

The Regular Meeting of Council was held on Monday, October 28th, 2013 at 7:00 pm in the Council Chambers.

Present: Mayor Cassidy, Deputy Mayor Mapes, Councillors McKay, Candow, Dohey, Jameson, Maher, Jungkind and Coakwell

Staff: Ross Potter – Fire Chief, Jordan Stackhouse – Economic Coordinator, Ian Frankton - Director of Recreation and Community Services, David Steele – Senior Administration Officer, Khizar Hayat – Director of Public Works and Planning.

Other: Jeff Griffiths, Paul Bickford(Hub), Pat & Ken Wray

1. CALL TO ORDER:

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

2. ADOPTION OF AGENDA

**#13-536 MOVED BY: CLLR CANDOW
 SECONDED BY: CLLR JUNGKIND**

CARRIED

3. DECLARATION OF INTEREST

Deputy Mayor Mapes declared an interest in agenda item #9 g) Fire Hall Project Update, as his company is subcontracting on the project. Mayor Cassidy declared an interest in agenda item #9 f) Agriculture Strategy Contribution Agreement, as the funding partner is employer.

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

Mayor Cassidy – Council met with Metis regarding Community Wellness, the Town of Hay River was granted Territorial Government funds to put towards Community Wellness. Also would like to congratulate the Canadian Rangers for holding Canadian Marksmanship Training in Hay River on October 26 & 27. Over 40 Rangers from 20 Communities participated.

Councillor Jungkind – Thanks to the Northern Hockey Challenge group including Councillor Coakwell in coaching during the Hay River Minor Hockey Camp this past weekend.

Councillor McKay – Thanks to Staff and Jordan Stackhouse for organizing the training on Saturday, it was well received.

Councillor Jungkind – Happy Birthday to the Mayor!

5. **MINUTES**

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

**#13-537 MOVED BY: CLLR JUNGKIND
 SECONDED BY: CLLR CANDOW**

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

CARRIED

JOH&S Committee Minutes for September 18th, 2013

**#13-538 MOVED BY: CLLR CANDOW
 SECONDED BY: CLLR JUNGKIND**

That the Council of the Town of Hay River accepts the JOH&S Committee Minutes, September 18th, 2013 as presented.

CARRIED

Trade and Tourism Committee Minutes for September 18th, 2013

**#13-539 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR JUNGKIND**

That the Council of the Town of Hay River accepts the Trade and Tourism Committee Minutes, September 18th, 2013 as presented.

CARRIED

Recreation Board Committee Minutes for September 9th, 2013

**#13-540 MOVED BY: CLLR CANDOW
 SECONDED BY: CLLR DOHEY**

That the Council of the Town of Hay River accepts the Recreation Board Committee Minutes, September 9th, 2013 as presented.

CARRIED

6. **BUSINESS ARISING FROM THE MINUTES**

There was business arising from the Minutes of the October 15th, 2013 Regular Meeting of Council.

Councillor, Roger Candow requested results of the landfill groundwater sampling stated in the Public Works and Planning report, are they ok?

Director of Public Works and Planning, Khizar Hayat replied that there is nothing to report.

There was no business arising from the Minutes of the JOH&S Committee for September 18th, 2013, Trade and Tourism Committee Minutes for September 18th, 2013 and the Recreation Board Committee Minutes for September 9th, 2013.

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:



Andrew Cassidy
Mayor

Date: October 24th, 2013

8. ADMINISTRATIVE ENQUIRIES

Councillor, Jason Coakwell:

Can we get an update on the curling rink roof?

Recreation Director, Ian Frankton

Answer directed at Councillor Coakwell:

Met with the President of the curling rink to give an update to them, the first coat of product was applied to the roof, but the weather has been a challenge. We have slowed the flow of water, and will look into using the Town Carpenter.

Deputy Mayor Mapes:

Can I suggest a 4 night open forum that the public can attend for the budget, and are we on track with the budget?

Senior Administration Officer, David Steele:

Answer directed to Deputy Mayor Mapes:

Yes we are on track, its being worked on now; there are 2 parts to the budget, the capital and O&M. Some of the Management Staff are doing training this week on the Vadim system.

Councillor, Donna Lee Jungkind:

When will we see the first draft of the O&M budget?

Senior Administration Officer, David Steele:

Answer directed at Councillor Jungkind:

Not able to give a time commitment, but as soon as possible.

Deputy Mayor, Brad Mapes:

Last Council meeting I was wondering that there was no insurance for the firehall regarding liquor and wondering why the Town has allowed this. Letter stated the Towns been aware of this; we are putting the community at liability.

Mayor, Andrew Cassidy:

Answer directed to Deputy Mayor Mapes:

First time Council was aware, was last week, we do have an insurance adjuster coming from Yellowknife to speak to Council.

Fire Chief, Ross Potter:

Nothing has been done with the canteen, but there is 3rd party insurance in place for liability of the canteen purchased by the Fire Dept.

Deputy Mayor, Brad Mapes: When did the Town of Hay River know there was an issue with the insurance?

Mayor, Andrew Cassidy: No further discussion on this as steps are being made to make things right.

9. MUNICIPAL SERVICES COMMITTEE REPORTS

a) Excused Absence

RECOMMENDATION:

#13-542 **MOVED BY: CLLR MAHER**
SECONDED BY: CLLR CANDOW

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Mayor Cassidy from the Public Works Committee Meeting, Monday, November 4th, 2013.

CARRIED

BACKGROUND:

Mayor Cassidy had requested to be excused from the Public Works Committee Meeting, Monday, November 4th, 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:

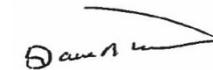
N/A

Prepared by:



Stacey Barnes
Executive Assistant

Reviewed by:



David Steele
Senior Administrative Officer

Date: October 16th, 2013

Date: October 16th, 2013

b) Emergency Services Monthly Activity Report

RECOMMENDATION:

#13-543

**MOVED BY: CLLR M^CKAY
SECONDED BY: CLLR JAMESON**

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

CARRIED

BACKGROUND:

During the month of September some of the Fire Departments focus was on recruitment of new members. We attended both the Trade Fair and Make the Connection to see if we could attract some new members to the Department. At this point we have received 4 new applications for membership 2 of which are already signed in as members and 2 are still going through the interview process with us.

We also were promoting Fire Safety during the Trade Fair where members of the department were available to discuss fire safety issues with the general public and offer our inspection services for home owners. Our Fire Extinguisher demonstrations seemed to be a hit with both young and old. This demonstration included the opportunity to extinguish fires using a training extinguisher.

2 more of our members are now certified as Child Restraint System Technicians which aids us in being able to teach parents how to properly install car seats and booster seats in their vehicles. A number of inspections/training sessions have taken place since the training. Our hopes are to be able to attend pre-natal classes in the fall to stress the importance of properly restraining infants and children in a vehicle and what to look for when purchasing a child seat.

The Hay River Fire Department was also a large supporter of the Buckle Up program which was a GNWT Transportation initiative. The department promoted the wearing of seatbelts through advertising and word of mouth. The fact that Hay River people had the highest rating

of wearing seat belts in the Northwest Territory we were able to win the opportunity to host the Leela Gilday concert at the Golf Club.

The Chief attended a Desktop Exercise with Imperial Oil this month which went very well. The desktop exercise helps all parties involved understand the roles and expectations when an incident occurs. One of the outcomes that came out of the exercise is that the FD will be supplied with the local IOL response plan. This will aid us in setting up pre-plans in the event of another incident at the Bulk Plant.

The Fire Department has been advised that it was nominated for a Merit Award from the GNWT. The nomination has been approved by the Office of the Fire Marshall and we should be receiving the award in the not too distant future. This is a testament to the great work our Volunteers do for the community and surrounding areas.

The Fire Department hosted a joint live fire exercise with the Ft. Smith Fire Department where we were able to work our members with their members in the HRFD burn facility. This is a step forward in getting mutual aid working between communities. The ability to combine experiences betters the firefighter's strategies and tactics when dealing with life fire incidents.

Meetings:

- PWS Committee Meeting
- Council Meeting
- JOH&S Meeting
- Municipal Services Meeting
- Imperial Oil Emergency Response

During the month of September 379 Volunteer hours were served by the members of the HRFD for a year to date total of 3875.5 hours year to date.

Item	Level of Activity
Patient Transfers	15
Medical Emergencies Local	12
Medical Emergency Village	0
Medical Emergency Highway	0
Medical Emergency Out of Town	1
Body Transfers	0
Fires	2
Rescues	1
False Alarms	5
Ambulance Training	1
Fire Training	3
Special Training	3
Cleanup & Maintenance	3
Fire Permits	2, 1 warning issued for non-compliance
Fireworks Permits	1
Public Safety Sessions	4

Inspections	2
Child Seat Inspections	4
Recruitment	2
Emergency Plan	
Special Projects	Repairs to Burn Tower
Active Membership at Month End	30
Equipment Maintenance	
Ambulance 1	Weekly Checks
Ambulance 2	Weekly Checks
Pump 1	Weekly Checks, Repair Air Drier
Pump 2	Weekly Checks
Pump 3	Weekly Checks
Tanker 1	Weekly Checks, Repair Gauge Drainage System
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

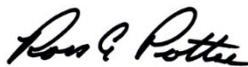
ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

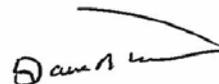
Prepared by:



Ross Potter
Fire Chief

Date: October 1, 2013

Reviewed by:



David Steele
Senior Administrative Officer

Date: October 17th, 2013

c) Municipal Enforcement Monthly Activity Report

RECOMMENDATION:

#13-544 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CLLR M^CKAY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for September 2013 as presented.

CARRIED

BACKGROUND:

By-law Name	Complaints Received	Warnings Issued	Tickets Issued
TRAFFIC	1	44	1
ANIMAL CONTROL	12	5	2
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	0	0
“ATV” Act	0	1	0

Dog Attack Complaints Received	3
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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: October 1st, 2013

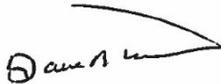
Reviewed by:



Ross Potter
Fire Chief

Date: October 1st, 2013

Reviewed by:



David Steele
Senior Administrative Officer

Date: October 17th, 2013

d) Appointment of Auditor for 2013 Report

RECOMMENDATION:

#13-545

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR MAHER**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints the firm of Ashton Chartered Accountants to perform the audit of the Town of Hay River for the fiscal year ending December 31, 2013 in accordance with their proposal dated October 15, 2013.

CARRIED

BACKGROUND:

As per subsection 13.(3)(d) of the *Cities, Towns and Villages Act*, Council may not delegate the power to appoint an auditor. Even though an estimated cost amount has been included within the budget to fulfill this audit requirement, Council is still required to make the specific decision as to which firm will perform the audit.

The selection of an audit firm is based upon a number of considerations, many of which are founded on past experience. These can include value for dollar, willingness to work around time constraints of the Town, ability to effectively establish good working relationships with Town staff, and responsiveness to queries of staff and Council.

For a number of years the Town has engaged the firm of Ashton Chartered Accountants of Hay River to perform the annual audit. The Town's Senior Administrative Officer sought a proposal from Ashton Chartered Accounts to confirm their interest, availability, and obtain a basic price for completion of the associated work. Advance engagement of the auditor can potentially contribute to a more timely audit, and with an appropriate degree of preparation by the Town can help to reduce the costs.

As per the attached proposal an all-inclusive price of \$38,320 has been quoted, with a targeted completion date of April 30, 2014. This price is somewhat consistent with the base price charged in respect to the two preceding years, but additional book-keeping and analysis work was also required in those years in order to complete the audit to the required reporting standards. The total charges for 2011 and 2012 were \$56,000 and \$59,275 respectively. Further, the date of the auditor's report for 2011 and 2012 were July 9, 2012 and September 4, 2013 respectively.

It is hoped that through advanced planning and enhanced preparation for the audit in respect to the current 2013 fiscal year, that the final cost of the audit work will be closer to the \$38,320 amount and be substantially below the costs in respect to the two preceding years. Further, with a targeted completion date of April 30, 2014 it will be completed in accordance with the 120 day deadline that has been established through contribution arrangements with various funding agencies.

Note that as part of the audit 'preparation' process the Town will most likely incur some incremental costs beyond those paid to the audit firm for some required book-keeping and analysis. This work will be done under the specific direction of the SAO, with dual objective to keep overall costs down and to facilitate improvements in timeliness and accuracy of financial reporting to both Administration and Council so that they can make more informed decisions.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

13.(3)(d) of the *Cities, Towns and Villages Act*

FINANCIAL IMPLICATIONS:

Ensuring compliance to contribution agreements so as to not delay flow of funding; facilitating disclosure to citizens as an accountability requirement; and enhancing decision making capacity by facilitating timely and accurate financial information.

Quote for essential audit related work is \$38,320

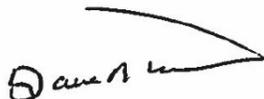
ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

October 15, 2013 Request for Proposal – Audit Services – December 31, 2013; received from Ashton Chartered Accountants.

Prepared by:



David Steele
Senior Administrative Officer

Date: October 16th, 2013

e) September Recreation Activity Report

RECOMMENDATION:

#13-546

**MOVED BY: CLLR MAHER
SECONDED BY: CLLR CANDOW**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for September 2013 as presented.

CARRIED

BACKGROUND:

Department Overview:

- o Legal and personnel issues
- o CIMCO startup of ice plant, Brine leak detected on ice deck and repaired
- o Ice installation successfully completed by September 31st
- o Fall recreation program guide released
- o Continuing with hiring search for senior lifeguard/instructor
- o Off-Leash Dog Areas- looking at possible areas and bylaws related to area
- o Working on RFP for Architect and Engineering for Don Stewart Recreation Centre
- o Curling club roof project
- o Preparation of 2014 Budget

Leases & Agreements:

N/A

Grants/Funding:

- Reviewing options regarding arena facility renovation grant streams

Projects:

- Development of RFP for Don Stewart recreational facility
- Swim to Survive: School Swim to Survive Program schedule for next school year to accommodate the MOU signed with NWT RPA
- Coordination of roof repair for the curling club, also providing pothole repair in arena packing lot

Department Statistics Programming:

- **Programs**
 - **Boot Camp:** 20 registered participants (1 class – 2 sessions/week); max registration
 - **Paintball:** Avg. 15 participants/session; sessions were: Sept 7, 8, 29.
 - **Senior Lawn Games:** Avg. 6 participants/session; 1 session/week
- **Cancelled Events/Programs:**
 - **Screening of Into the Wind:** Cancelled due to no attendance; found out after the event that the schools show the documentary annually.
 - **Soccer Officiating Clinic:** Cancelled due to no attendance.
- **Upcoming Programs:**
 - Fitness Boot-camp (Tues, Thurs – Begins Oct 8 [20 participants total]), Beginner Hatha Yoga (Mon & Wed Oct 2- 10 participants), Drop-In Basketball (Sundays – Begins Oct 20th), Senior Fitness (Mon & Fri begins Oct 7), Sr. Shinny Ice Hockey (Wed & Fri – Begins Oct 2), Jr. Shinny Ice Hockey (Mon & Thurs – Begins Sept 30), Technology Training Classes (Tues-Thurs – Begins Oct 8), PHAB (Weds – Begins Oct 16)
- **Events**
 - **X-Games (Formerly Skate Jam):** 28 participants aged from 4 – 17. Volunteers: Approx. 15. Audience of approx. 100 people. Skateboard, scooter and bmx competition. Located at the temporary skate park by the youth centre. Look to move to early September for the annual event.
 - **Terry Fox Run:** 28 participants; raised over \$2800 for the Terry Fox Foundation. 5km/10km run/walk/bike as fundraiser. Volunteers: 5.
 - **Make The Connection:** 21 groups and approx. 300-400 people in attendance. Registration night for local area groups, promotion and reach out for volunteers in the community.
 - **Upcoming Events:**
 - **Spooktacular:** October 25th
 - **Movember (Fundraiser):** Throughout November

Programmer Meetings:

Upcoming Meetings:

- NWTRPA Conference – September 24-26 (Fort Smith)
-

Personnel Updates:

None at this time.

Grants

- Applied for Get Active Grant 2013-2014 (Value: \$750) – Received approval for events in December, January and February
- Applied for MRA “surplus funds” for supplies (Value: \$1000) – Awaiting program structure before the issuing of funds, no timetable from MRA has been set as of yet.

Department Statistics Facility Usage:

- **Recreation Centre Admissions**
 - **Arena:** Public Skating = 0 Shiny Jr = 0 Shiny Sr = 0
 - **Pool:** Admissions = 683 Birthday Packages = 2
- **Recreation Centre Rentals**
 - Arena Surface:** Soaring Eagle Dance (Aug31-Sep1)
Business Home & Leisure Show (Sep 6-8) Installing Ice (Sep 11-29)
Smaller Rentals = 0
 - **Pool:** Shut Down (Sep 1-15)
 - **Community Hall:** DJ PAC Bingo (Sep 6) Hay River Ski Club Bingo (Sep 20)
Smaller Rentals = 4hr
 - **Doug Wieterman:** Womens Hockey AGM (Sep 10) Minor Hockey AGM (Sep 25)
Smaller rentals = 3hr

Department Statistics Pool:

Projects:

- School NWT Water Smart Program
- Lifesaving Society Rep coming to Hay River pool in December to assist in hosting a Swim and Lifesaving Instructors Update as well as a First Aid Instructors update and a National Lifeguard IT update for all Instructor Trainers in the Northwest Territories.
- Fort Smith Swim and Lifesaving Instructor/Examiner Course needed
- Arranging Swimming Lessons with Playschools in Hay River
- Adult Swim Lessons in November

Department Statistics:

- **Programs**
 - **Private Lessons:** 5 Private Lessons in September
 - **Aqua Fit:** avg. 8 participants, 2 classes/week
 - **Aqua Therapy:** avg. 10 participants, 2 class/week
 - **Swim Lessons:** 16 Participants in 3 Classes
 - **Cancelled Programs:** None
 - **Early Birds Swim Club:** 6 Participants
 - **National Lifeguard:** 2 Participants
 - : 18 Participants 4 day a week program
 - **Upcoming Programs:** Junior Lifeguard Club, Swim and Lifesaving Instructors, Regularly Scheduled Swimming Lessons
- **Events**
 - **Shut Down:** Shut down was from September 2-16.
- **Recreation Centre Admissions**

- Recreation Centre Rentals

Constituent Concerns/Feedback:

Supervisor Meetings:

Personnel Updates:

- **Departures:** None
- **Vacancies:** Full time, Senior Lifeguard Position
- **New Hires:** None

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

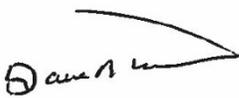
N/A

Prepared by:


Ian Frankton
Director of Recreation
and Community Services

Date: October 21st, 2013

Reviewed by:


David Steele
Senior Administrative Officer

Date: October 21st, 2013

f) Agriculture Strategy Contribution Agreement

RECOMMENDATION:

#13-547

**MOVED BY: CLLR MAHER
SECONDED BY: CLLR COAKWELL**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER authorizes Administration to enter into a contribution agreement with the Territorial Farmers Association for the Town of Hay River Comprehensive Agriculture Study.

CARRIED

BACKGROUND:

As per Council directive, Administration was tasked with developing a RFP and selecting a proponent to create an agriculture study in our area.

Through this RFP process, Serecon Consulting Group was engaged to undertake the scope of work and is expected to be completed by December 1st 2013.

It was understood that the TFA needed a host for this project and the Economic Coordinator brought this project forward as an opportunity for economic development.

There was no cost to the Town of Hay River other than the in-kind services of contract administration and facility rental of the community hall to host a public consultation.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River Comprehensive Sustainable Agriculture Plan

FINANCIAL IMPLICATIONS:

Contribution Agreement in the amount of \$55,082.00 CAD; \$3,000 (approx.) In-Kind contribution

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

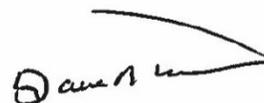
Prepared by:



Jordan Stackhouse
Economic Coordinator

Date: October 16th 2013

Reviewed by:



David Steele
Senior Administrative Officer

Date: October 17th, 2013

Let it be noted that Mayor Cassidy departed the Chambers and did not take part in the discussion or vote re: agenda item #9f.) Agriculture Strategy Contribution Agreement because it involves his employer.

- May 07, 2013, in the amount of \$396,566.17 plus GST.
 - July 31, 2013, in the amount of \$330,721.88 plus GST.
 - August 21, 2013 in the amount of \$257,071.28 plus GST.
 - September 12, 2013 in the amount of \$218,709.79 plus GST
 - October 11,2013 in the amount of \$248,191.50 plus GST
- These Progress Applications for Arcan total \$4,255,138.86 plus holdback representing 75% of the revised contract amount of \$5,671,561.36.
 - Arcan provided Progress Application No. 13 to Stantec on September 30, 2013 (Appendix A). This application was reviewed by Stantec and a Certificate for Payment issued on October 11th, 2013, in the amount of \$248,191.50 plus GST.
 - Change Orders represented on this invoice are 0.6% of original contract amount.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Appendix A - Progress Application No. 12

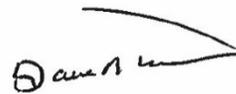
Prepared by:



Ross Potter
Fire Chief

Date: October 11th, 2013

Reviewed by:



David Steele
Senior Administrative Officer

Date: October 17th, 2013

Let it be noted that Deputy Mayor Mapes departed the Chambers and did not take part in the discussion or vote re: agenda item #9g.) Fire Hall Project Update because his Company is a subcontractor.

Furthermore, let it be noted that Councillor Candow was opposed to motion # 13-548 and abstained from voting on motion #13-549.

h) Porritt Landing Improvements Report

RECOMMENDATION:

#13-550

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR MAHER

THAT THE COUNCIL OF THE TOWN OF HAY RIVER supports Administration's recommendations to:

- a) Increase the boat mooring capacity at Porritt Landing by way of purchasing additional modular docking and installing it for the summer of 2014; and
- b) Make an application to the Department of Transportation "Community Access" funding for the purchase of the necessary equipment and supplies.

CARRIED

BACKGROUND:

Administration was tasked with finding a solution for the congestion of boat traffic at the Porritt Landing boat launch.

The idea of a more robust, permanent solution to a marina in Hay River has been discussed previous to this request but was not able to get off the ground for several reasons.

As a temporary solution, administration is recommending increasing the boat tie-up and docking capacity at Porritt Landing by way of purchasing more modular docking.

Administration has had preliminary discussions with Department of Transportation in regard to supporting this initiative.

DOT will be willing to cover the purchase of the docking and materials needed.

The Town of Hay River will contribute in-kind by way of installing, operating and maintaining the dock.

There will be no cash cost to the Town of Hay River to complete this.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River Tourism Plan 2012

FINANCIAL IMPLICATIONS:

Application to DOT in the amount of \$25,000 (Approx); \$3,000 In-Kind contribution (Approx)

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

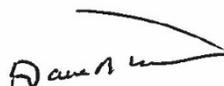
Prepared by:



Jordan Stackhouse
Economic Coordinator

Date: October 16th, 2013

Reviewed by:



David Steele
Senior Administrative Officer

Date: October 16th, 2013

i) 2014 Council Meetings Schedule

RECOMMENDATION:

#13-551

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Council Meetings
Schedule for 2014**

CARRIED

BACKGROUND:

Council Meeting Schedule for 2014 based upon the Council Procedures Bylaw No. 2285. As noted at the bottom of the Schedule, the highlighted dates are Tuesdays as the scheduled Monday meeting of those weeks are Statutory Holidays.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

2014 Council Meetings Schedule

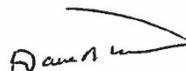
Prepared by:



Stacey Barnes
Executive Assistant

Date: October 16th, 2013

Reviewed by:



David Steele
Senior Administration Officer

Date: October 16th, 2013

j) Standby Generator Follow-up Report

RECOMMENDATION:

#13-552

**MOVED BY: CLLR MAHER
SECONDED BY: CLLR DOHEY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the standby generator report as presented.

CARRIED

BACKGROUND:

On October 15th, 2013 Councilors suggested that the Standby Generator stay where it is and feed both the New Fire Hall and the Town Hall, or alternatively feed both facilities after the planned relocation. Either way it would require trenching a line from the Generator Shack to the second facility and would have other technical implications. Administration was tasked with finding out if this dual service is possible and what the cost would be.

In talking with Bruce Powder of Mackenzie Electric the Generator Set is not large enough to support both the Town Hall and the new Fire Hall as it is only a 50KW unit. Even if the Generator was larger than it is, the supply to both buildings would be complex and expensive to do (estimated price would be in the area of \$50,000 as per Mackenzie Electric).

We have also discussed this issue with SMP (who are the electrical designers of the Fire Hall) and they are recommending that a new or used generator be purchased to feed the new Fire Hall if we are contemplating feeding both buildings. They felt that the costs of doing the modifications would be about the same as purchasing a new unit would be. Their estimate is in the area of \$22,000 but is yet to be confirmed. We are also awaiting pricing for a new or used generator set from both Finning Canada and Mackenzie Electric.

We also need to keep in mind that the switch gear for this unit is in the old Fire Hall which is scheduled for demolition in 2014 so any moneys spent now would be wasted money by next year.

For clarification, the scope of work currently underway in respect to the generator is NOT an add-on to the contract; the only thing that was taken out as per addendum #5 was the move of the building c/w generator as it was felt at the time that the Town could do this with its own resources. I would suggest at this time that the move be done with a picker truck under Town supervision which will have some minor costs to it as I have been informed that our loader probably could not handle the lift. We fully expect those costs to be less than \$1,000. All the disconnection and reconnection aspects of the generator are within contract and will not be an extra. Minor charges are expected on the relocation as there is more wiring required due to a change in location of the generator. This change is due to the fact that the Generator Shack cannot be placed over Northland Utilities power cables. The Town Hall will still be able to function to some degree even if the generator is moved, as all IT infrastructures will be on Uninterrupted Power Supplies. This means that we will still be able to use computers, payment devices, internet, email etc. The only thing that we will not have is lighting and heating for the period of time the power is down, other than for the short period that emergency lighting devices provide.

In discussions with Arcan, I have been told that the commissioning of the Fire Hall is dependent upon having an auxiliary power generator connected to the building.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

Purchase a used enclosed generator set for installation at the new Fire Hall and leave present unit where it is. This could cost between \$20 and 40K depending upon availability of a unit. From my understanding Mackenzie Electric will have a 75KW unit on hand in the not too distant future. The need for a second generator set dedicated to the Town Hall needs could be considered as part of the specifications for that project when developed.

ATTACHMENTS:

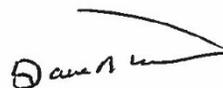
N/A

Prepared by:



Ross Potter
Fire Chief

Reviewed by:



David Steele
Senior Administrative Officer

10. NOTICES OF MOTIONS

There were no Notices of Motions for the Regular Meeting of Council, October 28th, 2013.

11. NEW BUSINESS

a) Economic Development Monthly Report

RECOMMENDATION:

#13-554

**MOVED BY: CLLR CANDOW
SECONDED BY: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled
“Economic Development Activity Report, October 2013” as presented.**

CARRIED

BACKGROUND:

I will be submitting monthly activity reports to Council. The following report will highlight activity for the month as well as statistics regarding site visitations, business phone calls, project milestones etc.

Previously, activity reports were attached to minutes of the trade and tourism committee and it is my thought that this important area should have its own standalone reporting.

The goal of the report is to provide a better understanding of items I am working on in order for Council to provide direction and support to this department.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

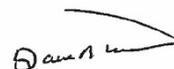
ATTACHMENTS:

Economic Development Activity Report – October 2013

Prepared by:



Reviewed by:



Jordan Stackhouse
Economic Coordinator

David Steele
Senior Administrative Officer

Date: October 23rd, 2013

Date: October 24th, 2013

b) Financial Reporting for September

RECOMMENDATION:

#13-555

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Financial Reporting for September 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:

September 2013 Financial Reports for the Town of Hay River

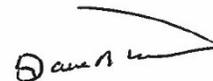
Prepared by:



Stacey Barnes
Executive Assistant

Date: October 24th, 2013

Reviewed by:



David Steele
Senior Administrative Officer

Date: October 24th, 2013



Mayor



Senior Administrative Officer

**TOWN OF HAY RIVER
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

**September 18, 2013
1:15 PM**

The Joint Occupational Health and Safety Committee meeting was held Wednesday, September 18, 2013, at 1:23 PM in the Fire Hall.

Present: Ross Potter, David Steele, Steve Campbell, Dave Ryan

Absent: Kelly Allinott, Harald Kauhausen

1. Call to Order

Meeting was called to order at 1:23 pm by Ross Potter, Co-Chair.

2. Adoption of Agenda

Moved: Steve Campbell

Seconded: Dave Ryan

CARRIED

3. Adoption of Minutes August 21, 2013.

Moved: Steve Campbell

Seconded: Dave Ryan

That the JOH&S Committee accepts the minutes from the August 21, 2013 as presented.

CARRIED

4. Business Arising from the Minutes

- a. Some interest in having Air Quality tests done on Town Hall
- b. Employees working alone policy

5. New Business

a) Incident(s) Review

Bylaw Officer had his foot run over by an ATV while trying to stop the individual. This appeared to be intentional and was reported to RCMP.

Meter reading staff member was bitten by a dog while attempting to read their meter. Owner has been contacted and dog checked for applicable vaccinations and the dog is up to date for shots. Owner has been warned by Bylaw Officer and signs are to be posted in yard to make people aware that the dog is there. Owners have requested to have meter reading sensor moved to a better location.

Hot water was spilled on the face of an employee while carrying tea back to their office. Minor first aid was performed and employee was

fine. Reported incident to WSCC to cover employee in case of future problems

Employee verbally threatened by a member of the public, this has been referred to the RCMP for resolution. It has also been reported to the individual's supervisor.

- b) CSTS course update – most individuals have now completed the CSTS training, Ross to send out reminders to those who have not completed the training and get new employees signed up.

6. ISSUES

- a) Recreation - None
- b) Administration – Air sampling of town hall, concerns in regard to asbestos
- c) Public Works - None

NEXT MEETING

Wednesday, October 16, 2013

Adjournment

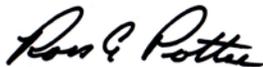
Moved: Steve Campbell

That the regular meeting of the Occupational Health & Safety Committee be adjourned at 1:40 p.m.

BUILDING INSPECTIONS

Postponed will be done with WSCC's Ed Hardy upon his arrival in town

Certified correct as recorded on September 18, 2013 and accepted by Motion October 16, 2013:



Ross Potter, Chair & Recording Secretary

A Meeting of the Trade & Tourism Advisory Committee of the Municipal Corporation of the Town of Hay River was held September 18th 2013 at 12:00 pm in the Doug Wieterman Hall.

MEMBERS PRESENT: Brian Willows, Ron Auger, Frazer Pike, Kathy McBryan, Cllr Jungkind, Curtis Rowe

ABSENCE: Tara Schofield, Cllr Jameson

OTHERS PRESENT: Ian Frankton (Town – Rec Director), Jordan Stackhouse (Town - Economic Coordinator),

CALL TO ORDER: The meeting was called to order at 12:06 pm by Curtis Rowe

ADOPTION OF THE AGENDA: Motion to adopt the agenda

**MOVED BY: BRIAN WILLOWS
SECONDED BY: FRAZER PIKE**

CARRIED

ADOPTION OF THE MINUTES: Motion to adopt the minutes dated June 4th 2013

**MOVED BY: RON AUGER
SECONDED BY: BRIAN WILLOWS**

CARRIED

OLD BUSINESS

A) Economic Coordinator Monthly Activity Report

Jordan provided a written report of economic development activity for May 2013

B) NWT Tourism Annual Golf Tournament Update

Jordan informed members that Hay River has secured the 2014 NWT Tourism Golf Tournament

C) Signage Initiative Update

Jordan informed members that he was in discussion with the signage committee and we would have temporary signage up for homecoming.

D) VIC/Tourist Season Update and Discussion

The group had a discussion around the tourist season and suggestions for improving our capacity and range of services.

BUSINESS ARISING FROM THE OLD MINUTES - NONE

NEW BUSINESS

A) Year-End Tourism Season Discussion

Round-table discussion that touched on the highlights of the summer 2013 visitor's season. 2 season's had a good year and are working on installing powered campsites for next year. 2 season's offerings all went over well and they saw potential growth in the areas of charity groups and sponsored adventure tours. The Chinese government issued a bunch of travel Visas for the upcoming 2014 season and we are hoping to see some action from that. Fishing and outdoor adventuring were seen as our biggest markets and we should be focusing on Hay River as a home base for tourists to adventure from.

B) NWT Tourism AGM November 5-6-7, Hay River Update

EC updated the group as to the progression of plans for the upcoming NWT Tourism AGM in Hay River. Discussion focused around the FAM tour portion of the AGM and what Hay River could do to promote itself. We discussed doing a big tent at the falls with walking tours, catering etc.

C) Economic Coordinator Activity Report

EC updated the group on Economic Development activities including Agriculture Strategy, Mapping Tool, Business Survey, NWTT AGM preparation etc.

D) Ideas for 2014 Visitors Guide Discussion

EC asked the group for ideas around the updating of the 2014 Visitors guide. Discussion focused on sticking to 1 Visitors guide for Hay River and improving on things such as the map in the guide as well as condensing some of the information into a more concise document.

E) Marketing initiatives update

EC gave an update on marketing initiatives and direction for future marketing activities. The group identified Northern Alberta as being the biggest travelers to our community and focusing our budget on that. EC informed the group that they would be expanding trade-show attendance this year and including Grande Prairie, Red Deer and Edmonton.

F) Prospects North Conference Report

EC gave a report on the Prospects North conference in Yellowknife. It was well attended and the oil and gas activity in the Sahtu was of the greatest interest. Attending that conference led to Oil and Gas companies showing interest in Hay River and they will be coming down to do a meet and greet with local industry.

NEXT MEETING: Oct 22nd, 2013 @ noon

ADJOURNMENT: Motion to adjourn the meeting at 12:58pm

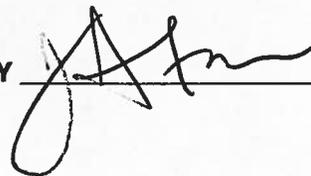
MOVED BY: BRIAN WILLOWS

CARRIED

CHAIR



SECRETARY



A meeting of the Recreation Board of the Municipal Corporation of the Town of Hay River was held Monday, Sept. 9, 2013 at 12:00 p.m. in the Doug Wieterman Hall.

MEMBERS PRESENT: Mark Horton, Alison Hopkins, Wayne Korotash, Cllr. Jason Coakwell,
Cllr. Donna-Lee Jungkind, Cory Strang

EXCUSED ABSENCE: Nikki Ashton, Colleen Ahenakew, Greg Rowe

OTHERS PRESENT: Director of Recreation – Ian Frankton, Steve Campbell

CALL TO ORDER: The meeting was called to order at 12:12 p.m.

ADOPTION OF THE AGENDA: That the agenda be adopted as presented.

MOVED BY: MARK HORTON
SECONDED BY: DONNA-LEE JUNGKIND

CARRIED

ADOPTION OF THE MINUTES DATED March 25, 2013: The minutes were not available

MOVED BY:
SECONDED BY:

OLD BUSINESS:

- A) Outdoor Rink:** Administration requested input of the new Kiwanis rink location. Board recommended a temporary rink for the 2013/14 season. Recreation board has purposed that administration look at all capital costs related to a new, permanent rink to replace the current Kiwanis outdoor rink.

Follow-up action item(s) for administration:

- Ian has arranged for the fire department to flood the rink at a temporary location for the 2013/14 season.
- Administration to explore costs related to a new outdoor rink

- B) Off-Leash Dog Park:** Administration called for ideas on another off-leash area. Board suggests making a permanent, fenced-in location. Locations will be discussed at a later date.

Follow-up action item(s) for administration:

- Administration to examine the costs related to an off-leash dog park for the 2014 Capital Budget
- Administration to look into off-leash dog park by-laws

- C) Trail System Update:** Administration confirmed the progression of the Trans Canada Trail as per TCT agreement which will focus on 2.5 km of trail that will bridge the two gaps within the current trail system. The town was directed by Public Works that the most cost effective solution would be to use current "as-and-when" pricing as opposed to taking the project into tender process.

Council has requested administration to re-tender gaps 1 & 2.

NEW BUSINESS:

- A) Recreation Centre Renovation Planning – (RFP):** Administration provided an over-view of the scope of work that is required at the current recreational facility based on the PERC and Carscadden report. The board recommended to Council priority(s) as follows:

1. Phase 1 & 2
2. Phase 1, 2, & 3
3. Phase 1
4. Risk management

NEXT MEETING: October 9, 2013

ADJOURNMENT: 1:10 p.m.

MOVED BY: Jason Coakwell

CHAIRPERSON: _____

A handwritten signature in blue ink, appearing to be 'J. Coakwell', written over a horizontal line.

SECRETARY: _____

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

 **ASHTON**
Chartered Accountants
Business Advisors

Suite 8 – 6 Courtoreille Street
Hay River, NT X0E 1G2
PH: (867) 874-6775
FX: (867) 874-3775
Email: tashton@ashtonca.com

October 15, 2013

Mayor and Council
Town of Hay River
73 Woodland Drive
Hay River, NT X0E 1G1



**Re: Request for Proposal
Audit Services – December 31, 2013**

Dear Mayor and Council:

Enclosed is our proposal for performing the year-end Financial Statement Audit Services for the Town of Hay River for the fiscal year ending; December 31, 2013.

Please contact the undersigned at your convenience; if there are any questions or if additional information is required.

Yours truly,

ASHTON
Chartered Accountants
Business Advisors

A handwritten signature in black ink that appears to read "Tod Ashton".

Tod Ashton, CA
Partner

TOWN OF HAY RIVER

**Request for Proposal
Year-end Financial Statement Audit Services
December 31, 2013**

Closing Date: October 17, 2013

Submitted by:

**ASHTON
Chartered Accountants
Business Advisors**

1. Fees

<i>Year ending December 31:</i>	<u>2013</u>
Professional fees	\$38,320
Disbursements, Note 1	<u>nil</u>
Total (no GST)	<u>\$38,320</u>

Note 1: We do not expect to incur any disbursements which would be billed in addition to the audit fee.

2. Hourly Rates / Hours Assigned

	<u>2013</u>
<i>Staff:</i>	
<i>Audit Manager</i>	
Hours assigned	80
Hourly rate	\$210
Total fee	\$16,800
<i>Audit Senior</i>	
Hours assigned	80
Hourly rate	\$150
Total fee	\$12,000
<i>Audit Assistant (CA Articling Student)</i>	
Hours assigned	60
Hourly rate	\$105
Total fee	\$6,300
<i>Review Partner</i>	
Hours assigned	12
Hourly rate	\$225
Total fee	\$2,700
<i>Secretarial</i>	
Hours assigned	8
Hourly rate (average)	\$65
Total fee	\$520
<i>All Staff</i>	
Hours	240
Total Fee	\$38,320

3. Hourly Rate for Other Services

Staff assigned: Audit Manager (Chartered Accountant)
Hourly Rate: \$150

Staff assigned: Audit Senior
Hourly Rate: \$120

Staff assigned: Audit Assistant (Accounting technician or articling student)
Hourly Rate: \$85

4. Audit Team: Senior Staff

Audit Manager – Drew Queen, CA

Education: Diploma in Accounting, 2005
University of British Columbia (Sauder School of Business)

Bachelor of Arts (1998)
University of British Columbia

Professional Designation: Chartered Accountant (2008)

Related Experience: Audit Manager for:

- Town of Fort Smith (2009-2012)
- Town of Hay River (2012)
- Hay River Health and Social Services Authority (2012)
- Hamlet of Enterprise (2010-2013)
- Hamlet of Fort Resolution (2010-2013)

Other professional experience

- Treasurer -Institute of Chartered accountants of the NWT
- Bylaws Chair – Institute of Chartered accountants of the NWT
- Treasurer – Hay River Ski Club

Audit Senior – Nancy Stanley, CA

Education: Bachelor of Commerce (with distinction), 2004
University of Saskatchewan

Professional Designation: Chartered Accountant (2006)

Related Experience: Audit Senior for:

- Town of Fort Smith (2008, 2009)
- Town of Hay River (2007-2009)
- Hay River Health and Social Services Authority (2008-2010)

Review Partner – Tod Ashton, CA

Education: Bachelor of Commerce (1997)
University of Calgary

Professional Designations: Chartered Accountant – AB (1998), NWT (1998)

Related Experience: Senior Partner responsible for all audits since 2002

5. **Profile**

Ashton Chartered Accountants and Business Advisors is a public accounting firm locally owned by two Chartered Accountants. The firm has been in operation in Hay River since 1971.

Further information about the firm can be obtained on our website, www.ashtonca.com.

Current Staffing (October 10, 2013)

Partners:

Tod Ashton, CA
Drew Queen, CA

Professional staff:

Nancy Stanley, CA
CA Articling Students (2)
Accounting Technicians (2)

Other:

Secretarial and support staff (1)

6. **Audit Team – Responsibilities**

Audit Manager – Drew Queen, CA

- Main contact for client business;
- Responsible for planning and supervising engagement;

- Would be involved in performing higher level year-end fieldwork (e.g. Analysis and high risk accounts);
- Review of financial statements and preparation of management letter.

Audit Senior – Nancy Stanley, CA

- Completion of audit fieldwork;
- Preparation of financial statements, notes and schedules;
- Would be involved in performing on-site audit tests

Audit Assistant – Articling CA Student

- Responsible for performing detailed tests and examination (interim and year end).
- Reporting to Audit Manager

Review Partner – Tod Ashton, CA

- Responsible for final file and financial statement review.

7. Relevant Audit Experience and References

Client Organization	Years Audited	Contact Person
Town of Hay River Hay River, NT	1969 - present	Andrew Cassidy, Mayor Hay River (867) 874- 6522
Town of Fort Smith Fort Smith, NT	2006 - 2012	Harvey Harris, Director of Corporate Services Fort Smith (867) 872- 85400
Hay River Health and Social Services Hay River, NT	1990-2012	Obrian Kidd, B.Adm,MBA, C.IFRS Director of Finance (867) 874- 7122
Hamlet of Fort Resolution Fort Resolution, NT	1996- present	Tausia Lal, SAO (867) 394- 4556

8. Audit Methodology

The audit will be carried out in accordance with the auditing standards set by the Canadian Institute of Chartered Accountants and as required under the appropriate sections of the Financial Administration Act and will include:

- Examination of accounts and control systems in accordance with generally accepted auditing standards;

- Documentation of audit risk in accordance with generally accepted auditing standards;
- Audit tests of internal controls to determine the effectiveness thereof;
- Verification of year end balances on the financial statements;
- Preparation of financial statements, notes and schedules in accordance with Generally Accepted Accounting Principles for municipal governments as required by MACA;
- Preparation of a management letter on relevant matters arising from the audit;
- Review of the above with the Director of Finance, SAO, and the audit committee prior to presentation to Council;
- Presentation of final audited financial statements and management letter to Council.

Our audit approach would place emphasis on providing the highest quality of client service in the most efficient manner and with the least amount of disruption to the operations.

9. **Audit Schedule**

We expect to be able to meet the following schedule as presented in the request for proposal for each of the three years as follows:

Mid February:	audit planning meeting;
March 1 st :	completion of audit fieldwork on-site;
March/April:	review financial statements/audit issues with Finance, SAO;
April 30 th :	present final audited financial statements and management letter to Council

10. **Other Services**

Other services which our firm would be in a position to provide:

- Bookkeeping/accounting
- Internal audit/operational audit
- Management consulting/special studies
- Training (i.e. payroll processing, financial statement preparation)
- Tax consulting (i.e. GST, payroll)

October 11, 2013
File: 144201375/08-10

The Town of Hay River
73 Woodland Drive
Hay River, NT X0E 1G1

**Attention: Ross Potter,
Fire Chief**

Dear Sir:

**Reference: The Town of Hay River
Hay River Fire Hall
Progress Application No. 13**

We are enclosing herewith one (1) copy of Arctic Canada Construction Ltd - ARCAN's Progress Application No. 13, dated September 30, 2013, together with a Statutory Declaration of Progress Payment Distribution by Contractor and our Certificate for Payment No. 13 in the amount of \$248,191.45 plus GST.

This claim has been reviewed by this office and is approved for payment.

Sincerely,

STANTEC ARCHITECTURE LTD.



Todd Beaumaster
Architectural Technologist
Stantec Architecture Ltd.
Ph: (403) 716-7912
Fx: (403) 716-8019
tbeaumaster@stantec.com
stantec.com

TB/tb

Enclosure

CUSTOMER INVOICE

Town of Hay River
73 Woodland Drive
Hay River, NT
X0E 1G1

Invoice Date: Sep 30, 2013

Invoice #: J001110

Our Reference #: TOWHAY

Job Location:

S A M E

Customer Contract #:

Our Job #: 12-023

Job Description: Hay River Fire

Description	Amount
PROGRESS APPLICATION NO. 13	
CONTRACT:	5,633,000.00
EXTRAS:	38,561.36

TOTAL REVISED CONTRACT:	5,671,561.36
CONTRACT COMPLETED TO DATE:	4,744,613.85
EXTRAS COMPLETED TO DATE:	16,651.50

COMPLETED TO DATE SUB-TOTAL	4,761,265.35
LESS PREVIOUS BILLINGS:	4,485,497.07

GROSS INVOICE AMOUNT	6,574.03
GROSS INVOICE AMT (NON-PST)	269,194.25

(BALANCE TO INVOICE: 910,296.01)	
Terms:	Subtotal
Net 30. 2% per month over 30.	275,768.28
Please submit payment to:	Less Holdback
Finance Office (see address below)	27,576.83
	GST (#140597311RT0001)
	12,409.57
	TOTAL
	260,601.02

Head Office
112 Taltheilei Drive
Box 2484
Yellowknife, NT X1A 2P8
Phone: (867) 873-2520
Fax: (867) 669-9596

South Slave District Office
13 Industrial Drive
Hay River, NT X0E 0R6
Phone: (867) 874-2303
Fax: (867) 874-3806

Finance Office
#209 – 40 Elizabeth Street
Box 958
Okotoks, AB T1S 1B1
Phone: (403) 938-3131
Fax: (403) 938-3188

01 - Arctic Canada Construction
Billing Application
12-023- Hay River Fire Hall
Application Number - 13 Date - Sep 01/13 - Sep 30/13

Line#	Description	Contract Value	Pct-----To Date	Pct----Prev Billed	Pct---This Billing	Balance to Complete
Contract						

00010	Project Administration - Labour	49,900.00	95%	47,405.00 93%	46,407.00 2%	998.00 2,495.00*
00020	Project Administration - Other	71,500.00	95%	67,925.00 93%	66,495.00 2%	1,430.00 3,575.00*
00030	Insurance & Bonding	67,870.00	93%	63,119.10 90%	61,083.00 3%	2,036.10 4,750.90*
00040	Mobilization	54,180.00	100%	54,180.00 100%	54,180.00 0%	0.00 0.00*
00050	Demobilization	5,250.00	0%	0.00 0%	0.00 0%	0.00 5,250.00*
00060	Temporary Facilities	52,420.00	95%	49,799.00 93%	48,750.60 2%	1,048.40 2,621.00*
00070	PC Sum	5,000.00	0%	0.00 0%	0.00 0%	0.00 5,000.00*
00080	Piling	425,830.00	100%	425,830.00 100%	425,830.00 0%	0.00 0.00*
00090	Siteworks	52,180.00	65%	33,917.00 25%	13,045.00 40%	20,872.00 18,263.00*
00100	Paving	64,710.00	30%	19,413.00 30%	19,413.00 0%	0.00 45,297.00*
00110	Landscaping	2,080.00	0%	0.00 0%	0.00 0%	0.00 2,080.00*
00120	Concrete Formwork - Labour	174,950.00	100%	174,950.00 100%	174,950.00 0%	0.00 0.00*
00130	Concrete Formwork - Materials	33,450.00	100%	33,450.00 100%	33,450.00 0%	0.00 0.00*
00140	Concrete - Labour	100,110.00	96%	96,105.60 96%	96,105.60 0%	0.00 4,004.40*
00150	Concrete - Materials	263,490.00	96%	252,950.40 96%	252,950.40 0%	0.00 10,539.60*
00160	Reinforcing - Labour	91,600.00	98%	89,768.00 98%	89,768.00 0%	0.00 1,832.00*
00170	Reinforcing - Materials	177,050.00	100%	177,050.00 100%	177,050.00 0%	0.00 0.00*
00180	Masonry	237,875.00	100%	237,875.00 100%	237,875.00 0%	0.00 0.00*
00190	Structural Steel	801,260.00	100%	801,260.00 100%	801,260.00 0%	0.00 0.00*
00200	Metal Decking	73,010.00	100%	73,010.00 100%	73,010.00 0%	0.00 0.00*
00210	Carpentry - Labour	69,800.00	35%	24,430.00 10%	6,980.00 25%	17,450.00 45,370.00*
00220	Carpentry - Materials	54,950.00	35%	19,232.50 10%	5,495.00 25%	13,737.50 35,717.50*
00230	Millwork	21,200.00	100%	21,200.00 100%	21,200.00 0%	0.00 0.00*

Billing Application

12-023- Hay River Fire Hall

Application Number - 13

Date - Sep 01/13 - Sep 30/13

Line# Description	Contract		Pct-----To Date		Pct----Prev Billed		Pct---This Billing		Balance to Complete
	Value	Pct							
00240 Thermal & Moisture Protection -	20,920.00	95%	19,874.00	95%	19,874.00	0%	0.00	1,046.00*	
00250 Thermal & Moisture Protection -	33,900.00	100%	33,900.00	100%	33,900.00	0%	0.00	0.00*	
00260 Roofing - Labour	64,600.00	100%	64,600.00	100%	64,600.00	0%	0.00	0.00*	
00270 Roofing - Materials	171,230.00	100%	171,230.00	100%	171,230.00	0%	0.00	0.00*	
00280 Siding - Labour	142,750.00	15%	21,412.50	0%	0.00	15%	21,412.50	121,337.50*	
00290 Siding - Materials	237,580.00	85%	201,943.00	60%	142,548.00	25%	59,395.00	35,637.00*	
00300 Doors & Hardware - Labour	15,650.00	80%	12,520.00	50%	7,825.00	30%	4,695.00	3,130.00*	
00310 Doors & Hardware - Materials	39,700.00	100%	39,700.00	100%	39,700.00	0%	0.00	0.00*	
00320 Overhead Doors - Labour	24,970.00	40%	9,988.00	10%	2,497.00	30%	7,491.00	14,982.00*	
00330 Overhead Doors - Materials	64,240.00	100%	64,240.00	100%	64,240.00	0%	0.00	0.00*	
00340 Aluminum Doors/Curtain Wall - La	66,090.00	0%	0.00	0%	0.00	0%	0.00	66,090.00*	
00350 Aluminum Doors/Curtain Wall - Ma	100,350.00	0%	0.00	0%	0.00	0%	0.00	100,350.00*	
00360 Steel Stud Framing - Labour	70,520.00	100%	70,520.00	100%	70,520.00	0%	0.00	0.00*	
00370 Steel Stud Framing - Materials	32,850.00	100%	32,850.00	100%	32,850.00	0%	0.00	0.00*	
00380 GWB - Labour	19,500.00	90%	17,550.00	80%	15,600.00	10%	1,950.00	1,950.00*	
00390 GWB - Materials	16,890.00	95%	16,045.50	95%	16,045.50	0%	0.00	844.50*	
00400 Taping/Painting	79,670.00	65%	51,785.50	10%	7,967.00	55%	43,818.50	27,884.50*	
00410 Acoustical Ceilings - Labour	11,850.00	0%	0.00	0%	0.00	0%	0.00	11,850.00*	
00420 Acoustical Ceilings - Materials	6,610.00	100%	6,610.00	100%	6,610.00	0%	0.00	0.00*	
00430 Flooring	57,750.00	60%	34,650.00	60%	34,650.00	0%	0.00	23,100.00*	
00440 Misc Specialities, Equip & Furni	25,470.00	0%	0.00	0%	0.00	0%	0.00	25,470.00*	
00450 Misc Specialities, Equip & Furni	39,020.00	90%	35,118.00	45%	17,559.00	45%	17,559.00	3,902.00*	
00460 Mechanical	588,000.00	82%	482,160.00	79%	464,520.00	3%	17,640.00	105,840.00*	
00470 Electrical	753,225.00	79%	595,047.75	74%	557,386.50	5%	37,661.25	158,177.25*	

01 - Arctic Canada Construction
Billing Application
12-023- Hay River Fire Hall
Application Number - 13 Date - Sep 01/13 - Sep 30/13

Line# Description	Contract		To Date		Prev Billed		This Billing		Balance to Complete
	Value	Pct-----	Value	Pct----	Value	Pct---	Value	Pct---	
Subtotal	5,633,000.00	84%	4,744,613.85	79%	4,475,419.60	5%	269,194.25	888,386.15	
Additions to Contract									
09001 1 PCO 23-001 RFI #19/NCC-S01-Rev	-15,229.20	100%	-15,229.20	100%	-15,229.20	0%	0.00	0.00*	
09002 NCC No. 02 Mechanical & Elec(T)	5,121.34	50%	2,560.67	50%	2,560.67	0%	0.00	2,560.67*	
09003 NCC-001 - Dryer Booster Fan C(T)	966.56	0%	0.00	0%	0.00	0%	0.00	966.56*	
09004 NCC13 - architectural door ha(T)	694.58	100%	694.58	100%	694.58	0%	0.00	0.00*	
09005 PCO 23-007 - Dorm 211 Revisions(T)	-5,855.14	100%	-5,855.14	100%	-5,855.14	0%	0.00	0.00*	
09006 PCO 023-14 - Fibre Cement Panel(T)	8,695.20	100%	8,695.20	100%	8,695.20	0%	0.00	0.00*	
09007 PCO 023-17 - 25M Bent Bars-tr(T)	7,746.40	100%	7,746.40	100%	7,746.40	0%	0.00	0.00*	
09008 PCO 023-12 - heat trace circu(T)	627.88	100%	627.88	0%	0.00	100%	627.88	0.00*	
09009 PCO20ApparatusBay105&ParapetE(T)	7,931.65	100%	7,931.65	100%	7,931.65	0%	0.00	0.00*	
09010 PCO18R1-washrooms115/116 plum(T)	722.38	100%	722.38	100%	722.38	0%	0.00	0.00*	
09011 PCO19R1-Breathing Apparatus 108(T)	1,597.00	100%	1,597.00	0%	0.00	100%	1,597.00	0.00*	
09012 PCO23R1-Comm&IT113StaticDissi(T)	871.06	0%	0.00	0%	0.00	0%	0.00	871.06*	
09013 NCC22-2nd fl parapet&HSS quar(T)	2,810.93	100%	2,810.93	100%	2,810.93	0%	0.00	0.00*	
09014 PCO16/NCC16-exterior signage (T)	10,509.77	0%	0.00	0%	0.00	0%	0.00	10,509.77*	
09015 PCO26/NCC26-2 hour sprayed fi(T)	1,776.95	100%	1,776.95	0%	0.00	100%	1,776.95	0.00*	
09016 Domestic cold water insulatio(T)	1,460.81	100%	1,460.81	0%	0.00	100%	1,460.81	0.00*	
09017 Delete C.A. "vacuum cleaning (T)	-5,000.00	100%	-5,000.00	0%	0.00	100%	-5,000.00	0.00*	
09018 PCO25/NCC25-dorm211light&comm(T)	8,167.69	50%	4,083.85	0%	0.00	50%	4,083.85	4,083.84*	
09019 PCO27/NCC27-resizetransferair(T)	1,019.98	100%	1,019.98	0%	0.00	100%	1,019.98	0.00*	
09020 PCO21/NCC21-revisemainfloorce(T)	1,007.56	100%	1,007.56	0%	0.00	100%	1,007.56	0.00*	
09021 PCO30/NCC30-doortocrawlspac&(T)	1,986.51	0%	0.00	0%	0.00	0%	0.00	1,986.51*	

01 - Arctic Canada Construction

Billing Application

12-023- Hay River Fire Hall

Application Number - 13

Date - Sep 01/13 - Sep 30/13

Line#	Description	Contract Value	Pct-----	To Date	Pct----	Prev Billed	Pct---	This Billing	Balance to Complete
09022	PCO/NCC 28-UPS Electrical Req(T)	931.45	0%	0.00	0%	0.00	0%	0.00	931.45*
Additions Subtotal		38,561.36	43%	16,651.50	26%	10,077.47	17%	6,574.03	21,909.86
Total Contract		5,671,561.36	84%	4,761,265.35	79%	4,485,497.07	5%	275,768.28	910,296.01
Less Holdback on lines noted (*)				476,126.54		448,549.71		27,576.83	
Holdback Subtotal				4,285,138.81		4,036,947.36		248,191.45	
Plus GST/HST on 248,191.45 14059731			1					12,409.57	
Total this Billing								260,601.02	

Approved by _____

Approved by _____

Statutory Declaration of Progress Payment Distribution by Contractor

Standard Construction Document

CCDC 9A - 2001

To be made by the Contractor **prior to payment** when required as a condition for either:

- second and subsequent progress payments; or
 release of holdback.

The last application for progress payment for which the Declarant has received payment is No. 11
dated the 30 day of July,
in the year 2013.

Identification of Contract

Name of Contract (Location and description of the Work as it appears in the Contract Documents)

Hay River Fire Hall
General Contracting

Date of Contract: 28 May 2012
Day Month Year

Name of Owner

Town of Hay River

Name of Contractor

Arctic Canada Construction Ltd.

Identification of Declarant

Name of Declarant

Margaret Nickel

Position or Title (of office held with Contractor)

Controlller

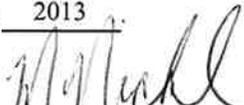
Declaration

I solemnly declare that, as of the date of this declaration, I am an authorized signing officer, partner or sole proprietor of the Contractor named in the Contract identified above, and as such have authority to bind the Contractor, and have personal knowledge of the fact that all accounts for labour, subcontracts, products, services, and construction machinery and equipment which have been incurred directly by the Contractor in the performance of the work as required by the Contract, and for which the Owner might in any way be held responsible, have been paid in full as required by the Contract up to and including the latest progress payment received, as identified above, except for:

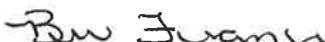
- 1) holdback monies properly retained,
- 2) payments deferred by agreement, or
- 3) amounts withheld by reason of legitimate dispute which have been identified to the party or parties, from whom payment has been withheld.

I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me in Okotoks, AB this 30 day of September,
City/Town and Province
in the year 2013



Signature of Declarant



(A Commissioner for Oaths, Notary Public, Justice of the Peace, etc.)

BEV FRANZEN
Commissioner for Oaths in and
for the Province of Alberta
Expiry Date: May 26, 2014

The making of a false or fraudulent declaration is a contravention of the Criminal Code of Canada, and could carry, upon conviction, penalties including fines or imprisonment.

This agreement is protected by copyright and is intended by the parties to be an unaltered version of CCDC 9 - 2001 except to the extent that any alterations, additions or modifications are set forth in supplementary conditions.

CCDC
9
2001

Use of this form without a CCDC 9 copyright seal constitutes an infringement of copyright. Use of this form with a CCDC 9 copyright seal demonstrates that it is intended by the parties to be an accurate and unamended version of CCDC 9A - 2001.

CCDC

Copyright 2001
Canadian Construction Documents Committee



Stantec

Stantec Architecture Ltd.
Suite 200, 325 – 25th Street SE
Calgary, Alberta
Canada T2A 7H8
Tel: (403) 716-8000
Fax: (403) 716-8019

CERTIFICATE FOR PAYMENT

To: The Town of Hay River
73 Woodland Drive,
Hay River, NT X0E 1G1

Project: The Town of Hay River
Hay River Fire Hall

Attention: Ross Potter,
Fire Chief

Project No: 144201375/08-10

Certificate No: 13

We hereby certify that in accordance with your contract dated May 15, 2012

with Arctic Canada Construction Ltd. - ARCAN

The Contractor is entitled to payment in the amount of \$ TWO HUNDRED AND FORTY-EIGHT THOUSAND,
ONE HUNDRED AND NINETY-ONE – 45/100 DOLLARS (\$ 248,191.45) PLUS GST

For work performed ~~and/or holdback releases~~ for the period ending September 30, 2013

Original Contract Sum	\$	5,633,000.00	
Change Orders		38,561.36	
Contract Sum to Date		5,671,561.36	\$ 5,671,561.36
Value of Work Completed to Date	\$	4,761,265.35	
Holdback 10%		476,126.54	
Holdback Release - Previous Claims		0.00	
Holdback Release - This Claim		0.00	
Net Holdback		476,126.54	476,126.54
Value of Work to Date, Less Net Holdback		4,285,138.81	
Amount of Previous Certificates		4,036,947.36	4,036,947.36
AMOUNT OF THIS CERTIFICATE		248,191.45	\$ 248,191.45
Goods & Services Tax @ 5%		12,409.57	
Value of Work to be Done		910,296.01	910,296.01
			\$ 5,671,561.36

STANTEC ARCHITECTURE LTD.

Per Todd Beaumaster
Todd Beaumaster, Architectural Technologist

Date: October 11, 2013

TB/tb

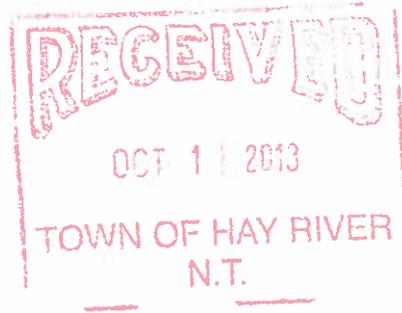
This certificate is not negotiable. It is payable only to the payee named in it. Its issuance, payment and acceptance are without prejudice to any rights of the Owner or Contractor under their contract.



2014 Council Meetings Schedule

January	February	March
<i>Monday</i> 6 Public Works Committee 13 Council 20 Municipal Services Comm. 27 Council	<i>Monday</i> 3 Public Works Committee 10 Council 17 Municipal Services Comm. 24 Council	<i>Monday</i> 3 Public Works Committee 10 Council 17 Municipal Services Comm. 24 Council
April	May	June
<i>Monday/Tuesday</i> 7 Public Works Committee 14 Council 22 Municipal Services Comm. 28 Council	<i>Monday/Tuesday</i> 5 Public Works Committee 12 Council 20 Municipal Services Comm. 26 Council	<i>Monday</i> 2 Public Works Committee 9 Council 16 Municipal Services Comm. 23 Council
July	August	September
<i>Monday</i> 7 Public Works Committee 14 Council 21 Municipal Services Comm. 28 Council	<i>Monday/Tuesday</i> 5 Public Works Committee 11 Council 18 Municipal Services Comm. 25 Council	<i>Monday</i> 8 Public Works Committee 15 Council 22 Municipal Services Comm. 29 Council
October	November	December
<i>Monday/Tuesday</i> 6 Public Works Committee 14 Council 20 Municipal Services Comm. 27 Council	<i>Monday</i> 3 Public Works Committee 10 Council 17 Municipal Services Comm. 24 Council	<i>Monday</i> 1 Public Works Committee 8 Council 15 Municipal Services Comm.

Highlighted Days – meetings are scheduled for the following Tuesday if the Monday is on Statutory Holidays



Fax:

To: Mayor Andrew Cassidy, Town of Hay River
From: Alyssa Bruce

Fax: 867-874-3237
Pages: 4 (including cover)

Phone:
Date: 11/10/2013

Re: Notice of Corporate Name Change - Cameron Hills Transborder Pipeline
CC:

Urgent For Review Please Comment Please Reply Please Recycle

● **Comments:**

Please find attached NEB Amending Order AO-003-XO-P097-02-2002 and related correspondence, pertaining to the corporate name change for the Cameron Hills Transborder Pipeline from Paramount Transmission Ltd. to Strategic Transmission Ltd.





October 10, 2013

MULTIPLE RECIPIENTS

**Re: Notice of Corporate Name Change
Cameron Hills Trans Border Pipeline
H-03 60 10', 117 30' Battery to 5-24-126-21W5M**

Dear Sir or Madam,

Please find attached a copy of a letter from the National Energy Board and the associated Amending Order AO-003-XO-P097-02-2002 changing the name of the owner and operator of the Cameron Hills Pipeline and Fuel Gas Pipeline from Paramount Transmission Ltd. to Strategic Transmission Ltd.

Strategic Oil & Gas Ltd. has not yet finalized its operational plans for the 2013/2014 winter season in Cameron Hills as it continues to evaluate and assess the field as well as work through the transition of all regulatory authorizations required to operate in the Northwest Territories.

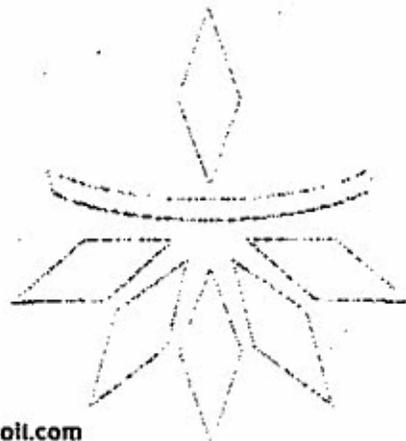
We trust the foregoing to be in order, however, please contact the undersigned directly at (403) 767-2957 or via email at abruce@sogoil.com, should you have any questions.

Sincerely,
STRATEGIC OIL & GAS LTD.

A handwritten signature in black ink, appearing to read "ABruce", is written over the typed name.

Alyssa Bruce
Lead, Mineral and Surface Land Administration

Encl.



National Energy
Board



Office national
de l'énergie

File OF-Fac-Gas-S811-2013-01 01
24 September 2013

Mr. Aaron Thompson
Strategic Transmission Ltd.
1100, 645 7th Avenue SW
Calgary, AB T2P 4G8
Facsimile 403-767-9122

Dear Mr. Thompson:

**Strategic Transmission Ltd. – Notice of Corporate Name Change
Paramount Transmission Ltd. to Strategic Transmission Ltd.
Amendment to Order XO-P097-02-2002**

The National Energy Board (the Board) has received a letter of 17 July 2013, advising that the owner and operator of the Cameron Hills Pipeline and Fuel Gas Pipeline has changed its name from Paramount Transmission Ltd. to Strategic Transmission Ltd.

A copy of Amending Order AO-003-XO-P097-02-2002 issued pursuant to s.21(1) of the *National Energy Board Act* is attached. Note that in all respects, Board Order XO-P097-02-2002 dated 21 January 2002, as amended by AO-1-XO-P097-02-2002 dated 8 February 2002 and AO-2-XO-P097-02-2002 dated 7 March 2002, continues to apply.

The Board directs Strategic Transmission Ltd. to update all signage along the pipeline route to reflect the change in name and to notify all affected landowners of this change.

Strategic Transmission Ltd. is also directed to serve a copy of this letter and the attached Amending Order on all interested parties.

Yours truly,


for Sheri Young
Secretary of the Board

Attachment

444 Seventh Avenue SW
Calgary, Alberta T2P 0X8

444, Septième Avenue S.-O.
Calgary (Alberta) T2P 0X8

Canada

Telephone/Téléphone : 403-292-4800
Facsimile/Télexcopieur : 403-292-5503
<http://www.nab-one.gc.ca>
Telephone/Téléphone : 1-800-999-1285
Facsimile/Télexcopieur : 1-877-288-8803

National Energy Board



Office national de l'énergie

ORDER AO-003-XO-P097-02-2002

IN THE MATTER OF the *National Energy Board Act* (the NEB Act) and the regulations made thereunder; and

IN THE MATTER OF a notification of a change in name of the owner and operator of the Cameron Hills Pipeline and Fuel Gas Pipeline from Paramount Transmission Ltd. to Strategic Transmission Ltd., filed with the National Energy Board (the Board) under File OF-Fac-Gas-S811-2013-01 01.

BEFORE the Board on 24 September 2013.

WHEREAS on 17 July 2013, Strategic Transmission Ltd. filed a notice of name change regarding the owner and operator of the Cameron Hills Pipeline and Fuel Gas Pipeline (the Pipelines), from Paramount Transmission Ltd. to Strategic Transmission Ltd, with the Board;

AND WHEREAS the Board issued Order XO-P097-02-2002 dated 21 January 2002, the effect of which was to approve the Project;

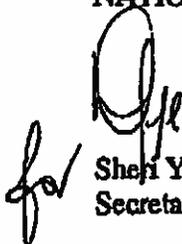
AND WHEREAS the Board issued Amending Order AO-1-XO-P097-02-2002 dated 8 February 2002;

AND WHEREAS the Board issued Amending Order AO-2-XO-P097-02-2002 dated 7 March 2002;

AND WHEREAS Order XO-P097-02-2002, as amended, remains fully in force and the approved Pipelines continue to be subject to the terms and conditions found therein except as amended by this Order;

IT IS ORDERED THAT pursuant to subsection 21(1) of the NEB Act that Order XO-P097-02-2002 and its related amending orders are varied to reflect the name change of the owner and operator of the Pipelines to Strategic Transmission Ltd.

NATIONAL ENERGY BOARD


Shefi Young
Secretary of the Board



NORTHWEST TERRITORIES

Economic Development Monthly Activity Report

October 2013

Prepared by: Jordan Stackhouse, Economic Coordinator

Summary:

The month of October was busy in the Economic Development department. The highlights of October include finalizing the year-end tourism report, hosting an agriculture workshop, hosting an economic development workshop, planning for the NWT Tourism AGM, committee meetings, bio-pad business plan development, accessing funding for Porritt Landing improvements, site visitations and also hosting Husky Energy for a site tour of our town.

Things to look forward to in November are a Volunteer appreciation night hosted by the Town of Hay River, the Town of Hay River bio-pad business case, community visitations by Conoco-Phillips, the NWT Tourism AGM, finalization of the Town of Hay River promo video as well as on-going marketing and advertising initiatives.

I am open to any and all ideas and am always available to answer questions.

Thanks,

A handwritten signature in blue ink, appearing to read 'J. Stackhouse', written in a cursive style.

Jordan Stackhouse

Council Directive: *Pro-Active and Strategic Leadership*

- One on One consultation: Hay River Disposals, Husky Energy, Avalon Rare Metals.
- Developed plan for volunteer appreciation event for November
- Hosted Economic Development for Elected Officials Workshop Oct 26th 2013
- Continued Development of NWT Tourism AGM plan
- Trade and Tourism Committee Meeting on October 8th & 22nd 2013 which included:
 - Planning for new visitors guide
 - Finalization of 2012 year-end tourism report
 - Overview of marketing efforts
 - NWTT 2013 AGM planning and discussion
- Finished first course towards Economic Development professional designation.

Council Directive: *Facilitating Access to Information and Resources*

- Hay River Agriculture Strategy community engagement hosted on October 16th
- Finalized Year-end Tourism Report
- Set-up community visitation by Husky Energy
- Began Town of Hay River Bio-Pad business case
- Marketing initiatives which include:
 - Town of Hay River promotional video
 - Advertising buy in NWT Explorers & Sportsmen Guides
 - Registered for Edmonton & Grande Prairie & Red Deer Boat Shows (**No cost to THR**)

Council Directive: *Strategic & Responsible Investment in Community Development*

- Value of media buys for October- \$2,900
- Value of media coverage from Town initiatives - \$5,000

**TOWN OF HAY RIVER
REPORT TO COUNCIL
Consolidated Summary of Revenue and Expense
For the 9 Months Ended September 30, 2013**

		Actual	Budget	Variance
		9/12	12/12	12/12
GENERAL FUND				
Revenue				
Property Taxes		4,066,702	4,045,205	21,497
Government Grants-In-Lieu		736,699	748,565	- 11,866
Sale of services		421,064	384,876	36,188
Recreation		245,130	424,455	- 179,325
Other Revenue from own sources		457,162	417,000	40,162
GNWT Block Funding		1,296,667	1,902,000	- 605,333
Total Revenue		7,223,424	7,922,101	- 698,677
Expenditure				
		9/12	12/12	9/12
Administration -	Operating	916,919	944,770	- 208,341.50
	Mayor and Council	107,256	130,100	- 9,681
	Salaries and Wages-Admin	552,309	800,000	47,691
	Salaries and Wages-Town Hall	6,275	20,000	8,725
	Salaries and Wages-Town Hse	8,521	-	- 8,521
		1,591,280	1,894,870	- 160,651
Protective Services -	Operating	296,396	558,781	122,689.75
	Salaries and Wages	154,515	198,640	- 5,535.00
		450,911	757,421	117,155
Transportation and Public Works -	Operating	571,111	912,008	112,895.00
	Salaries and Wages	560,288	695,100	- 38,963.00
		1,131,399	1,607,108	73,932
Environmental and Public Health	Operating	283,362	488,829	83,259.75
	Salaries and Wages	3,652	26,000	15,848.00
		287,014	514,829	99,108
Planning and Development	Operating	78,735	191,122	64,606.50
	Salaries and Wages	174,465	202,000	- 22,965.00
		253,200	393,122	41,642
Recreation and Cultural	Operating	898,585	1,470,096	203,987
	Salaries and Wages	852,039	1,003,700	- 99,264.00
		1,750,624	2,473,796	104,723
Fiscal	Operating	402,629	476,000	- 124,962.33
Total Expense		5,867,057	8,117,146	150,946
Net Surplus (Deficit)		1,356,367	- 195,045	
<i>(Excluding Depreciation, Overhead and Capital Transactions)</i>				

**TOWN OF HAY RIVER
REPORT TO COUNCIL
Consolidated Summary of Revenue and Expense
For the 9 Months Ended September 30, 2013**

		Actual	Budget	Variance
UTILITY FUND				
		9/12	12/12	12/12
Revenue				
	Water/Sewer Sales	1,323,181	1,800,000	- 476,819
	GNWT Water Subsidies	189,462	330,267	- 140,805
	Other Revenue	20,624	23,129	- 2,505
	Total Revenue	1,533,267	2,153,396	
Expenditure				
		9/12	12/12	9/12
	Administration - Operating	41,927	179,939	93,027
	Salaries and Wages	140,582	165,300	- 16,607
		182,509	345,239	76,420
	Transmission and Distribution - Operating	712,636	1,164,331	160,612.25
	Salaries and Wages	85,490	155,200	30,910.00
		798,126	1,319,531	191,522
	Maintenance - Operating	279,434	473,041	75,346.75
	Salaries and Wages	9,249	37,000	18,501.00
		288,683	510,041	93,848
	Sewage - Operating	24,620	42,050	6,917.50
	Total Expense	1,293,938	2,216,861	368,708
Net Surplus (Deficit)		239,329	- 63,465	

(Excluding Depreciation, Overhead and Capital Transactions)

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

3,746.66

8,450.88

Bank Account #	<u>Interest</u>	<u>Mobile Equipment</u>	<u>Computer</u>	<u>Recreation Capital</u>	<u>Recreation Centre</u>	<u>Landfill</u>	<u>Infrastructure Capital</u>	<u>Total General Fund</u>	<u>Utility Infrastructure</u>
	<u>Amount Gen Reserve</u>							<u>Reserves</u>	<u>Res.</u>
Audited Balance Forward December 2012		822,483.00	11,524.00	90,689.00	104,811.00	155,677.00	669,989.00	1,855,173.00	2,590,605.00
% Interest Allocation		44.335%	0.621%	4.888%	5.650%	8.392%	36.115%	1.00	
January	\$1,556.38	690.01	9.67	76.08	87.93	130.60	562.08	1,556.38	2,204.30
February	\$1,407.18	623.87	8.74	68.79	79.50	118.08	508.20	1,407.18	1,992.99
March	\$1,559.32	691.32	9.69	76.23	88.10	130.85	563.14	1,559.32	2,208.47
April	\$1,463.24	648.72	9.09	71.53	82.67	122.79	528.44	1,463.24	2,139.32
May	\$829.74	367.86	5.15	40.56	46.88	69.63	299.66	829.74	2,212.72
June	\$803.71	356.32	4.99	39.29	45.41	67.44	290.26	803.71	2,143.29
July	\$831.31	368.56	5.16	40.64	46.97	69.76	300.22	831.31	2,216.90
August	\$832.15	368.93	5.17	40.68	47.01	69.83	300.53	832.15	2,219.14
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)
Projected Balance December 2013	\$9,283.03	366,598.59	11,581.66	91,142.80	105,335.46	6,455.99	73,341.53	654,456.03	2,299,942.13

Note: \$1,000,000 of Community Public Infrastructure Funding has been committed to Recreation Capital

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

Bank Account #	<u>Total Interest</u>	<u>Gas Tax</u>	<u>Community</u>	<u>Building Canada</u>	<u>Total Deferred</u>
	<u>Def Contrib</u>		<u>Public Infra.</u>	<u>Fund</u>	
Audited Balance Forward December 2012		2,043,517.00	5,945,231.00	1,103,902.00	9,092,650.00
Plus: Contributions Receivable for 2013		1,015,622.00	1,260,000.00	-	2,275,622.00
		3,059,139.00	7,205,231.00	1,103,902.00	11,368,272.00
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	9,369.50	2,078.82	7,135.48	155.20	9,369.50
July	9,691.32	2,150.21	7,380.55	160.56	9,691.32
August	9,909.08	2,360.37	7,387.99	160.72	9,909.08
September	-	-	-	-	0.00
October	-	-	-	-	0.00
November	-	-	-	-	0.00
December	-	-	-	-	0.00
Proposed Annual Expenditures		(3,000,000.00)	(7,205,231.00)	(1,101,779.00)	(11,307,010.00)
Projected Balance December 2013	\$79,781.63	76,162.57	57,719.04	7,162.02	141,043.63

TOWN OF HAY RIVER
REPORT TO COUNCIL
GENERAL FUND CAPITAL PLAN - 2013
For the 9 Months Ending September 30, 2013

		2013 Budget	2013 Actual to Date
Contributions	Building Canada Fund	1,101,779	2,019,934
	Community Public Infrastructure Fund	6,678,321	9,375
	General Reserve-Landfill	150,000	31,386
	General Reserve-Infrastructure Capital	600,000	
	General Reserve- Mobile Equipment	460,000	-
		8,990,100	2,060,695
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	2,268,731
	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	2,268,731
	Public Works		
	5-Ton Box Truck	50,000	-
	Vale Island Drainage Work	100,000	40,992
	Drainage Improvements	-	-
	Upgrade Golf Course Road	-	-
	Development Standards	25,000	-
	Downtown Accessibility & Beautification	50,000	-
	Landfill Fencing	50,000	31,386
	Landfill Improvements	100,000	4,545
Line Painter	10,000	-	
Total Public Works	385,000	76,923	
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	2,345,654	

**TOWN OF HAY RIVER
 REPORT TO COUNCIL
 UTILITY FUND CAPITAL PLAN - 2013
 For the 9 Months Ending September 30, 2013**

		2013 Budget	2013 Actual to Date
Contributions	Capital Infrastructure (CPI)	1,000,000	-
	2013 Gas Tax	3,000,000	192,671
	Utility Reserve	308,000	-
		4,308,000	192,671
Capital Plan	Transmission and Distribution		
	Sewer Repairs	200,000	187,950
	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	499
	Emergency Mains Repair	1,000,000	
	Total Transmission & Distribution	4,208,000	192,671
	Production and Treatment		
	Water treatment plant upgrades	100,000	-
	Total Production and Treatment	100,000	-
Total Utility Fund Capital	4,308,000	192,671	

**TOWN OF HAY RIVER
REPORT TO COUNCIL
Consolidated Summary of Revenue and Expense
For the 9 Months Ended September 30, 2013**

	Actual	Budget	Variance
LAND DEVELOPMENT FUND			
	9/12	12/12	9/12
Revenue			
Land Sales	10,747	-	- 10,747
Land Leases	283,590	299,423	- 59,023
Other Revenue	2,795	700	- 2,270
Total Revenue	297,132	300,123	- 72,040
Expenditure	9/12	12/12	9/12
Cost of Land Sold	3,604	-	- 3,604
Lease Fees	750	36,060	26,295
	4,354	36,060	22,691.25
Administration	552	2,400	1,248
Professional Fees	105	7,500	5,520
Total Expense	5,011	45,960	29,459
Net Surplus (Deficit)	292,121	254,163	

(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