

- As needed daily meetings with Administration (SAO and staff)
- Weekly meeting with SAO
- Weekly meeting with Deputy Mayor

Upcoming Meetings:

Committees of Council;

Recreation Board Committee Meeting

-TBA

Trade & Tourism Advisory Board Committee Meeting

-TBA

Drug Free Zone Committee

-March 5th, 2013 at 12:00 NOON

Mayor Notes

Deputy Mayor Mapes, MLA Bouchard, MLA Groenewegen and I met with the Minister of ECE and the Minister of MACA. A detailed report will be provided to council.

I will be away from Hay River February 17th -21st, and February 26th -28th.

**#13-39 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River accepts the Mayors Report for February 2013 as presented.

CARRIED

7. ADMINISTRATION ENQUIRIES

Senior Administrative Officer, Michael Richardson:

- Procured the services of a Head Hunter to find a suitable candidate for the Director of Finance Position
- Have requested assistance in getting caught up for the Audit prep based on the work Ashtons CA will be doing for us late this Winter/Early Spring.
- Have a call later on this week with a potential partner for some of the IT Planning/RFP.

Councillor, Keith Dohey:

Question directed to Senior Administrative Officer, Michael Richardson; Cameron Crescent Questions – At the Utilities/Environment Committee Meeting on February 11th, 2013, Council was informed that ByLaw No. 1812 “R” Re: Cameron Crescent was sent to MACA for approval after Second Reading and Public Consultation. Is February 4th, 2013 the correct date it was sent?

Senior Administrative Officer, Michael Richardson:

Answer directed to Councillor, Keith Dohey; In terms of the Ministers signature, the documents went to MACA on February 4th, 2013.

Councillor, Keith Dohey:

Question directed to Senior Administrative Officer, Michael Richardson; Just wondering, there was a Public Hearing on October 9th, 2012 and after that was held, the then Mayor signed Second Reading. Just wondering why it took from October 9th, 2012 – February 4th, 2013 to be sent to MACA?

Senior Administrative Officer, Michael Richardson:

Answer directed to Councillor, Keith Dohey; Supplementary to that we received a written petition we had submitted to us in mid-November. So there's some consideration there as to what approach the Town would take to the finalizing of the ByLaw. Upon following up on a file in January, I was alerted that the ByLaw was still in our hands and hadn't gone to Yellowknife. As far as that goes it's a personnel issue, and I can discuss that with you In Camera, but im not prepared to discuss that here because of legal issues.

Director of Recreation & Community Services, Lyle Hannan;

- Have been out of town last couple weeks, in the process of catching up. Few highlights for Council;
- Received confirmation that the Community Infrastructure Improvement Fund – we received a letter stating we weren't successful without application for Arena renovations.
- We have interest in the Recreation Board and Trade & Tourism Board for the final vacancy.
- Most current issues are staffing related in terms of getting ready for the summer season. This is our Recreation Programmer's last week prior to Maternity Leave. She is currently training the new Recreation Programmer, Travis Darling.

Fire Chief, Ross Potter:

- Pleased to report that 10 Firefighters participated in the EMR classes for 2013, and they've all passed their Practical and Theory Exams. We now have 10 more EMR's on staff –
- The Department will be moving into the Defensive Course for new Rookies.
- Junior Barnes and I are going to Yellowknife for a three day course on Juvenile Firesetter's Intervention Program.
- On February 25th, 2013, I will be rolling out the new Safety Manuel to all Managers and Supervisors and will in turn be rolled out to all staff in time for our audit coming from WSCC for safe advantage.
-

Director of Public Works & Planning, Keith Morrison

- The Agenda includes the Utilities/Environment Committee Report, #11.g) which details all the works through January 2013 and a lot of initiatives taken in early February 2013.
- There was a break in the force main in Lift Station No. 1 in the Sewage Lagoon. It was repaired on Friday.
- All last week, a major snow removal effort was underway throughout town.
- The Projects Group is finalizing Water Board submissions. We had to, at the Water Board's request, update three O&M plans for bio treatment pad or sewage lagoon.
- Had a Solid Waste Site meeting with Solid Waste Contractors to lay down planning for the summer.
- Received proposals for Engineering Analysis of both the Reservoir and the Fire Training Tower which we'll be executing in conjunction with the next Fire Hall Site Inspection.
- Been following up on some of the deliverables that came from the Works & Utilities Committee Meeting.

8. MINUTES

a) Minutes of the Regular Meeting of Council, January 21st, 2013

#13-40 MOVED BY: CLLR JUNGKIND
SECONDED BY: CLLR M^cKAY

That the Council of the Town of Hay River accepts the Minutes of the Regular Meeting of Council, January 21st, 2013 as presented.

CARRIED

9. BUSINESS ARISING FROM THE MINUTES

There was Business Arising from the Minutes of the Regular Meeting of Council, January 21st, 2013;

Councillor, Roger Candow:

Page 5 of the Minutes (9 of the package) reads calibrations, should read celebrations.

10. COMMITTEE REPORTS

a) Municipal Enforcement Report

The January 2013 activity report for Municipal Enforcement is presented for information of Council.

By-law Name	Complaints Received	Warnings Issued	Tickets Issued
TRAFFIC	3	1	0
ANIMAL CONTROL	14	9	0
NOISE CONTROL	0	0	0
BUSINESS LICENSE	0	0	0
UNSIGHTLY LAND	0	0	0
LOTTERY LICENSE	0	0	0
TAXI LICENSE	0	0	0
SMOKING REGULATION	0	0	0
STREET CLEARING	0	0	0
GARBAGE COLLECTION	0	0	0

NWT Offences	Complaints Received	Warnings Issued	Tickets Issued
Motor Vehicle Act	0	7	0
“ATV” Act	1	0	0

Dog Attack Complaints Received	2
--------------------------------	---

Number of Dogs Caught	1
-----------------------	---

Unsightly Properties:

There are currently seven properties under investigation.

**#13-41 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River accepts the Municipal Enforcement Report for the month of January 2013 as presented.

CARRIED

b) Recreation Board Regular Meeting Minutes

The Minutes from the Town of Hay River Recreation Board Regular Meeting held in the Doug Wieterman Room on December 3, 2012 are presented for Council's review and approval.

**#13-42 MOVED BY: CLLR CANDOW
 SECONDED BY: CLLR JAMESON**

That the Council of the Town of Hay River accepts the Minutes from the Town of Hay River Recreation Board Regular Meeting held on December 3, 2012 as presented.

CARRIED

The Recreation Board Committee Regular Meeting Minutes of December 3rd, 2012 are attached at the back of the Minutes.

c) Reports to Council

In the Final Report of the Organizational and Operational Review conducted by Western Management Consultants in 2012, Recommendation 6.8.1., suggests that Council adopt a new standard report format for reports to Council. Administration presents a draft format for Council review and acceptance.

WMC recommends that the "Recommendation" be followed by relevant background considerations, justification for the recommended action, alternatives, financial considerations and link to Town strategic initiatives or priorities.

Standardization of the report allows for a consistent approach in the preparation, review and approval of all administrative reports. Additionally, the heading "Council Policy/Strategy or Goal" clearly links priority items and allows tracking of same. "Applicable Legislation, Bylaws, Studies, Plans" will inform Council of the relevant legislation pertinent to the discussion.

Additionally, a section for author and approval authority has been added.

This report will streamline the reporting and reading process and is more informative for Council.

Attached is a sample of the new format for this same report to show differences in presentation and information.

**#13-43 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR JAMESON**

That the Council of the Town of Hay River approves the new format for reports to Council.

CARRIED

A sample of the new format for Reports is attached at the back of the Minutes.

d) Confidentiality Policies

The Integrated Community Sustainability Plan (ICSP) was adopted in December 2009. A requirement of the ICSP was that a Human Resources Plan be addressed. Confidentiality is a key part of the Human Resources Plan. Attached are Policies adapted from the ICSP for use by the Administration and Council of the Town of Hay River.

As stated in the policies, the Town of Hay River is committed to conducting business in an open and ethical manner and we endeavour to achieve this by building a workplace based on trust, accountability and integrity in all our practices.

Adopting this policy will bring the Town of Hay River further in line with required Policy Legislation guidelines. Additionally, the policy format was re-designed to add pertinent information and streamline the numbering system.

**#13-44 MOVED BY: CLLR JAMESON
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River accepts the Council Confidentiality Policy HR-1-2013 and the Staff Confidentiality Policy HR-2-2013 as presented.

TABLED

The Confidentiality Policies for Administration and Council are attached at the back of the Minutes.

e) Committees of Council

The document presented to Council is a draft Committees of Council Orientation package for new and returning committee members. While the document was based on another municipality, it has been updated for use by the Town of Hay River and would be an important orientation for members of the public serving on a committee. The Council Procedures bylaw that is represented in the document is the new one being read by Council.

This document serves to enhance and emphasize the present Council's priority of communication.

**#13-45 MOVED BY: CLLR JAMESON
 SECONDED BY: CLLR DOHEY**

That the Council of the Town of Hay River brings forward the Draft Committees of Council Orientation document to the next Council meeting for consideration.

CARRIED

f) 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. On November 5, 2012, at the inaugural meeting, Council adopted the Code of Conduct by motion for the term 2012 to 2015.

Section 10.3, Enforcement of the Code of Conduct, notes that the Code will be reviewed by current Council within six (6) months after a general election.

The Code of Conduct is presented for Council's review.

**#13-46 MOVED BY: CLLR JUNGKIND
 SECONDED BY: CLLR JAMESON**

That the Council of the Town of Hay River reviews the Code of Conduct for the term 2012-2015.

CARRIED

g) Appointment of Members to the 2013 Board of Revision

BACKGROUND:

According to Section 30. (2) of the Property Assessment and Taxation Act, Council must appoint, by resolution, at least 3 members to the Board of Revision.

This year, the 2013 Board of Revision will meet on March 20 & 21, 2013 to hear assessment complaints. The following members of the 2012 Board of Revision are willing to be on the 2013 Board; Colleen Gagnier, Peter Maher, Alvin Pitre and Lynn Readman.

**#13-47 MOVED BY: CLLR JUNGKIND
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River appoints Colleen Gagnier, Peter Maher, Alvin Pitre and Lynn Readman as Members to the 2013 Board of Revision.

CARRIED

11. **NEW BUSINESS**

a) Excused Absence

Mayor Cassidy and Councillor Coakwell have requested to be excused from the Regular Meeting of Council, Monday, February 18th, 2013.

**#13-48 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR JAMESON**

That the Council of the Town of Hay River excuse Mayor Cassidy and Councillor Coakwell from the Regular Meeting of Council, Monday, February 18th, 2013.

CARRIED

b) Emergency Services Activity Report

The January activity report for Emergency Services is presented for Council’s review and acceptance.

Summary:

The month of January efforts of the department were focused on Emergency Medical Responder training where we presently have 11 members participating in the course. From all reports the students are doing well and I fully expect that all will complete and pass the course.

We responded to 2 active fires, the first being the High Rise (3rd Floor garbage fire), which was an arson fire that is presently under investigation by the RCMP. The second fire was in West Channel on Backroad Drive which was a total loss due to the extended amount of time that the fire was underway prior to it being reported. The Backroad Drive fire was caused by an overheated stovepipe leading from a woodstove.

We are also working with the RCMP assisting in their Winter Indoctrination Courses which will ongoing through to the end of February.

Meetings:

- NWT Fire Chiefs Association – monthly Board of Directors
- Canadian Association of Fire Chiefs – monthly Board of Directors
- MACA – Firefighter Recruitment and Retention project
- Health Center consultant meeting
- Occupational Health and Safety
- RCMP/SAR – Jack Kruger re Winter Indoctrination Courses
- SPCA - Monthly
- WSSC – Safe Advantage

During the month of January 758 Volunteer hours were served by the members of the HRFD for a year to date total of 758 Hours.

Item	Level of Activity
Patient Transfers	18
Medical Emergencies Local	10
Medical Emergency Village	4
Medical Emergency Highway	0
Body Transfers	0

Fires & Rescues	3
False Alarms	2
Ambulance Training	2
Fire Training	2
Special Training	11
Cleanup & Maintenance	3
Fire Permits	0
Fireworks Permits	0
Public Safety Sessions	1
Inspections	12
Recruitment	
Emergency Plan	Update Complete and Distributed
Special Projects	
Active Membership at Month End	30
Equipment Maintenance	
Ambulance 1	Weekly Checks, Replace Chassis Batteries
Ambulance 2	Weekly Checks
Pump 1	Weekly Checks
Pump 2	Weekly Checks, Repair Radio
Pump 3	Weekly Checks,
Tanker 1	Weekly Checks
Rescue 1	Weekly Checks
Rescue 2	Weekly Checks
Rescue 5	Weekly Checks

**#13-49 MOVED BY: CLLR M^cKAY
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River accepts the Emergency Services Activity Report for the month of January 2013 as presented.

CARRIED

c) Recreation and Community Services Monthly Activity Report
The January 2013 activity report for the Department of Recreation & Community Services is presented for Council's review and approval.

Department Overview:

- 2013 Capital Budget preparations and meetings
- Drafting and reviewing policies and fees with Recreation Board
- Department Business Plan development underway
- Annual Work Plan development underway
- Curling Club, office, and staff washroom roof continues to leak sporadically
- Annual arena advertising billing was completed

- Facebook has 135 followers in first month of operation
- Heating fan in rear entry area of Recreation Centre is being repaired
- Fire Suppression System in Rec Centre is malfunctioning and causing call outs
- Flower supply RFQ issued

Grants/Funding:

- **Community Infrastructure Improvement Fund (CIIF):** funding announcements were made and Hay River was not among the recipients (arena renovations); inquiring about further funding opportunities/announcements.
- **Heritage Canada Grant (Canada Day):** applied for \$7,900 in funding
- **Girls Action Foundation Day of Action:** received \$550 for PHAB Girls Program Creative Writing Showcase
- **SOGO Active:** received \$250 for Spring Break Youth Multi-Sport Challenge

Projects:

- **Skate Park:** Conceptual site layout and budgeting are currently under administrative review.
- **Operating Software Conversion:** training and creating database for a tentative "go live" date between March 15 and April 1, 2013

Department Statistics:

- **Programs**
 - **Junior Lifeguard Club:** avg. 8 participants, 1 class/week
 - **Private Lessons:** 29 lessons taught in January
 - **Aqua Fit:** avg. 8 participants, 2 classes/week
 - **Total Aqua:** avg. 6 participants, 1 class/week
 - **Aqua Therapy:** avg. 8 participants, 1 class/week
 - **Master Swim Club:** avg. 4 participants, 1 class/week
 - **Swim Lessons:** 31 participants, in 8 Lessons
 - **National Lifeguard Service:** 3 participants
 - **Beginner Karate:** avg. 3 participants, 2 classes/week
 - **Circuit Boot Camp:** avg. 10 participants, 1 class/week
 - **Senior Exercise:** avg. 8 participants, 2 classes/week
 - **Senior Bead N' Stitch:** avg. 5 participants, 1 class/week
 - **PHAB:** avg. 7 participants, 1 class/week
 - **Light's On Sewing:** avg. 8 participants, 1 class/week
 - **Zumba Gold:** avg. 4 participants, 1 class/week
 - **Yoga Workshop:** 28 participants
 - **Cancelled Programs:** Adult Cake Decorating Workshop (low enrollment), Family Bucket Drumming (instructor emergency)
 - **Upcoming Programs:** Early Bird Swim Club (session starts Feb. 1), Group Fitness Course (Feb. 2-3), Chair Yoga Workshops (Feb. 8/9), Family Chocolate Making (Feb. 12), PHAB Creative Writing Showcase (Feb. 13), Family Bucket Drumming (Feb. 16)
- **Events**
 - **Bigfoot Snowshoe Scavenger Hunt (Jan. 26):** approx. 50 participants at Ski Club for guided snowshoe, scavenger hunt, and chili

- **Upcoming Events:** Family Sledding and Snow Tubing (Feb. 16)
- **Recreation Centre Admissions (Jan. 1 - 30)**
 - **Arena:** Public Skating = 44; Jr. Shinny = 41 , Sr. Shinny = 70
 - **Pool:** Admissions = 1,426; Birthday Packages = 3
- **Recreation Centre Rentals (Jan. 1 - 30)**
 - **Arena:** Bantam Hockey Tournament (Jan. 4-6), Peewee Hockey Tournament (Jan. 18-20), Atom Hockey Tournament (Jan. 25-27), 42 hours of sponsored skate/shinny, and Regular Ice Schedule
 - **Pool:** NWT Kayak Polo Championships (Jan. 26 & 27), Regular Pool Schedule, and 84 Hourly Lane Rentals
 - **Community Hall:** Tait Communications Addictions Awareness (Jan. 15), Old Timer Hockey Bingo (Jan. 18), HRMH Potluck Dinner (Jan. 26), and Smaller Rentals = total of 2 hours
 - **Doug Wieterman:** Bantam Hockey Tournament (Jan. 4-6), Peewee Hockey Tournament (Jan. 18-20), Atom Hockey Tournament (Jan. 25-27), and Smaller Rentals = total of 9.5 hours

Constituent Concerns/Feedback:

- Met with group of early morning swimmers to discuss rationale for changes and future options. An early morning swim club program and some minor changes to the schedule were agreed to.
- One complaint about the Steam Room not functioning. The facility is working, but needs to be reset on occasion.
- One complaint about gaps and crooks in the arena boards. Some adjustments were made to the boards to reduce the severity of the problem. This item is identified in the 2013 capital budget presentations.
- One complaint regarding a coat caught on the arm of an arena chair. Coat is being repaired, and chairs are being repaired or removed.
- One complaint about Youth Shinny in progress
- Recreation Board feedback about the general condition of arena maintenance
- Suggestion from Recreation Board to further educate the community about changes to the pool schedule

Director Meetings:

- **Out of Office:** January 1 – 4
- **Department Supervisory Staff Meetings:** January 7
- **Town Council – COW Meeting:** January 7
- **Early Morning Swimmers:** January 10
- **Hay River Huskies Senior Hockey:** January 15
- **Town Management Meeting / Emergency Plan:** January 17, 25, & 31
- **Skate/BMX Park Planning:** January 17
- **Sportsman Software Training:** January 22, 29, & 31
- **All Department Staff Meeting & SWOT Workshop:** January 27
- **NWTAC AGM Planning:** January 28
- **Tri-Service Soccer Field Meeting (Kelly Webster):** January 28
- **Summer Student Planning:** January 28
- **Town Council – Capital Planning Workshops:** January 28 & 30
- **Recreation Board:** January 30

Personnel Updates:

- **Departures:** Andrew Benning, F/T Sr. Lifeguard/Instructor
- **Vacancy:** F/T Sr. Lifeguard/Instructor
- **Vacancy:** Summer Staff (various positions)
- **Hire:** Taylor Eckford, Casual Cashier
- **Hire:** Mason Hachey, Casual Lifeguard
- **Hire:** Jacqueline Strong, Casual Lifeguard
- **Hire:** Travis Darling, F/T (mat leave) Recreation Programmer
- **Promotion:** Lyndon Yee, Casual Lifeguard (from Jr. Lifeguard)

**#13-50 MOVED BY: CLLR JUNGKIND
 SECONDED BY: CLLR MAHER**

That the Council of the Town of Hay River accepts the January 2013 activity report for the Department of Recreation & Community Services as presented.

CARRIED

d) Drug Free Zone Committee Regular Meeting Minutes

The first meeting of the Drug Free Zone Committee for the Council term 2012-2015 was held on February 13th. At this meeting, the minutes from the last meeting from the past term were ratified. These minutes are presented for Council's review.

In addition, Tracy Hoff attended the meeting and expressed interest in becoming a member. As the membership numbers are not completely fulfilled, the Drug Free Zone Committee welcomes her interest and background.

**#13-51 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River accepts the minutes from the regular meeting of the Drug Free Zone on November 20, 2012.

CARRIED

**#13-52 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR JUNGKIND**

That the Council of the Town of Hay River commits to covering the insurance and registration costs for the Hay River Chapter of the Citizens on Patrol (COP).

CARRIED

**#13-53 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR JUNGKIND**

That the Council of the Town of Hay River appoints Tracy Hoff, as a member of the Drug Free Zone Committee.

CARRIED

The Drug Free Zone Committee Regular Meeting Minutes of February 13th, 2013 are attached at the back of the Minutes.

e) Joint Occupational Health & Safety Committee Regular Meeting Minutes

The Minutes from the Town of Hay River Joint Occupational Health & Safety Committee Regular Meeting held at the Fire Hall on January 16, 2013, are presented for Council's review and approval.

**#13-54 MOVED BY: CLLR CANDOW
 SECONDED BY: CLLR DOHEY**

That the Council of the Town of Hay River accepts the Minutes from the Town of Hay River Joint Occupational Health & Safety Committee Regular Meeting held on January 16, 2013, as presented.

CARRIED

The Joint Occupational Health & Safety Committee Regular Meeting Minutes of January 16th, 2013 are attached at the back of the Minutes.

f) Revised Council Meetings Schedule 2013

Attached is the revised Council Meeting Schedule for 2013 based upon the Council Procedures Bylaw No. 2285 that is being submitted for Third and Final Reading later on in this meeting.

As noted at the bottom of the Schedule, the highlighted dates are Tuesdays as the scheduled Monday meeting of those weeks are statutory holidays.

**#13-55 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR JUNGKIND**

That the Council of the Town of Hay River accepts the Revised Council Meetings Schedule for 2013, contingent on whether the Third and Final Reading of the Council Procedures Bylaw is passed by Council.

CARRIED

The revised Council Meetings Schedule is attached at the back of the Minutes.

g) Utilities/Environment Committee

The Report from the Town of Hay River Utilities/Environment Committee Meeting held on February 11, 2013 in the Doug Weiterman Room at the Don Stewart Recreation Centre is presented for Council's review and approval.

**#13-56 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River accepts the Report from the Utilities/Environment Committee Meeting on February 11, 2013 as presented.

CARRIED

**#13-57 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR DOHEY**

That the Council of the Town of Hay River accepts the report titled "Works Priorities Report" as presented.

CARRIED

**#13-58 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR DOHEY**

That the Council of the Town of Hay River accepts the report titled “Cameron Crescent Rezoning Report” as presented.

CARRIED

**#13-59 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River accepts the report titled “Crescent Development Report” as presented.

CARRIED

h) 30th Annual K’amba Carnival

Commencing in the year 2005, the Council of the Town of Hay River has declared a half day Civic Holiday (pursuant to Cities, Towns & Villages Act, Section 70) in celebration of the annual Hay River Reserve’s K’amba Carnival. This half-day civic holiday in support of the Katlodeeche First Nation’s carnival is eagerly awaited by residents each year and is an opportunity for the Town of Hay River to show its support for its neighbours and their cultural event.

In order to honour the 30th Annual K’amba Carnival, the Council of the Town of Hay River declares a half day civic holiday on the Friday, March 1, 2013 at 12:00 o’clock noon.

**#13-60 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR JUNGKIND**

That the Council of the Town of Hay River accepts ByLaw No. 2287/GEN/13 K’amba Carnival ½ day Civic Holiday in principle.

CARRIED

12. BYLAWS

a) ByLaw No. 2285/GEN/12 – Council Procedures ByLaw – Third and Final Reading

**#13-60 MOVED BY: CLLR JUNGKIND
 SECONDED BY: CLLR JAMESON**

That the Council of the Town of Hay River defers Third and Final Reading of ByLaw No. 2285/GEN/12 – Council Procedures ByLaw to allow for amendment.

CARRIED

Let it be noted that Councillor Jungkind requested the following amendment be made to ByLaw No. 2285/GEN/12 – Council Procedures ByLaw:

On page 8 of 29, Section 29 Minutes of Council;

- Add on to the end of letter g) “A summary of questions asked, along with the response”
- New Letter h) “Any direction given to or received to/from administration to be summarized”

- Letter i) "Action items are to be highlighted in the minutes to be kept on an action item list at the end of the minutes, and are not to be removed until the action item has been deemed completed by Mayor and Council. The action item list is to be included in the agenda, and reviewed and updated at every Regular Meeting of Council.
- j) "The signatures of the Presiding Officer and the Senior Administrative Officer"

b) ByLaw No. 2158D/LEG/13 – Indemnities and Allowances ByLaw – Third and Final Reading

**#13-61 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River gives Third and Final Reading to ByLaw No. 2158D/LEG/13 – Indemnities and Allowances ByLaw.

CARRIED

c) ByLaw No. 2286/GEN/13 – Repeal Community Energy Plan Committee ByLaw – Third and Final Reading

**#13-62 MOVED BY: CLLR JUNGKIND
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River gives Third and Final Reading to ByLaw No. 2286/GEN/13 – Repeal Community Energy Plan Committee.

CARRIED

d) ByLaw No. 2287/GEN/13 – 30th Annual K’amba Carnival Celebrations Civic Holiday – First and Second Reading

**#13-63 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River gives First Reading to ByLaw No. 2287/GEN/13 – 30th Annual K’amba Carnival Celebrations Civic Holiday.

CARRIED

**#13-64 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR JAMESON**

That the Council of the Town of Hay River gives Second Reading to ByLaw No. 2287/GEN/13 – 30th Annual K’amba Carnival Celebrations Civic Holiday.

CARRIED

13. INFORMATION LISTED

- a) Letter, Canadian Northern Economic Development Agency, Re: Community Infrastructure Improvement Fund, Project Assessment – Town of Hay River Arena Rehabilitation Project
- b) Press Release, Institute for Women of Aviation Worldwide, Re: Yellowknife Aims to Keep International Title for “Most Female – Pilot Friendly Airport Worldwide” / 2013 The Sky’s No Limit – Girls Fly Too! A Women of Aviation Worldwide Week Celebration
- c) Newsletter, NWT Association of Communities, Re: Community E-News Flash, February 7, 2013

**#13-65 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR CANDOW**

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

CARRIED

14. IN CAMERA

- a) Water Contract Review- pursuant to Cities, Towns & Villages Act, S.N.W.T. 20013 c. 22, Section 23. (3.), (e)
- b) DOT Corridor MOU - pursuant to Cities, Towns & Villages Act, S.N.W.T. 20013 c. 22, Section 23. (3.), (e)
- c) NWT Centennial Library - pursuant to Cities, Towns & Villages Act, S.N.W.T. 20013 c. 22, Section 23. (3.), (d)
- d) Personnel - pursuant to Cities, Towns & Villages Act, S.N.W.T. 20013 c. 22, Section 23. (3.), (d)

**#13-66 MOVED BY: CLLR JUNGKIND
 SECONDED BY: CLLR JAMESON**

That the Council of the Town of Hay River moves In Camera at 8:05 pm.

CARRIED

**#13-67 MOVED BY: CLLR M^cKAY
 SECONDED BY: CLLR MAHER**

That the Council of the Town of Hay River moves out of In Camera at 10:19 pm.

CARRIED

Let it be noted that Councillor Dohey departed the Chambers and did not take part in the discussion Re: Agenda Item #14.a) IN CAMERA – Water Contract Review.

15. ADJOURNMENT

#13-68 MOVED BY: CLLR CANDOW

That the Regular Meeting of Council be adjourned at 10:20 pm.

Certified Correct as Recorded on the 18th day of February, 2013.

These minutes were accepted by motion#13-92.



Mayor



Interim Senior Administrative Officer

Hay River 2012 Community Economic Development Strategy

Questionnaire Results

Hay River 2012 Community Economic Development Strategy Summary of Tasks

The survey questionnaire was distributed January 19th and I received back 4 out of 9 surveys. Based on the results the following tasks have been selected as top priorities and secondary priorities.

Top Priority and will be completed by November 2013.

Pg 3. Project: Business Consultations

Pg 3. Project: Develop Comprehensive Business Survey/Questionnaire

Pg 4. Project: Develop Property Inventory and Mapping Online Tool.

Pg 5. Project: Creation of Marketing Package to Attract Events & Meetings to Town.

Pg 6. Project: Create and distribute monthly Economic Development activity reports to our MLA's

Pg 6. Project: Schedule and facilitate quarterly Mayor and SAO meetings of communities in our region

Pg 9. Project: Create economic and community profile.

Pg 9. Project: Review Hay River 5 year strategic and capital plan and attempt to match funding and projects.

Secondary Priority and may or may not be completed by November 2013

Pg 4. Project: Develop Small Business Package

Pg 5. Project: Communicate the Need to Buy Local

Pg 7. Project: Create webpage dedicated to all things economic development.

Pg 7. Project: Create a study of gaps in retail and service sectors in Hay River

Pg 8. Project: Create a study related to housing needs in Hay River.

Program Area: Business Retention & Enhancement

Project: Business Consultations

Objective: To provide 1 on 1 consultation and improve communication with business community.

Rationale: There is a need to be on the ground level of what is happening in our community. It is an effective way for the Municipality to communicate its programs and services as well; it will allow the Municipality to collect pertinent information in order to develop programming, strategies and set effective policies.

Action	Provide 1 on 1 consultation with a wide cross section of businesses in Hay River
Lead:	Jordan Stackhouse, Andrew Cassidy
Budgetary Implications:	Employee wages
Timeline:	Ongoing
Potential Partners:	Hay River Chamber of Commerce
Considerations:	Create a questionnaire or survey to be filled out at time of consultation by town employee
Estimated Man Hours:	75 hrs

AVG Score – 9

2 Respondents Top Priority

Project: Develop Comprehensive Business Survey/Questionnaire

Objective: To learn how the Town of Hay River can be more responsive to business needs.

Rationale: There is a need to streamline the municipal regulatory and permitting process as it relates to development. The result would be recommendations for the Mayor and Council of the Town of Hay River on how to “cut the red tape”

Action	Create comprehensive business survey/questionnaire and solicit feedback from businesses in town.
Lead:	Jordan Stackhouse, Michael Richardson, Andrew Cassidy, Lyle Hannan
Budgetary Implications:	Employee wages, \$500 (prize or incentive for returning survey)
Timeline:	June
Potential Partners:	Hay River Chamber of Commerce
Considerations:	
Estimated Man Hours:	20 - 30 hrs

AVG Score – 9

1 Respondents Top Priority

Project: Develop Small Business Package

Objective: To develop and distribute a small business welcome package that highlights all the items that one would need to be aware of in order to start a small business.

Rationale: Over time there is inevitably going to be change to regulations, by-laws, information etc. There is a need to communicate that to the general public and have an inclusive package that communicates as much information as possible.

Action	Develop and print up to date small business package.
Lead:	Jordan Stackhouse
Budgetary Implications:	Employee wages, Printing and Development Costs (\$2000 - \$5000, est)
Timeline:	September
Potential Partners:	
Considerations:	Could be completed internally using resources and staff that are already available. May need professional design services dependant on needs and budget.
Estimated Man Hours:	60 hrs

AVG Score – 7

1 Respondents Top Priority

Project: Develop Property Inventory and Mapping Online Tool.

Objective: To create a comprehensive online, updateable property inventory and mapping tool that allows investors to see available properties for development - To be hosted on Town Website.

Rationale: There is a need to implement a better system than what is currently available through our website. If it allows us to sell even one property by improving access to information, it will have paid for itself many times over.

Action	Develop Property Inventory and Mapping Tool.
Lead:	Jordan Stackhouse, Mammoth Mapping
Budgetary Implications:	Employee wages, \$6,000 for development
Timeline:	May
Potential Partners:	
Considerations:	We will pay for the development of the tool and beyond that, it will be able to be updated in-house by staff at no additional cost. No recurring back-end costs.
Estimated Man Hours:	20 hrs

AVG Score – 9

Project: Creation of Marketing Package to Attract Events & Meetings to Town.

Objective: To create a specific marketing and promotion package that focuses on attracting events and general meetings to the Town of Hay River.

Rationale: There is an appetite in Yellowknife to look at decentralizing meetings and events. Hay River is one of the few places in the NWT that has the capacity to cater to such events. We have the ability to create and specific marketing package and mail it out to all the organizations in the NWT.

Action	Marketing package for events and meetings
Lead:	Jordan Stackhouse
Budgetary Implications:	Employee wages, \$500 to \$1500* (*if you wish to have professional design services)
Timeline:	April
Potential Partners:	Trade & Tourism Board
Considerations:	Can be revised every couple of years in-house
Estimated Man Hours:	16 hrs

AVG Score – 9

Project: Communicate the Need to Buy Local

Objective: To encourage residents of Hay River and the surrounding area to shop local where possible.

Rationale: Currently, there is a lot of retail dollars leaving the region due to many different factors. Shop local campaigns have worked to limited success but we feel that we should still support this initiative where possible. This initiative can be incorporated in existing programs such as our newsletter, press releases and on-going support of “buy local” programs.

Action	Use resources to communicate “buy local” message
Lead:	Jordan Stackhouse, Jaimi Carter, Stacey Barnes
Budgetary Implications:	Employee wages
Timeline:	Ongoing
Potential Partners:	Chamber of Commerce, Trade & Tourism Board
Considerations:	
Estimated Man Hours:	30 hrs yearly.

AVG Score – 7.5

Program Area: Improved Communication With Business and Government

Project: Create and distribute monthly Economic Development activity reports to our MLA's

Objective: To improve communication with our government representatives in the area of economic development.

Rationale: Currently, we have limited on-going communication with our MLA's. There is a need to address this issue and make them fully aware of the needs and wants of Town Hall. I feel that monthly activity reports would begin the process of improving the lines of communication between the 2 parties.

Action	Create and distribute monthly activity reports for GNWT representatives.
Lead:	Jordan Stackhouse, Andrew Cassidy
Budgetary Implications:	Employee wages
Timeline:	Ongoing
Potential Partners:	
Considerations:	We should request activity reports back from our MLA's
Estimated Man Hours:	30 hrs per year.

AVG Score – 9

Project: Schedule and facilitate quarterly Mayor and SAO meetings of communities in our region

Objective: To increase dialogue with our neighboring communities in respect to Economic Development and other opportunities.

Rationale: Currently, there is limited if any communication between Hay River and its neighboring communities. In certain instances there is a benefit to partnering and including our neighbors in certain projects. Not only does it improve communication, there will also be opportunity to benefit from economies of scale.

Action	Schedule and facilitate quarterly Mayor and SAO meetings
Lead:	Jordan Stackhouse, Mike Richardson, Andrew Cassidy
Budgetary Implications:	Employee wages, \$2,000 budget for hosting meeting once/year
Timeline:	Ongoing
Potential Partners:	Ft Smith, Ft Resolution, Ft Simpson, Enterprise, Hay River Reserve, Kakisa
Considerations:	We would host meeting once a year and would travel to other communities an additional 3 times per year.
Estimated Man Hours:	Unknown

AVG Score – 9

Project: Creation of regional Economic Development group to lobby government.

Objective: To use our town’s resources to send a strong message and have our voice be heard.

Rationale: by engaging a wide cross-section of town residents and businesses, we will have increased capacity to deliver strong, concise and timely messages to our territorial and federal government for our wants and needs.

Some issues expressed by the workshop group are:

- *Devolution/Decentralization Jobs*
- *Increased dredging of the waterways in Hay River*
- *Power/Hydro rates*
- *Tax and payroll incentives for truly Northern businesses*
- *Airport improvements*

Action	Creation of a regional economic development group.
Lead:	Jordan Stackhouse
Budgetary Implications:	Employee wages
Timeline:	Ongoing
Potential Partners:	Community members that wish to get involved
Considerations:	Firstly, there is a need to develop a comprehensive plan of how to do this
Estimated Man Hours:	30-50 hrs

AVG Score – 10

1 Respondents Top Priority

Project: Create website or webpage dedicated to all things economic development.

Objective: To create a central distribution point for all resources related to economic development.

Rationale: Having a presence on the web, either on hayriver.com or a separate site affords us the ability to distribute information and resources efficiently and effectively. All studies, programs, information will be available to all individuals with internet access.

Action	Create website or webpage dedicated to all things economic development.
Lead:	Jordan Stackhouse, Michael Richardson
Budgetary Implications:	Employee wages, \$2000 - \$10000 dependant on scope of work
Timeline:	September to November
Potential Partners:	Hay River Chamber of Commerce, ITI, GNWT
Considerations:	Budget can vary greatly depending on scope of work.
Estimated Man Hours:	100 – 200 hrs

AVG Score – 7

Project: Create a study related to gaps in retail and service sectors in Hay River

Objective: To create a study that addresses gaps or deficiencies and identifies opportunities in current retail or service sectors in Hay River.

Rationale: With this report/study/survey, we will have the ability to identify gaps in services and products currently being offered in Hay River. We can then pass along that information to the public and it will allow entrepreneurs to make better informed business decisions.

Action	Create a study related to gaps in retail and service sectors in Hay River.
Lead:	Jordan Stackhouse
Budgetary Implications:	Employee wages
Timeline:	November – January 2014
Potential Partners:	ITI, GNWT
Considerations:	Sample study available for review.
Estimated Man Hours:	80 hrs

AVG Score – 7

Project: Create a study related to housing needs in Hay River.

Objective: To create a study that addresses current housing needs and identifies gaps in the housing and rental market in Hay River.

Rationale: Based on the information gathered through consultation with community members, the Economic Coordinator believes there is misinformation and gaps in our housing ownership and rental markets. The housing construction industry has enormous trickle-down implications and if we are able to empower builders to move forward with development, it has the potential for enormous benefit to the community as a whole.

Action	Create a study related to housing needs in Hay River
Lead:	Jordan Stackhouse
Budgetary Implications:	Employee wages
Timeline:	November
Potential Partners:	CMHC, Stats NWT, ITI, GNWT
Considerations:	Sample study available for review.
Estimated Man Hours:	100 hrs

AVG Score – 7

Project: Create economic and community profile.

Objective: To create a concise “snapshot” document of Hay River’s economy and community.

Rationale: The document has the ability to serve as a powerful marketing tool and gives potential investors or those looking to relocate an overview of what life in Hay River is like. The community profile is nearly complete and we can build the economic profile based largely off of that document. Also, the larger economic profile and strategy that the GNWT is undertaking presently will assist us in creating the document.

Action	Create economic and community profile.
Lead:	Jordan Stackhouse
Budgetary Implications:	Employee wages
Timeline:	February-April
Potential Partners:	ITI, GNWT
Considerations:	We are nearing completion of the community profile, and we will build the economic profile off of that document.
Estimated Man Hours:	60 hrs

AVG Score – 9

1 Respondents Top Priority

Project: Review Hay River 5 year strategic and capital plan and attempt to match funding and projects.

Objective: To match funding opportunities with projects in the current capital and strategic plan.

Rationale: There is opportunity to address funding programs with projects in our capital plan. There is the possibility that none may come to fruition, however it is worth allocating time and resources to investigating the possibility.

Action	Identify funding opportunities for current and planned future projects.
Lead:	Jordan Stackhouse
Budgetary Implications:	Employee wages
Timeline:	Ongoing
Potential Partners:	
Considerations:	Depending on whether we are successful in finding funding, proposal writing will take a considerable amount of man hours.
Estimated Man Hours:	20 hrs

AVG Score – 10

1 Respondents Top Priority

A Meeting of the Recreation Board of the Municipal Corporation of the Town of Hay River was held Monday, December 3, 2012 at 12:00 pm in the Doug Wieterman.

MEMBERS PRESENT: Nikki Ashton, Colleen Ahenakew, Wayne Korotash, Chair-Greg Rowe,
Cllr. Jason Coakwell

EXCUSED ABSENCE: Mayor – Andrew Cassidy

OTHERS PRESENT: Recreation Programmer – Emma Harper, Director of Recreation – Lyle Hannan,
Assistant SAO – May-Britt Hetesi

CALL TO ORDER: The meeting was called to order at 12:05 pm by Greg Rowe

ADOPT AMENDED AGENDA

**MOVED BY: COLLEEN AHENAKEW
SECONDED BY: NIKKI ASHTON**

CARRIED

ADOPT THE MINUTES OF MEETING, NOVEMBER 9, 2012

**MOVED BY: COLLEEN AHENAKEW
SECONDED BY: NIKKI ASHTON**

CARRIED

DELEGATIONS

BUSINESS ARISING

A) Skate Park/BMX Development

The equipment RFP is ready for release, but there are some issues that are impacting a decision to move ahead. Specifically, there is little detail on project budget, schedule, and location. In addition, there are now issues with the temporary site, which will be required for at least 1 more year. When removing equipment from the current temporary site, staff noticed an inflection on the pad surface (a.k.a. the roof to water reservoir). The Director of Public Works is planning to bring in an engineer as soon as possible to assess the situation. Due to this issue, use of the Kiwanis Park in 2013 is probably not an option. The Skate Park Committee was advised of this development and that administration was seeking Council direction on the equipment purchase.

Lyle suggested that they could proceed with the equipment RFP since there would be no commitment to purchase anything until Council approves a bid in 2013. However, the Board discussed concerns about moving ahead with equipment purchase without a temporary or long term site chosen. There were also questions about additional funding for a new park, including no current funds raised by the committee. The funds allocated by the last council for Tri-Service Park development were also discussed as an option, but members were unsure of what exactly these funds were to be allocated toward. Everyone stressed the importance of the Recreation Board being involved in the process and all groups working together.

**MOVED BY: WAYNE KOROTASH
SECONDED BY: COLLEEN AHENAKEW**

Recommend that the current funds allocated to skate park equipment be carried over to the 2013 budget and that council hold off on the skate park equipment RFP until a temporary skate park site is confirmed.

CARRIED

NEW BUSINESS

A) Recreation Department Activity Report - November

Lyle presented the Activity Report for November and highlighted the current issues with preparing the outdoor rinks: 1) continuous snowfall; and 2) waiting on the contractor to finish the fence at Kiwanis. Greg asked that the rinks be open before Christmas and Lyle said that this should be the case for 553 and Old Town rinks. Lyle also let the board know that new sound equipment was purchased that came in well under budget.

B) Recreation Centre/Arena – Reserve Account & Capital Planning

Lyle let the board know that he was not able to get the balance on the reserve account (info to follow by e-mail). However, there is approximately \$770,000 allocated in the 2013 draft capital plan for replacing the ice slab and board system. The Town also put in an application for \$750,000 from the Community Infrastructure Improvement Fund to assist with arena renovations. This funding could allow for additional work to change rooms and/or bleachers. In each of 2015 and 2016, an additional 1 million dollars is allocated for 'rec centre rehab'. This funding is not specifically earmarked, but could include various initiatives for the building. Wayne expressed that this still does not provide a permanent solution to the facility, and the Board agreed that a long term plan needs to be confirmed regarding replacement or extensive renovation. It was agreed to revisit previous planning work, revise/update (if necessary), and present the information to Council for information and planning purposes.

C) Aquatic Centre Schedule Options

It was discussed that the previous Council had approved a "closed" pool schedule as a means to reduce the 2012 operating budget. There was some confusion, as this decision was contrary to the Board's recommendation and did not get communicated back to the Board. As a result of recent discussion about pool schedule, Lyle prepared 3 draft pool schedules for the Board to review: "status quo", "open schedule", and "modified". The "open schedule" could only be implemented with a \$65,000 increase to the operating budget. The "modified schedule" could be achieved with existing resources, and would involve a reduction in weekday morning swim time (to twice a week), increased open scheduling on weekdays, and increased Saturday hours.

**MOVED BY: NIKKI ASHTON
SECONDED BY: COLLEEN AHENAKEW**

Recommend that the Recreation Centre implement the modified pool schedule option in 2013.

CARRIED

D) Recreation Fee Review & Discussion Paper

Lyle provided the information to assist with future discussion on policy and fee setting.

E) Draft Recreation Financial Controls Policy

Lyle outlined a vision for policy review and implementing several policies to replace the one existing Recreation Policy. The draft policy was shared for review and future discussion. The Board indicated that Bylaw review should also be conducted, and it was agreed that changes to the Bylaws and policies need to be approved together.

F) Annual Fee Review

Lyle provided a fee comparison to the Board for the annual review of fees, which will occur at a future meeting.

G) 2013 Draft Budget

The Board was circulated the current draft of the 2013 Operating Budget. This draft was reviewed briefly in the meeting.

NEXT MEETING – TBA

ADJOURNMENT – moved by Wayne Korotash at 1:45pm

CHAIR:

A handwritten signature in black ink, appearing to be "Reg J", written over a horizontal line.

SECRETARY:

A handwritten signature in blue ink, appearing to be "Lyn A", written over a horizontal line.



REPORT TO COUNCIL

DEPARTMENT: Administration

DATE: February 4, 2013

SUBJECT: REPORTS TO COUNCIL

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the new format for reports to Council.

BACKGROUND:

In the Final Report of the Organizational and Operational Review conducted by Western Management Consultants in 2012, Recommendation 6.8.1., suggests that Council adopt a new standard report format for reports to Council. Administration presents a draft format for Council's review and acceptance.

Standardization of the report allows for a consistent approach in the preparation, review and approval of all administrative reports. Section for Author and Approval Authority has been added as well as a link to Council strategies and applicable legislation.

The new format will streamline the reporting and reading process and is more informative for Council.

COUNCIL POLICY / STRATEGY OR GOAL:

Integrated Community Sustainability Plan (ICSP) Goal J: Communication

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Organizational & Operational Review (2012) Final Report, Western Management Consultants

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Draft format of "Report to Council"



REPORT TO COUNCIL

DEPARTMENT: Administration

DATE: February 4, 2013

SUBJECT: REPORTS TO COUNCIL

Prepared by:

Assistant Senior Administrative Officer

Date: January 30, 2013

Reviewed by:

Senior Administrative Officer

Date: January 31, 2013



TOWN OF HAY RIVER

Title: Council Confidentiality Policy

Policy Number: HR-1-2013

Motion #:

Approval Date:

SECTION A

1.0 POLICY PURPOSE

The *Town of Hay River* is committed to conducting business in an open and ethical manner. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of all individuals identified in this policy to strictly adhere to the Confidentiality Policy by using tact, common sense, and an appreciation of privacy.

The Town Council and the Mayor acknowledges that they are custodians of extensive confidential information, the improper use or disclosure of which may affect individuals, organizations, Council, the Mayor, or give an unfair advantage to someone. The Town Council and the Mayor recognize that they must adhere to the regulations within the *Cities, Towns and Villages Act S.N.W.T 2003, c.22*. The Confidentiality Policy is an extension of the responsibilities and regulations set out in the Act.

It is understood that the individuals affected by this policy within/for the *Town of Hay River* will become aware of confidential information regarding other employees, managers, Council Members, the Mayor, and the public, and business matters through the term of office. All agree that if confidential information is not effectively protected, the operations and reputation of the *Town of Hay River* may be threatened, and the well-being and privacy of individuals affected by this policy, and the public at large may suffer irreparably.

The Town Councillors and Mayor of the *Town of Hay River* are required to keep all confidential information and relevant knowledge regarding the organization confidential both during and after their term of employment. These practices have been adopted, as they have been deemed essential to the protection of the *Town of Hay River*.

This policy shall:

- 2.0 Establish that the Councillor and Mayor roles held by individuals within the *Town of Hay River* are expected to ensure ethical principles, and obligations for confidentiality while in office;
- 3.0 Outline standards and expectations; and
- 4.0 Outline punitive measures for violations.

5.0 DEFINITIONS

Confidentiality is not disclosing, divulging, providing or disseminating matters to others that are private or personal in nature, without clear authorization.

Confidential Information may include discussions, documents, electronic data or knowledge. This information may not be known by, or available to the public at large. Information may be classified as confidential if its improper use could harm individuals, organizations, elected individuals, and/or give an unfair advantage to someone. Examples of *confidential* information may include:

- a) Legal advice received by Council or Mayor, including the substance or effect of that legal advice, or any conclusions reached in that legal advice, or any reasoning upon which those conclusions were reached, or any course of action recommended in that legal advice;
- b) Information in Council's or Mayor's possession associated with the personal affairs of any person, including;
 - Affairs relating to family and marital relationships
 - Health or ill health;
 - Relationships with emotional ties involving other people;
 - Domestic responsibilities or financial obligations
- c) Information provided to Council or Mayor on the condition that it is kept confidential;
- d) Information dealing with the appointment, dismissal, discipline or appraisal of individual employees;
- e) Information dealing with matters affecting employees;
- f) Information associated with the preliminary budget;
- g) Information dealing with rating concessions;
- h) Information associated with employee contractual negotiations;
- i) Information associated with starting or defending legal proceedings;
- j) Information associated with any action taken by the Council or Mayor under the *Cities, Towns and Villages Act S.N.W.T 2003, c.22*;
- k) Information dealing with the security of property;
- l) Information dealing with trade secrets of any person or body;
- m) Information considered and discussed in meetings closed to the public, deemed *Private Meetings*, pursuant to Section 23. (3) (a – k) of the *Cities, Towns and Villages Act S.N.W.T 2003, c.22*;

- n) Commercial in confidence information associated with the operations of any association, person or body;
- o) Names and/or address of complainants;
- p) Any information designated as confidential by the Senior Administrative Officer;
- q) Client and Customer Lists;
- r) Project management;
- s) Technical Management;
- t) Product development;
- u) Pricing methods;
- v) Quality management methods;
- w) Operation rules;
- x) Commercial network;
- y) Supply chain information;
- z) Human resource planning;
- aa) Product technical design;
- bb) Town data dictionaries;
- cc) Town financial information, status and statements, and investment plans;
- dd) Object code and source code to Town software;
- ee) Any information, or documentation labelled "Confidential" by the Senior Administrative Officer, or listed as such by separate memorandum, or e-mail that informs of confidential status;
- ff) Information licensed by the *Town of Hay River* to customers/clients under a confidentiality restriction

Human Rights Act¹ prohibits discrimination on the basis of:

- race, colour, ancestry, place of origin, ethnic origin, nationality
- sex, sexual orientation, gender identity
- family or marital status, family affiliation
- social condition
- religion, creed
- political belief or association
- pardoned criminal conviction
- disability
- age

In Camera or **Private Meetings** guarantee that confidential employees/managers personnel information is kept confidential and only intended for use by the Senior Administrative Officer.

Official Spokesperson is the Mayor or is designated by the Mayor for the *Town of Hay River* to publicize matters relating to the Council and the *Town of Hay River*. Where the Mayor, as the official spokesperson is unavailable, the Deputy Mayor or Senior Administrative Officer may fill the spokesperson role.

¹ Human Rights Act, S.N.W.T.2002,c.18. Source:
<http://www.nwthumanrights.ca/publications/Documents/NWTHumanRightsAct-NEW2009.pdf>

Development

This policy was developed in collaboration with the Senior Administrative Officer, Town Council Members, and the Mayor of the *Town of Hay River*.

Policy

1. Every person appointed or retained and every member of the council or a committee member of the council, and Mayor who conducts or carries out business for the *Town of Hay River*, shall preserve secrecy about all information that comes to his or her knowledge in the course of his or her duties.
2. Every person appointed or retained and every member of the council or a committee of the council and Mayor shall not communicate any information deemed or understood to be private to any third party not employed by the *Town of Hay River* at any time, unless the individual communicating the information or the *Town of Hay River* official provides written or verbal authorization to divulge the information.
3. Reasonable efforts will be made to limit access to confidential information to only those who need to know the information and those persons will be advised that the information is to be kept confidential until it has been publicly disclosed by the *Town of Hay River* official spokesperson.
4. Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of duties for the *Town of Hay River*.
5. Any person shall not make improper use of information acquired while in their position by either gaining directly or indirectly a financial advantage for themselves or for another person of interest.
6. No Councillor or Mayor should access information unless they do so as part of their official duties.
7. All persons shall not make use or share information with others that is protected under the NWT *Human Rights Act*.
8. Information disclosed during *In camera* meetings will be used at the discretion of the Senior Administrative Officer to carry out actions related to employee/personnel matters and will be deemed strictly confidential.
9. Information is deemed confidential if regarding the appointment, dismissal, discipline or appraisal of individual employees and the individuals effected by this policy.
10. Information is deemed confidential if it relates to all or any financial matters for the *Town of Hay River*.

11. Information is deemed confidential if regarding any legal proceedings for the *Town of Hay River*.
12. Information is deemed confidential if regarding the trade secrets of any person or body.
13. Information designated as confidential by the Senior Administrative Officer may have the confidential designation removed only by resolution of the Council.
14. This Confidentiality Policy will not supersede any legal obligation to disseminate information when required to do so in the court of law.

Preventive Measures - Procedures

Reasonable best efforts should be made to prevent the misuse or inadvertent disclosure of undisclosed Material Information; therefore, the following procedures should be observed:

1. Documents and files containing confidential information should be kept in a safe place, with access restricted to individuals that need to know this information in the necessary course of business. Code names should be used if necessary;
2. Confidential matters should not be discussed in places where the discussion may be overheard, such as elevators, walkways, hallways, restaurants, airplanes or taxis, etc.;
3. Confidential documents should not be read in public places, left unattended in various locations, and should not be discarded in public places where others can retrieve them;
4. Town Councillors and the Mayor must ensure they maintain the confidentiality of information in their possession outside of the office as well as inside the office;
5. Transmission of documents by electronic means, such as by fax, email or directly from one computer to another, should be made only where it is reasonable to believe that the transmission can be made and received under secure conditions;
6. Unnecessary copying of confidential documents should be avoided and documents containing confidential information should be promptly removed from conference rooms and work areas after meetings have concluded. Extra copies of confidential documents should be shredded or otherwise destroyed; and
7. Access to confidential electronic data should be restricted through the use of passwords.

Special exceptions to the foregoing procedures will be accepted in the event of emergency or in other special circumstances that warrant any such exceptions.

Punitive Measures

All Councillors and the Mayor who contravene any one or more measures outlined within this policy, will be considered in breach of this policy. Immediate disciplinary action will include;

- **A formal letter of apology** to the person(s) affected by the breach of confidentiality, or
- **Disciplinary Action** set out in Section 151 (1) and 152 (1) (b) of the *Cities, Towns, and Villages Act, S.N.W.T., 2003, c.22*.
- Some violations may indelibly affect the *Town of Hay River* in a negative fashion. In this case, **legal action** may be pursued.

SECTION B

1.0 Reference to Other Policy and Legislation

2.0 Review/Revision History & Author

Acknowledgement and Agreement

By providing your signature below indicates that you have read and understand the
Town of Hay River's Council Confidentiality Policy HR-1-2013

Name: _____

Date: _____

Signature: _____

Witness: _____



TOWN OF HAY RIVER

Title: Staff Confidentiality Policy

Policy Number: HR-2-2013

Motion #:

Approval Date:

SECTION A

1.0 POLICY PURPOSE

The *Town of Hay River* is committed to conducting business in an open and ethical manner. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of all individuals identified in this policy to strictly adhere to the Confidentiality Policy by using tact, common sense, and an appreciation of privacy.

The *Town of Hay River* requires all those whom this policy effects, to handle any and all sensitive personal information regarding our employees, and information gained through the general public during the course of their regular job duties in a confidential and appropriate manner.

It is understood that the individuals effected by this policy within/for the *Town of Hay River* will become aware of confidential information regarding other employees, managers, council members, the Mayor, the public, and business matters through the course of employment or term. All agree that if confidential information is not effectively protected, the operations and reputation of the *Town of Hay River* may be threatened, and the well-being and privacy of individuals effected by this policy, and the public at large may suffer irreparably.

Employees and Managers of the *Town of Hay River* are required to keep all confidential information and relevant knowledge regarding the organization confidential both during and after their term of employment. These practices have been adopted, as they have been deemed essential to the protection of the *Town of Hay River*.

This policy shall:

1. Establish that all roles and positions held by individuals within the *Town of Hay River* are expected to ensure an ethical workplace, and obligations for confidentiality,
2. Outline standards and expectations, and
3. Outline punitive measures for violations.

2.0 DEFINITIONS

Confidentiality is not disclosing, divulging, providing or disseminating matters to others that are private or personal in nature, without clear authorization.

Human Rights Act¹ prohibits discrimination on the basis of:

- race, colour, ancestry, place of origin, ethnic origin, nationality
- sex, sexual orientation, gender identity
- family or marital status, family affiliation
- social condition
- religion, creed
- political belief or association
- pardoned criminal conviction
- disability
- age

In Camera or **Private Meetings** guarantee that confidential employees/managers personnel information is kept confidential and only intended for use by the Senior Administrative Officer.

Information may include discussions, documents, electronic data or knowledge. This information may not be known by, or available to the public at large. Information may be classified as confidential if its improper use could harm individuals, organizations, elected individuals, and/or give an unfair advantage to someone. Examples of *confidential* information may include:

- Matters relating to customers/clients/suppliers/contractors/vendors
- Customer/Client Lists
- Technical trade secrets
- Product development
- Pricing methods
- Quality management methods
- Operation rules
- Commercial network
- Supply chain information

¹ Human Rights Act, S.N.W.T.2002,c.18. Source:
<http://www.nwthumanrights.ca/publications/Documents/NWTHumanRightsAct-NEW2009.pdf>

- Human resource planning
- Product technical design
- Town data dictionaries
- Town financial information, status and statements, and investment plans;
- Object codes and source codes to Town software
- Any information, or documentation labelled “Confidential” by the Town, or listed as such by separate memorandum, or e-mail that informs of confidential status;
- Matters that are subject of investigation by the Town of Hay River
- Any information pertaining to the *Town of Hay River’s* customers, clients, and contractors; and
- Information licensed by the *Town of Hay River* to customers under a confidentiality restriction;

Official Spokesperson is the Mayor or is designated by the Mayor for the *Town of Hay River* to publicize matters relating to the Council and the *Town of Hay River*. Where the Mayor, as the official spokesperson is unavailable, the Deputy Mayor or Senior Administrative Officer may fill the spokesperson role.

Development

This policy was developed in collaboration with the Senior Administrative Officer, Town Council Members, and the Mayor of the *Town of Hay River*.

Policy

1. Every person employed, appointed or retained who conducts or carries out business for the *Town of Hay River*, shall preserve secrecy about all information that comes to his or her knowledge in the course of his or her duties.
2. Every person employed, appointed or retained shall not communicate any information deemed or understood to be private to any third party not employed by the *Town of Hay River* at any time, unless the individual communicating the information or the *Town of Hay River* official provides written or verbal authorization to divulge the information.
3. Employees that are neither official spokespersons nor permanently and/or temporary designated spokespersons cannot, under any circumstances (including on a “no-names” or “off the record” basis), respond to inquiries from the investment community, the media or securities regulators unless specifically asked to do so by an official spokesperson.
4. Reasonable efforts will be made to limit access to confidential information to only those who need to know the information and those persons will be advised that the information is to be kept confidential until it has been publicly disclosed by a *Town of Hay River* spokesperson.
5. Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for the *Town of Hay River*.
6. Any person shall not make improper use of information acquired while in their position by either gaining directly or indirectly a financial advantage for themselves or for another person of interest.

7. No person should access information unless they do so as part of their official duties.
8. All persons shall not make use or share information with others that is protected under the NWT *Human Rights Act*.
9. Information provided *In camera* or *Private Meetings* will be used at the discretion of the Senior Administrative Officer to carry out actions related to employee/personnel matters and will be deemed strictly confidential.
10. Information is deemed confidential if regarding the appointment, dismissal, discipline or appraisal of individual employees and the individuals effected by this policy.
11. Information is deemed confidential if it relates to all or any financial matters for the *Town of Hay River*.
12. Information is deemed confidential if regarding any legal proceedings for the *Town of Hay River*.
13. Information is deemed confidential if regarding the trade secrets of any person or body.
14. Information designated as confidential by the Senior Administrative Officer may have the confidential designation removed only by resolution of the Council.
15. This Confidentiality Policy will not supersede any legal obligation to disseminate information when required to do so in the court of law.

Preventive Measures - Procedures

Reasonable best efforts should be made to prevent the misuse or inadvertent disclosure of undisclosed Material Information; therefore, the following procedures should be observed:

1. Documents and files containing confidential information should be kept in a safe place, with access restricted to individuals that need to know this information in the necessary course of business. Code names should be used if necessary;
2. Confidential matters should not be discussed in places where the discussion may be overheard, such as elevators, walkways, hallways, restaurants, airplanes or taxis, etc.;
3. Confidential documents should not be read in public places, left unattended in various locations, and should not be discarded in public places where others can retrieve them;
4. Every person affected by this policy must ensure they maintain the confidentiality of information in their possession outside of the office as well as inside the office;
5. Transmission of documents by electronic means, such as by fax, email or directly from one computer to another, should be made only where it is reasonable to believe that the transmission can be made and received under secure conditions;
6. Unnecessary copying of confidential documents should be avoided and documents containing confidential information should be promptly removed from conference rooms and work areas after meetings have concluded. Extra copies of confidential documents should be shredded or otherwise destroyed; and
7. Access to confidential electronic data should be restricted through the use of passwords.

Punitive Measures

All Supervisors, Managers, Directors, Senior Administrative Officers, Full-time and Part-time Employees, Contract Workers, Volunteers who contravene any one or more measures outlined within this policy, will be considered in breach of this policy.

Immediate disciplinary action may include;

- **A formal letter of apology** to the person(s) affected by the breach of confidentiality, or
- **Disciplinary Action** set out by the current Collective Agreement.
- Some violations may indelibly affect the *Town of Hay River* in a negative fashion. In this case, **legal action** may be pursued.

SECTION B

1.0 Reference to Other Policy and Legislation

2.0 Review/Revision History & Author

Acknowledgement and Agreement

By providing your signature below indicates that you have read and understand the *Town of Hay River's Staff Confidentiality Policy #HR-2-2013*.

Name: _____

Date: _____

Signature: _____

Witness: _____

A Regular Meeting of the Drug Free Zone Committee of the Municipal Corporation of the Town of Hay River was held Tuesday November 20, 2012 at 12:00 NOON in the Town Hall Chambers

MEMBERS PRESENT

Cllr. Kevin Wallington, Rev. Vivian Smith, Cpl. Scott Young, May-Britt Hetesi – Recording Secretary

MEMBERS ABSENT

Melvin Larocque

CALL TO ORDER

The meeting was called to order at 12:20 pm by Kevin Wallington

ADOPTION OF THE AGENDA

MOVED BY: VIVIAN SMITH

SECONDED BY: SCOTT YOUNG

That the Drug Free Zone Committee accepts the Agenda for the November 20, 2012, meeting.

CARRIED

MINUTES

Minutes of the Regular Meeting of the Drug Free Zone Committee of September 18, 2012

MOVED BY: VIVIAN SMITH

SECONDED BY: SCOTT YOUNG

That the Drug Free Zone Committee accepts the Minutes of the Regular Meeting on September 18, 2012.

CARRIED

BUSINESS ARISING FROM THE MINUTES

An email was received from Ferne Furrow regrettfully tendering resignation from the DFZ Committee effective November 2, 2012. This was accepted with thanks for all her assistance in the past three years. As the DFZ Committee terms expires on December 31st this year, requests for interest will be sent out in due course for more members.

NEW BUSINESS

a) DRUG FREE ZONE COMMITTEE 3RD ANNUAL HOCKEY GAME

Events details were reviewed and assignments to individual members distributed.

Needed still:

Popcorn maker – baked goods for sale – cash float for bake table – DFZ dog tags giveaways (ordered but not yet received).

Kevin committed to finding a corporate sponsor for the RCMP players insurance.

b) CITIZENS ON PATROL (COP)

Citizens on Patrol Hay River are endeavoring to get up and running in Hay River and they have been assisted by the Alberta Chapter of COP to provide insurance for their group. This cost will be approximately \$180.

MOVED: SCOTT YOUNG

SECONDED: VIVIAN SMITH

That the Drug Free Zone Committee commits to covering the insurance and registration costs for the Hay River Chapter of the Citizens on Patrol (COP).

CARRIED

NEXT MEETING

TBD

ADJOURNMENT – 12:38 pm

MOVED: VIVIAN SMITH

Certified correct as recorded on November 20, 2012, and accepted by Motion on February 13, 2013.



Keith Dohey Chair



May-Britt Hetesi, Recording Secretary

The Joint Occupational Health and Safety Committee meeting was held Wednesday, January 16, 2013, at 1:15 PM in the Fire Hall Training Room

Present: Ross Potter, Emma Harper, Kelly Allinott, Harald Kauhausen, Dave Ryan, Jaimi Carter

Absent: May-Britt Hetesi

1. Call to Order

Meeting was called to order at 1:20 pm by Ross Potter, Co-Chair.

2. Adoption of Agenda

Moved: Jaimi Carter

Seconded: Harald Kauhausen

CARRIED

3. Adoption of Minutes December 16, 2012.

Moved: Jaimi Carter

Seconded: Dave Ryan

That the JOH&S Committee accepts the minutes from the December 16, 2012 as presented.

CARRIED

4. Business Arising from the Minutes

Update on collapse of Golf Course Maintenance Building. Inspection was conducted by appraiser and further investigations are being made as to whether this will be a warranty replacement.

5. New Business

a) Incident(s) Review

There was one (1) incident(s) last month.

(i) Administration – slip & fall – no investigation necessary

b) CSTS Course Update

All courses up to date with the exception of new hires. Need a ensure that Ross Potter is contacted when there is a new hire in order the new employee can take the safety course as soon as possible.

c) 2013 Schedule of Meetings attached.

d) Asbestos at Reservoir

Confirmation was received that the exhaust lagging is shielded with

asbestos. Remediation & mitigation has been initiated.

6. ISSUES

- a) Recreation
None to report
- b) Administration
Worn carpet on stairs might be a tripping hazard – edging is on order.
Light at back door down stairs has been replaced.
- c) Public Works
Lift #5 Issue – Harald to bolt a new ladder inside.

NEXT MEETING

Wednesday, February 20, 2013

Adjournment

Moved: Jaimi Carter

That the regular meeting of the Occupational Health & Safety Committee be adjourned at 1:35 p.m.

BUILDING INSPECTIONS

West Channel Intake Pumphouse

**Certified correct as recorded on January 16, 2013 and accepted by Motion
February 13, 2013:**



Ross Potter, Chair



May-Britt Hetesi, Recording Secretary



2013 Council Meetings Schedule

January	February	March
Monday 7 Committee 21 Council	Monday 4 Committee 18 Council	Monday 4 Public Works Committee 11 Council 18 Municipal Services Comm. 25 Council
April	May	June
Monday 8 Public Works Committee 15 Council 22 Municipal Services Comm. 29 Council	Monday 6 Public Works Committee 13 Council 21 Municipal Services Comm. 27 Council	Monday 3 Public Works Committee 10 Council 17 Municipal Services Comm. 24 Council
July	August	September
Monday 8 Public Works Committee 15 Council 22 Municipal Services Comm. 29 Council	Monday 6 Public Works Committee 12 Council 19 Municipal Services Comm. 26 Council	Monday 9 Public Works Committee 16 Council 23 Municipal Services Comm. 30 Council
October	November	December
Monday 7 Public Works Committee 15 Council 21 Municipal Services Comm. 28 Council	Monday 4 Public Works Committee 12 Council 18 Municipal Services Comm. 25 Council	Monday 2 Public Works Committee 9 Council 16 Municipal Services Comm.

Statutory Holidays occur in the highlighted days – meetings are scheduled for the following Tuesday