

c) December 12th – Regular Meeting of Council Minutes

#17-013 MOVED BY: DEPUTY MAYOR JUNGKIND

SECONDED BY: CLLR DOHEY

CARRIED

d) January 11th – Regular Meeting of Council Minutes

#17-014

MOVED BY: CLLR ANDERSON

SECONDED BY: DEPUTY MAYOR JUNGKIND

CARRIED

6.

BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

7.

ADMINISTRATIVE ENQUIRIES

Mayor Mapes – Welcome to new SAO Judy Goucher

Goucher – Thank you, Notice to go out for a Special Meeting to take place Thursday, March 2nd @ 6pm.

- Collective Bargaining will be Feb 20-22

- DOF/SAO met with the General Manager for Arctic Winter Games Host

Committee, need to have agreements completed ASAP, they will have a quarterly report to us in the next 2 weeks, and be here on Feb 13 to present it. Then

monthly reports after that.

- AWG host society and Fort Smith recently met with Fort Smith Chamber of

Commerce, they will share that information with us

- Annual Hay River Chamber of Commerce AGM will be on Feb 10

- 2 phone interviews for Rec Director, one has withdrawn, 2nd one taking place tomorrow

- Rec Centre Project – Documentation coming to Council soon in a package

- MACA is offering a Good Governance training, will touch base with dates, looking

at the end of March, will be going over Conflict & Codes/Legal Awareness

Dumas - Doing brushing in the ravine to clear the damaged trees

- Truck fill station needs some work

Boden – Working with new SAO on the financial statements

Potter – The fireline to the hospital/ball park is underway

- The Town of Hay River will be having WSCC safety advantage and Adult

b) Mayor's Monthly Report for December

RECOMMENDATION:

#17-016

MOVED BY: CLR CANDOW

SECONDED BY: CLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Mayors Report for December 2016 as presented.

CARRIED

BACKGROUND:

Mayor's December 2016 Meetings

<u>Date</u>	<u>Meeting With</u>	<u>Location</u>
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Dec. 6	Meeting with Rev. Francis Deleplain	Mayor office
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Community events

Dec. 11	Meeting Minister Schumann	Mayors office
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Discuss GNWT issues

Dec. 14	Meeting with Santa	Mayors Office
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Discussing who is on the naughty list

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:



Brad Mapes
Mayor

Date: January 5th, 2017

c) Monthly Policing Report for November 2016

RECOMMENDATION:

#17-017 **MOVED BY: CLLR CANDOW**
SECONDED BY: DEPUTY MAYOR JUNGKIND

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Monthly Policing reports for November 2016 from the Hay River RCMP Detachment "G" Division Northwest Territories as presented.

CARRIED

BACKGROUND:

N/A

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

A copy of the Monthly Policing Reports for November 2016 from the Hay River RCMP Detachment "G" Division Northwest Territories is attached for the information of Council

Prepared by:



Stacey Barnes

Executive Assistant

Date: January 5th, 2017

d) Public Works Monthly Report

RECOMMENDATION:

#17-018

MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR CANDOW

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the monthly report from
Public Works for the month of December, 2016.

CARRIED

BACKGROUND:

- Water Treatment Plant, Lagoon and Lift Stations operations and inspections
- Pump cleaning Lift Station #6
- Vehicle and equipment maintenance on going
- Flushing of sewer mains in troubled areas(Ravine)
- Snow and ice removal on streets completed
- Installation of new O/H Heater for Carpenters Shop
- 2016 O/M Lagoon Plan approved by MVLWB
- Phone Lines repaired to Water Treatment Plant(Dec 23)

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

2016 O&M budget

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by: Earle Dumas
Director of Projects and Planning

Reviewed by:

e) Building & Development Report for November 2016

RECOMMENDATION:

#17-019 **MOVED BY: DEPUTY MAYOR JUNGKIND**
SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of November 2016.

CARRIED

BACKGROUND:

SUMMARY

- 7 Development Permits and 2 Building Permits have been approved for the month of November 2016. In the month of November 2015 we had 5 Development Permits and 1 Building Permits signed out.

Background

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

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Oct 28/16	D16-112, B16-050	104 Paradise Road	11X14 Accessory Building
Nov 1/16	D16-113	4 Fir Crescent	Demolish Mobile Home
Nov 8/16	D16-114	6 Aspen Road	Commercial Storage Tent
Nov 14/16	DH16-115	34 Lakeshore Road	Home Occ. Carpentry, Consulting
Nov 15/16	DH16-116	8 Ptarmigan Crescent	Jaigene's DayCare
Nov 21/16	D16-117, B16-051	2 Studney Drive	New Metal Roof
Nov 22/16	DH16-118	31 McBryan Drive	Home Occ. Consulting

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
Reviewed by: Ruth Boden

Development Officer

Acting SAO

Date: Dec 2, 2016

Date: Dec 2, 2016

RECOMMENDATION:

f) Building & Development Report for December 2016

#17-020

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR MCKAY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of December 2016.

CARRIED

BACKGROUND:

SUMMARY

- 3 Development Permits have been approved for the month of December 2016. In the month of December 2015 we had 2 Development Permits and 2 Building Permits signed out.

Background

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

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Dec 13/16	D16-119	Benoit Ice Rink	Power Hookup.
Dec 14/16	D16-120	Super A foods	Fuel Dispensing Rebuild
Dec 14/16	DH16-121	18-61 Woodland Drive	Ken's Janitorial Services

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

Reviewed by:
Ruth Boden
Acting SAO

Date: Jan 4, 2017

Date: Jan 4, 2017

g) 2017 Council Meeting Schedule

RECOMMENDATION:

#17-021 **MOVED BY: CLLR CANDOW**
 SECONDED BY: CLLR MCKAY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Council Meetings Schedule for 2017.

CARRIED

BACKGROUND:

Council Meeting Schedule for 2017 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:

2017 Council Meetings Schedule

Prepared by:



Stacey Barnes
Executive Assistant
Date: January 5th, 2017

h) Recreational Land Application

RECOMMENDATION:

#17-022

MOVED BY: CLR DOHEY

SECONDED BY: CLR MCKAY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the proposed revisions to the application for lease of the parcel of recreation land between Sketch 00211 and the Airport Reserve to include;
1) a setback of 40 meters from the ordinary high water mark, and
2) to allow public access to the beach, leasing only the area from the access road east to the Airport Reserve, and
3) add a clause to the lease ensuring that public access to the waterfront is not restricted

CARRIED

BACKGROUND:

At a meeting of Council April 12, 2016 Council accepted Administration's recommendation to make application for the about noted property. The GNWT Department of Lands has communicated their willingness to move forward with the application if Council is in agreement with the above noted conditions.
These conditions are not unreasonable considering the land conditions in the area while and still allowing public access to the shoreline of the lake.

COUNCIL POLICY / STRATEGY OR GOAL:

To ensure that land is available for future development and growth.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

None at this time. Possible survey costs at some point in the future.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Hay River Recreational Land Application Map

Prepared by:

Reviewed by:

Ruth Boden
Acting SAO
Date: January 3, 2017

i) 553 Skating Rink

RECOMMENDATION:

#17-023

**MOVED BY: CLLR MCKAY
SECONDED BY: CLLR COAKWELL**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to bring back a solution using casual employment to staff evenings and weekends at the 553 rink.

CARRIED

BACKGROUND:

Mid 2016 the Recreation Center was torn down to facilitate the construction of a new arena. With the tear down of the building it was decided that we would provide an outdoor skating rink in 553 with a warm place of refuge and a heated trailer was installed in 553.

The Recreation Board had discussions in September and again in December of 2016 to determine what the plan was for the building and their recommendation was that the trailer be

available for use by the user groups and that the user groups have a key to gain access to the facility.

It has become apparent that other users would like to have access to the facility so that small groups of people could change into skates in a warm building.

There have been a couple of suggestions on how having the building available for maximum use could be accomplished. The first being that we leave the building open from noon to either 8:00PM or 9:00PM daily at which time Recreation Staff would lock up the building this would include hourly inspections to ensure that the building is not being misused. The second option would be that we have a key available for the heated trailer at 553 at the Recreation Center (Pool Reception Area) for the building. This key could be signed out with normal rental provisions that would be used for room rental at the Rec Center if it were in operation and the responsibility would remain with whoever signed out the key.

There are some pros and cons to either way of running the utilization of the facility. One of the major cons in having the building open all the time is that we would have to increase our staff to facilitate the operation of the facility. We presently only have 2 staff out of 4 available as one is on long term sick leave and one position is presently not being staffed due to the closure of the Rec Center. We also don't have enough staff to facilitate operations during the weekends.

The pro of having a key available at the Rec Center is the fact that we would not have to make any changes to staffing as there is staff available to sign out the key as required. This would also allow us to better control when the key is signed out if the user groups had something scheduled, we wouldn't sign the key out relieving any chance of a conflict for the use of the building.

On a further note maintenance is presently being done every weekday morning at the 553 Rink where the ice is being shoveled off and any floods that are required can be accomplished at that time. The ice surface is available for use after lunch on a daily basis. The same maintenance is being done on the Old Town Rink but the maintenance is being accomplished after lunch and the surface is available at about 3 -4 PM.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

Higher costs if we add staff members to facilitate option 1

ALTERNATIVES TO RECOMMENDATIONS:

- Option 1: Open the building from noon until either 8 or 9 PM which will require the hiring of staff to cover off extended hours and weekends.
- Option 2: Provide the ability for people to sign out a key from the Rec Center for use of the heated facility.

ATTACHMENTS:

Town of Hay River Key Agreement

Prepared by:

Ross Potter
Acting Director of Recreation

Date: January 9, 2017

j) 2018 AWG Bid Cost & Transfer Agreement

RECOMMENDATION:

#17-024 **MOVED BY: CLLR JAMESON**
 SECONDED BY: CLLR CANDOW

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the update report on the disbursement of funds to the 2018 Arctic Winter Games Society.

CARRIED

BACKGROUND:

At a meeting of Council September 19th, 2016 **MOTION #16-333** approved the payment of \$81,271.19 to the 2018 South Slave Arctic Winter Games Host Society.

This amount included a portion of the \$1,000,000 transfer agreement for 2016 along with \$33,825.60 which represents the amount of the payment from the Town of Hay River for 2016 less the bid costs and other expenses incurred by the Town on behalf of the Society until its official inception (\$60,000 - \$26,174.40).

Payment was withheld until the financial reporting was submitted by the Society in accordance with the approved agreement between the Town and the Society.

This amount was paid out to the Society in December.

COUNCIL POLICY / STRATEGY OR GOAL:

To encourage economic development and growth within the region through support to the 2018 South Slave Arctic Winter Games.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

\$81,271.19 from general operating funds.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

None

Prepared by:

Reviewed by:

Ruth Boden
Acting SAO

Date: January 3, 2017

(k) Agenda for Facilitated Discussion with MACA

RECOMMENDATION:

#17-025

MOVED BY: CLLR CANDOW

SECONDED BY: DEPUTY MAYOR JUNGKIND

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the draft agenda for the facilitated discussions to take place on January 20th, 2017.

CARRIED

BACKGROUND:

- Opening remarks (Mary) – why the meeting was called: reiterate original messaging and add Hay River discussion item re. cost saving ideas/options for CG's to partner together on
- Overview of how MACA funds community governments (Grace)
- Hay River (Mayor Mapes): Presentation on the types of services they offer to surrounding communities & the incremental costs
- Open floor to communities to discuss what type of services they rely on Hay River for and what fees they are currently paying

- Open Discussion/Brain Storming Session re. Cost saving ideas/options (Mayor Mapes Lead)
- Summarize Discussion – Next Steps (Mary & Grace)

The meeting/discussion is intended to allow representatives of the Town of Hay River and surrounding communities to discuss how the Town of Hay River may be able to work with surrounding communities to identify and validate issues such as the cost of facilities and services used by both the Town and residents from surrounding communities. Our aim is to seek collaboration on describing the issues and potential solutions. The Town is also interested in discussing the possibility of coordinating with the South Slave communities to identify potential cost saving ideas/options for all South Slave communities in areas such as waste management. Please see messaging from the Town below.

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: January 5th, 2017

l) Municipal Services Committee Report

RECOMMENDATION:

#17-026

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for November 2016 as presented.

CARRIED

BACKGROUND:

By-law Name	Complaints Received	Warnings Issued	Tickets Issued
TRAFFIC	2	0	0
ANIMAL CONTROL	4	1	0
NOISE CONTROL			
BUSINESS LICENSE			
UNSLIGHTLY LAND			
LOTTERY LICENSE			
TAXI LICENSE			
SMOKING REGULATION			
STREET CLEARING			
GARBAGE COLLECTION			

NWT Offences	Complaints Received	Warnings Issued	Tickets Issued
Motor Vehicle Act	0	0	0
"ATV" Act	N/A	N/A	N/A

Dog Attack Complaints Received	0
Cat Attack Complaints Received	0

Number of Dogs Caught	2
Number of Cats Caught	0

Unslightly Properties: 1

This month's complaints were down from last month. We received a total of 4 complaints regarding dogs. One was for a barking dog which was dealt with by a phone call to the owner. We had 2 more complaints in regard to a dog that was tied to a very short leash with no provision for housing, this dog was confiscated and is now in the Animal Shelter and the last dog related complaint was in regard to a loose Husky that we were unable to catch. We had 2 complaints about vehicles parked on the road but when we went to investigate the vehicles were actually not on the road and were not obstructing traffic so nothing could be done.

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:



Ross Potter
Director Protective Services/Fire Chief
Date: December 5, 2016

m) Emergency Services Activity Report for November 2016

RECOMMENDATION:

#17-027 **MOVED BY: CLLR CANDOW**
 SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Emergency Services Activity Report for the month of November 2016 as presented.

CARRIED

BACKGROUND:

Summary:

November was a busy month for doing inspections on Town of Hay River Properties, Day Homes, Day Cares. Generally speaking the Town of Hay River Assets were in fairly good shape as far as safety hazards are concerned with some minor deficiencies which have been rectified.

Day Cares and Day Homes that were inspected all met code and the only thing needed at one of the Day Cares was a new Smoke Alarm. We did an inspection on one home that will be becoming a new Day Home in the New Year which needs a fair amount of work before it can be deemed usable.

The Department has been working with the Recreation Department by providing Fire Department personnel to put on a Babysitter's Course that the Recreation Department had as part of their programming. We plan on doing more joint training sessions in the future to add to the Town of Hay River's Customer Service experience.

We also hosted a Child Seat training session at the Emergency Services Building where members of the Hay River Fire Department and Health and Social Services became certified to conduct Child Seat Inspections. This has been a program that the Fire Department has been doing since about 2011 and we plan on continuing with to ensure the safety of children when traveling in motor vehicles.

Emergency Measures Operations has been fairly busy this month, we participated in 3 different EMO related functions, the first was a Tabletop Exercise with the Town of Hay River Emergency Measures Group which MACA put on for us. This went fairly well and some of the newer members of our agency were able to see what we do when planning an emergency response. The second was an EMO Exercise with the Village of Enterprise, our only involvement with that was the provision of Ambulance Response to their live exercise. This exercise was also beneficial as we were able to identify some weaknesses in communicating between our Department and the Enterprise Department. We have already starting working on closing that gap. The third event was a Tabletop Exercise at the Airport which is required to maintain licencing for the Airport to operate. There really were no new findings during this exercise but we did get to work with some of our partners which gave us clearer insight on roles and responsibilities.

Meetings:

- PWS Committee Meeting
- Council Meeting
- Municipal Services Meeting
- Fire Meetings
- AWG 2018 Medical Meetings

During the month of September 344 Volunteer hours were served by the members of the HRFD for a year to date total of 4487 hours.

STATISTICS

	2014	2015	2016	2016 YTD
Patient Transfers	13	23	13	175
Medical Emergency Local	12	12	12	128
Medical Emergency Reserve	2	3	3	20
Medical Emergency Highway	0	0	0	4
Medical Emergency Out of Town	4	1	1	16
Patients				
Body Transfer	1	0	0	9
Fires & Rescues	4	4	1	37
False Alarms	0	2	1	11

Training	3	4	3	39
Special Training	3	3	0	18
Cleanup & Maintenance	3	3	4	36
Fire Permits	1	0	1	6
Fireworks Permits	0	0	1	5
Public Safety	6	0	5	27
Inspections	2	14	12	66

MAINTENANCE

Ambulance 1	Weekly Checks
Medic 1	Weekly Checks
Pump 1	Weekly Checks
Pump 2	Weekly Checks
Pump 3	Weekly Checks
Tanker 1	Weekly Checks
Rescue 1	Weekly Checks
Rescue 2	Weekly Checks
Rescue 5	Weekly Checks

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ross Potter



Director Protective Services
Date: December 12, 2016

n) Emergency Services Activity Report for December 2016

RECOMMENDATION:

#17-028

MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Emergency Services
Activity Report for the month of December 2016 as presented.
CARRIED

BACKGROUND:

Summary:

The Annual Firefighters Ball was held the first Saturday in December and we recognized the
following Firefighters for years of service:

2 Years
Garret Flaherty

5 Years
Jr Barnes

10 Years
Kirsten Fischer

Firefighter Ian Flood most deservedly received the honor of receiving the Firefighter of the
Year Award.

This Year we held 45 Fire/Ambulance Meetings, 28 special training events and 38 cleanup
and maintenance sessions.

We responded to 389 ambulance calls 202 of which were medical emergencies and 187
patient transfers. We had a total of 39 fire/recue calls, 15 false alarms.

We have also been very busy on the prevention side of things where we have done 29 public
education sessions and 69 building inspections.

We have responded to 443 emergency calls, attended 63 training events and participated in 29 public education sessions and as a group we have put in 5,288 volunteer hours.

Meetings:

- PWS Committee Meeting
- Council Meeting
- Municipal Services Meeting
- Fire Meetings
- AWG 2018 Medical Meetings

During the month of December 375 Volunteer hours were served by the members of the HRFD for a year to date total of 5,288 hours.

STATISTICS

	2014	2015	2016	2016 YTD
Patient Transfers	14	22	12	187
Medical Emergency Local	9	14	19	147
Medical Emergency Reserve	1	0	1	21
Medical Emergency Highway	5	1	4	8
Medical Emergency Out of Town Patients	0	1	0	16
Body Transfer	0	1	1	10
Fires & Rescues	3	3	2	39
False Alarms	1	3	4	15
Training	3	3	2	41
Special Training	2	0	2	22
Cleanup & Maintenance	2	2	2	38
Fire Permits	0	0	0	6
Fireworks Permits	6	11	8	13
Public Safety	4	5	2	29
Inspections	0	3	3	69

MAINTENANCE

Ambulance 1	Weekly Checks
Medic 1	Weekly Checks
Pump 1	Weekly Checks
Pump 2	Weekly Checks
Pump 3	Weekly Checks
Tanker 1	Weekly Checks

Rescue 1	Weekly Checks
Rescue 2	Weekly Checks
Rescue 5	Weekly Checks

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ross Potter



Director Protective Services
Date: January 16, 2017

9) Recreation and Community Services Activity Report for December 2016

RECOMMENDATION:

#17-029

MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled
"Recreation and Community Services Monthly Report" for December 2016 as
presented.

CARRIED

BACKGROUND:

AQUATIC SUPERVISOR REPORT

December 1-31, 2016: Month-End Activity Report

Department Statistics:

- Arena Surface: N/A
- Pool: Regular Scheduled Pool Hours
- Curling Surface: N/A

Programs:

- Private Lessons: 16 in December
- Weekday Swimming Lessons: 10
- Fall Saturday Swim Lesson Set: 20
- Aqua Fit: avg. 6 participants, 2 classes/week
- Total Aqua : avg. 5 participants, Tuesday nights
- Junior Lifeguard Club: Hasn't started yet
- Pool After School Program: 8 kids (ages 4-6yrs)
- Bootcamp: 10 participants, Mon & Wed
- Senior Fitness: Was not running yet. Ashley will be starting a new program called Dryland Aquafit – A daytime exercise and walking program at the Fire Hall (for the non-water lovers)
- Water Polo Club: 6 consistently
- Yoga: 3 Sessions ran
- Pilates: 3 Sessions ran

Projects:

- N/A

Events & Upcoming:

- Toonie Tuesdays – First Tuesday of each month admission is \$2 (for everyone).
- Maui Wowi Luau Party – Jan 17th at 1pm & 7pm during the Aquafit times, refreshments provided afterwards, with leis to go with the Hawaiian theme. Popular event
- Junior Lifeguard Club – commenced this week already 10 registered (fun program for youth aged 8-15yr) runs twice/week after school
- New Swim to Survive lessons being delivered to both local & schools from outlying communities
- New sets of weekday & Saturday swimming lesson sets starting up this week.
- Dryland Aquafit – Daytime Instructed exercise and walking program at the Fire Hall Monday & Friday's 1:30-2:30pm

Director Meetings:

- Supervisory meetings Monday 9am – Fire Hall

Variance Report and Monthly Tracking:

Pool Attendance:

December	2015	2016	2017
Birthday Parties	3	4	-
Aquafit	66	20	-
Schools	108	208	-
General	1154	985	-

Aquatic Revenue:

December	2015	2016	2017
Admissions	\$2215.74	\$1882.09	\$-
Kids Lessons	\$420.32	\$283.86	\$-
Adult Lessons	\$177.50	\$300.11	\$-
Miscellaneous	\$1043.95	\$465.77	\$-
Hourly Rental	\$126.18	\$189.27	\$-
Swim Club	\$533.99	\$390.92	\$-

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:

Ashley Coombs
Aquatic Supervisor
Date: January 16, 2017

Reviewed by:

Ross Potter
Acting Director Recreation
Date: January 16, 2017

(q) 2017 Fee Schedule Report

RECOMMENDATION:

#17-031

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER keep the 2017 Recreation Fees the same as 2016 rates.

CARRIED

BACKGROUND:

The fees for Recreation Activities are normally set on a yearly basis but due to the lack of facilities for a number of these activities it was felt that the Fees remain the same as 2016 for the 2017 Operating Season.

This is a recommendation from the Recreation Board and fully supported by Administration due to the lack of facilities. The plan is to take a look at the fees in August/September 2017 when there is a better idea of what will be available for use and the costs to operate the new structure. The review of fees in August/September will fit with Administration's plans for Budget Review for the 2018 Operating Season.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

No change

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ross Potter

Acting Director of Recreation

Date: January 16, 2017

r) Don Stewart Recreation Centre CCN's

RECOMMENDATION:

#17-032

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves CCN #1, 3, 4, 5 & 7, 8 in principle 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 reports include those CCN's that have 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.

In the report CCN's 1, 3, 4, 5 & 8 have been through stages 1 & 2, with stage 3 up to completion of the review by the Project Manager and the Build Committee and are now being presented to Council for their input.

The cost of the CCN's put before Council for approval is \$138,658.97.

It should be noted that CCN#7 \$178,480 is a credited amount for costs included in the RFP to remediate the frost bubble that were not necessary. Additionally, CCN# 3 contaminated soil removal has already been completed by the contractor.

CCN #'s 6 & 9 through 19 are still in the estimate stage and will be going through stage 1 – 3 before coming to Council.

At this point the CCN's being finalized do not exceed the credited amount.

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.

ALTERNATIVES TO RECOMMENDATIONS:

- 2) Council may choose to not approve any one of the CN's.
- 3) Council may choose another decision making process.

ATTACHMENTS:

DSRC Billing Summary

Prepared by: _____

Reviewed by: _____

Ruth Boden
Director of Finance/Acting SAO
s) Accept Councilor Vacancy

RECOMMENDATION:

#17-033
MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts Councilor Maher's
resignation from Council.

CARRIED

BACKGROUND:

Councilor Maher submitted a letter of resignation on December 28th, 2016 resigning his seat
on Council effective immediately.

COUNCIL POLICY / STRATEGY OR GOAL:

Council Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Council Procedure Bylaw
Cities, Towns and Villages Act

FINANCIAL IMPLICATIONS:

Reduce O&M by monthly amount

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Stacey Barnes
Executive Assistant
Date: January 12th, 2017

t) Staffing of Heated Trailer in 553

RECOMMENDATION:

#17-034 **MOVED BY: DEPUTY MAYOR JUNGKIND**
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER direct Administration to immediately hire a term employee to supervise the operation of the Heated Building at the 553 Skating Rink.

CARRIED

BACKGROUND:

During the Public Works Committee meeting a motion was tendered for Administration to make a recommendation in regard to providing a solution enabling the Heated Building at 553 Skating Rink To be open for better utilization by the public.

Due to problems with vandalism occurring at the 553 Rink it will be necessary to have personnel on site when the building is open to ensure that no damages occur to the inside of the building. Hopefully having someone around will also alleviate some of the damages that have been occurring on and in the area of the Skating Rink. Proposed hours of operation would be Monday thru Friday 5 PM to 9 PM and Saturdays and Sundays from 12 until 9PM.

Administration is aware of an individual who could start this position immediately. To enable Administration to staff this position immediately Council has to approve the immediate hiring of a term employee bypassing the present hiring policy requirements.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

The position will be filled as a Semi-Skilled Laborer which is a Pay Rate Group of 1 at the lowest step level which will incur the cost of \$22.96 per hour.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ross Potter

Acting Director of Recreation

Date: January 16, 2017

NEW BUSINESS

9.

a) Clark Builders DSRC Progress Claim 6

RECOMMENDATION:

#17-035
MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the payment of Progress #6 in the amount of \$1,362,953.21.

CARRIED

BACKGROUND:

The Town of Hay River has entered into an agreement with Clark Builders on the Don Stewart Recreation Centre Renovation. The sixth Progress Claim has been presented for payment. This includes work up to and including December 31, 2016 less the 10% holdback. Attached is a copy of the Claim including a schedule of values showing progress to the cutoff date.

COUNCIL POLICY / STRATEGY OR GOAL:

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

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Property and Procurement By-Law No. 1574/GEN/2016.

FINANCIAL IMPLICATIONS:

Capital Budget expenditures for 2016 \$1,362,953.21.

ALTERNATIVES TO RECOMMENDATIONS:

N/A.

ATTACHMENTS:

Don Stewart Recreation Centre Progress Claim #6

Prepared by:

Ruth Boden
Director of Finance

Reviewed by:

Judy Goucher
Senior Administrative Officer

b) Draft Financial Statements

RECOMMENDATION:

#17-036 **MOVED BY: DEPUTY MAYOR JUNGKIND**
SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Draft Financial Statements for the 12 month period ending December 31, 2016 as presented.

CARRIED

BACKGROUND:

At a meeting of the Finance Committee on January 24, 2017 the attached report was reviewed and is being presented for Council's acceptance.

An estimated provision has been made for amortization of tangible capital assets of \$1,400,000 and an accrual for \$1,000,000 payable to the 2018 South Slave Arctic Winter Games Host Society has been included.

The Town's operations have resulted in a small surplus even though there are likely to be some further year end adjusts as a result of the audit.

The audit is scheduled to begin next week and we anticipate completion well within the April 30th timeframe for reporting to MACA.

COUNCIL POLICY / STRATEGY OR GOAL:

Good stewardship and clear direction on the financial administration of the Town of Hay River.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Financial Administration By-law No 2252/FIN/11

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

Council may choose to not accept the financial report.

ATTACHMENTS:

Draft Statement of Financial Activities for the 12 month period ending December 31, 2016

Prepared by:

Ruth Boden
Director of Finance & Administration

Reviewed by:

Judy Goucher
Senior Administrative Officer

c) 2017 Winter Celebrations

RECOMMENDATION:

#17-037

MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR MCKAY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves four hours of sponsored swim between 2 and 6 p.m. on February 4th, 2017 in support of the 2017 Winter Celebration Events.

CARRIED

BACKGROUND:

This year the Town of Hay River will be holding the second annual Winter Celebration on Saturday February 4th, 2017. This Winter Celebration is a way to enjoy winter and bring the community together.

As part of these celebrations Administration is recommending four hours of sponsored swim between 2 and 6 pm on Saturday February 4th in order to offer a variety of activities for the community's participation.

Some of the other free activities that are planned are: a pancake breakfast sponsored by Aurora Ford for the community, snowshoe races, closest to the button curling event, and an

outdoor hockey game with a pizza party partly sponsored by Super A. For these outdoor activities prizes are sponsored by several organizations including IDA, Elks, NorthMart and Hay River Disposals.

Other events for the day include a book give courtesy of the Literacy Society, a free movie viewing courtesy of Riverview Cineplex, a smoothie bar at Lights On, a family event including a Kids Winter Art Display and snow carving at the Library. Our sponsorship will greatly enhance the activities for this Winter Celebration.

COUNCIL POLICY / STRATEGY OR GOAL:

To provide clear direction to Administration for the provision of services and to achieve the planned goals and objectives as set out in the 2017 O & M Budget.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River Bylaw 2333 GEN 14 – Recreation Rate Schedule

FINANCIAL IMPLICATIONS:

Based on the Recreation Fee Schedule the cost will be approximately \$856.

ALTERNATIVES TO RECOMMENDATIONS:

- 1) Council can direct Administration to not open the pool free of charge to the public.
- 2) Council can direct Administration to open the pool free of charge for another time period.

ATTACHMENTS:

N/A

Prepared by:

Ruth Boden
Director of Finance & Administration

Reviewed by:

Judy Goucher
Senior Administrative Officer

d) Land Sales Incentive Program

RECOMMENDATION:

#17-038

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER extends the Land Sales Incentive Program through the Year 2017.

CARRIED

BACKGROUND:

In June of 2001 Council approved a Land Sales Incentive Program. This program has been renewed annually with the 10% deposit applying to all lots for sale in Town.

The guidelines for this program were as follows:

- The Land Sales Incentive Program shall apply to all land sales in the Town of Hay River
- Purchaser pays a 10% nonrefundable deposit on land
- Upon acceptance of their application the purchaser gets "possession" of the land, which gives them the right to develop
- Purchaser pays property taxes on the land from date of possession
- Purchaser has up to 12 months from the date of acceptance of their application to pay for the land plus GST (less deposit) interest free
- Upon final payment the Town will transfer title to the purchaser subject to the development conditions outlined in the Land Administration Bylaw No. 2178 & 2178A and the Agreement for Sale.
- If payment for the land is not received within the 12 months period the land reverts to the Town plus all related improvements, the 10% deposit is not refunded
- A new Land Application was developed in 2002 to be used in conjunction with the Land Sales Incentive Program
- For new land sales only

COUNCIL POLICY / STRATEGY OR GOAL:

To promote and facilitate land sales and associated development.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Land Administration Bylaw No. 2178 & 2178A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ruth Boden
Director of Finance and Administration
Date: Jan. 26, 2017

Reviewed by:

Judy Goucher
Senior Administration Officer
Date: Jan. 26th, 2017

e) DSRC CCN #9

RECOMMENDATION:

#17-039

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves CCN #9 Curling Lounge Floor Drains in the amount of \$14,883.76 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 #9 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;

- 5) 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.
- 6) Once the Committee determines the reasonableness of the item, a formal request is sent to Clark Builders for scope definition and finalized budget amounts.
- 7) This information is then reviewed by the Project Manager and Build Committee for reasonableness and will be proposed to Council for their input/approval.
- 8) 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 to add floor drains upstairs and downstairs in the curling club space is at the request of the Town's project manager who has identified a risk to Town assets if there is flooding due to piping or overflow. A flood on the upper floors could result in structural damage in addition to damaging assets.

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 \$14,883.76.

ALTERNATIVES TO RECOMMENDATIONS:

- 4) Council may choose to not approve the CN.
- 5) Council may choose another decision making process.

ATTACHMENTS:

Clark Builders CCN #9

Prepared by:

Ruth Boden
Director of Finance and Administration

Judy Goucher
Senior Administrative Officer

Reviewed by:

Let it be noted that Councillors Candow & Jameson were opposed

7) DSRC CCN #11

RECOMMENDATION:

#17-039

MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR COAKWELL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves CCN #11 Concession Gas Piping in the amount of \$15,002.06 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 #11 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.

The previous concession did not include access to gas for cooking equipment and electricity was used for everything. The Committee is requesting approval of CCN #11 as an O&M

savings. The Committee considered that kitchen facilities that were on par or close to a commercial kitchen would provide more opportunity in the future to expand the function of that space and provide additional revenue streams. There will be other CCN coming forward to substantiate the change over from electric to gas appliances.

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 \$15,002.06.

ALTERNATIVES TO RECOMMENDATIONS:

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

ATTACHMENTS:

Clark Builders CCN #11

Prepared by:

Ruth Boden
Director of Finance and Administration

Reviewed by:

Judy Goucher
Senior Administrative Officer

Let it be noted that Councillors Candow and Jameson were opposed

g) Signing Authority

RECOMMENDATION:

#17-041

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints the following Council and Administrative representatives as bank signing authorities: Mayor Brad Mapes, Deputy Mayor Donna Lee Jungkind, Senior Administrative Officer Judy Goucher and Director of Finance Ruth Boden

CARRIED

BACKGROUND:

Bank signing authority is assigned for the Municipal Corporation of the Town of Hay River by way of Council Resolution. With the new SAO, updating the signing authority is recommended.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Cities, Towns & Villages Act, S.N.W.T. 2003, c.22
Signing Authorities Bylaw No. 1764/LEG/00

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Stacey Barnes
Director of Administration

Date: January 25, 2017

h) Approval to Purchase FERNO INX Cot

RECOMMENDATION:

#17-042

MOVED BY: CLLR MCKAY

SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs administration to purchase 1 FERNO INX COT for the amount of \$43,941.00 from MSS without GST

CARRIED

BACKGROUND:

On January 5th, 2017 and RFP was posted for the supply of the Ferno INX Cos with a closing date of January 25, 2017. Only one bid was received which was from MSS.

As part of the Ground Ambulance Highway rescue Initiative Administration put in a proposal in that we purchase a Ferno INX Cot for our mainline Ambulance. We applied for \$50,000.00 but were only approved for \$23,440.00. Council did approve the application for the \$50,000.00.

A budget was originally put forward for the purchase of a new cot for the Ambulance for \$35,000.00 which turned out to be much lower than what the actual cost of the Cot would be. There are monies available in the equipment reserves to fund the difference from budget to actual costs. As it stands right now the costs of the new cot will be \$43,941.00 less the \$23,440 which is the Ground Ambulance Highway Rescue Funding that we have been given for 2016/2017 which leaves a balance of \$20,051.00 to be taken out of reserves.

COUNCIL POLICY / STRATEGY OR GOAL:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

\$20,051.00 will come from Equipment Reserves to fund the purchase of the cot.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ross Potter
Director Protective Services



Date: January 30, 2017

Reviewed By:
Judy Goucher
Senior Administration Officer

Date: January 30, 2017

i) Approval to Purchase SCBA

RECOMMENDATION:

#17-043

**MOVED BY: CLLR MCKAY
SECONDED BY: CLLR DOHEY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs administration to purchase 15 SETS OF MSA G1 Self Contained Breathing Apparatus from Rocky Mountain Phoenix for the amount of \$164,301.00 without GST

CARRIED

BACKGROUND:

During Capital Budget talks Council approved a Budget of \$165,000.00 for the supply and MSA G1 Self Contained Breathing Apparatus.

On January 5th, 2017 and RFP was posted for the supply of the Self Contained Breathing Apparatus with a closing date of January 25, 2017. Only one bid was received which was from Rocky Mountain Phoenix. Rocky Mountain Phoenix is the only MSA Dealer for NWT and Alberta, all warranty issues will be handled through them as will yearly services.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

\$165,000.00 as approved in the 2017 capital budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ross Potter
Director Protective Services



Date: January 30, 2017

Date: January 30, 2017

Reviewed By:

Judy Goucher
Senior Administration Officer

RECOMMENDATION:

#17-044

MOVED BY: CLLR MCKAY

SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report on the allocations of reserves as presented.

CARRIED

BACKGROUND:

The Finance Committee has asked Administration to provide a brief outline of what the Financial Administration By-law 2252/FIN/11 requires with regards to allocation of reserves.

Currently we are required to maintain two separate bank accounts;

1. General Reserve Fund

This fund contains reserves for the following purposes:

- a. **Computer System Reserve** – to ensure that the Town will have sufficient funds available to expand, upgrade and/or replace the computer systems, servers, workstations, software and licensing required to efficiently serve the needs of the Town.
- b. **Landfill Reserve** – to ensure that the Town will have sufficient funds available to provide for the expansion, upgrading and closure of Landfill sites.
- c. **Management Training Reserve** – ensure that the Town will have sufficient funds available to provide staff training
- d. **Mobile Equipment Reserve** – ensure that the Town will have sufficient funds available to expand, upgrade and/or replace the mobile equipment fleet required to efficiently and effectively service the needs of the Town. Sources of funding for this reserve are to be the depreciation of existing equipment, rental of mobile equipment and proceeds of the sale of mobile equipment.
- e. **Municipal Infrastructure Reserve** – ensure that the Town will have sufficient funds available to expand, upgrade or replace the municipal infrastructure, excluding recreation and utility infrastructure.
- f. **Recreation Centre Replacement Reserve** - ensure that Town will have sufficient funds available to provide for the expansion, upgrading and/or replacement of the Recreation Center. Source of funding will be from Recreation fees and charges, special events, donations and other revenue as identified in the budget.
- g. **Recreation Infrastructure Reserve** – ensure that the Town will have sufficient funds available to expand, upgrade or replace the recreation infrastructure.
- h. **Fire Department Reserve** – COUNCIL MOTION #13-108 establishes a reserve for the Fire Department

With the exception of items d, and f, all reserves in the General Reserve Fund are to be funded from the operating budget annually.

2. Utility Infrastructure Reserve Fund

The Utility Infrastructure Reserve is established under the Utility Fund for the purpose of ensuring the Town will have sufficient funds available to expand, upgrade or replace the utility infrastructure required to efficiently and effectively serve the needs of the Town. Sources of funds will be the annual operating budget.

The adjustments for the Recreation Centre Replacement Reserve and the Mobile Equipment Reserves have been applied consistently. The other reserves have only been funded by the apportionment of interest earned during the year.
For 2015, a motion by Council allocated approximately \$1.35M to the Municipal Infrastructure Reserve to reflect the prior year's reserve requirement. This will be reflected in the 2016 financial statements.
Administration will be making a recommendation to Council as to the allocation of reserves for 2016 as we progress through the year and audit process and establish the appropriate amounts.

COUNCIL POLICY / STRATEGY OR GOAL:

Good stewardship and clear direction on the financial administration of the Town of Hay River.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Financial Administration By-law No 2252/FIN/11

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

Council may choose to not accept the financial report.

ATTACHMENTS:

N/A

Prepared by:
Ruth Boden
Director of Finance & Administration

Reviewed by:
Judy Goucher
Senior Administrative Officer

10.

BYLAW

a) Bylaw 2362/ADMIN/17 – SAO Appointment – First and Second Reading

#17-045

MOVED BY: CLLR CANDOW
SECONDED BY: CLLR DOHEY

CARRIED

#17-046

MOVED BY: CLLR CANDOW
SECONDED BY: CLLR DOHEY

CARRIED

Consent for Third and Final Reading
#17-047 **MOVED BY: CLLR DOHEY**
 SECONDED BY: DEPUTY MAYOR JUNGKIND
CARRIED

Third and Final Reading
#17-048 **MOVED BY: DEPUTY MAYOR JUNGKIND**
 SECONDED BY: CLLR DOHEY
CARRIED

11. NOTICES OF MOTIONS

There were no notices of motions for this Regular meeting of Council on Monday, January 30th, 2017.

12. IN CAMERA

#17-049 **MOVED BY: CLLR MCKAY**
 SECONDED BY: CLLR CANDOW

That the Council of the Town of Hay River move to In Camera at 7:55pm.

CARRIED

#17-050 **MOVED BY: DEPUTY MAYOR JUNGKIND**
 SECONDED BY: CLLR DOHEY

That the Council of the Town of Hay River move out of In Camera at 8:24PM.

CARRIED

13. Hay River Disposals Contract

RECOMMENDATION:

#17-051 **MOVED BY: DEPUTY MAYOR JUNGKIND**
 SECONDE BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves a two-year extension to the Solid Waste Disposal Service Contract with Hay River Disposals (1985) Ltd. Effective from August 1, 2016 through July 31, 2018 with annual adjustments for the change (up or down) of the Consumer Price Index (CPI) in accordance with Section 1.9 – Payment, of the Special Provisions of the contract that expired July 26, 2016.

CARRIED

****Let it be noted that Councillor Coakwell was opposed****

14. ADJOURNMENT

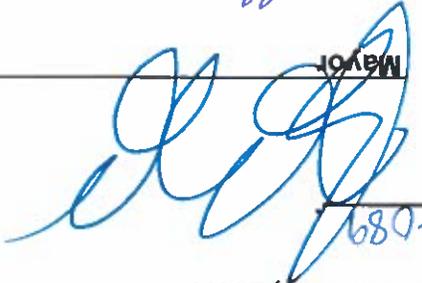
#17-052 MOVED BY: CLLR CANDOW

That the Regular Meeting of Council be adjourned at 8:26pm.

CARRIED

Certified Correct as Recorded on the 30th day of January, 2017.

These minutes were accepted by motion # 17-089


 _____ Mayor
 _____ A/ Senior Administrative Officer
Robertson