

8. ADMINISTRATIVE ENQUIRIES

- Goucher**
- Went to LGANT meetings in October, good networking
 - AWG file, meeting with committee and MACA
 - Recreation Centre update coming next week
 - DPS and I had a meeting regarding Highway Rescue & Ground Ambulance project, filled out a survey, what works, what doesn't work, number of communities on the same page as us.
 - Arctic Energy Alliance wrapped up building inspections, talking about upcoming programs and working into 2017 budget
 - 2018 budget ongoing, Finance committee to review first draft
 - New website is up and running – continues to be a work in progress
- Dumas**
- Public Works progress report to come next week at PWC meeting
- Boden**
- O&M and Capital budget focus, 3rd Quarter reporting is on time
- Darby**
- Pool closure happening, boiler parts are on route and to be installed tomorrow
 - Funding for winterization of the VIC was approved, work is ongoing
- Potter**
- Hazmat happened this past weekend, all students passed
 - Highrise has been fined from the Fire Marshalls Office, they have one year to pay fine, things are improving
- Anderson
Darby**
- How long will the pool be closed?
 - The parts are on the way to Town, I will send out an update tomorrow afternoon to Council
- Anderson
Darby
SAO**
- Will the VIC have staff during the winter months?
 - Peter Magill will be working there throughout the winter months.
 - There are 2 offices there, 2 others are working from the VIC, and it can be opened during special events in town.
- McKay**
- Wright Crescent update, how long will it take? Does the generator need to be running all night at the trailer?
- Dumas
now.**
- Waterline should be done by Monday, the generator should run all-night right now.

9. COMMITTEE REPORTS

- a. Public Works Monthly Activity Report for September 2017

RECOMMENDATION:

#17-272

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the monthly report from Public Works for the month of September, 2017.

CARRIED

BACKGROUND:

- Water Treatment Plant, Lagoon and Lift Stations operations and inspections
- Vehicle and equipment maintenance and winterizing on going.
- Winterizing of fire hydrants has started
- Road Maintenance on-going
- Winter sand stock piling and mixing completed
- Lower elevations of existing manholes and valves
- Water main repairs Courtoreille St.
- Water main repairs behind 553
- Water main repairs Elm Cres
- Asphalt Patching completed 39 areas done awaiting final invoices for budgeted amount.
- Approx. 180 m trail paved
- Fall inspection of facilities completed by E&R/MVLWB inspectors
- Water Treatment Plant generator building construction on going
- 553 Waterline installation complete and energized. Final clean up on going. Asphalt next year.
- Landfill/Bio-pad ground water sampling completed.
- White Goods handling, refrigerant removal and crushing started.
- Soil sampling on Bio-Treatment Pad completed. Soils that passed criteria to be removed from pad Oct. 2
- Fiber Optic Conduit and cable install from Arena to Fire Hall completed
- Down Town sidewalk work has started
- Wright Cres project has started
- Old Town and Industrial area drainage work to start next week.
- ILS road work completed.
- Wharf road drainage work to start next week
- Lagoon work to start within 2 weeks, to repair liner and overflow sag.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Mackenzie Valley Land and Water Board (MV2009L3-0005)
- Environment and Natural Resources Waste Management Guidelines
- Bylaw 1574/GEN/16 Town of Hay River Purchasing Policy

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by: Earle Dumas
Director of Projects and Planning

Reviewed by: Judy Goucher
SAO

b) Building & Development Report for September 2017

RECOMMENDATION:

#17-273

MOVED BY: CLLR JAMESON
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of September 2017.

CARRIED

BACKGROUND:

SUMMARY

- 12 Development Permits and 5 Building Permit have been approved for the month of September, 2017, One permit was declined. In the month of September 2016 we had 11 Development Permits and 6 Building Permits signed out.

Background

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

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Sept 1/17	D17-062, B17-024	98029 Mackenzie Highway	Remove existing mobile home and set up new 14'X70' Mobile Home in exact location, complete with small porch addition and utility shed.
Sept 1/17	B17-025	138 Paradise Road	Demolish old Trailer in accordance with all hazardous waste regulations due to diesel damage and replace with new 20'X60' Mobile Home as per Councils decision July 4, 2017.
Sept 5/17	D17-064	14-61 Woodland Drive	Remove old trailer to dump (abandoned)

Sept 5/17	D17-065	34-61 Woodland Drive	Remove old trailer to dump (abandoned)
Sept 5/17	D17-066	22-61 Woodland Drive	Remove old trailer to dump (abandoned)
Sept 5/17	D17-067	54-61 Woodland Drive	Remove old trailer to dump (abandoned)
Sept 5/17	D17-068	9-102 nd Street	Developing site to place Mobile Home, clearing trees, adding fill and constructing driveway only at this time
Sept 5/17	D17-069	132 Miron Drive	Permit was DECLINED to build a 30'X50'X21' high storage shed as Bylaw 1812 stipulates that an accessory building or structure shall not exceed 4.6 meters (15.0 feet) in height, they were also told in writing that they have the ability to appeal this decision within 14 days after the notice of decision has been issued.
Sept 8/17	DH17-070	19 Eagle Crescent	Home Occupation, Tamarak NWT Enterprises (online selling business)
Sept 12/17	DH17-071	1202-3 Capital Drive	Home Occupation, ERRANDS, (Delivery Service).
Sept 12/17	D17-072	426 Paradise Road	60'X48' and 16'X20' Market Garden, Machine Shed on large RC-Country Residential Lot.
Sept12/17	D17-073		
Sept12/17	B17-027	16 Fir Crescent	Repair and Replace main deck and landings no change in size, only Building Permit Required to govern Structural.
Sept 13/17	D17-075	28 Balsam Drive	New 10'X12' deck as per the supplied plans, Deck makes all set backs
Sept 15/17	DH17-074	28 Saskatoon Drive	Home Occupation, Warren Presakarchuk (Electrical)
Sept 22/17	D17-076, B17-030	49 Studney Drive	Stick build a new 40'X120' Truck and Trailer Storage Building in the M1 Zone.

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:
Judy Goucher
SAO

Date: September 28, 2017

Date: September 28, 2017

c) 208 Budget Process and Schedule

RECOMMENDATION:

#17-274

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the proposed budget process and schedule.

CARRIED

BACKGROUND:

Each year Administration is tasked with providing a General Operating Budget, a Utility Operating Budget, a Land Development Budget and a Capital Budget.

We would like to request that the Finance Committee approach the other members of Council to determine direction for the following areas of consideration;

- Tax increase if necessary for
 - Statutory wage increases for 2018 (1%) and for
 - Expected inflation (1%)
- Rate increases if necessary for;
 - Utility Fund – this will be driven by anticipated cost recovery
 - Program rates – recreation user fees, permit fees, licensing fees and fines
- Service delivery – Senior Management will need clarity on Council's expectation with regards to service delivery
- Capital expectations – does Council have plans for any capital expenditures not already included in the 10-year Capital Plan?

- Council meeting dates – which dates work for Council? *Historically we have needed two meetings – one for review and queries – one for results.*
- Other expectations Council may have.

This year Administration would like to propose the following process and schedule for Council's consideration:

September 18 – 22, 2017
<ul style="list-style-type: none"> • Fan out template to Senior Managers with directions for use – <i>To be returned by Oct 10th</i> • Develop deadlines and targets • Prepare communique to Finance Committee for their Budget input September 25 – 29, 2017 • Prepare Capital Budget templates for distribution to Senior Management • Prepare <u>schedule & process</u> for <i>Council approval at regular meeting – October 3, 2017</i>
October 1 – 6, 2017
<ul style="list-style-type: none"> • Distribute Capital Budget sheets to Senior Managers - <i>To be returned by October 18, 2017</i> • Support for queries from Senior Managers • Input feedback from Senior Managers
October 9 – 13, 2017
<ul style="list-style-type: none"> • Meeting with Senior Managers to review the 2018 O & M Package – October 13th • Prepare for 3rd Q Results and Review – <u>package to Finance Committee to meet October 18th</u>
October 16 – 20, 2017
<ul style="list-style-type: none"> • Compile Capital Budget with input from SMT and Finance Committee for Senior Management Review – <i>Meeting with SMT Oct 20, 2017</i>
October 23 – 27, 2017
<ul style="list-style-type: none"> • Senior Managers - Revision to O & M Budget to Finance by Oct 27, 2017 • Finance Committee Meeting – October 25th <ul style="list-style-type: none"> ○ Agenda items <ul style="list-style-type: none"> ▪ 3rd Quarter Results & Forecast ▪ Feedback from Finance Committee based on their results from Council

October 30 – November 3, 2017
<ul style="list-style-type: none">• Senior Managers – Revisions to Capital Budget to Finance by Nov 3, 2017
November 6 – 10, 2017
<ul style="list-style-type: none">• Revisions compiled – back to Senior Management for finalization of their departmental writeup. – In to Finance for inclusion in the final budget package by Nov 10, 2017
November 13 – 17, 2017
<ul style="list-style-type: none">• Finance finalization of package for the Finance Committee Meeting out by Nov 17, 2017
November 20 – 24, 2017
<ul style="list-style-type: none">• Finance Committee Meeting – Review of O & M Budgets and Capital Budgets 2018 – Nov 22, 2017 – (suggest and evening meeting due to the amount of material)
November 27 – December 1, 2017
<ul style="list-style-type: none">• Revisions from Finance Committee incorporated
December 4 – 8, 2017
Revisions from Finance Committee incorporated
December 11 – 15, 2017
<ul style="list-style-type: none">• 2018 Budget presentation to MS Committee Meeting – Dec 12, 2017
December 19, 2017 Regular Council Meeting
<ul style="list-style-type: none">• Final Capital & O & M Budget Approval

COUNCIL POLICY / STRATEGY OR GOAL:

To put the resources in place to achieve the five Council Priorities for 2015 – 2018

- 1. Enhancing Growth and Development**
- 2. Reaffirming Our Role as a Strong Regional Centre**
- 3. Provide Strong Core Municipal Services**
- 4. Strengthen our Operational Excellence**
- 5. Supporting our Staff to Provide Outstanding Service**

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Cities, Towns and Villages Act S.N.W.T 2003, c.22 Section 95 (1)

FINANCIAL IMPLICATIONS:

To prepare the financial budget for 2018 operational year.

ALTERNATIVES TO RECOMMENDATIONS:

Council may choose another approach to prepare the budget for 2018.

ATTACHMENTS:

Request for direction from the Finance Committee and Council.

Prepared by:

Reviewed by:

Ruth Boden
Director, Finance and Administration

Judy Goucher
SAO

d) Excused Absence

RECOMMENDATION:

#17-275 **MOVED BY: DEPUTY MAYOR JUNGKIND**
 SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillors McKay and Dohey from the Public Works Committee Meeting on Tuesday, October 3rd.
CARRIED

BACKGROUND:

Councillors McKay & Dohey have asked to excused from the Public Works Committee Meeting on Tuesday, October 3rd.

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: October 2nd, 2017

e) Signing Authority

RECOMMENDATION:

#17-276

**MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR CANDOW**

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, Councillor Jameson, 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 many administration and Councillors away the next coming weeks, there will need to be at least 2 people for any cheque signing that may occur.

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: October 2nd, 2017

10. NEW BUSINESS

a) Recreation Centre Progress Claim #15

RECOMMENDATION:

#17-277

**MOVED BY: CLLR CANDOW
SECONDED BY: CLLR ANDERSON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the payment of Progress Claim #15 in the amount of \$1,319,782 plus GST.

CARRIED

BACKGROUND:

The Town of Hay River has entered into an agreement with Clark Builders on the Don Stewart Recreation Centre Renovation.
The fifteenth (15) Progress Claim has been presented for payment. This includes work up to and including September 30, 2017 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 2017 \$1,310,782.40

ALTERNATIVES TO RECOMMENDATIONS:

N/A.

ATTACHMENTS:

Don Stewart Recreation Centre Progress Claim #15

Prepared by:

Ruth Boden

Director of Finance and Administration

Reviewed by:

Judy Goucher

Senior Administrative Officer

b) Emergency Services Activity Report for September 2017

RECOMMENDATION:

#17-278

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR DOHEY

THAT THE TOWN OF HAY RIVER accepts the “Emergency Services Activity Report” for September, 2017 as presented.

CARRIED

BACKGROUND:

Summary

As far as emergency response is concerned September was an average month for the department a welcome relief after what we experienced in August.

Training was focused mostly on Technical Rescue where we did a lot of rope work with all members to build skills in newer members and as a review for some of our older crew. We did take advantage of one of the training nights to locate an underground fire in the Saskatoon Drive area which was extinguished.

The Make the Connection night was hosted in the training room at the Emergency Services Building and it was well attended by the community. There was a little interest from the public in becoming members of the Fire Department but to date we have not received any applications.

We hosted another Fire Extinguisher Course for the Hospital Staff which gave us the opportunity to speak a little about Fire Prevention which was an efficient use of time.

A joint inspection of the Mackenzie Place High-rise was completed by the EHO and the Fire Chief. The inspection revealed some deficiencies and a report was given to the management of the building to rectify. All life safety items were dealt with immediately.

Meetings:

- PWS Committee Meeting
- Council Meetings
- Municipal Services Meeting
- Fire Meetings
- Management Meetings
- NWT FCA Meeting

During the month of September 263.5 Volunteer hours were served by the members of the HRFD for a year to date total of 4,118 hours.

STATISTICS

	2015	2016	2017	2017 YTD
Patient Transfers	10	9	13	146
Medical Emergency Local	16	17	13	118
Medical Emergency Reserve	1	2	1	15
Medical Emergency Highway	7	0	0	5
Medical Emergency Out of Town Patients	0	3	1	11
Body Transfer	0	3	0	6
Fires & Rescues	3	3	1	21
False Alarms	1	1	2	20
Training	5	3	4	38
Special Training	3	10	0	14
Cleanup & Maintenance	5	3	4	32
Fire Permits	0	0	4	4
Fireworks Permits	1	2	1	4
Public Safety	1	0	0	22
Inspections	3	3	6	33

MAINTENANCE

Ambulance 1	Weekly Checks, Full Service
Medic 1	Weekly Checks, Full Service
Pump 1	Weekly Checks, Full Service, Replace Batteries
Pump 2	Weekly Checks, Full Service
Pump 3	Weekly Checks, Full Service
Tanker 1	Weekly Checks, Full Service

Rescue 1	Weekly Checks, Full Service
Rescue 2	Weekly Checks, Full Service
Rescue 5	Weekly Checks, Full Service

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:

None

Prepared by:



Ross Potter
Director Protective Services/Fire Chief
Date: October 17, 2017

Reviewed By:

Judy Goucher
Senior Administrative Officer
Date: October 17, 2017

c) Recreation Activity Report for September

RECOMMENDATION:

#17-279

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR ANDERSON**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled
"Recreation and Community Services Activity Report" for September 2017 as
presented**

CARRIED

BACKGROUND:

September saw the successful completion of the annual maintenance shutdown of the Aquatic Centre. The shutdown allowed for a number of repairs that had

developed overtime following a delay of almost 4 years since the last shutdown. The main focus for the Recreation and Community Services team is to now ensure we provide a high level of service for the residents, and put readiness planning in place as we wait in anticipation of the opening of the new Recreation Centre.

We appreciate the patience and cooperation of residents as construction has moved into the atrium area requiring a temporary entrance to the pool. We continue to provide a service and welcome back all residents to experience the new refurbished Aquatic Centre.

The Porritt Landing revitalization plan is almost 60% complete, with 100% of equipment purchased and ready for installation. The contractor has confirmed that the replacement of the boat launch will commence prior to the end of October. As we move into the winter period, every effort will be made to ensure we offer the level of service expected, for outdoor & indoor recreation areas in the town.

Aquatic Center

The work to remove the large popular trees from outside the front of the Aquatic Centre is complete. It has transformed the area, and the items from the Downtown Beautification Plan, such as bike stands, seating, new trash bins and planters will create an area that will be more user friendly for the visitors to the centre. The exciting improvement to this area falls in line with the new Recreation Centre, and ensuring we make every effort to enhance those facility's we already have.

Parks & Fields

The parks & fields maintenance team work to close down areas following a successful summer. Main effort is to now focus on the requirements for the winter period, and fully utilize the outdoor recreation areas ahead of the opening of the new Recreation Centre and arrival of the AWG in Mar 2018. Work is also underway in developing a plan to upgrade/improve the town trails.

Recreational Programming

The Recreational Programmer continues to promote recreational programs, by advertising, using social media and posters placed around the town. Every effort is being made to provide a variety of programs that appeal to all demographics within the community.

The Recreational Programmer is also taking advantage of her creativity skills, by linking in with the Visitors Information Centre. This initiative will provide a clear focus on an area close to a number of local resident's hearts, as we await the opening of the new Recreation Centre.

The recent yoga instructor course is already becoming a success, as we see 4 yoga instructors delivering yoga to the residents of the town. It has been reported that as many as 50 students have attended yoga lessons since they started in mid Sept.

The Recreation Programmer continues to research the low uptake on some of the programmed recreation activities to determine root cause, which will help to gage appetite for certain programs, and possibility of identifying other programs that the community might want. An electronic survey will be used to gather some of this information.

Visitors Information Centre (VIC)

September saw the start of the new Tourism & Economic Development Coordinator, Mr Peter Magill. Peter has thrown himself into his work and we are already seeing some of his initiatives come to fruition.

The number of visitors to the centre continues to be impressive, and surpasses any historical information we have for recent years.

A number of improvements have been made in and around the centre, such as removal of trees for better vision of the centre from passing traffic. We have also purchased new signs for the centre and signage out of town directing visitors to the centre. A shed has also been added, which will allow for some needed storage for the centre.

The VIC winterization project funding application has been submitted.

The Tourist & Economic Development Coordinator has also completed some useful work with regards to Facebook followers. The number of people who have seen any content associated with the VIC Facebook page, is again impressive. The traffic has grown from Sept 15 to Oct 13 - page followers have grown from 189 - 266 with the most growth occurring since Sept 25.

It is clear that the centre is gathering interest, and the hard work by the new Tourism & Economic Development Coordinator, it will only improve.

A special mention for Gary Visniowski who covered the centre during the summer period. Gary was a wealth of knowledge and no doubt added to the success of the centre during this period.

AQUATIC SUPERVISOR REPORT – Sept 17 Month End Activity Report

Department Statistics

Programs

- Aqua Fit: avg. Currently on hiatus
- Lifesaving/Swim Instructor Course: 3 participants (in house staff)

Upcoming Events

- Toonie Tuesdays – First Tuesday of each month admission is \$2 (for everyone).
- New afterschool programs & swimming lesson being created.
- Lifesaving/Swim Instructor Course: Ongoing next month for 3 in house staff
- Recertification Course for in house Lifeguards:

Variance Report and Monthly Tracking

Pool Attendance:

September (25-30)	2016	2017
Birthday Parties	1	3
Aquafit	89	0
Schools	-	23
General	1216	198

Aquatic Revenue:

September (25-30)	2016	2017
Admissions	\$3960.41	\$415.22
Kids Lessons	\$1560.75	-
Adult Lessons	\$158.57	-
Miscellaneous	\$282.77	\$8.58
Hourly Rental	\$487.87	\$105.00

RECREATION PROGRAMMER REPORT – Sept 17: Month End Activity Report

Department Statistics

Programs

- Seniors Walking – Sept 2 – 22 - 0 – 2 participants – Mondays and Fridays.
- Flag Football – Sept. 11 – 10 participants.
- Walk/run club – Sept 10 and 12th – 4 participants
- PHAB – 6 and 13th – 0 participants
- Nature Club – Sept 6 and 20th – 0 participants
- Upcoming Programs: Seniors walking and afterschool programs

Special Events

- Terry Fox Run – 30 people

Other achievements

- Advertising, promoting and planning of fall programs.
- Attended the NWTRPA conference.
- Preparing for AWG.
- Partnering with Library & VIC.
- Build the base of Physical & Recreational instructors in Hay River.

VISITORS INFORMATION CENTRE REPORT – Sept 17: Month-End Activity Report

Department Statistics

- Number of visitors in September 288 (August 532)
Breakdown (of the 125 who signed the guest book in September)

- Canada – 96
- USA – 11
- Other – 13

Gift Shop Sales

- We currently have 9 artists displaying their crafts, and have sold items for a total of **\$482.00**

Month and beginning of October in review:

- Arctic Energy came in to perform an audit on the building in preparation for winterization.
- Territorial Parks closed on September 12 and we received many calls and inquiries.
- Craft sales are up from last year to date period – 2016 - **\$539.00** to 2017 - **\$3994.50**
- Visitors are up from last year – Sept 2016 - **107** visitors and 2017 - **228** visitors
- Began a regular update of our Facebook page that has created interest both locally and outside of the region.
- Booked advertising in the upcoming December and January/February issues of Up Here magazine. Art work has been approved
- Working on procuring funding from the Trans Canada Trail to join the existing trails together and create/refurbish signage.
- Spoke with the Historical Society to see if we cannot have some displays put in the VIC to attract attention to the museum and provide some information on local history/culture/flora/fauna
- Met with Bruce Green regarding getting a fossil display in the VIC and promoting our world class Devonian fossil bed for locals and visitors.
- We had many visitors asking for Hay River, North of 60, NWT pins and stickers.
- Following up on funding to see if we can get Sonny MacDonald to carve ice sculptures and demonstrate during the Arctic Winter Games and possibly Kamba Carnival as well.
- Contacted Michelle Keizer, Tourism Development Officer, South Slave Region for ITI, and requested informational materials and discussed promotional opportunities for the South Slave region and specifically Hay River.
- Town maintenance crew and Beautification Committee has done a great job keeping up the outside area.

LEAD MAINTAINER REPORT – Aug 2017: Month-End Activity Report

Operations:

- Early September the annual shutdown for the Aquatic center occurred.
- Several new issues were revealed including the need for tile replacement and internal barrier modifications.
- Tiles in the main tank on inspection revealed they will need considerable refurbishing. Most of the grout has been washed away over the last 10+ years and in several sections tiles were able to be picked off by hand indicating that the tile seal has been compromised.
- A second area of concern has been revealed in that we have not carried an inventory of critical operational spare parts.

- Work continued in the play areas but we are preparing for the winter season at this point.
- We continue to level areas that require attention in the cemetery.
- Brushing has been done at the Visitors Information Center and a new shed has been sited.
- A strategy has been approved to repaint the gate structure at the cemetery. This work should be completed in October.
- We are developing a strategy to build an ice track on the river. This will likely be done by dragging a track in as soon as the river is safe to travel. At that point we will auger holes adjacent to the track and flood the entire length with portable pumps. As this is a first time venture contingent upon suitable weather and unknown surface conditions a timeline is difficult to commit to.

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:
James Darby
Director of Community Services

Reviewed by:
Judy Goucher
Senior Administration Officer

Date: Oct 19 2017

Date: Oct 19 2017

d) Municipal Enforcement Report for September

RECOMMENDATION:

#17-280

**MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR DOHEY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the “Municipal Enforcement Report” for September, 2017 as presented.

CARRIED

BACKGROUND:

By-law Name	Complaints Received	Warnings Issued	Tickets Issued
TRAFFIC			
ANIMAL CONTROL	4	4	
NOISE CONTROL			
BUSINESS LICENSE			
UNSIGHTLY LAND	2	2	
LOTTERY LICENSE			
TAXI LICENSE	1	1	
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	1
Cat Attack Complaints Received	0

Number of Dogs Caught	0
Number of Cats Caught	0

Unsightly Properties: 0

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:

Reviewed By:



Ross Potter
Date: October 24, 2017

Judy Goucher
Date: October 24, 2017

e) Mayors Monthly Report for September

RECOMMENDATION:

#17-281 **MOVED BY: CLLR CANDOW**
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the "Mayors Report" for September 2017 as presented.

CARRIED

BACKGROUND:

Mayor's September 2017 Meetings

Date	Meeting With	Location	Date
Sept 6/2017	Meeting of the New Corporal Brendan Humbke Update	RCMP Office	Sept 6/2017
Sept 8/2017	Meeting with Yvonne Doolittle GNWT AB affairs Introduction	Mayors Office	Sept 8/2017
Sept 13/2017	Gary Hoiffman Discussion on the local TV channel	Mayors Office	Sept 13/2017
Sept. 28/2017	Meeting Pine Point Group Update and Donna Lee attended.	Chamber Room	Sept. 28/2017

Sept. 29/2017	Meeting with GNWT Premier & Cabinet	Leg YK	Sept. 29/201
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Meeting on AWG with Mayor Buckley from Fort Smith

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: October 3rd 2017

f) Application for Head Lease – Jeff Griffiths

RECOMMENDATION:

#17-282

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER request Administration to make application to the Government of the Northwest Territories for a head lease for the whole lot of Lot 872, Plan 506, also known as 12 Studney Drive, as per the attached sketch, for the purpose of subleasing to Jeff Griffiths – o/a Trade Show Direct Ltd.

CARRIED

BACKGROUND:

The Town received a sub-lease application for Commissioner's land for the whole lot of Lot 872, Plan 506, also known as 12 Studney Drive, from Jeff Griffiths – operating as: Trade Show Direct Ltd.

The sublease will be for Industrial purposes only. Subtenant is proposing to use the land for industrial storage and shipping containers. Development of the lot will include fencing the location for security purposes.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

- The Town will pay annual Lease Fees to the Commissioner.
- Sublease Tennant will pay to the Town annual Lease Fees and Property Taxes.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Mapping

Prepared by:
Ruth Boden
Director of Finance & Administration

Reviewed by:
Judy Goucher
SAO

g) Wright Crescent Upgrade – Change Order#3

RECOMMENDATION:

#17-283

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves Change order #03 in the amount of \$55,440 for the Wright Crescent Upgrade project.

CARRIED

BACKGROUND:

Council approved a capital project in the amount of \$2.8 million for Wright Crescent upgrades. The project commenced in September 2017 and to date two change orders have been approved by Administration, change order #01 in the amount of \$5,000 to relocate a catch basin and change order #02 in the amount of \$7,140 to include insulation of the copper service lines to prevent freeze ups.

Change order #03 in the amount of \$55,440 is required as the onsite fill was intended to be used for the project however once exposed, the onsite fill was found to be saturated with water and deemed not suitable for backfill. The extra cost for this change order is the loading and hauling of dry material from 2 locations provided by the Town of Hay River being the property behind Stewart Dr. and stock piles from our snow dump, the cost of this change in project scope is \$55,440.

The total project budget, after approval of change orders 1 through 3 comes to \$2.868 million.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

Due to a late start it is expected that the Town will not spend the \$2.1 million budgeted for work in 2017 as the storm sewer work will not be completed this year. The budget associated with the storm sewer work is approximately \$300,000 and those funds will be carried over to 2018 when the work will be completed.

The source of funds for the change order will be identified during the 2018 capital budget review. At present there are funds available within the utility reserve to cover these extra costs.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Earle Dumas
Director of Projects and Planning

Reviewed by:
Judy Goucher
SAO

h) New Arena Project Billing Summary Update

RECOMMENDATION:

#17-284

**MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR CANDOW**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the report on budget forecast for the professional fees and other expenses for the new recreation facility project.

CARRIED

BACKGROUND:

Each month Administration presents Council with a project billing summary that tracks expenditures for the new recreation centre project. The tracking is organized into three components: 1) Clark Builders contract, 2) Administration and 3) Contingency.

The Clark Builders contract is proceeding as planned with the approved change orders funded through contingency as approved by Council. All changes orders are tracked and those that are offset by other sources of funding such as contribution agreements or third-party payments are identified.

Contingency is currently tracking under budget after adjustments for third party or other sources of financing contingency is at \$144,044 out of \$500,000 leaving a balance of \$355,956.

In this report, Administration is highlighting that the "Administration" component of the project is forecast to exceed the original \$500,000 budget that was approved for services such as the Town's Project Manager and professional services for electrical and mechanical oversight.

The following activity is contributing to the upward pressure on the Administration component of the project:

1. The contract with the Town's Project Manager is based on hourly rates. Discussions with the Project Manager indicate that the \$500,000 estimate for administration was intended for his portion of the work. Project delays and commissioning costs are factors that will put upward pressure on these costs.
2. If the \$500,000 was only for Town Project Manager services, there was no budget allowance for other costs.
3. Out of scope items not included in budget but directly related to project costs include:
 - o Bridging documents and costs prior to construction start
 - o Legal costs associated with debt financing for the project
 - o RBC requires a qualified engineering expert to provide opinion on project delivery against contract

- o Communication infrastructure equipment
- o Utilities during construction which under the contract are a Town expense (note this was budgeted under O&M and will be used to offset the capital cost)

The table below highlights expenditures to the end of September and provides a forecast to the end of project.

	Budget	Expenditures to September 30, 2017	*Reimburse -ments (Curling Club)	Forecast Budget Adjustment (Estimated)	Final Adjusted Budget
Original budget (approved)	\$500,000				
Bridging documents and prior costs up to construction start		\$174,381			\$174,381
**Engineering cost and project management		\$269,165	\$(17,096)	\$247,931	\$500,000
Electrical and heating	\$82,930	\$58,156		24,774	\$82,930
+Communication equipment and wiring				\$43,520	\$43,520
++RBC appointed loan monitoring (fees and reimbursable expenses)		21,141		\$14,529	\$35,670
~Legal counsel – borrowing costs		15,673		14,327	\$ 30,000
Totals	\$582,930	\$538,516	\$(17,096)	\$345,081	\$866,501
Approved budget					\$(582,930)
Budget deficit					\$283,571

*Reimbursement from the Curling Club – these numbers are not completed as the **engineering/architectural work was not completed at July 31st. We are awaiting billing for August and September, at which time we will submit our invoice to the Club. Further updates will be forthcoming.

+Communication equipment and wiring cost estimates have been provided by ArcTech Computers and are submitted under separate report on the agenda for October 24th. The labour for installation will be covered under the existing IT contract.

++As part of our loan approval, Administration needed to secure a Royal Bank approved engineering firm to provide loan monitoring. This cost has now been estimated and is included above.

The deficit on the Professional Fees and expenses is estimated at \$283,571. Administration is continuing to obtain pricing on the remaining contemplated change orders and engineering

and project management consulting fees to be able to better determine anticipated final costs.

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 2017 No net effect.

ALTERNATIVES TO RECOMMENDATIONS:

N/A.

ATTACHMENTS:

New Recreation Center Facility Billing Summary

Prepared by:

Ruth Boden
Director of Finance and Administration

Reviewed by:

Judy Goucher
Senior Administrative Officer

i) Communication Infrastructure for New Recreation Centre

RECOMMENDATION:

#17-285

**MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR CANDOW**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves procurement and installation of communication equipment for the new arena facility in the amount of \$43,520.

CARRIED

BACKGROUND:

Administration has now received the quote for the procurement and installation of the communication equipment for the new arena facility.

Some of the cost will be funding from the Town Hall/Fire Hall demolition budget. We have asked the contractor to split out those costs and will have a more complete breakdown for the next regular meeting of Council.

A portion of the cost may also be applicable to the Clark Builders Construction budget and included in the contract, also to be determined by the contractor and provided at the next regular meeting.

The remaining costs will be coming from the contingency funds.

The procurement procedure for the equipment was conducted according to Town of Hay River By-law 1574-GEN-16 Property Procedure or Procurement and will be for a total of \$43,520. Labour to install will be provided through the existing Information Technology contract with the ArcTech Computers.

As part of the Town's procurement process these changes exceed Administration authorities and must be approved by Council.

COUNCIL POLICY / STRATEGY OR GOAL:

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

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

By-law 1574-GEN-16 Property Procedure or Procurement
2017 – 2027 Capital Plan

FINANCIAL IMPLICATIONS:

Capital Budget expenditures for 2017 in the amount of \$43,520 with no net increase in the project budget.

ALTERNATIVES TO RECOMMENDATIONS:

- 1) Council may choose another decision-making process.

ATTACHMENTS:

None

Prepared by:

Ruth Boden
Director of Finance & Administration

Reviewed by:

Judy Goucher
Senior Administrative Officer

11. NOTICES OF MOTIONS

There were no Notice of Motions at the Regular Meeting of Council on Tuesday, October 24th, 2017

12. BYLAWS

a) Bylaw 2369/LND/17– Sale of Land – Third and Final Reading

#17-286 **MOVED BY: CLLR DOHEY**
SECONDED BY: DEPUTY MAYOR JUNGKIND

CARRIED

b) Bylaw 2370/LND/17– Sale of Land – Third and Final Reading

#17-287 **MOVED BY: CLLR DOHEY**
SECONDED BY: DEPUTY MAYOR JUNGKIND

CARRIED

c) Bylaw 2371/LND/17– Sale of Land – Third and Final Reading

#17-288 **MOVED BY: CLLR DOHEY**
SECONDED BY: DEPUTY MAYOR JUNGKIND

CARRIED

d) Bylaw 2372/LND/17– Sale of Land – Third and Final Reading

#17-289 **MOVED BY: CLLR DOHEY**
SECONDED BY: DEPUTY MAYOR JUNGKIND

CARRIED

e) Bylaw 2373/LND/17– Sale of Land – Third and Final Reading

#17-290 **MOVED BY: CLLR DOHEY**
SECONDED BY: DEPUTY MAYOR JUNGKIND

CARRIED

f) Bylaw 2374/LND/17– Sale of Land – First and Second Reading

#17-291 **MOVED BY: CLLR DOHEY**
SECONDED BY: DEPUTY MAYOR JUNGKIND

CARRIED

#17-292 **MOVED BY: CLLR DOHEY**
SECONDED BY: DEPUTY MAYOR JUNGKIND

CARRIED

Consent for Third Reading

#17-293 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CLLR CANDOW

CARRIED

Third Reading

#17-294 **MOVED BY: CLLR DOHEY**
 SECONDED BY: DEPUTY MAYOR JUNGKIND

CARRIED

13. IN CAMERA

#17-295 **MOVED BY: CLLR ANDERSON**
 SECONDED BY: CLLR DOHEY

That the Council of the Town of Hay River move to In Camera at 7:15pm.

CARRIED

#17-296 **MOVED BY: DEPUTY MAYOR JUNGKIND**
 SECONDED BY: CLLR ANDERSON

That the Council of the Town of Hay River move out of In Camera at 8:37PM.

CARRIED

14. Adjournment

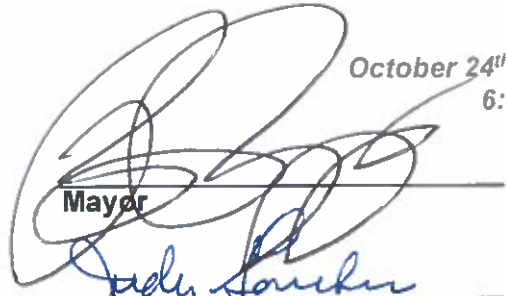
#17-297 **MOVED BY: CLLR CANDOW**

That the Regular Meeting of Council be adjourned at 8:38pm.

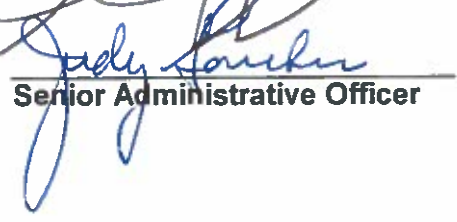
CARRIED

Certified Correct as Recorded on the 24th day of October 2017.

These minutes were accepted by motion # 17-305.



Mayor



Senior Administrative Officer