

Minutes of the Regular Meeting of Council, September 16th, 2013

**#13-491 MOVED BY: CLLR JAMESON
 SECONDED BY: CLLR JUNGKIND**

That the Council of the Town of Hay River accepts the Minutes of the Regular Meeting of Council, September 16th, 2013 as presented.

CARRIED

JOH&S Committee Minutes for September 18th, 2013

**#13-492 MOVED BY: CLLR JUNGKIND
 SECONDED BY: CLLR DOHEY**

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 June 4th, 2013

**#13-493 MOVED BY: CLLR JUNGKIND
 SECONDED BY: CLLR JAMESON**

That the Council of the Town of Hay River accepts the Trade and Tourism Committee Minutes, June 4th, 2013 as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes of the September 9th, 2013 Special Meeting of Council, Minutes of the September 16th, 2013 Regular Meeting of Council, JOH&S Committee Minutes for September 18th, 2013 or the Trade and Tourism Committee Minutes for June 4th, 2013

7. MAYOR'S REPORT

RECOMMENDATION:

**#13-494 MOVED BY: CLLR JUNGKIND
 SECONDED BY: CLLR CANDOW**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Mayors Report for August & September 2013 as presented.

CARRIED

BACKGROUND:

Formal Meetings:

- Alison Steed – Century 21 Real Estate
- Bill Mercer, David Connelly – Avalon Rare Earth
- Heather Pedjase, Anna Cunningham – DJSS
- Terrienne Berens- Department of Aboriginal Affairs and Intergovernmental Relations
- Scott Hopkins – Island Tug Barge
- Wally Schumann – President, Hay River Metis Nation
- Ross Stanley – Northlands Utilities

Informal Meeting

- DJSS student council candidates
- High rise tour

Formal Events:

- Opening of Wellness Center on Reserve
- Prospects North 2013 conference
- Northern Farm Training Institute Graduation ceremony

Informal Events:

Administration:

- Regular SAO/Mayor briefings

Upcoming Meetings:

- Committees of Council;*
- Standing Committee on Public Works
- Standing Committee of Municipal Services
- Policy Committee

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:



Andrew Cassidy
Mayor

Date: September 26th, 2013

9. ADMINISTRATIVE ENQUIRIES

Councillor, Keith Dohey:

Can we get an update on the Trans Canada Trail? When will the tender go out?

Recreation Director, Ian Frankton

Answer directed at Councillor Dohey:

We got confirmation from the Trans Canada Trail Grant, that the deadline will be extended, and the tender documents will be out by the end of the week.

Councillor, Roger Candow:

Can we get an update on the Corridor Issue?

Mayor, Andrew Cassidy:

Answer directed to Councillor Candow:

We have tasked Administration to work on this issue; I will be working with them.

10. MUNICIPAL SERVICES COMMITTEE REPORTS

a) Excused Absence

RECOMMENDATION:

#13-495 **MOVED BY: CLLR MAHER**
SECONDED BY: CLLR CANDOW

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Jameson from the Municipal Services Committee Meeting, Monday September 23rd, 2013 and Deputy Mayor Mapes from the Regular Meeting of Council, Monday, September 30th, 2013.

CARRIED

BACKGROUND:

Councillor Jameson as requested to be excused from the Municipal Services Committee Meeting, Monday September 23rd, 2013 and further more Deputy Mayor Mapes has requested to be excused from the Regular Meeting of Council, Monday, September 30th, 2013.

well versed in what to do in the event of a fire which indicates to us that our Fire Prevention training is working.

Training this month consisted of Motor Vehicle Accidents, Extrication and Patient Care. Major focus during this training was on Patient Care. The following week we did a tour of the newly renovated high school. The tour enabled us to develop a new Standard Operating Guideline and pre-plan in the event of an incident at the school. Ex students who are now firefighters have noticed a huge change in how the building is laid out so this was a most worthwhile exercise. We also had a live fire practice in the newly repaired second floor of the burn tower. This is excellent training as it gives inexperienced firefighters the ability to experience what to expect in the event that they are tasked with offensive firefighting.

A few of us took on the repair of the second floor of the burn tower. New steel panels were laid and the insulating brick installed. We are hoping to replace the complete floor of the first floor of the tower in September as the concrete has sunk into the ground. DFC McKay made arrangements for Corrections Inmates to remove the concrete which was not only a money saving factor but took some of the workload off department members. We will be installing a steel floor much the same as what is in the second floor which will alleviate the problems encountered with the concrete slab in the future..

Meetings:

- PWS Committee Meeting
- Council Meeting
- Canadian Association of Fire Chiefs Board Meeting
- JOH&S Meeting
- Municipal Services Meeting
- SPCA Meeting

During the month of August 273 Volunteer hours were served by the members of the HRFD for a year to date total of 3496.5 hours year to date.

Item	Level of Activity
Patient Transfers	10
Medical Emergencies Local	10
Medical Emergency Village	3
Medical Emergency Highway	0
Medical Emergency Out of Town	2
Body Transfers	1
Fires	0
Rescues	0
False Alarms	3
Ambulance Training	1
Fire Training	3
Special Training	0
Cleanup & Maintenance	3

Fire Permits	0
Fireworks Permits	3
Public Safety Sessions	1
Inspections	2
Child Seat Inspections	0
Recruitment	0
Emergency Plan	Updated
Special Projects	Repairs to Burn Tower, Start 2014 Budget
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, Repair Transmission Leaks
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

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

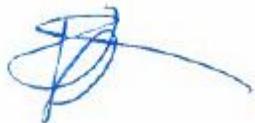
ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:



Dave Ryan
Bylaw Officer

Date: September 3, 2013

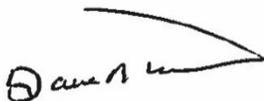
Reviewed by:



Ross Potter
Fire Chief

Date: September 19th, 2013

Reviewed by:



David Steele
Senior Administrative Officer

Date: September 19th, 2013

The scope of work to be completed in phase 3 is as follows:

- Improvements to the curling rink including ice slab
- Community hall improvements
- Squash court additions

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 the Director of Public Works as per a standard format used by the Town of Hay River. Proposed evaluation criteria are attached for council's feedback.

A decision by council regarding 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 November 2013
- **Design RFP out to proponents → 01 October 2013**

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

With the scope of phase 1, it is possible that the town could lose up to four months of ice time with the projected time frames they are working with if they are to start immediately at the end of this year's hockey season.

Options for council:

Option #1: Approve - Approve evaluation criteria, issue RFP for phase 1 & 2, design over winter, construction in spring/summer of 2014/15.

Option #2: Approve - Approve evaluation criteria, issue RFP for phase 1, 2 & 3, design over winter, construction in spring/summer of 2014/15.

Option #3: Approve - Approve evaluation criteria, issue RFP for phase 1, design over winter, construction in spring/summer of 2014.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

Approved Capital Budget:	\$6,000,000 (2013)
Roof Repair:	\$1,000,000 (2013)
	\$6,000,000

Recreation Reserve Account:	\$13,649 (2010)
	\$67,085 (2011)
	\$104,343 (2012)
	\$8,831 (2013 - Current)
	\$193,910 (Total)

Marketing Package:	\$1,500,000
Grants: Building Canada, Recreation Grant April 2014	\$2,500,000
	\$4,000,000

Pie chart showing **Phase 1 & 2** total cost of \$16,941,000 (**option #1**)

Pie chart showing **Phase 1, 2 and 3** total cost of \$20,000,000 (**option #2**)

Pie chart showing **Phase 1** total cost of \$7,613,400 (**option #3**)

Confirmed money = \$6,000,000 (dark green)

Recreation Reserve = \$193,000 (dark green)

Marketing Package = \$1,500,000 (light green)

Grants = \$2,500,000 (yellow)

Borrowing = \$6,747,090 (orange)

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Evaluation Criteria; Power Point Presentation from Recreation Board

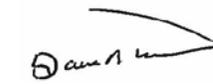
Prepared by:



Ian Frankton
Director of Recreation & Community Services

Date: September 20th, 2013

Reviewed by:



David Steele
Senior Administrative Officer

Date: September 20th, 2013

e) August Recreation Activity Report

RECOMMENDATION:

#13-499

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

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

CARRIED

BACKGROUND:

Department Overview:

- Legal and personnel issues
- Continuing with ice resurfacer procurement options
- Continuing researching Recreation Design services options
- Continuing with hiring search for senior lifeguard/instructor
- Purchase of two ride lawn mowers under the tender process

Leases & Agreements:

- Recreation Centre Concession: Previous owners of concession have transferred the lease of Sub on the Hub to new ownership.

Grants/Funding:

- Water Smart Program: Began programming for the Grant for 10,000 from the NWTRPA with Fort Providence bringing a leadership group that we taught how to teach the NWT Water Smart Program.

Projects:

- Policy and Procedure: Continue updating current Policy and Procedure guide for the Aquatics department
- Swim to Survive: School Swim to Survive Program schedule for next school year to accommodate the MOU signed with NWT RPA
- Operating Software Conversion: The Town will remain with the Active Net Software (Active Net).

Department Statistics Programming:

- Canceled Events/Programs:
 - N/A
- **Upcoming Programs:**
 - Paintball: 1 Event; 15 participants, 25 people attended
 - Boot Camp: 40 registered participants (2 classes- 2 sessions/week) Summer Heat: 60 registered kids
 - Drop In Basketball: Avg. 4 participants/session; 1 session/week
 - Senior Lawn Games: Avg. 5 participants/session; 1 session/week
 - Public lawn games: Avg. 5 participants/ session; 1 session/week
- **Events**
 - **Upcoming Events:**
 - Skate Jam: September 14th
 - Terry Fox Run: September 15th

- Make the Connection: September 19th

Department Statistics Facility Usage:

- **Recreation Centre Admissions**
 - **Arena:** Public Skating = 0 Shinny Jr = 0 Shinny Sr = 0
 - **Pool:** Admissions = 1,688 Birthday Packages = 5
- **Recreation Centre Rentals**
 - **Arena Surface:** Slo-Pitch Dance (Aug 3), Golf Club Bingo (Aug 30)
Soaring Eagle Dance (Aug31-Sep1)
Smaller Rentals = 0
 - **Pool:** Regular Pool Schedule
 - **Community Hall:** Beautification Brunch (8:00am-1:00pm)
 - **Doug Wieterman:**
- Steven Harper Visit

Department Statistics Pool:

- **Programs**
 - **Boot Camp:** 40 registered participants (2 classes- 2 sessions/week)
 - **Summer Heat:** 60 registered kids; ended please see attached report.
 - **Drop In Basketball:** Avg. 4 participants/session; 1 session/week
 - **Senior Lawn Games:** Avg. 6 participants/session; 1 session/week
 - **Public lawn games:** Avg. 5 participants/ session; 1 session/week
- **Programs**
 - **Private Lessons:** 8 Private Lessons in August
 - **Aqua Fit:** avg. 8 participants, 2 classes/week
 - **Aqua Therapy:** avg. 6 participants, 2 class/week
 - **Swim Lessons:** 20 Participants in 6 Classes
 - **Cancelled Programs: None**
 - **Early Birds Swim Club:** 6 Participants
 - **Bronze Medallion/Cross:** 1 Participant
 - **Sharks Swim Camp:** 18 Participants 4 day a week program
 - **Upcoming Programs:** First aid, Fall regularly scheduled programs
- **Cancelled Events/Programs:**
 - **Paintball:** Equipment needed to run event was unavailable to be accessed. Rental of equipment is now being seen a temporary solution to run events in the future; as purchase of equipment is very expensive and would need approval.
- **Upcoming Programs:**
 - Paintball (Sept 7,8,28,29), Senior Lawn Games (Tues), Fitness Boot-camp (Mon & Wed – Begins Sept 23rd & Tues, Thurs – Begins Oct 8 [40 participants total]), Beginner Hatha Yoga (Mon & Wed Oct 2- 10 participants), Drop-In Basketball (Sundays), Senior Fitness (Mon & Fri begins Oct 7), Sr. Shinny Ice Hockey (Wed & Fri – Begins Oct 9), Jr. Shinny Ice Hockey (Mon & Thurs – Begins Oct 7), Technology Training Classes (Tues-Thurs – Begins Oct 8), PHAB (Weds – Begins Early Oct)

- **Events**
 - **Haircut with a difference:** August 24th, launch of cancer awareness and Terry Fox run via a fundraising haircut by Gerty Thompson. Rose over \$1500 that will be towards Terry Fox Run overall total. Performed at the Fisherman's Wharf on Saturday sale day, approx. number of people that participated: 100.
 - **NWT Water Smart:** As a part of Grant our first school of 15 students from DeGah Participated in this program.
 - **Upcoming Events:**
 - **Screening of Into the Wind (Terry Fox Doc.):** September 11th
 - **Skate Jam:** September 14th
 - **Terry Fox Run:** September 15th
 - **Soccer Officiating Clinic:** September 19th
 - **Make the Connection:** September 19th

Programmer Meetings:

Upcoming Meetings:

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

Personnel Updates

- **Departures:** Krista Painchaud (Casual Guard), Brieanne Glaicar (Summer Heat), Ashleigh Haines (Summer Heat), Chelsey Giraldi (Summer Heat), Trudy Hiebert (Summer Heat), Danelle Stelmack (Summer Heat), Marissa Oteiza (Summer Heat)
- **Vacancies:**
- **New Hires:**

Grants

Applied for Get Active Grant 2013-2014 (Value: \$750) – Applied on Sept. 9
Applied for and was given \$750.00 for the NWTRPA for the Get Active Grant

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

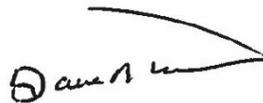
Prepared by:



Stacey Barnes
Executive Assistant

Date: September 19th, 2013

Reviewed by:



David Steele
Senior Administrative Officer

Date: September 19th, 2013

10. NOTICES OF MOTIONS

There were no Notices of Motions for the Regular Meeting of Council, September 30th, 2013.

11. NEW BUSINESS

a) Economic Development Monthly Report

RECOMMENDATION:

#13-501

**MOVED BY: CLLR JUNGKIND
SECONDED BY: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled
“Economic Development Activity Report, September 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 – September 2013

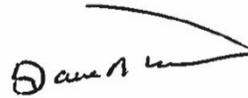
Prepared by:



Economic Coordinator

Date: September 23rd 2013

Reviewed by:



David Steele
Senior Administrative Officer

Date: September 26th, 2013

b) Town of Hay River Promotional Video Series

RECOMMENDATION:

#13-502

**MOVED BY CLLR: JUNGKIND
SECONDED BY: CLLR JAMESON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled “Town of Hay River Promotional Video Series” as presented.

CARRIED

BACKGROUND:

Administration has identified a need to better promote our town through social media sites such as Facebook, Twitter and YouTube.

Currently, it is difficult through the web to find comprehensive information regarding the Town of Hay River and specifically what the Town looks like and what type of services it has to offer.

We will begin the series with a general promotional video showcasing Hay River as a whole that will be hosted on YouTube and our website.

Dependent on the success of the initial video, we will look at doing a more robust series of that showcases different aspects of Hay River as a place to work, live and do business.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Hay River Tourism Development Plan (2012)

FINANCIAL IMPLICATIONS:

\$2,500–\$3,000 taken from existing tourism advertising budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

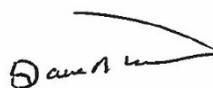
Prepared by:



Jordan Stackhouse
Economic Coordinator

Date: September 24th 2013

Reviewed by:



David Steele
Senior Administrative Officer

Date: September 26th, 2013

c) Curling Rink Roof Report

This agenda item was moved to discuss In Camera

d) Pararus Proposal

RECOMMENDATION:

#13-503

**MOVED BY: CLLR COAKWELL
SECONDED BY: CLLR JUNGKIND**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER invests approximately \$3500.00 for materials to construct the Kiwanis outdoor rink.

CARRIED

BACKGROUND:

Pharus is a non-profit group, which came forward at the Municipal Services Committee Meeting on September 23rd with a proposal for a temporary solution to the Kiwanis outdoor rink.

They are looking for the Town of the Hay River to invest approximately \$3500.00 into materials to construct the rink; Pharus will install and maintain the rink, the materials will then become property of the Town of Hay River, and will be used when a permanent site is determined.

ITB-10DC-006
12G1



ITB



NORTHWEST TERRITORIES

ECONOMIC DEVELOPMENT MONTHLY ACTIVITY REPORT SEPTEMBER 2013

To foster and create community economic development opportunities through

Pro-active and strategic leadership

Facilitating access to information and resources

Strategic and responsible investment in community development

Summary:

The month of September was relatively a relatively busy one. I transitioned from my interim role as Director of Recreation and moved over to the visitor's information centre where I closed out the last 3 weeks of the Tourism season.

I was able to maintain and move forward on quite a few projects including finalizing the business survey and property tool as well as beginning the agriculture strategy and a few marketing projects.

Over the next couple of months, I will be working on some exciting initiatives for the Town including a re-work of our visitors guide, an internal/external communications strategy and a marketing package for event hosting as well as preparing for fall economic planning sessions with council.

Immediately, I will be completing a 2013 year-end tourism report and some of the projects that were completed such as the property tool need further attention and updating.

If there are any questions, please feel free to contact me.

Thanks,

A handwritten signature in blue ink, appearing to read 'Jordan Stackhouse', with a stylized flourish at the end.

Jordan Stackhouse
Economic Coordinator

Council Directive: *Pro-Active and Strategic Leadership*

- One on One consultation: Kingland Group, Avalon Rare Metals, Island Tug & Barge and Superior Sound.
- Attended Prospects North Conference in Yellowknife with Mayor Cassidy (September 9-10-11)
- Attended and participated in NWT Tourism Marketing Advisory Committee meetings in Yellowknife (September 5th 2013)
- Scheduled Economic Development for Elected Officials workshop for late October 2013
- Trade and Tourism Committee Meeting on September 18th 2013 which included:
 - o Planning for new visitors guide
 - o Tourism season review and feedback
 - o Overview of marketing efforts
 - o NWTT 2013 AGM planning and discussion
- Began online schooling for Economic Development Professional designation

Council Directive: *Facilitating Access to Information and Resources*

- Completed Town of Hay River Comprehensive Business Survey 2013
- Began Town of Hay River Sustainable Agriculture Plan which included:
 - o Award of contract
 - o Site visitation by consultants
 - o Community engagements
- Completed Town of Hay River Property Tool (Live on Website)
- Began work on 2013 Year-End Tourism Report
- Marketing initiatives which include:
 - o Town of Hay River promotional video
 - o Advertising buy in Milepost magazine (**No cost to THR**)
 - o Advertising buy in Northern Journal (literacy week support)
 - o Registered for Edmonton & Grande Prairie Boat Shows

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

- Value of media buys and video project - \$4,000
- Contribution to NWT Tourism AGM - \$12,500 (maximum)
- Economic Development for elected officials workshop - \$5,000
- Sewage Lagoon Study (Cost Unknown)
- Heavy Industrial Park Study (Cost Unknown)