



**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the Minutes of the April 28<sup>th</sup>, 2014 Regular Meeting of Council.

**7. ADMINISTRATIVE ENQUIRIES**

There was no Administrative Enquiries for the May 12<sup>th</sup>, 2014 Regular Meeting of Council.

**8. PUBLIC WORKS COMMITTEE REPORTS**

a) Public Works and Planning Monthly Report

**RECOMMENDATION:**

#14-149

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report titled “Public Works & Planning Monthly Report” for April 2014 as presented.**

**CARRIED**

**BACKGROUND:**

- Normal operation and maintenance activities were completed throughout the month of April.

Item	Level of Activity	
	Report Title / Action Required	Timeline for Submission
Water License	Annual Report (Submitted)	March 31 each year
	Identify Surveillance Network Program station(s) with signage.	At all times
	Identify Water Supply and Waste Disposal Facilities with signage.	At all times
	Copies of Water License in the Town of Hay River office(s), Solid Waste Disposal Facilities, and Water Supply Facilities	At all times
	Notify Inspector prior to conducting maintenance work on lagoon cells.	Prior to maintenance activities
	BOD and CBOD trend analysis	August 31, 2014
	Sludge Management Plan	Submitted
	Solid Waste Disposal Facility Drainage Study	Submitted

Solid Waste Disposal Facilities Operations Report to measure, define, and identify the remaining lifespan of the facilities and volumes of Waste the facilities can accept.	Submitted
Snow Disposal Plan	Within 90 days of issuance of the Water License
Review of the Snow Disposal Plan and submission of updates/revision.	Annually – Annual Reporting Requirement
Inspection of constructed berms, dykes, and dams within the Sewage Disposal Facility.	Once every two years during the summer season by an Engineer
As-built plans and Record Drawings of the Sewage Disposal Facilities, lagoon and associated structures, sludge storage area, Solid Waste Facilities, and Biotreatment Pad.	Within six months of issuance of the Water License (Submitted)
A surveyed description of the wetland and associated structures that comprise part of the Sewage Disposal Facilities	Within six months of issuance of the water Licence (Submitted)
Notification of Modification	60 days prior to the proposed Modification
Modifications to Water Supply Facilities and Waste Disposal Facilities	
Interim Closure and Reclamation Plan for the Solid Waste Disposal Facility	Within 90 days of completion of the Modifications
Final Closure and Reclamation Plan	At least six months prior to abandoning any Waste Disposal Facilities
Final design drawings for the construction of any dams, dykes, or control structures	Prior to construction
As-built plans and Record Drawings	Within 90 days of completion
Updated plan for the operation and maintenance of the Waste Disposal Facilities (Note that this can be one plan or one plan for each Facility.)	Within three months of issuance of the Water License

	<table border="1"> <tr> <td>Review of Operation and Maintenance Plan and submission of updates/revision</td> <td>Annually – Annual Reporting Requirement</td> </tr> <tr> <td>Spill Contingency Plan in accordance with Indian and Northern Affairs Canada’s 2007 “Guidelines for Spill Contingency Planning”</td> <td>Submitted</td> </tr> <tr> <td>Review of Spill Contingency Plan and submission of updates/revision</td> <td>Annually – Annual Reporting Requirement</td> </tr> </table>	Review of Operation and Maintenance Plan and submission of updates/revision	Annually – Annual Reporting Requirement	Spill Contingency Plan in accordance with Indian and Northern Affairs Canada’s 2007 “Guidelines for Spill Contingency Planning”	Submitted	Review of Spill Contingency Plan and submission of updates/revision	Annually – Annual Reporting Requirement
Review of Operation and Maintenance Plan and submission of updates/revision	Annually – Annual Reporting Requirement						
Spill Contingency Plan in accordance with Indian and Northern Affairs Canada’s 2007 “Guidelines for Spill Contingency Planning”	Submitted						
Review of Spill Contingency Plan and submission of updates/revision	Annually – Annual Reporting Requirement						
Solid Waste Site	<p>Management of Solid Waste contract is ongoing.</p> <p>Planning for recycling, composting and waste diversion initiatives has begun. Pilot programs to be implemented in 2014.</p>						
Lift Stations #1 and #2	<p style="text-align: center;"><u>Lift Station #1</u></p> <ul style="list-style-type: none"> <li>- Lift Station is now operating on new pumps</li> <li>- Training for the Lift Station has been completed</li> <li>- Mediation on Asbestos Abatement issue still outstanding</li> <li>- Substantial completion for the Lift Station has been achieved</li> </ul> <p style="text-align: center;"><u>Lift Station #2</u></p> <p>Lift Station #2 will be completed in 2014 with supplies being purchased in advance of the anticipated start date.</p> <p>Project start up meeting is anticipated in May, 2014</p>						
Capital and Operating Budget Planning	<p>Operating budget approved</p> <p>Capital budget pending</p>						

- The April O&M report is as follows:

Item	Level of Activity
Road Maintenance/Repairs	Street sweeping
Vehicle and Equipment Maintenance	<p>Regular vehicle &amp; shop maintenance</p> <p>Bearings on Sweeper replaced</p> <p>All pumps serviced</p> <p>Unit #28 F-150 Serviced</p>

Sewer Inspection/Repairs	Operate Lift Stations Twice Daily Inspections Sewer flushing mains due to frost buildup in man holes Multiple residential sewer issues
Water Inspection/Repairs	Operate Water Treatment Plant Service Connects/Disconnects As Required Meter Reading Weekly Sampling and Testing Twice Daily Inspection of Facilities One residential water service issue
Facilities Inspections/Repairs	Maintenance as required
Misc	1 Funeral Dug out ditches and steamed culverts throughout town for spring freshet

- Miscellaneous Updates:
  - Contracts for standing offers being developed
    - 1) Equipment As & When
    - 2) Fuel As & When
    - 3) Granular As & When
    - 4) Supply and Deliver Dust Palliative and De-icing Materials
  - Funding applications submitted to ENR for the Waste Reduction Recovery Initiative (WRRRI)
  - Waste Reduction Recovery Advisory Committee (WRRAC) meeting attended

**COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

**APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:**

- Canadian Council of Ministers of the Environment (CCME)
- Mackenzie Valley Land and Water Board (MV2009L3-0005)
- Environment and Natural Resources Waste Management Guidelines
- Alberta Environment. (2010). *Standards for Landfills in Alberta*. Government of Alberta.
- EBA Engineering Consultants Ltd. (2010). *Town of Hay River Solid Waste Management Facility, Operations Plan*. Yellowknife, NT: EBA Engineering Consultants Ltd.

- Guidance Document on Federal Interim Groundwater Quality Guidelines for Federal Contaminated Sites, May 2010
- Bylaw 619 Garbage Collection
- Bylaw 1516 Collection of Tipping Fees
- Bylaw 1574 Town of Hay River Purchasing Policy

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

**Prepared by:**



Dustin Dewar  
Civil Engineer Technician

Date: May 1<sup>st</sup>, 2014

**Reviewed by:**



Ian Frankton  
Acting Senior Administration Officer

Date: May 1<sup>st</sup>, 2014

b) Development and Building Permit Report

**RECOMMENDATION:**

#14-150

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of April 2014.**

**CARRIED**

**BACKGROUND:**

**SUMMARY**

- Twelve Development and Building Permits have been taken this Month.

**Background**

- The April Development and Building Permit Report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
April 2/14	DH14-016	3 Wright Crescent	Bed and Breakfast
April 8/14	DH14-018	20 Wild Current Court	Home Renovations and Repair
April10/14	B14-003	8-6 Courtoreille St.	Commercial Renovations

April 15/14	DH14-019	4 Mansell Place	Photography, Videography, Graphic Design and Mobile DJ
April 15/14	DH14-021 B14-004	27 Wright Crescent	New Garage
April 16/14	DH14-020	38 McBryan Drive	Solar Equipment, Vegetable Seedling Sales and Delivery
April 28/14	B14-005	46 Lakeshore Drive	Bedroom Addition to House
April 28/14	D14-022	49 Studney Drive	Sell Oil Products
April 28/14	D14-023, B14-006	35 John Mapes Crescent	New Shed Rear Yard
April 28/14	B14-007	105 Woodland Drive	Exterior House Insulate and Side

**COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

**APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:**

N/A

**CONSIDERATIONS OR FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

**Prepared by:**



Randy Froese  
Development Officer  
Officer

Date: May 1<sup>st</sup>, 2014

**Reviewed by:**



Ian Frankton  
Acting Senior Administration

Date: May 1<sup>st</sup>, 2014



d) Trans Canada Trail

**RECOMMENDATION:**

#14-152

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the “Trans Canada Trail” as presented.**

**CARRIED**

**BACKGROUND:**

The Trans Canada Trail (TCT) has assured us that they are flexible regarding schedule; it states directly in their email that the current project 11-0179 can be carried over several construction seasons. This project is a priority for the Recreation Department, and once council has approved the capital budget for 2014, and funding is secured in the capital budget, we will enter into a funding agreement with TCT for the total funding amount.

Maskwa Engineering has agreed to do the following scope of work to ensure this project is completed by August 11, 2014

Item	Description	Date
1	Award of Contract	April 7, 2014
2	95% Review of Tender Documents and Drawings	April 28, 2014
3	Final Review	May 5, 2014
4	Put Contract out for Tender	May 9, 2014
5	Tender Close	May 23, 2014
6	Award Construction Contract	June 3, 2014
7	Construction Begins	June 16, 2014
8	Construction Completed	August 4, 2014
9	Contract Closes	August 11, 2014

**COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

**APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:**

N/A

**FINANCIAL IMPLICATIONS:**

The allocated amount of \$90,200.00 from the 2014 Capital Budget and the \$100,000.00 carried over from the 2013 Capital Budget.

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

**Prepared by:**



Ian Frankton  
Director of Recreation and Community Services

Date: May 1<sup>st</sup>, 2014

e) Highway Crossing Lights and Crosswalk at ILS Road

**RECOMMENDATION:**

#14-153

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Crosswalks at Red Roster and Riverview Drive Report as presented.**

**CARRIED**

**BACKGROUND:**

A meeting was held on Wednesday April 30<sup>th</sup>, 2014 in regard to crosswalks at the Red Rooster and at Riverview Drive to the ILS Road. In attendance were Greg Whitlock (DOT) Darren Murphy (DOT) Mayor Andrew Cassidy and Ross Potter (Director of Protective Services).

During the meeting improvements were suggested by DOT for both crosswalks which include the removal of the present lights and upgrading them with new LED infrastructure on both sides of the road and some lights installed within the pavement. It was suggested that motion detectors be installed to automate the whole process. DOT will modify the landings in such a way that people would have to get close to the motion detectors before they cross the street.

Other improvements include upgrading of the paint on the highway to high visibility paint with better markings so the crosswalk is better defined.

It was suggested that the Town do a tender to complete work as required and once work completed bill DOT for the work to a maximum of \$20,000.00.

The Director of Protective Services will work with DOT in preparing the specifications and the tender to complete this work.

**COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

**APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:**

N/A

**FINANCIAL IMPLICATIONS:**

N/A

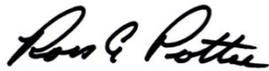
**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

**Prepared by:**



Ross Potter  
Director Protective Services/Fire Chief

Date: May 1<sup>st</sup>, 2014

**Reviewed by:**



Ian Frankton  
Acting Senior Administrative Officer

Date: May 1<sup>st</sup>, 2014

f) Liner for Burn Tower

**RECOMMENDATION:**

#14-154

**MOVED BY: CLLR DOHEY  
SECONDED BY: CLLR COAKWELL**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the purchase of materials for 2<sup>nd</sup> Floor Burn Room of the Hay River Fire Department Burn Tower from Hay River Home Building for the amount of \$29,700 FOB Hay River, NT w/o GST.**

**CARRIED**

**BACKGROUND:**

A tender was placed on the Town of Hay River Website with a closing date of April 25<sup>th</sup> 2014. Only two bids were received for this tender.

1. WHP Training Towers for \$24,052.00 FOB Hay River or using today's rate of 0.9125 CAD/USD a cost of \$26,358.36 w/o GST

2. Hay River Home Building Center for \$29,700 FOB Hay River w/o GST

This is a difference of 11.25% Bylaw 1574 Schedule D Subsection 2 allows preference of 10% for local suppliers. In this particular case the 10% has been exceeded.

The budget for ERTC building and land maintenance which includes Parts, Building Maintenance Purchased and Land Maintenance purchased is \$32,000.00



**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: May 5<sup>th</sup>, 2014

**Reviewed by:**



Ian Frankton  
Acting Senior Administrative Officer

Date: May 5<sup>th</sup>, 2014

h) Franchise Agreement Committee

**RECOMMENDATION:**

**#14-156      MOVED BY: DEPUTY MAYOR JUNGKIND  
                  SECONDED BY: CLLR MAHER**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER strike a Franchise Agreement Committee consisting of not less than six (6) and not more than nine (9) members, serving without pay.**

**CARRIED**

**BACKGROUND:**

The said members shall consist of;

- The Committee to be chaired by the Mayor;
- Three (3) members of Council appointed by Council to serve as an ex-officio members of the committee, with full voting rights, and subject to rules and regulations governing the Franchise Agreement Committee.
- The remaining members being selected and appointed by Council from the public at large.

**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: May 1<sup>st</sup>, 2014

**Reviewed by:**



Ian Frankton  
Acting Senior Administrative Officer

Date: May 1<sup>st</sup>, 2014

**9. NOTICES OF MOTIONS**

There were no Notices of Motions for the Regular Meeting of Council, May 12<sup>th</sup>, 2014.

**10. NEW BUSINESS**

a) NACC Application Report

**RECOMMENDATION:**

**#14-157**

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER work with NACC to apply for funding to host a series of arts and cultural events in Hay River through the ITI seed program.**

**DEFEATED**

**BACKGROUND:**

Historically, NACC has submitted a global application to ITI for funding the NACC series in various communities. This year, each community wishing to continue hosting NACC events has been requested to apply directly to their regional ITI office to fund the costs associated with these events. The request will be for approximately \$10,000 with ITI funding up to 70% of the request.

The Executive Director for NACC will work with administration to prepare the application but requests that the Town of Hay River be the primary applicant.



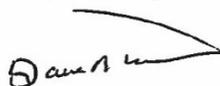


**ATTACHMENTS:**

Principles for Organizational Review & Development of Associated Position Descriptions;  
Town of Hay River – May 12, 2014

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**Prepared by:**



David Steele  
Senior Administrative Officer

Date: May 12, 2014

**13. SUMMER STUDENT HIRING REPORT**

**RECOMMENDATION:**

#14-161

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the summer student hiring report as presented.**

**CARRIED**

**BACKGROUND:**

Earlier this Spring the Town placed advertisements both in The Hub and on our website for summer employment opportunities. The advertising period was consistent with Town policy, including a clearly specified closing date for receipt of applications. There was also an accumulation of earlier hand delivered applications that were included within the applications under consideration. All applications received were carefully screened and those that demonstrated the greatest fit with the required skills set were contacted for an interview, held either by phone or in person. Outcome was the hiring of the most suitable candidates based upon Town needs and applicants background and skills.

The process for 2014 recruitment focused on some key items, most notably consistency:

- Duration of employment period tends to be mid May through mid August;
- Pay scales are consistent with the Collective Agreement, and are generally the same regardless of the work performed;
- Again consistent with the Collective Agreement, the incumbents of the two supervisory positions within the Summer Heat Program received a slightly higher rate of pay;
- Essentially same standards and approaches applied to the entire recruitment process as lead by same Senior Manager;
- Conveyance of general expectations of all those recruited was the same;
- Scheduled hours of work and associated logistics were designed to minimize overtime requirements and costs;
- Modifying the hours of service where considered appropriate, while maintaining flexibility to expand hours if demand requires based upon documented trends, i.e. Visitors Information Centre;

- In some instances, where appropriate, transitioning initially from part-time to full-time hours;
- Exercising a clear preference for local hires; and
- As an overall result of the foregoing approaches, significant cost savings are expected when compared to the overall costs of the program for the previous year(s).

In a number of instances previously hired students ended up being re-hired. This was is no way automatic or part of the prescribed process, but given those individuals' past experience and associated insight logically they had greater odds for success.

It is acknowledged that there were some challenges in the 2014 recruitment process due to absence/vacancy of key Senior Management employees/positions during the recruitment period, but optimistic expectations are that those will be overcome for 2015. Refinements will be made to further strengthen compliance to the recently approved Recruitment Policy. Further, next year the intent is to have one advertisement period for all of the positions, rather than splitting it into two groups as was done for 2014.

The positions recruited for are:

5 -Recreation Facility Maintainers:

6- Summer Heat program; comprised of 2 co-ordinators, 4 play leaders;

2- Visitor Information Centre Attendants

3- Public Works Assistants

1- Civil Technologist Assistant

1 – Finance & Administration Assistant

Of these 18 positions, 16 have been staffed at this date. 2 are pending finalization.

The majority of the hires will start this week, but as noted above some are initially ramping up on a part-time basis.

All employees are expected to complete the Construction Safety Training Seminar that has previously been completed by all other Town employees. Further, it is hoped that a Customer Service course will be delivered for all these new employees, anticipated for delivery in the early part of June.

**COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

**APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:**

N/A

**FINANCIAL IMPLICATIONS:**

Overall program costs estimated at \$175,000 for 2014.

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

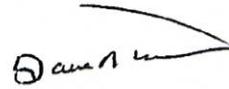
**Prepared by:**



Ian Frankton  
Director of Recreation &  
Community Services

Date: May 12<sup>th</sup>, 2014

**Reviewed by:**



David Steele  
Senior Administration Officer

Date: May 12<sup>th</sup>, 2014

**13. ADJOURNMENT**

**#14-162      MOVED BY: CLLR CANDOW**

**That the Regular Meeting of Council be adjourned at 7:47pm.**

**CARRIED**

**Certified Correct as Recorded on the 12<sup>th</sup> day of May, 2014.**

**These minutes were accepted by motion #14-164.**

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Senior Administrative Officer