

**The Special Meeting of Council was held on Thursday, February 2<sup>nd</sup>, 2017 at 6:00pm in the Council Chambers.**

Present: Mayor Mapes, Deputy Mayor Jungkind, Councillors McKay, Candow, Anderson, Dohey, Jameson, Coakwell

Staff: Judy Goucher – Senior Administrative Officer, Ruth Boden – Director of Finance, Stacey Barnes – Executive Assistant & Recording Secretary

Public: Anne Peters (MLA North Assistant)

**1. CALL TO ORDER:**

This Meeting was called to order at 6:00pm with Mayor Mapes presiding.

**2. ADOPTION OF AGENDA**

**#17-053**

**MOVED BY: CLLR ANDERSON  
SECONDED BY: CLLR JAMESON**

**CARRIED**

**3. DECLARATION OF INTEREST**

There were no declarations of interest at the Special Meeting of Council, Thursday, February 2<sup>nd</sup>, 2017.

**4. NEW BUSINESS**

a) CCN #12

**RECOMMENDATION:**

**#17-054**

**MOVED BY: CLLR ANDERSON  
SECONDED BY: CLLR COAKWELL**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves CCN #12 Ice Resurfacers Room Change in the amount of \$11,636.97 for future inclusion in a formal Change Order with Clark Builders.**

**CARRIED**

**BACKGROUND:**

As the DSRC project proceeds some design decisions are necessary. With this project these changes take the form of Contemplated Change Notices (CCN's). The attached report includes CCN #12 that has been through the process for approval outlined below and the prices are fixed for inclusion in a change order to be prepared once all desired design changes are established.

The process being used by the Build Committee, Project Manager and Clark Builders is roughly as follows;

- 1) As requests come forward from stakeholder and user group, their cost is roughly estimated and considered for feasibility by the contractor. This information is sent to the Build Committee who then determine if it is reasonable to consider the request.
- 2) Once the Committee determines the reasonableness of the item, a formal request is sent to Clark Builders for scope definition and finalized budget amounts.
- 3) This information is then reviewed by the Project Manager and Build Committee for reasonableness and will be proposed to Council for their input/approval.
- 4) Once Council is satisfied that the change is acceptable and within budget parameters, it will be formalized in a Change Order and acted upon by the Contractor.

This CCN was requested by the Rec staff to ensure there was a space for their Washer/Dryer and slop sink in the Zamboni room.

The RFP, Proposals and code compliance was reviewed to ensure this was an add to the contract and formal CCN was issued to get firm pricing. It was asked why this was not included as there was one in the old building?

The ones in the old building were not properly installed, not in the drawings, and were an afterthought. They were hooked up with a garden hose and drained in to the Zamboni ice melt pit.

Discussion determined that these were well used and should be properly installed in the new facility for the staff and user groups to use.

**COUNCIL POLICY / STRATEGY OR GOAL:**

To make informed decisions and mitigate risk to the Town of Hay River

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

2017 – 2027 Capital Plan

**FINANCIAL IMPLICATIONS:**

Capital Budget expenditures for 2017 in the amount of \$11,363.97

**ALTERNATIVES TO RECOMMENDATIONS:**

- 1) Council may choose to not approve the CCN.
- 2) Council may choose another decision making process.

**ATTACHMENTS:**

Clark Builders CCN #12

**Prepared by:**

Ruth Boden  
Director of Finance and Administration

**Reviewed by:**

Judy Goucher  
Senior Administrative Officer

\*\*Let it be noted that Councillors Dohey and Jameson were opposed\*\*



**ALTERNATIVES TO RECOMMENDATIONS:**

- 3) Council may choose to not approve the CCN.
- 4) Council may choose another decision making process.

**ATTACHMENTS:**

Clark Builders CCN #15

**Prepared by:**

Ruth Boden  
Director of Finance and Administration

**Reviewed by:**

Judy Goucher  
Senior Administrative Officer

c) CCN #18

**RECOMMENDATION:**

**#17-056**

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves CCN #18 Water Bottle Fill Faucets in the amount of \$12,420.05 for future inclusion in a formal Change Order with Clark Builders.**

**CARRIED**

**BACKGROUND:**

As the DSRC project proceeds some design decisions are necessary. With this project these changes take the form of Contemplated Change Notices (CCN's). The attached report includes CCN #18 that has been through the process for approval outlined below and the prices are fixed for inclusion in a change order to be prepared once all desired design changes are established.

The process being used by the Build Committee, Project Manager and Clark Builders is roughly as follows;

- 9) As requests come forward from stakeholder and user group, their cost is roughly estimated and considered for feasibility by the contractor. This information is sent to the Build Committee who then determine if it is reasonable to consider the request.
- 10) Once the Committee determines the reasonableness of the item, a formal request is sent to Clark Builders for scope definition and finalized budget amounts.
- 11) This information is then reviewed by the Project Manager and Build Committee for reasonableness and will be proposed to Council for their input/approval.
- 12) Once Council is satisfied that the change is acceptable and within budget parameters, it will be formalized in a Change Order and acted upon by the Contractor.

During design it was realized that the dressing rooms only had tempered water ran to them therefore water bottles could not be filled in the dressing rooms.

Code, RPF, and proposal was reviewed and determined cold water lines were not a requirement and this is normal new building practice.

New standard is to use a water bottle filler, we had one allotted in the RFP and it's been located upstairs,  
Committee recognized the need to be able to fill water bottles with cold water in the dressing rooms.  
Options were discussed and priced and the best option was pursued by official CCN  
There was a lot of discussion on this and options and Committee feels this is the best option to solve the issue.

**COUNCIL POLICY / STRATEGY OR GOAL:**

To make informed decisions and mitigate risk to the Town of Hay River

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

2017 – 2027 Capital Plan

**FINANCIAL IMPLICATIONS:**

Capital Budget expenditures for 2017 in the amount of \$12,420.05

**ALTERNATIVES TO RECOMMENDATIONS:**

- 5) Council may choose to not approve the CCN.
- 6) Council may choose another decision making process.

**ATTACHMENTS:**

Clark Builders CCN #18

**Prepared by:**

Ruth Boden  
Director of Finance and Administration

**Reviewed by:**

Judy Goucher  
Senior Administrative Officer

d) DSRC Debenture

**RECOMMENDATION:**

**#17-057**

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts this report titled Debt Financing for New Recreation Centre Project as presented.**

**CARRIED**

**BACKGROUND:**

A public plebiscite was conducted during the October 2015 election where ratepayers where posed the following questions:

“Do you support the Town of Hay River borrowing \$15 million dollars for the Expansion and Modernization of the Don Stewart Recreation Centre.”

The plebiscite passed and Council passed a Bylaw to allow the Town to borrow up to \$15 million, amortized over 25 years. This Bylaw was signed off by the Minister of Municipal and Community Affairs.

After an RFP process confirmed that a renovation project was not cost effective, the Town of Hay River approved a capital project in the amount of \$22.3 million for the construction of an expanded and modernized recreation centre.

Administration conducted an invitational RFP to get pricing and terms for financing up to \$15 million for the project. Six proponents were invited and 4 Chartered banks responded.

Management is reviewing the proposals and consulting with our legal and financial advisors to ensure that we are following proper process and aware of the necessary approvals related to a debt placement

Management will request a Finance Committee meeting when the proposal assessment is complete and we have confirmation of both accounting and legal implications so that we can provide sufficient information for consideration of the options.

**COUNCIL POLICY / STRATEGY OR GOAL:**

Prudent management and cost effective use of the Town of Hay River’s financial resources. Ensure that the Town of Hay River is compliant with all legal and accounting legislation and regulations.

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

Borrowing Bylaw No. 2345/BORR/15  
Cities, Town & Villages Act, S.N.W.T 2003  
GNWT Financial Administration Act

**FINANCIAL IMPLICATIONS:**

Up to \$15 million in long term debt amortized over 25 years.

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

**Prepared by:**  
Ruth Boden

**Reviewed by:**  
Judy Goucher



**ATTACHMENTS:**

N/A

Prepared by:

Judy Goucher

Reviewed by:

**8. ADJOURNMENT**

#17-061

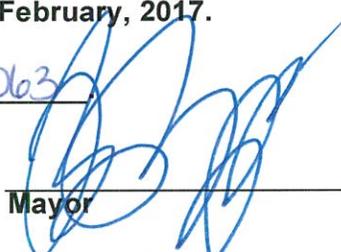
MOVED BY: CLLR CANDOW

CARRIED

That the Special meeting of Council be adjourned at 12:35pm.

Certified Correct as Recorded on the 2<sup>nd</sup> day of February, 2017.

These minutes were accepted by motion # 17-063

  
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Mayor

A/   
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Senior Administrative Officer