

The Regular Meeting of Council was held on Tuesday, February 27th, 2018 at 6:30pm in the Council Chambers.

Present: Deputy Mayor Jungkind, Councilors Anderson, Dohey, Coakwell & Jameson

Staff: Earle Dumas – Director of Public Works, Ruth Boden – Director of Finance and Administration, Stacey Barnes – Council Administrator

Public: Paul Bickford (Hub)

1. CALL TO ORDER:

This Meeting was called to order at 6:30pm with Deputy Mayor Jungkind presiding.

2. ADOPTION OF AGENDA

#18-080

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR JAMESON

CARRIED

3. DECLARATION OF INTEREST

Cllr Coakwell declared an interest in 12a)

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

N/A

5. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

a) January 29th, 2018 – Special Meeting of Council

#18-081

MOVED BY: CLLR ANDERSON

SECONDED BY: JAMESON

CARRIED

b) February 5th, 2018 – Special Meeting of Council

#18-082

MOVED BY: CLLR ANDERSON

SECONDED BY: JAMESON

CARRIED

c) February 9th, 2018 – Special Meeting of Council

#18-083 **MOVED BY: CLLR ANDERSON**
 SECONDED BY: JAMESON

CARRIED

d) February 13th, 2018 – Special Meeting of Council

#18-084 **MOVED BY: CLLR ANDERSON**
 SECONDED BY: JAMESON

CARRIED

6. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

7. ADMINISTRATIVE ENQUIRIES

N/A

8. COMMITTEE REPORTS

a. Public works Monthly report for January 2018

RECOMMENDATION:

#18-085 **MOVED BY: CLLR ANDERSON**
 SECONDED BY: CLLR COAKWELL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the monthly report from Public Works for the month of January 2018.

CARRIED

BACKGROUND:

- Water Treatment Plant, Lagoon and Lift Stations operations and inspections.
- On-going snow clearing of streets and sidewalks
- Street sanding
- Sewer Main Flushing of troubled areas
- Vehicle and Equipment maintenance servicing
- Lagoon Berm repairs to re start in February (weather permitting)
- Completion of Capital Budget for 2018 and 10 Year Plan estimates
- Staff member completed Water Treatment Plant Operator II Course
- Arena Project Inspections
- Sourcing out projects for Climate Change Funding

- Approved Funding from Arctic Energy Alliance for Town Garage interior lighting
- Approval of Solid Waste Disposal Facility O/M Plan(MVLWB)
- Approval of Water Monitoring Plan(MVLWB)
- Preparation for 2017 Annual Report(MVLWB)
- Preparation for survey plan of Industrial Area properties

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:

- b. Development & Building Report for January 2018

RECOMMENDATION:

#18-086

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of January 2018.

CARRIED

BACKGROUND:

SUMMARY

- 2 Development Permits have been approved for the month of January 2018. In the month of January 2017, we had 5 Development Permits and 2 Building Permits signed out.

Background

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

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Jan 4/18	DH18-001	33-101 st . Street	Catalogue sales of pellet and wood stoves/RC Renovations.
Jan 10/18	DH17-084	21 B Riverview Drive	Haywired Audio Productions (Audio Productions)

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: February 5th, 2018

Date: February 5th, 2018

- c. Emergency Services Activity Report for January 2018

RECOMMENDATION:

#18-087

MOVED BY: CLLR COAKWELL

SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Emergency Services Activity Report for the month of January 2018 as presented.

CARRIED

BACKGROUND:

Summary:

2018 started off with the Fire Department members putting on the annual Fireworks show. This joint venture between the Recreation Services and Fire Department was another success with compliments abounding from members of the community.

As far as training is concerned we started out the year with 15 members renewing their Standard First Aid, CPR and AED training complete with Health Care Provider endorsement. We also have 6 members who are actively training to become our newest Emergency Medical Responders. We expect to have these 6 complete their training by the end of February. All training in January was focused around Emergency Medical Response.

Inspections on the Day Cares and Day Homes have started for another year and thus far we are seeing that these facilities are improving with not only more focus on safety related items but improved record keeping. We feel confident that the children of the town are in good hands when they are being taken care of by certified Day Cares and Day Homes.

The Director, Protective Services has completed a course on Respirator Fit Testing and most of the Town of Hay River staff and Fire Department have now been fit tested. This is a WSCC requirement and does ensure the safety of our employees from airborne contaminants and IDLH (Immediately Dangerous to Life) atmospheres. We are aiming to have all fit testing done by mid-February.

Meetings:

PWS Committee Meeting
Council Meetings
Municipal Services Meeting
Fire Meetings
Management Meetings
JOH&S Meeting
NWTFCFA Meeting

During the month of January 761.5 Volunteer hours were served by the members of the HRFD for a year to date total of 761.5 hours.

STATISTICS

	2016	2017	2018	2018 YTD
Patient Transfers	18	10	14	14
Medical Emergency Local	12	10	18	18
Medical Emergency Reserve	1	1	2	2
Medical Emergency Highway	0	1	0	0
Medical Emergency Out of Town Patients	1	2	3	3
Body Transfer	0	1	0	0
Fires & Rescues	2	3	3	3
False Alarms	1	4	0	0
Training	4	3	4	4
Special Training	0	2	6	6
Cleanup & Maintenance	4	5	4	4
Fire Permits	1	0	0	0
Fireworks Permits	0	1	0	0
Public Safety	0	1	0	0
Inspections	9	5	5	5

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

Reviewed By:
Judy Goucher

Director Protective Services/Fire Chief
Date: February 13, 2018

Senior Administrative Officer
Date: February 13, 2018

- d. Recreation Activity Report for January 2018

RECOMMENDATION:

#18-088

**MOVED BY: CLLR COAKWELL
SECONDED BY: CLLR JAMESON**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled
"Recreation and Community Services Monthly Report" for January 2018 as presented.
CARRIED**

BACKGROUND:

January marks the beginning of the New Year and the final push towards opening the new Recreation Complex. We had a very successful New Year's Celebration at the river. The outdoor Ice Rinks in 553 & Old Town are both operational, with a warming shed at 553. Extreme cold has limited what has been achievable outdoors this month, which has also discouraged a lot of use of the outdoor rinks.

The Visitors Information Centre Winterization project is almost 95% complete. The offices have been set up and are ready for occupancy, with only the printer & scanner to arrive.

The boat launch concrete ramp as part of the Porritt Landing Revitalization Plan is still outstanding. Public Works are now the lead on the boat launch project and will update as and when further information is provided.

A number of assessments have been made on removing the skate park to allow for additional parking spaces during the AWG. It was decided due the complexity of removing the equipment, the skate park will remain in situ. This decision was based

on a number of reasons, such as the potential significant cost of removal and having a qualified skate park company to reassemble following the games.

Aquatic Center

The Aquatic Centre still manages to provide a good level of service to the community, as the main recreational facility in the town. There has been a number of free swims for the public, kindly donated by local businesses. We continue to see the Aquatic Staff being upgraded and refreshed on life saving skills. 2 Jr Lifeguards have managed to pass their lifeguard course in Yellowknife, which will go a long way in staffing the pool as we move ever closer to the opening of the new Recreation Centre & AWG in Mar 18.

Parks & Fields

The outdoor ice rinks are now fully open for operations, signage has been posted indicating maintenance schedule and instructions for key usage and warning that damage caused by usage is the responsibility of the users, not the Town of Hay River. Similar instructions have been posted to several Facebook pages.

We have begun preparations for the AWG through several planning/strategy meetings and starting to move equipment and fixtures around town.

A chlorine pump has been replaced on the lap pool that had failed early in the month. We anticipate completing repairs on Boiler 201-A at which point we will investigate possibilities of de-rating these units in the interest of fuel saving and efficiencies in run times.

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 continuing to take full advantage of her creativity skills, by linking in with the Visitors Information Centre. This initiative is proving to be a real success, as we see the VIC being utilized both day & night.

Focus now moves onto the front desk staff as we prepare for the opening of the new Recreation Centre and arrival of the AWG. We look forward to a free customer services course being delivered at the beginning of Mar, which will go a long way in preparing the front desk staff for the influx of visitors to the Recreation Centre.

Visitors Information Centre (VIC)

AWG merchandise arrived just before the Christmas holiday and has been well received.

A 'Free Swim' coupon has been created for the Chamber of Commerce Winter Road coupon booklet. 4900 booklets have been sent to the traditional winter road neighbors and for the first time they were distributed in town. There has been a great deal of interest in the booklets and locals have been stopping by to pick up.

A number of programs have been held at the VIC, such as fish scale art and driftwood picture frame making. They have all been very well attended and we are looking forward to seeing continued use of the VIC for programming as it creates awareness and a much-needed venue for activities in the community.

Explorers' Guide arrived and there have been quite a few locals in to pick up copies for themselves and to send out to family. The new ad has received great reviews. We have created some test for the Spectacular NWT Map Pad that will be given out at trade shows this year. We are hoping to see more attention given to the South Slave Region and Hay River in particular at the coming shows to build awareness of all that we have to offer and why tourists should come for a visit, throughout the year.

Facebook has maintained its interest and has seen growth in the 'reach' of posts. The page has gone a long way to keep contact with the community and has provided a call to action for the upcoming AWG. Age and gender breakdown of who visited the page over the month – Females were the largest group to view and engage with the page the most 35 to 65 plus and Males 25 to 65. Countries who are viewing the page, Canada, US, Great Britain, Germany, France, Denmark, Australia, Mexico, Greenland & Norway.

The Tourism and Business Development Coordinator attended the Hay River Golf Club's strategic planning meeting and a great deal of good ideas were generated. The new board will distill the input and provide some direction for the coming year and years ahead. Very positive.

Received a short video for Hay Days and a USB key with a bunch of Gary Vizniowski's still photos and have been rotating them on the television at the VIC. Both have been well received and we are encouraging other artists to do the same to showcase more artisan work from Hay River.

AQUATIC SUPERVISOR REPORT – Jan 18: Month End Activity Report

Department Statistics

Programs

- Aqua Fit: Seeing consistent avg of 6, twice a week – Tues/Thur afternoons
- Lifesaving/Swim Instructor Course ongoing: 2 participants (in house staff)
- Early Bird Swim – consistently seeing 6-10 patrons daily (5x per week)
- Adult swim – 3 evenings/week - avg 4 patrons.
- Toonie Tuesdays – First Tuesday of each month admission is \$2 (for everyone).
- Swim Lessons: 9 registered for lessons. Ran twice per week after school.
- Free Swim to Survive: Runs Friday's 1:30-3pm (NWTRPA funding)

Events Held

- Stroke Improvement was a registered program that ran Mon & Wed throughout Jan and we had 9 total. Great feedback, parents loved it and wanted it to continue. We will run it again more as a club for a longer period of time in the spring after AWG.
- Swim to Survive: Friday afternoon program targeting Water Smart Safety messages in, on, and around water and ice. Different themes each week. Learning ice safety, boat safety, etc. and the skills required to recover from an unexpected fall into deep water. (Swim to Survive). Seeing a consistent 6 swimmers each week. (5-10yr)
- Lifesaving/Swim Instructor Course: Made good progress this month on course, and will have candidates teaching lessons in Feb.
- Aquafit: popular afternoon program runs twice per week on Tuesday & Thursday from 1-2pm. Seeing upwards of 10 on some days. Maui Wowi Luau Party is an Aquafit event scheduled for next month (Feb).

Variance Report and Monthly Tracking - Pool Attendance:

January	2017	2018
Birthday Parties	2	10
Aquafit	67	44
Schools	267	69
General	1032	999

Aquatic Revenue:

January	2017	2018
Admissions	\$3205.45	\$2310.70
Kids Lessons	\$3236.67	\$364.50

Adult Lessons	\$350.05	\$0.00
Miscellaneous	\$1367.10	\$2192.10
Hourly Rental	\$131.42	\$657.10

RECREATION PROGRAMMER REPORT – Jan 18: Month End Activity Report

Department Statistics

Programs

- JR Einstein – Jan. 5th and Jan. 8th - 6/8 participants.
- PHAB – Jan. 8th, 17th, 3-6 participants Library
- JR Shinny – lunch and afterschool – Jan. 5th, 6th, 12th, 13th, 14th – 5-6 participants

Special Events

- Full Moon Snowshoe – 6 participants Jan 5th.

Other achievements

- Planning January events.
- Staffing – 2 staff off – January schedule, staff meeting.
- Swim sponsorship letters out.
- Partnering with Library & VIC.
- Build the base of Physical & Recreational instructor's in Hay River.

VISITORS INFORMATION CENTRE REPORT – Jan 18: Month-End Activity Report

Department Statistics:

Number of visitors in January was 8, not including an ever-increasing number of locals (December 12) - Breakdown (of the 8 who signed the guest book in January)

- Canada – 7
- Germany - 1

Gift Shop Sales:

We currently have 11 artists/retailers (up from 9 last month);

Aaron Tambou, Gary Vizniowski, Kate Latour, George Low, Brenda Hall, Beverly Tybring & Jennifer Buckley

Rotary Hay Days merchandise, Arctic Winter Games merchandise, Chamber of Commerce Hay Riveropoly & Growing Together Cookbooks

We have sold items for a total of **\$1,345.55** in the month of January (compared to (December sales **\$516.50**).

LEAD MAINTAINER REPORT – Jan 18: Month-End Activity Report

Operations

- The facility maintainers have both outdoor rinks operational. A warming shed is operational at the Ray Benoit rink and several skaters have begun activity at these parks.
- New maintainers are being trained on Zamboni operations using the outdoor rink.

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

Date: 13 Feb

Reviewed by:

Judy Goucher
Senior Administration Officer

Date: 13 Feb 18

- a. IT Activity Report for January 2018

RECOMMENDATION:

#18-089

**MOVED BY: CLLR JAMESON
SECONDED BY: CLLR COAKWELL**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Information Technology Activity Report for the month of January 2018 as presented.

CARRIED

BACKGROUND:

The IT setup activities required to accommodate additional staff at the Visitor's Information Centre have been completed. This includes, wiring, desk placement, computer and phone setup. Our IT provider will install a credit card point of sale terminal once it arrives from Moneris.

Our IT provider, ArcTech Computers spent considerable time and effort onsite at the Arena in January. The internet access was successfully commissioned to the new building. Connections to the control equipment in the arena have been completed successfully.

Our IT provider is working with the Arctic Winter Games team and NorthwesTel on utilization of Town IT Infrastructure in the new Arena. This activity will continue from now until after the Games are over, and temporary equipment installed by NorthwesTel has been removed.

NorthwesTel updated the Town's internet circuit and it has been tested as delivering the required bandwidth successfully. This new service provides higher bandwidth at a lower cost.

Routine monthly IT activities continue as usual. This includes response/resolution of user help desk support requests, daily review of error logs, applying regular firmware updates to both servers and workstations, monthly Microsoft security updates to both servers and workstations, updates to various software application packages as released and application of anti-virus/malware signature files daily as released.

TOTAL NETWORK DEVICES SUPPORTED 108

TOTAL USER WORKSTATIONS IN USE 55

SECURITY STATISTICS (January)

Website Intrusion Attempts

Blocked	396
Successful	0

Employee Workstation Network Intrusion Activity

Blocked	68
Successful	0

Councillor Laptop Firewall Intrusion Activity

Blocked	245
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Successful 0

SERVICE RELIABILITY (January)

	<u>% Uptime</u>
SQL/Vadim	100
Domain Controllers/File Servers	100
Town Website	100
Fire Dept Website	99.9 *
Email Services	100
Internet Access	99.9 *
VOIP/Phone Services	100

* brief outage to allow NorthwesTel to upgrade internet circuit

INTERNET USAGE (January)

January Internet Usage 455.5 Gb

COUNCIL POLICY / STRATEGY OR GOAL:

To provide efficient and effective computer services to meet the Town of Hay River needs.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Financial Administration Bylaw No. 2252/FIN/11

FINANCIAL IMPLICATIONS:

Per contractual agreement.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ruth Boden
Director, Finance and Administration
Date: February 13, 2018

Reviewed By:
Judy Goucher
Senior Administrative Officer
Date: February 13, 2018

f. Mayors Monthly Report for January 2018

ATTACHMENTS:

N/A

Prepared by:



Brad Mapes
Mayor

Date: February 9th, 2018

9. NEW BUSINESS

a. 2018 AWG Venue & Request for Town Services

RECOMMENDATION:

#18-091 **MOVED BY: CLLR COAKWELL**
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2018 AWG venue plan and requests of the Town of Hay River as presented.

CARRIED

BACKGROUND:

The Town of Hay River is jointly hosting the 2018 Arctic Winter Games with the Town of Fort Smith. The Host Society has prepared a DRAFT venue use agreement and has provided the Town with a list of requests for services to be provided in support of the games.

In addition to use of Town-owned facilities and the provision of services, the Host Society has requested that the Town approve temporary road closures for the Participant march during the opening and closing ceremonies. A road closure application will be submitted along with a map, dates and times of the closure request.

The SAO has been working with the Host Society over the past several months to solidify the facility use needs and the Town services requirements. The attached Draft Venue Plan and list of requests to the Town covers the majority of the requests that have been made. Both of these documents have been review with Council at previous meetings.

In reviewing the requests for services, Council asked that the aquatic centre be made available to the public for swimming during the day. The aquatic centre staff is reviewing this request and has plans in place to accommodate up to 70 patrons for public swim however there are likely to be extended wait times due to the constraint of a single changeroom.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Draft Venue Plan – January 22, 2018
Requests of the Town of Hay River – February 8, 2018

Prepared by:

Judy Goucher
February 15, 2018

b. 2018 board of revision

RECOMMENDATION:

#18-092 **MOVED BY: CLLR ANDERSON**
 SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Mayor Mapes and Councillor McKay from the Regular Meeting of Council on Tuesday, February 27th, 2018

CARRIED

BACKGROUND:

Mayor Mapes and Councillor McKay have requested to be excused from the Regular Meeting of Council on Tuesday, February 27th, 2018.

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
Council Administrator
Date: February 23rd, 2018

c. Purchase of SCBA

RECOMMENDATION:

#18-093

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the Sole Source Purchase of MSA Self Contained Breathing Apparatus for Receptions and Public Works

CARRIED

BACKGROUND:

During Capital Planning this year the need for new Self Contained Breathing Apparatus was identified for the Recreation Department and Public Works Departments. This will bring these Departments to the exact same standard that the Fire Departments under and will provide a higher degree of safety to our employees.

Council approved a budget of \$40,836.00 for this project and we have received a quote for \$41,112.00 as the facepieces have gone up in price since we did cost estimates.

We have checked with the MSA website looking for dealers to supply self contained breathing apparatus. The only dealer that I could find for the Northwest Territories and Alberta is Rocky Mountain Phoenix (RMP). We have dealt with RMP in the past and their service is extremely good when it comes to warranty, maintenance and parts.

RMP presently performs all maintenance on our Self Contained Breathing Apparatus and is totally up to date on our equipment needs and wants, so it only makes sense continuing the relationship that we have developed over the years with them.

There are other dealers in other Provinces that could be used but we have no relationships with them and sending equipment outside Alberta for repairs or warranty work will increase costs and length of time required for the service work.

As there is only one dealer that supplies MSA Breathing Apparatus to the Northwest Territories and Alberta we would like to sole source the purchase of the equipment needed to fulfill our requirements.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574 Property Procedures Bylaw

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ross A Potter
Director Protective Services/Fire Chief

Date: February 23, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer

Date: February 23, 2018

d. Procurement Approval

RECOMMENDATION:

#18-094 **MOVED BY: CLLR ANDERSON**
 SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$77,850.58 as outlined in the attached list.

CARRIED

BACKGROUND:

In accordance with Bylaw No. 1574/GEN/2016 sec. 4, and Schedule "A" of the bylaw which states:

Council delegates to the SAO the authority to commit or expend funds from the operations budget of the Town to a limitation of \$25,000.00. the SAO may, in writing, delegating his authority to commit or expand funds to other Town Staff at his discretion, up to \$5,000.00 such delegation will enable staff to initiate expenditures against the budget for which they are accountable.

For expenditures in excess of \$25,000.00 a resolution of Council authorizing the expenditure shall be required.

Administration has compiled a listing of expenditures exceeding the SAO authorization limit and is requesting Council approve the attached listing of expenditures for payment.

All items have been verified for accuracy, validity and budget inclusion by Administration.

COUNCIL POLICY / STRATEGY OR GOAL:

Town of Hay River Purchasing Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures or Procurement Bylaw

FINANCIAL IMPLICATIONS:

2018 O&M Budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Expenditures in Excess of \$25,000 listing

Prepared by:

Ruth Boden
Director of Finance and Administration
February 7, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer
February 7, 2018

e. Arctic Winter Games B3 Approval

RECOMMENDATION:

#18-095

**MOVED BY: CLLR COAKWELL
SECONDED BY: CLLR JAMESON**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2018 AWG B3
Budget as presented**

CARRIED

BACKGROUND:

The AWG Host Society (HS) has passed B1 and B2 budgets, neither of which were not approved by Council.

The practice of creating new budgets instead of revising the initial budget resulted in overspending, increases in proposed expenses, overly optimistic revenue projections, insufficient revenue generation, and very poor financial tracking and management. In response, the Towns of Fort Smith and Hay River (the Towns) issued three Directives (attached) designed to control spending, address the budget deficit and begin contingency planning.

Directive #3, the most recent, required changes to the budget to reflect more reasonable revenue projections, as well as reductions to expenses to balance the budget. Subsequently, this balanced budget was approved as the B3 Budget by the HS on December 31, 2017 (attached).

Note that the B3 Budget is the final budget; any changes to this budget are managed like a municipal budget; reallocations of funds to meet any unforeseen expenses are tracked and approved by the appropriate authorities, with no unsubstantiated increases in revenues.

The last significant unknown in the B3 budget was approval of federal funding. The final amount of \$425k federal funding was approved on February 16, 2018. As such, the B3 Budget is now before Council for approval.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

AWG B3
Directives 1-3

Prepared by:

Judy Goucher
February 15, 2018

f. Proposed Road Closure

RECOMMENDATION:

#18-096

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2018 AWG Proposed Road Closure as requested with exception to emergency vehicles such as RCMP, Fire and Ambulance.

CARRIED

BACKGROUND:

Emergency Services has been advised and are comfortable with the proposed closures. Further, the Town has closed these roads in the past with no negative impact on residents. As per the attached "Road Closure Requests" letter from the Arctic Winter Games (AWG) dated February 23rd, 2018

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Proposed Road Closure Request – February 23rd, 2018
Road Map

Prepared by:
Stacey Barnes
February 23rd, 2018

10. NOTICES OF MOTIONS

There were no Notice of Motions at the Regular Meeting of Council on Tuesday,
February 27th, 2018

11. BYLAWS

a) Bylaw 2384/LIP/18 Local Improvement Bylaw – First Reading

#18-097 **MOVED BY: CLLR ANDERSON**
 SECONDED BY: CLLR JAMESON

CARRIED

12. IN CAMERA

#18-098 **MOVED BY: CLLR ANDERSON**
 SECONDED BY: CLLR JAMESON

That the Council of the Town of Hay River move to In Camera at 6:47pm.

CARRIED

#18-099 **MOVED BY: CLLR JAMESON**
 SECONDED BY: CLLR ANDERSON

**That the Council of the Town of Hay River move out of In Camera
At 7:36PM.**

CARRIED

