

The Regular Meeting of Council was held on Monday, July 29th, 2013 at 7:00 pm in the Council Chambers.

- Present: Mayor Cassidy, Deputy Mayor Mapes, Councillors Candow, Dohey, Jameson, Maher, Jungkind, and Coakwell
- Staff: May-Britt Hetesi – Interim Senior Administrative Officer, Keith Morrison – Director of Public Works & Planning, Ross Potter – Fire Chief, Jordan Stackhouse – Acting Director of Recreation and Community Services and Economic Coordinator, Stacey Barnes – Recording Secretary.
- Absent: Councillor M^cKay
- Other: Sarah Ladik (The Hub), Jean Locke, James Locke, Ross Stanley, Sharla Carroll, MLA North Robert Bouchard, Dave Ryan

1. CALL TO ORDER:

This Meeting was called to order at 7:00 pm with Mayor Cassidy residing.

2. ADOPTION OF AGENDA

**#13-397 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR JAMESON**

That the Council of the Town of Hay River amend the agenda for the July 29th, 2013 Regular Meeting of Council to include Councillor M^cKay, agenda item #12 New Business a.) Excused Absence and item #13 In Camera a.) Personnel - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (c)

CARRIED

3. DECLARATION OF INTEREST

There were no Declarations of Interest for the Regular Meeting of Council, July 29th, 2013.

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

Mayor, Andrew Cassidy read out Thank You card from Hay River Homecoming 2013 to Council for their support for the event, it was accompanied with a polar bear artwork, also would like to wish farewell to Director of Public Works, Keith Morrison.

5. MINUTES

Minutes of the Regular Meeting of Council, July 15th, 2013

**#13-398 MOVED BY: CLLR MAHER
 SECONDED BY: CLLR CANDOW**

That the Council of the Town of Hay River accepts the Minutes of the Regular Meeting of Council, July 15th, 2013 as presented.

CARRIED

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:



Andrew Cassidy
Mayor

Date: July 29th, 2013

9. ADMINISTRATIVE ENQUIRIES

Councillor, Donna Lee Jungkind:

Do we have an update on the Fire Hall status completion date?

Director of Public Works and Planning, Keith Morrison:

Answer directed to Councillor, Donna Lee Jungkind, No update yet, but have a site meeting on July 30th, 2013, then will have update for Council.

Councillor, Donna Lee Jungkind:

Question directed to Director of Public Works, Keith Morrison, What about the budget of the Fire Hall, anything new or different, added or changed?

Director of Public Works and Planning, Keith Morrison:

Answer directed to Councillor, Donna Lee Jungkind, No, still on budget, minor change orders, will have a new payment request for Council next meeting. The project budget is very tight.

Deputy Mayor, Brad Mapes:

Where are we with the water contract?

Director of Public Works and Planning, Keith Morrison:

Answer directed to Deputy Mayor, Brad Mapes, The contract should be complete before I'm finished with the Town.

Deputy Mayor, Brad Mapes:

Where are we with Cameron Crescent? Is it back from MACA?

Director of Public Works and Planning, Keith Morrison:

Answer directed to Deputy Mayor, Brad Mapes, Yes it is back, we are now on the 2 week development permit stage, the sketches are approved, now to wait for appeals if any.

Councillor, Donna Lee Jungkind:

Paving happening at the airport right now, do we have any plans to tie into the roadwork with this paving?

Director of Public Works and Planning, Keith Morrison:

Answer directed to Councillor, Donna Lee Jungkind, There was no paving budget approved for this year.

Deputy Mayor, Brad Mapes:

With the IT contract, where the 2 items we wanted added?

Interim Senior Administration Officer, May-Britt Hetesi

Answer directed to Deputy Mayor, Brad Mapes, The contract is still on going, it is part of the discussions.

Deputy Mayor, Brad Mapes:

Are the financial statements ready?

Interim Senior Administration Officer, May-Britt Hetesi

Answer directed to Deputy Mayor, Brad Mapes, They are getting done very quickly, a lot of work has been going into it, should have a date very soon.

10. MUNICIPAL SERVICES COMMITTEE REPORTS

a) Excused Absence

RECOMMENDATION:

#13-402 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR JUNGKIND

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Coakwell from the Municipal Services Committee Meeting, Monday, July 22nd, 2013.

CARRIED

BACKGROUND:

Councillor Coakwell has requested to be excused from the Municipal Services Committee Meeting, Monday, July 22nd, 2013.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:



Stacey Barnes
Executive Assistant

Date: July 18th, 2013

Reviewed by:



May-Britt Hetesi
Interim Senior Administrative Officer

Date: July 18th, 2013

b) Emergency Services Monthly Activity Report

RECOMMENDATION:

#13-403

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR JAMESON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Emergency Services Activity Report for the month of June 2013 as presented.

CARRIED

BACKGROUND:

June turned out to be another busy month for the Fire Department members. At the start of the month we spent quite a few hours assisting with Hay River's annual Track and Field at DJSS. Efforts there involved watering the grass and the track and continued with 3 days of Medical Support for the participants. Thankfully the Med Tent saw no serious injuries but they did see quite a few scrapes, cuts and strains during the meet.

The Fire Chief attended the annual NWT Fire Chief's Association meetings and provided training for other Fire Chiefs that attended this year's function.

A number of members participated in the Fireworks Supervisors course and are now Certified Assistants for setting off Fireworks. Once they have assisted on 3 shows they will become

Certified Supervisors which should take some of the heat off of DFC McKay who has been running the shows for New Year's Eve for over a decade.

We also saw one Captain complete his 1041 Level 1 Fire Instructors course which brings the department to 3 certified instructors. Another Captain has completed her Fire Officers Training Program Communications course in an effort for constant improvement of the department.

Firefighter Terence Fischer has now been promoted to the position of Captain to fill the empty slot on the department. Terence brings a lot of experience to the position and will make a positive contribution to the Officer core of the department.

A breakup debriefing meeting and BBQ was held this month to see how everyone felt about Breakup Operations this year. Everyone had positive comments in regard to the Operations but we really were not tasked with much of an event. The only negative comment that came from the floor was disappointment in the mitigation efforts being done by the town.

The Fire Chief has been working with the RCMP again this year providing training for their Inland Water Training program. Topics covered by the Chief in regard to this training included Vessel Maintenance, Marine Firefighting, GPS navigation, and Radio Communications Certification. This work with the RCMP helps build strong relationships between the two organizations.

Members of the department once again provide Emergency Medical Services for ENR while they fitness tested some of their Firefighters. This also builds strong relationships with other agencies which will help in the event of an Interphase Fire.

Meetings:

- NWT Fire Chief's Association AGM
- IT RFP Meeting
- PWS Committee Meeting
- Council Meeting
- Canadian Association of Fire Chiefs Board Meeting
- JOH&S Meeting
- Municipal Services Meeting
- SPCA Meeting
- Hazard Identification Risk Assessment Meeting
- Library, re support for Soapbox Derby

During the month of June 527 Volunteer hours were served by the members of the HRFD for a year to date total of 3015.5 Hours.

Item	Level of Activity
Patient Transfers	7
Medical Emergencies Local	10
Medical Emergency Village	0

Medical Emergency Highway	0
Medical Emergency Out of Town	1
Body Transfers	1
Fires	6
Rescues	0
False Alarms	3
Ambulance Training	1
Fire Training	3
Special Training	0
Cleanup & Maintenance	4
Fire Permits	1
Fireworks Permits	0
Public Safety Sessions	6
Inspections	8
Child Seat Inspections	0
Recruitment	0
Emergency Plan	
Special Projects	
Active Membership at Month End	29
Equipment Maintenance	
Ambulance 1	Weekly Checks,
Ambulance 2	Weekly Checks
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

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

Dog Attack Complaints Received	0
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Number of Dogs Caught	1
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Unsightly Properties:

There are currently nine properties under investigation.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaws as applicable

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A


Prepared by:



Dave Ryan
Bylaw Officer

Date: June 13, 2013

Reviewed by:



Ross Potter
Fire Chief

Date: July 22, 2013

Reviewed by:



May-Britt Hetesi
Interim Senior Administrative Officer

Date: July 22, 2013

d) Financial Reporting for June 2013

RECOMMENDATION:

#13-405

**MOVED BY: CLLR JAMESON
SECONDED BY: CLLR DOHEY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Financial Reporting for June 2013 as presented.

CARRIED

BACKGROUND:

For review of Council

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

June 2013 Financial Reports for the Town of Hay River

Prepared by:



May-Britt Hetesi
Interim Senior Administrative Officer

Date: July 15, 2013

e) Draft Hiring Policy Report

RECOMMENDATION:

#13-406

**MOVED BY: CLLR JUNGKIND
SECONDED BY: CLLR CANDOW**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report from the Policy Review Committee Meeting on June 18, 2013.

CARRIED

#13-407

**MOVED BY: CLLR CANDOW
SECONDED BY: CLLR JAMESON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Hiring Policy HR-3-2013 as presented.

DEFERRED

BACKGROUND:

The Policy Review Committee has been meeting for some time now to draft up a Hiring Policy for the Town of Hay River. The Report from the last meeting (June 18th) and the Draft Hiring Policy is presented for Council's information and review.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Personnel Committee Bylaw No. 2011

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Report from June 18th Policy Review Committee
Draft Town of Hay River Hiring Policy HR-3-2013

Prepared by:



May-Britt Hetesi
Interim Senior Administrative Officer

Date: July 15, 2013

Let it be noted that the Council of the Town of Hay River would like to have the second motion deferred to at least August 26th, 2013.

11. NOTICES OF MOTIONS

There were no Notices of Motions for the Regular Meeting of Council, July 15th, 2013.

12. **NEW BUSINESS**
a) Excused Absence

RECOMMENDATION:

#13-408 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Jungkind from the Public Works Committee Meeting, Tuesday, August 6th, 2013 and the Regular Meeting of Council Monday, August 12th, 2013, As well, Councillor M^cKay from the Regular Meeting of Council, Monday July 29th, 2013

CARRIED

BACKGROUND:

Councillor Jungkind has requested to be excused from the Public Works Committee Meeting, Tuesday, August 6th, 2013 and the Regular Meeting of Council Monday, August 12th, 2013, As well, Councillor M^cKay from the Regular Meeting of Council, Monday July 29th, 2013

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:



Stacey Barnes
Executive Assistant

Date: July 25th, 2013

Reviewed by:



May-Britt Hetesi
Interim Senior Administrative Officer

Date: July 25th, 2013

b) Special Committee of Council

Mayor Cassidy spoke this agenda item, and requested a verbal report from each committee chair, as follows:

- *Air Surface Committee* – Waiting for Kelly O’Conner to return from holidays so the committee can meet with him.
- *Infrastructure Fundraising Committee* – Have meet, determined a term of reference, will identify priorities based on infrastructure, needs for funding, partnerships with user groups & outside groups, maintain a minimum of 4 members of Council.
- *GNWT Communication Committee* – Lobby Regional issues, maintain a minimum of 4 members of council for 1yr, report to Council once a month.
- *Health Centre Committee* – Has yet to meet.

c) Recreation Centre Renovation Project Report

RECOMMENDATION:

**#13-409 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR MAHER**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs administration to issue an RFP for design services for the approved Recreation Centre renovation project.

DEFEATED

BACKGROUND:

As per council directive, administration wishes to issue an RFP for design services of phase 1 of the Don Stewart Recreation Centre renovation project (as per Carscadden report) which includes:

- Ice surface replacement
- Roof replacement
- Building envelope replacement
- Walking track
- Bleachers
- Change rooms

The cost estimate of design services is approximately \$900,000 which represents %12 of the \$7.6 million estimate in the Carscadden report

The Council of the Town of Hay River has allocated \$6 Million in the 2013/14 budget for this project.

The RFP will be developed by the Director of Recreation and Director Public Works as per a standard format used by the Town of Hay River. Proposed evaluation criteria are attached for Council feedback.

A decision by Council as to direction is needed as soon as possible; time is of the essence.

Below is a sample timeline for this project:

- Award of construction contract → 01 March 2014
- Design out to tender → 01 February 2014
- Design RFP awarded → 01 August 2013
- **Design RFP out to proponents → 01 July 2013**

As you can see, we are already behind schedule in terms of a realistic timeline for moving forward with the project.

Options for Council:

Option #1: Approve - Approve evaluation criteria, issue RFP, design over winter, construct in spring/summer of 2014.

Option #2: Do not approve – Risk manage facilities for the 2013/14 arena season.

Option #3: Change scope of work – Scale back project and perhaps only do the roof and ice slab.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

Approved capital budget

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Evaluation Criteria

Prepared by:



Jordan Stackhouse
Acting Director of Recreation & Community Services
Officer

Date: July 23, 2013

Reviewed by:



May-Britt Hetesi
Interim Senior Administrative

Date: July 25, 2013

Let it be noted the Deputy Mayor Mapes and Councillors Candow, Jameson and Jungkind were opposed and Councillors Dohey, Maher and Coakwell were for.

TOWN OF HAY RIVER
REVISED REPORT TO COUNCIL
Consolidated Summary of Revenue and Expense
For the 6 Months Ended June 30,2013

		Actual	Budget	Variance
GENERAL FUND		6/12	12/12	12/12
Revenue				
Property Taxes		4,066,702	4,045,205	21,497
Government Grants-In-Lieu		736,699	748,565	- 11,866
Sale of services		172,357	384,876	- 212,519
Recreation		202,240	424,455	- 222,215
Other Revenue from own sources		318,877	417,000	- 98,123
GNWT Block Funding		648,334	1,902,000	- 1,253,666
Total Revenue		6,145,209	7,922,101	- 1,776,892
Expenditure		6/12	12/12	6/12
Administration -	Operating	586,854	944,770	- 114,469
	Mayor and Council	64,368	130,100	682
	Salaries and Wages-Admin	370,466	800,000	29,534
	Salaries and Wages-Town Hall	6,203	20,000	3,797
		1,027,890	1,894,870	- 84,935
Protective Services -	Operating	208,123	558,781	71,268
	Salaries and Wages	107,255	198,640	- 7,935
		315,378	757,421	63,333
Transportation and Public Works -	Operating	325,726	912,008	130,278
	Salaries and Wages	371,356	695,100	- 23,806
		697,081	1,607,108	106,473
Environmental and Public Health	Operating	165,243	488,829	79,171.09
	Salaries and Wages	2,409	26,000	10,591
		167,653	514,829	89,762
Planning and Development	Operating	61,027	191,122	34,534.43
	Salaries and Wages	106,356	202,000	- 5,356
		167,383	393,122	29,178
Recreation and Cultural	Operating	629,755	1,470,096	105,293
	Salaries and Wages	544,466	1,003,700	- 42,616
		1,174,221	2,473,796	62,677
Fiscal	Operating	209,756	476,000	28,244.00
Total Expense		3,759,362	8,117,146	294,731
Net Surplus (Deficit)		2,385,846	- 195,045	

(Excluding Depreciation, Overhead and Capital Transactions)

**TOWN OF HAY RIVER
REPORT TO COUNCIL
Consolidated Summary of Revenue and Expense
For the 6 Months Ended June 30, 2013**

	Actual	Budget	Variance
UTILITY FUND			
	6/12	12/12	12/12
Revenue			
Water/Sewer Sales	954,135.72	1,800,000.00	- 845,864.28
GNWT Water Subsidies	113,676.00	330,267.00	- 216,591.00
Other Revenue	14,660.68	23,129.00	- 8,468.32
Total Revenue	1,082,472.40	2,153,396.00	
Expenditure			
	6/12	12/12	6/12
Administration - Operating	32,903.05	179,939.00	42,071.53
Salaries and Wages	88,595.82	165,300.00	- 19,720.82
	121,498.87	345,239.00	22,350.71
Transmission and Distribution - Operating	507,781.32	1,164,331.00	- 22,643.40
Salaries and Wates	57,316.40	155,200.00	7,350.27
	565,097.72	1,319,531.00	- 15,293.14
Maintenance - Operating	211,949.61	473,041.00	- 14,849.19
Salaries and Wages	7,214.26	37,000.00	8,202.41
	219,163.87	510,041.00	- 6,646.79
Sewage - Operating	18,280.00	42,050.00	- 759.17
Total Expense	924,040.46	2,216,861.00	- 348.38
Net Surplus (Deficit)	158,431.94	- 63,465.00	

(Excluding Depreciation, Overhead and Capital Transactions)

**TOWN OF HAY RIVER
REPORT TO COUNCIL
Summary of Reserve Balances & Interest Earned
As At June 30, 2013**

Bank Account #	<u>Interest Amount Gen Reserve</u>	<u>Mobile Equipment</u> 1-3-1291-000	<u>Computer</u> 1-3-1291-000	<u>Recreation Capital</u> 1-3-1291-000	<u>Recreation Centre</u> 1-3-1291000	<u>Landfill</u> 1-3-1291-000	<u>Infrastructure Capital</u> 1-3-1291-000	<u>Total General Fund Reserves</u>	<u>Utility Infrastructure Res.</u> 1-3-1292-000
Balance Forward December 2012 (pre Audit)		653,760.00	4,201.39	78,344.94	105,268.02	155,200.36	656,975.10	1,653,749.81	2,329,828.35
% Interest Allocation		39.532%	0.254%	4.737%	6.365%	9.385%	39.726%	1.00	
January	\$1,556.38	615.27	3.95	73.73	99.07	146.06	618.29	1,556.38	2,204.30
February	\$1,407.18	556.29	3.57	66.66	89.57	132.06	559.02	1,407.18	1,992.99
March	\$1,559.32	616.43	3.96	73.87	99.26	146.34	619.46	1,559.32	2,208.47
April	\$1,463.24	578.45	3.72	69.32	93.14	137.32	581.29	1,463.24	2,139.32
May	\$829.74	328.01	2.11	39.31	52.82	77.87	329.63	829.74	2,212.72
June	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Annual Contributions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Proposed Annual Expenditures		(460,000.00)	0.00	0.00	0.00	(150,000.00)	(600,000.00)	(1,210,000.00)	(308,000.00)
Balance December 2013	\$6,815.86	196,454.44	4,218.71	78,667.84	105,701.88	5,840.01	59,682.80	450,565.67	2,032,586.15

**Summary of Deferred Contribution Balances & Interest Earned
As At June 30, 2013**

Bank Account #	<u>Total Interest Def Contrib</u>	<u>Gas Tax</u> 1-3-1294-000	<u>Community Public Infra.</u> 1-3-1297-000	<u>Building Canada Fund</u> 1-3-1296-000	<u>Total Deferred Contributions</u>
Balance Forward December 2012 (Pre Audit)		2,042,273.50	6,574,449.11	1,101,779.38	9,718,501.99
Plus: Contributions Receivable for 2013		1,015,622.00	1,260,000.00	-	2,275,622.00
		3,057,895.50	7,834,449.11	1,101,779.38	11,994,123.99
January	10,715.16	2,137.99	7,338.60	1,238.57	10,715.16
February	9,495.79	1,933.04	6,635.09	927.66	9,495.79
March	10,475.86	2,142.03	7,352.47	981.36	10,475.86
April	9,956.13	2,074.96	7,122.25	758.92	9,956.13
May	10,168.79	2,146.15	7,366.61	656.03	10,168.79
June	-				0.00
July	-				0.00
August	-				0.00
September	-				0.00
October	-				0.00
November	-				0.00
December	-				0.00
Proposed Annual Expenditures		(3,000,000.00)	(7,870,264.13)	(1,106,341.92)	(11,976,606.05)
Balance December 2013	\$50,811.73	68,329.67	0.00	0.00	68,329.67

TOWN OF HAY RIVER
 REPORT TO COUNCIL
 GENERAL FUND CAPITAL PLAN - 2013
 For the 6 Months Ending June 30, 2013

		2013 Budget	2013 Actual to Date
Contributions	Building Canada Fund	1,101,779	1,106,342
	Community Public Infrastructure Fund	6,678,321	246,223
	General Reserve-Landfill	150,000	
	General Reserve-Infrastructure Capital	600,000	
	General Reserve- Mobile Equipment	460,000	-
		8,990,100	1,352,565
Capital Plan	General Government		
	General Plan	50,000	-
	Town Hall	50,000	-
	Total General Government	100,000	-
	Fire Department		
	Fire Hall Design and Build	3,700,000	1,339,574
	Ambulance	180,000	-
	Fire Hall IT	25,900	-
	Bunker Gear X 10	11,000	-
	Portable Radios	3,200	-
	AED	3,500	-
	SCBA	8,500	-
	Repeater and Antenna	10,000	-
	Total Fire Department	3,942,100	1,339,574
	Public Works		
	5-Ton Box Truck	50,000	-
	Vale Island Drainage Work	100,000	9,375
	Drainage Improvements	-	-
	Upgrade Golf Course Road	-	-
	Development Standards	25,000	-
	Downtown Accessibility & Beautification	50,000	-
	Landfill Fencing	50,000	3,616
	Landfill Improvements	100,000	-
	Line Painter	10,000	-
	Total Public Works	385,000	12,991
	Recreation		
	General		
Seacan Storage	3,000	-	
Pool			
	-	-	
Centre			
Rec Centre	4,000,000	-	
Zamboni Apron	10,000	-	
Zamboni	150,000	-	
Old Pool-link to Heat Reclamation	20,000	-	
	4,180,000	-	
Sportfields			
Twin Ball Diamond (Pine Point)	50,000	-	
Riding Mowers	70,000	-	
	120,000	-	
Parklands			
Skate/BMX Park	150,000	-	
Kwanis Park Rink	10,000	-	
Trans Canada Trail	100,000	-	
Tri-Service Park Development	-	-	
	260,000	-	
Total Recreation	4,563,000	-	
Tourism			
	-	-	
Total General Fund Capital Plan	8,990,100	1,352,565	

TOWN OF HAY RIVER
 REPORT TO COUNCIL
 UTILITY FUND CAPITAL PLAN - 2013
 For the 6 Months Ending June 30, 2013

		2013	2013
		Budget	Actual to Date
Contributions			
	Capital Infrastructure (CPI)	1,000,000	-
	2013 Gas Tax	3,000,000	4,222
	Utility Reserve	308,000	-
		4,308,000	4,222
Capital Plan			
	Transmission and Distribution		
	Sewer Repairs	200,000	-
	Lift No. 1 Upgrade - Work in Progress	1,450,000	2,441
	Lift No. 2 Upgrade - Work in Progress	1,508,000	1,782
	Pre-Engineering Surveys	50,000	-
	Emergency Mains Repair	1,000,000	
	Total Transmission & Distribution	4,208,000	4,222
	Production and Treatment		
	Water treatment plant upgrades	100,000	-
	Total Production and Treatment	100,000	-
Total Utility Fund Capital		4,308,000	4,222

TOWN OF HAY RIVER
REVISED REPORT TO COUNCIL
Consolidated Summary of Revenue and Expense
For the 5 Months Ended May 31, 2013

	Actual		Budget		Variance
LAND DEVELOPMENT FUND					
	5/12		12/12		12/12
Revenue					
Land Sales	10,746.88		-	-	10,746.88
Land Leases	219,150.03		299,423.00	-	94,390.45
Other Revenue	1,598.24		700.00	-	1,306.57
Total Revenue	231,495.15		300,123.00	-	106,443.90
Expenditure					
	5/12		12/12		5/12
Cost of Land Sold	3,603.75		-	-	3,603.75
Lease Fees	600.00		36,060.00		14,425.00
	4,203.75		36,060.00		10,821.25
Administration	165.00		2,400.00		835.00
Professional Fees	105.00		7,500.00		3,020.00
Total Expense	4,473.75		45,960.00		14,676.25
Net Surplus (Deficit)	227,021.40		254,163.00		

(Excluding Depreciation, Overhead and Capital Expenditures)

Note: As at 31 December, 2011 the Land Development Fund had an operating surplus of \$3,384,450

These funds represent collateral security for future Land Developments debentures



POLICY REVIEW COMMITTEE REPORT

Tuesday, June 18, 2013 at 12:00 PM

Report of a meeting held on Tuesday, June 18, 2013 at 12:00 PM in the Doug Weiterman Room of the Town of Hay River. The following Committee members were in attendance:

Chair: Mayor Andrew Cassidy
Deputy Mayor Brad Mapes
Cllr. Donna Lee Jungkind

Other Cllrs: Cllr. Roger Candow

NO members of Administration staff were in attendance.

Agenda Item:

- 1. Call to Order**
Chair, Mayor Andrew Cassidy at 12:00 PM.
- 2. Adoption of the Agenda**
As presented
- 3. Declaration of Interest**
None declared.
- 4. a) Hiring Policy**
Discussion was held in regards to the Draft Hiring Policy presented. Draft to be Presented at July's Municipal Services Committee.
- 5. The meeting was adjourned at 12:30 PM.**



TOWN OF HAY RIVER

Title: HIRING POLICY

Policy Number: HR-3-2013

Motion #:

Approval Date:

SECTION A

1.0 POLICY PURPOSE

To define the criteria and procedures that the Town of Hay River will utilize for recruiting, selecting, and hiring employees.

2.0 DEFINITIONS

“**Council**” means the duly elected officers of the Town of Hay River and the Chief Elected Officer or Mayor.

“**Director**” means a Department Head designated by SAO, or the employee(s) designated by a Director to implement this Policy.

“**Immediate Family Member**” means a wife, husband, mother, father, sister, brother, son, daughter, cousin, nephew, niece, or any in-laws.

“**SAO**” means the Senior Administrative Officer for the Town of Hay River as appointed by Bylaw.

“**Town**” means the municipal corporation of the Town of Hay River located in the Northwest Territories.

“**Unionized Staff**” means all those employees that fall under the Collective Agreement between the Public Service Alliance of Canada and the Town of Hay River, Northwest Territories.

“**Town Representative**” means the employee designated by the SAO to implement this Policy.

3.0 POLICY STATEMENTS

3.1 Authority for Hiring Processes

- a. Council, as per the Personnel Committee Bylaw, shall be responsible for the hiring, appointment, discipline, and dismissal of all Non-Unionized Staff.
- b. Council shall approve all new permanent employee positions that are established by the Town.
- c. The SAO and Directors are permitted to utilize all established and funded permanent positions, unless the position has been left vacant, and not advertised for over 12 months. After 12 months, if the position is deemed to require staffing, the SAO will bring the matter before council for staffing approval. Additionally, the SAO and Directors shall have managerial discretion in utilizing temporary, seasonal, contracted, and casual employees provided all relevant costs are within Council approved budgets.
- d. The SAO shall be responsible for the hiring, appointment, discipline, and dismissal of all Unionized Staff. This authority may be delegated to the applicable department Director.

3.2 Job Postings & Advertising

- a. Internal posting and advertising for all Union positions shall take place as specified in the Collective Agreement.
- b. All external job postings shall be posted with a closing date 3 weeks from the start of recruitment. If there are no suitable candidates, job postings will be reposted with a new closing date.
- c. All external job postings shall, at a minimum, be advertised using the local newspaper, local TV channel, Town website, and in locations intended to notify internal employees.
- d. External job postings that are of a supervisory nature, or those that require special skills that are likely not to be prevalent in the Town, may also be posted in a manner that will target applicants from outside the Town.

3.3 Applications

- a. All applicants must submit a resume and cover letter when applying on a position.
- b. Applications received after the posting deadline will not be considered.
- c. The Town representative authorized for hiring shall review all properly completed applications and interview the most qualified candidates after the closing date. Where the number of qualified applicants allows, a minimum of three candidates will be interviewed.

- d. All unsuccessful applications will be kept on file and then destroyed once the probation period of the filled vacancy is complete.

3.4 Interviewing & Reference Checks

- a. Interviews shall be scheduled and conducted by the Town representative authorized for hiring.
- b. Interview panels for Non-Unionized Staff vacancies shall be comprised as outlined in the Personnel Committee Bylaw.
- c. Interview panels for Unionized Staff vacancies shall consist of not less than three people, including the SAO or department Director and any other direct supervisors.
- d. Interviews are structured to ascertain the skills, knowledge, experience, education and general suitability for the position.
- e. Interviewed applicants may be asked to provide references to verify and validate information about their suitability as a candidate.
- f. Interviews will not be conducted prior to the closing date of the competition.

3.5 Selection & Offers of Employment

- a. The authorized Town employee for the hiring shall make the final determination on the appropriate candidate for the position. If it is deemed that no candidates are suitable, a position may be reposted or left vacant.
- b. Once the preferred candidate is identified, an offer of employment will be made in writing. This offer will include the starting wage/salary and start date or term of employment.
- c. Once a job offer is accepted, all short-listed candidates shall be notified of the results of the competition.
- d. Every offer of employment is subject to a successful criminal record check. Any position that requires the licensed use of a vehicle shall also be subject to a driver's abstract.

3.6 Potential Employee Conflicts

- a. Immediate Family Members – An Immediate Family Member shall not be considered for employment where it will create a direct or indirect managerial/subordinate relationship with the family member.
- b. Employee Relations – Employees engaged in a romantic relationship may not be considered for employment where the hiring would create a direct or indirect managerial/subordinate relationship between the employees.

- c. Immediate Family Members – If a member of the hiring committee is an immediate family member, they shall declare a conflict of interest and withdraw from the hiring process.

SECTION B

1.0 Reference to Other Policy and Legislation

- a. Personnel Committee Bylaw

2.0 Review/Revision History & Author