

The Regular Meeting of Council was held on Tuesday, December 19th, 2017 at 6:30pm in the Council Chambers.

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

Staff: Judy Goucher – Senior Administrative Officer, Earle Dumas – Director of Public Works, Ross Potter – Director of Protective Services, Ruth Boden – Director of Finance and Administration, Jim Darby – Director of Recreation and Community Services, Stacey Barnes – Council Administrator

Public: Paul Bickford (Hub)

1. CALL TO ORDER:

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

2. ADOPTION OF AGENDA

Add #7 IN CAMERA

#17-341

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR CANDOW

CARRIED

3. DECLARATION OF INTEREST

Senior Administrative Officer for the #7 IN CAMERA

Councillor Coakwell for the #12 IN CAMERA

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

There were no announcements, Awards, Ceremonies or Presentations for December 19th, 2017

5. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

6. ADMINISTRATIVE ENQUIRIES

Goucher - Busy with budget, AWG and the Rec Centre project

Dumas - Berm repairs at the lagoon happening
- Brushing along the ravine

Boden - Budget and Year end are the focus

Darby - Nothing at this time

Potter - KFN now has their level 2, they are operational on defense first response

7. IN CAMERA

#17-342 **MOVED BY: CLLR ANDERSON**
 SECONDED BY: CLLR CANDOW

That the Council of the Town of Hay River move to In Camera at 6:34pm.

CARRIED

#17-343 **MOVED BY: CLLR JAMESON**
 SECONDED BY: CLLR CANDOW

That the Council of the Town of Hay River move out of In Camera
At 6:42PM.

CARRIED

8. COMMITTEE REPORTS

a. Public Works Monthly Activity Report for November 2017

RECOMMENDATION:

#17-344 **MOVED BY: DEPUTY MAYOR JUNGKIND**
 SECONDED BY: CLLR JAMESON

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

CARRIED

BACKGROUND:

- Water Treatment Plant, Lagoon and Lift Stations operations and inspections.
- Caribou Cres. Lift Station Electronic repairs completed
- On-going snow clearing of streets and sidewalks
- Street sanding
- Sidewalk Snow Clearing Tender issued Nov 15th and closed Nov 29th (1 bidder)
- Install new lighting in parts room(in-house)
- Install street light banners
- Wrap up new generator building for the winter, generator turn over to be completed in spring.
- Winter shut down of bio-pad, piles placed and ready for turn over next spring.
- Build new gravel pad at landfill for white goods (refrigerant only)
- Land Development Work Shop Nov 21st

- O/M, Capitol Budget reviews
- Prep for Lagoon wetland berm repairs, to start early Dec.
- Prep for Ravine Mulching/Brushing, to start early Dec.
- Review Proposal for Landfill Interim Closure Plan per water License(MVLWB)

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 November 2017

RECOMMENDATION:

#17-345 **MOVED BY: CLLR CANDOW**
SECONDED BY: CLLR DOHEY

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

CARRIED

BACKGROUND:

SUMMARY

- 3 Development Permits and 0 Building Permit have been approved for the month of November 2017. In the month of November 2016, 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
Nov. 10/17	DH17-081	50 Elm Crescent	Home Occupation Polar Bear Contractors (Snow Removal and Yard Maintenance).
Nov. 20/17	DH17-082	47131 Back Road	Home Occupation GS Enterprises (Firewood and Tow Truck Service).
Nov 20/17	D17-083	6 Stewart Drive	Raine Trucking (Power Pole for Equipment Plug ins only).

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: December 1, 2017

Date: December 1, 2017

c) Mayors Report for November

RECOMMENDATION:

#17-346 **MOVED BY: CLLR DOHEY**
SECONDED BY: CLLR CANDOW

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the “Mayors Report” for November 2017 as presented.

CARRIED

BACKGROUND:

Mayor's November 2017 Meetings

Date	Meeting with	Location
Nov. 1/2017	RCMP Brandon Humbke & Supt. Amanda Jones Update visits for the town	Mayors
Nov. 2/2017	Reverend Francis Delaplain Remembrance Day update	Mayors office
Nov. 2/2017	Chamber of Commerce Joe Melanson request to attend the manufacturing meeting	Mayor Office
Nov. 7/2017	Meeting with RJ Simpson Budget items	Mayors Office
Nov. 9/2017	Meeting with Chris Atkiens Literacy idea	Mayors Office
Nov. 10/2017	Meeting with MLA Wally Schuman Update on town issues	Mayors office
Nov. 22/2017	Meeting with Greg AWG Update on the games	Mayors Office

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: December 1st, 2017

d) Emergency Services Monthly Report for November

RECOMMENDATION:

#17-347

**MOVED BY: CLLR CANDOW
SECONDED BY: CLLR MCKAY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Emergency Services Activity Report for the month of November, 2017 as presented.

CARRIED

BACKGROUND:

Summary

November's training included Air Brake Training and Testing so that we would have more qualified drivers for units with air brakes. We also spent time on cold weather EMS response so that everyone was up to date with all of the equipment that we use related to Hypothermic Patients. We also had a meeting with the Rangers so that they could explain their organization to us and enlighten us into what they could do in the event of a search and rescue operation. We also covered chimney fires and how to deal with them as this is the time of year that we normally end up dealing with this kind of response.

We did another Fire Extinguisher course with the Hospital which turned out very well and the students on this particular course really showed an interest in not only extinguishers but in general fire prevention in the home.

We attended a table top exercise at the Airport which consisted of an airplane down and then a bomb threat. In attendance for the exercise were the RCMP, Hospital, First Air, Northwestern Air Lease, Airport Manager and GNWT Resources. The exercises went well and it appears that we will all be on the same page if something happens at the airport.

There will be a live exercise in 2018. Some discussion was also held in regard to AWG 2018 travel and transportation requirements, more to come in regard to schedules etc. the coming months but there will be some hectic times at the airport during the games.

Meetings:

- PWS Committee Meeting
- Council Meetings
- Municipal Services Meeting
- Fire Meetings
- NWT Fire Chief's Association Meeting
- Mackenzie Place Highrise Meeting
- Secret Santa Meeting
- Management Meetings
- JOH&S Meeting
- AWG Fire Safety Meeting
- Airport Tabletop

During the month of November 443 paid on call hours were served by the members of the HRFD for a year to date total of 4,922 hours.

STATISTICS

	2015	2016	2017	2017 YTD
Patient Transfers	23	13	16	181
Medical Emergency Local	12	12	15	151
Medical Emergency Reserve	3	3	0	16
Medical Emergency Highway	0	0	0	5
Medical Emergency Out of Town Patients	1	1	1	13
Body Transfer	0	0	1	9
Fires & Rescues	4	1	1	23
False Alarms	2	1	1	23
Training	4	3	4	45
Special Training	3	0	6	23
Cleanup & Maintenance	3	4	4	37
Fire Permits	0	1	0	5
Fireworks Permits	0	1	0	5
Public Safety	0	5	1	37
Inspections	14	12	3	55

MAINTENANCE

Ambulance 1	Weekly Checks, repair idler pulleys and belts
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:

None

Prepared by:



Ross Potter
Director Protective Services/Fire Chief
Date: December 12, 2017

Reviewed By:

Judy Goucher
Senior Administrative Officer
Date: December 12, 2017

e) Municipal Enforcement Monthly Report for November

RECOMMENDATION:

#17-348 **MOVED BY: CLLR CANDOW**
 SECONDED BY: JAMESON

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

CARRIED

BACKGROUND:

By-law Name	Complaints Received	Warnings Issued	Tickets Issued
TRAFFIC			
ANIMAL CONTROL	5	1	
NOISE CONTROL			
BUSINESS LICENSE			
UNSIGHTLY LAND	3	2	
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

Unsightly Properties: 2

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
Date: December 12, 2017

Reviewed By:

Judy Goucher
Date: December 12, 2017

f) Recreation Activity Report for November

RECOMMENDATION:

#17-349

**MOVED BY: CLLR JAMESON
SECONDED BY: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled
"Recreation and Community Services Monthly Report" for Nov 2017 as presented.
CARRIED**

BACKGROUND:

Another busy month in November, with the setup of the outdoor Ice Rinks in 553 & Old Town, both now open for business with a warming shed at 553. The foyer of the Aquatic Centre entrance restored back to its normal operations. The VIC winterization work 85% complete with only the door replacement and IT work still to be completed. An excellent storage shed has also be erected at the VIC, which will store items for Recreational Programming and overfill items from the VIC.

The main effort has not changed and we are working to ensure the new Recreation Centre has everything in place for its anticipated opening. The Recreation Fee schedule has been completed and be brought forward for Council approval in a revised bylaw. The Recreation Centre Key policy has been approved and steps are

being taken to incorporate the key policy into the new Recreation Centre. Work is ongoing with the Recreation Centre Operating Procedures. This administrative work will enable the new centre to function correctly and ensure the passage of information is clear to both staff & users of the facility.

Although the Aquatic Centre is fully operational, with pool, sauna & hot tub all in good working order. We still tackle the ongoing mechanical problems with the existing pool boiler configuration. The Director Recreation is working closely with both Town boiler inspector & Arctic Energy Alliance, to work out the best cost effect way to ensure consistent pool operations for the future.

The Porritt Landing Boat Launch repair will now take place in Dec, mainly down to a revised work plan to wait until the water is frozen. This will allow for a better work entry for the laying of gravel & cement. The concrete is in situ and will be installed as soon as the date is set. The Porritt Landing shelter, tables and BBQs will be stored for the season and installed in the spring.

Now that the ice rinks are fully operational, the focus moves to the Hay River Skate Trail. The maintenance team have this week visited the river to work out their plan of action. The lead maintainer reports of no anticipated snags or problems, and expects to have the Skate Trail useable within the next few weeks. There is still some work to be done, but it is hoped that the Skate Trail will be open for Christmas!

Aquatic Center

We continue to provide the best service possible at the Aquatic Centre, and are currently looking at succession planning initiatives. This succession planning work will ensure we create a solid pool schedule, offering a consistent service to the community.

I would like to thank the local residents for their continued patience, as we move through the pool festival schedule. It is finally exciting to report that the front lobby in the Aquatic Centre is fully operational, and we look forward to welcoming residents, both families and individuals to the pool.

Please ensure you check the pool schedule regularly on the Town website & Facebook, as any updates or changes are posted on these media sites.

Parks & Fields

The outdoor ice rinks are now fully open for operations, with a warm trailer located at 553 ice rink. In a quest to effectively manage the warm trailer, keys will be issued on a "sign out" basis from the Recreation Centre front desk.

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 Alberta Fitness Leadership Certification Association (AFLCA), Exercise Theory Course, scheduled for the 8/10 December 2017, will be going ahead with 7 participants registered for the course. This exciting course will offer the opportunity for certification in exercise, such as aquatics, resistance training, older adult and group exercise specializations: cycle, choreography, mind/body, step, and portable equipment. Another great initiative to get qualified fitness instructors in Hay River ahead of the opening of the new Recreation Centre.

The Recreational Programmer is continuing to take advantage of her creativity skills, by linking in with the Visitors Information Centre. This initiative has already paid dividends as we have already held a number of programs in the centre, all of which were fully subscribed.

Visitors Information Centre (VIC)

November saw the same number of visitors as October and again we saw quite a few locals dropping by to check out the VIC. The Museum provided some display items on loan to the centre. A few more items are expected to arrive over the next week. Bruce Green is gathering together a fossil display to showcase the world class Devonian fossil range that exists in and around the Hay River. ITI said that they are very interested in putting a display at the centre of local and South Slave artisans. This will not be items for sale but rather a display showcasing the art that is created in the South Slave.

The Elks Club has kindly donated a 48" flat screen smart TV to the centre. Some local photographers and videographers have offered up their work to show Hay River and the South Slave's tourist attractions and interests. ITI would also provide images of artisans and their work to play on the TV for visitors and locals to view while in the centre.

Received a call from Shaw regarding a national ad that will feature Hay River as one of the Canadian towns that they service. They wanted to have some current photographs of Hay River and attractions to use on the TV ad and on their social media mediums.

This past weekend saw the VIC being used for the first time to hold recreation programming, starting with a fish scale art tutorial program. The event was a success and provides hope that the centre will see more use outside of its tourism and provide

a useable venue for the locals to come and be educated or entertained. Facebook continues to grow, attract and inform those from near and far. We are trying to use the page to help promote AWG as well as local tourism attractions. Feedback has been great.

We are collaborating with Fort Smith on a funding application to ITI in order to leverage the future tourism potential of the AWG.

We have been working with Astronomy North to get aurora and weather forecasts for the South Slave. Today they did a soft launch of the Hay River forecasts and will add Ft. Smith soon. In January there will be a full launch in anticipation of the AWG. This is a well-resourced NWT site that provides daily updates to aurora viewers.

Created a series of ideas for available funding - Tourism Product Diversification and Marketing Program and Community Tourism Infrastructure Contribution Program. The list of possibilities has been reduced to what is believed to be the best options. Creating three proposals for council to review and provide input. Expression of Interest letters must be submitted by Friday December 15, 2017.

AQUATIC SUPERVISOR REPORT – Nov 17: Month End Activity Report

Department Statistics

Programs

- Aqua Fit: Started back up again on the 14th , currently seeing 3-5 avg
- Lifesaving/Swim Instructor Course ongoing: 2 participants (in house staff)
- Early Bird Swim – consistently seeing 6-10 patrons daily
- Adult swim – 3 evenings/week - avg 4 patrons.
- Toonie Tuesdays – First Tuesday of each month admission is \$2 (for everyone).

Events Held

- New afterschool programs & swimming lesson being planned and implemented.
- Lifesaving/Swim Instructor Course: Ongoing next month for 3 in house staff.
- Recertification Course for in house Lifeguards – Nov 24th.
- Dive in and a Movie – Nov 24th (40ppl).

Variance Report and Monthly Tracking

Pool Attendance:

November	2016	2017
Birthday Parties	1	3

Aquafit	43	14
Schools	154	278
General	860	999

Aquatic Revenue:

November	2016	2017
Admissions	\$2826.35	\$1999.69
Kids Lessons	\$526.50	\$0.00
Adult Lessons	\$353.82	\$0.00
Miscellaneous	\$441.59	\$57.10
Hourly Rental	\$254.98	\$135.71

RECREATION PROGRAMMER REPORT – Nov 17: Month-End Activity Report

Department Statistics

Programs

- Seniors Walking – Nov 4th – Nov 24th – 0/2 participants.
- JR Einstein – Nov 14th – Nov 28th - 6/8 participants.
- PHAB – Nov 4th & 18th – 0 participants (school). Nov 24th – 8 participants

Library

- Nature Club – Nov 16th & 30th – 0 participants
- Upcoming Programs: Full moon snowshoe, seniors walking and afterschool programs.

Special Events

- Fish Scale Art (Visitors Information Centre) – 10 participants Nov 5th.

Other achievements

- Advertising, promoting and planning of Christmas/winter programs.
- Physical Literacy Summit.
- Partnering with Library & VIC.
- Build the base of Physical & Recreational instructor's in Hay River.

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

Department Statistics:

Number of visitors in November was eighteen (18), same as October. Breakdown of the 18 who signed the guest book in November:

Canada	-	17
USA	-	1

Gift Shop Sales

- We currently have 8 artists, Rotary Hay Days merchandise, Chamber of Commerce Hay Riveropoly and Growing Together Cookbooks (charity) displaying their crafts and products.
- We have sold items for a total of \$15.00 in the month of November.

LEAD MAINTAINER REPORT – Nov 17: 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.
- The cemetery gate has been painted and reset in place.
- New maintainers are being trained on Zamboni operations using the outdoor rink.
- Preliminary work has begun to create the river skate track. A track has been picked from the ice crossing to the high school nature trail. This location has egress from the river to the road. We remain optimistic this project will be complete within the new few weeks.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:
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N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

James Darby
Director of Community Services

Date: Dec 2017

Reviewed by:

Judy Goucher
Senior Administration Officer

Date: Dec 2017

g) 2018 Council Meeting Schedule

RECOMMENDATION:

#17-350

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Council Meetings
Schedule for 2018.**

CARRIED

BACKGROUND:

Council Meeting Schedule for 2018 based upon the Council Procedures Bylaw No. 2285.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

2018 Council Meetings Schedule

Prepared by:



Stacey Barnes
Executive Assistant
Date: December 8th, 2017

h) Excused Absence

RECOMMENDATION:

#17-351 **MOVED BY: CLLR DOHEY**
SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Mayor Mapes and Councillor Anderson from the Municipal Services Committee Meeting on Tuesday, December 12th, 2017

CARRIED

BACKGROUND:

Mayor Mapes and Councillor Anderson has asked to be excused from the Municipal Services Committee Meeting on Tuesday, December 12th, 2017

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: December 8th, 2017

I) 2018 Wise Women Award

RECOMMENDATION:

#17-352 **MOVED BY: CLLR JAMESON**
SECONDED BY: CLLR CANDOW

THAT THE COUNCIL OF THE TOWN OF HAY RIVER agrees to come back to Administration, if they have a nomination for the 2018 Wise Women award.

CARRIED

BACKGROUND:

A candidate must be nominated by 2 Community members, should not currently be in leadership roles such as Member of the Legislative Assembly or be chairpersons, Chiefs and Mayor or Council Members. Nomination deadline is February 16, 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
Executive Assistant
Date: December 8th, 2017

j) IT Activity Report

RECOMMENDATION:

#17-353

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Information Technology Activity Report for the month of November 2017 as presented.

CARRIED

BACKGROUND:

Our IT provider is standing by to complete additional work required at the Visitors Information Centre, once an electrical contractor completes pulling and terminating new cables to accommodate additional staff and equipment

All the equipment ordered to enable phone and data access in the new Arena complex has arrived. Our IT provider, ArcTech Computers is scheduled to install and commission this equipment December 15th - 20th 2017.

Arctic Winter Games IT committee volunteers have been in contact regarding their needs related to IT infrastructure at the new Arena during the Games. ArcTech is preparing a report for Administration outlining the options available and potential impact on Town operations.

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 104

TOTAL USER WORKSTATIONS IN USE 58

SECURITY STATISTICS (November)

Website Intrusion Attempts	
Blocked	203
Successful	0

Employee Workstation Network Intrusion Activity	
Blocked	81
Successful	0

Councillor Laptop Firewall Intrusion Activity

Blocked	1945
Successful	0

SERVICE RELIABILITY (November)

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

INTERNET USAGE (November)

November Internet Usage	567.1 Gb
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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: December 4, 2017

Reviewed By:

Judy Goucher

Senior Administrative Officer
Date: December 4, 2017

k) Wording in Proposed Fire Prevention Bylaw

RECOMMENDATION:

#17-354

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the revision to the Bylaw to include the word Function being added to Section 2 of the Bylaw with the description:

“Function” shall mean an emergency ambulance response, fire/rescue response, false alarm, training session, maintenance session, duty crew, fire prevention session and meeting

And the change of the word “call” to “function” in Section 5 of the Bylaw

CARRIED

BACKGROUND:

Council is presently deliberating third reading of Bylaw 2238/FC/11 and has asked for a change in wording in Section 5 where the stipend for fire fighters was based on \$25.00 per call.

In order to improve clarity of the bylaw, Administration is recommending that the term “per call” in Section 5 be revised to “per function”.

A new definition “Function” has been added to Section 2 Interpretations and now reads:

- a. **“Function” shall mean an emergency ambulance response, fire/rescue response, false alarm, training session, maintenance session, duty crew, fire prevention session and meeting.**

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: December 12, 2017

Reviewed By:

Judy Goucher

Senior Administrative Officer

Date: December 12, 2017

L) Contribution Funding Proposal Options

RECOMMENDATION:

#17-355

MOVED BY: CLLR JAMESON

SECONDED BY: CLLR COAKWELL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to proceed with expression of interest funding proposals based on priorities identified during Municipal Services Committee discussion on December 12, 2017.

CARRIED

BACKGROUND:

Tourism Product Diversification and Marketing Program

The Tourism Product Diversification and Marketing Program can help you re-invent, improve or expand your tourism product and operation to meet future market demands by providing funding for business planning, product development and packaging as well as marketing.

Community Tourism Infrastructure Contribution Program

The Community Tourism Infrastructure Contribution Program (CTIC) provides funding to community governments and non-government organizations to support new and innovative tourism infrastructure projects in and around their communities.

Administration would fit the preferred concept to the most appropriate funding program to maximize funding potential.

1. Fishermans' Wharf – All Season cover and staging area

Build a covering over the existing Fisherman's Wharf and its seating area to extend the season of the vendors, businesses and service providers, as well as for events and other uses. The Fisherman's Wharf is an extremely popular venue for locals and tourists alike and is a focal point during the spring, summer & fall. Extending its seasonal use to year-round would benefit this venue, enhance its attraction and increase its function by covering the space with a roof, side panels, and providing flooring/decking inside with a staging/viewing area (decking) outside.

- Would extend the season for the existing Fishermen's Wharf.
- Intended uses would go beyond the current food and artisan vendors to provide space for locals and tourists to have access to local fishermen's products, jet boat and other boating activities, tours up the river to see the Alexander Falls and out onto Great Slave Lake, aurora viewing, among other options/ideas.
- Would create a central area where a wide variety of products, services and activities could be staged and facilitated.
- Would make the Fishermen's Wharf a central hub for tourist outfitters, as well as a place to rent equipment for self-guided tours/activities.
- Would provide a safe place for participants to meet for planned recreational activities that are being held on the river, lake or land; a central meeting place with easy access to the surrounding outfitters, services and space.
- The space can be used beyond the current seasons to meet for cross-country skiing, snowshoeing, snowmobiling, Bombardier tours and dog sledding on the river and out onto the lake.
- This could be a portable structure (number of structures) that would allow the permanent functions mentioned above to exist but would be available off season for other venues – Polar Pond Hockey, Kamba Carnival, Hay Days, Gateway Jamboree, Hand Games, etc..

This enhancement to the already busy Fisherman's Wharf will extend the season and expand the number of businesses and services offered. This will grow the number of paying clients who will want to access their goods and services. It has been estimated that the traffic to the Fisherman's Wharf could more than triple due to the interest by locals, as well as tourist wanting to access a structure that is protected from the elements year-round.

By offering a structure that provides cover from the elements it will create a safe and vibrant location for people to gather and take advantage of goods, services and programming, this would be a benefit for both the local and tourist population.

Uncertain of costs to date. Plan would be to partner with old timers hockey league as they are looking to replace the polar pond hockey tent. Will need land approvals from appropriate landholders.

2. Ice Arena Cover

It would be advantageous to have a quality covering for the new Hay River Recreation Centre's ice surface. A product that was designed for the size of our new ice surface, ease of installation and removal would be a huge asset to the town. This would allow the ice surface to transform into opportunities for other events and venues, for example: Concerts, tradeshow, Lobster Fest, charity events, community events, gala gatherings, etc..

- The Terracover Ice product provides protection to the ice surface.
- The overlapping surface will provide thermal and spill protection for the ice surface, stopping dirt and warmer air from seeping in through open joints.
- Each panel locks together forming one layer, advantageous during installation, event function and disassembly.
- All panels are custom cut to fit our facility, dasher boards and panel edges are heat sealed to maintain the integrity of the tile.
- Easy to install and uninstall.
- Allows set-up before full surface has been installed.
- Save on energy costs due to insulation factor.
- Lightweight – 1.9lbs/sq ft. – 6.6' x 6.6' panels make installation faster.
- Provides an anti-slip surface.
- Forklift and cherry picker can operate on surface while being installed and uninstalled.
- Easy to clean, each panel is locked providing ease of cleaning with sweeper or scrubber machine before removal.
- All the panels lock together providing the appearance of a finished floor, no need to carpet.
- Fire rated to world-wide standards.
- Life time warranty on camlocks and 10 year warranty (with expected lifespan of 15 years) on panels.

In discussion with Sandy Henderson, Product Specialist, the cost of the Terracover Ice would be \$200,000.00 CDN plus shipping (depending on the fluctuating British Pound). There are a number of storage options that will be extra, if desired. Several sea cans will be needed to store the panels and kept close to the arena for easy installation and uninstall.

The company does offer a less expensive model, Icemate, but that does not lock together to create a solid surface that will not allow spills to seep through. The sheets will move and will not allow the use of a fork-lift or cherry picker on the cover until completely installed. Set-up of the event cannot be performed until the whole ice surface has been covered. Insulation factor is minimal compared to the Terracover product.

3. Tourism APP for the South Slave (this has multiple sections that can be created as one or broken down).

Create an APP for iPhone and Android phones that will allow tourists and locals to access information about Hay River and the South Slave; an interactive “Hub” or portal to the South Slave Region.

- Hire a company to provide data on who are target markets are and how to best engage them in coming north.
- Marry this new data with our existing 2012 Tourism Plan.
- Update our community profile
- Map of the whole South Slave Region.
- Trail maps in Hay River and Fort Smith
- Local history, culture, flora, fauna, attractions, etc.
- Astronomy North website <http://astronomynorth.com/> link for aurora forecast, weather, star maps, projects, etc.
- Link to local businesses and service providers.
- Links to businesses, suppliers, outfitters and guides.
- Links to Federal/Territorial Parks and campgrounds.
- Links to Town websites and other South Slave sites of interest.
- Festivals: Hay Days, Kamba Carnival, Paddlefest, Hand Games, Ft. Resolution Fishing Derby, Kole Crook Fiddle Camp, Gateway Jamboree, etc..
- Work with existing outfitters and service providers to create package plans and getaways.
- Showcase existing venues, hotels, B’n’Bs, businesses that would be an attraction to those wanting to traveling north of 60.
- Include a PLAN YOUR ADVENTURE organizer that allows users to input all of the desired times, events and locations they want to see in the South Slave and helps organize them.
- Ensure that all of this information and data are on our website and shared on our other mediums.

- Share all information with the South Slave partners.
- Consider creating joint social media and websites with our South Slave partners to better express the breadth of experiential variety that exists in the South Slave, all within a few hours of travel.

Video & Promotional Packaging

Create a dynamic video of what you can see and do in Hay River and the South Slave. Make a short and long version – short for social media and tradeshow – long for presentations and YouTube. While filming take still photography shots that can be used to carry through the imagery and adventures that are here to experience in the printed and social mediums.

- Marry these products with the APP.
- Use static images on the APP and in brochures/promotional packages.
- Use still images and video on website and social media platforms carrying the brand through.
- Supply desired images and information to News North for use in production of local visitor guide. Ensure that information is correct; attractions, locations and business and service information. Control the use of our brand and supply the desired content, let News North sell the advertising to pay for the production.
- Work with other South Slave communities to ensure that information is correct and attractive.
- South Slave brochure – using Hay River as the base, what you can do in the South Slave. Showcase attractions/events/adventures that are easily within reach of Hay River.
- Create brochures/promotional materials for Spring/Summer/Fall.
- Have a separate guide area for Winter activities.
- Create a Trail Guide in printed format to complement the online/APP version
- Clean-up, or salvage, existing interpretive signage on trail system.
- Add new signage in areas that require physical signage.
- Enhance with QR codes placed along trail for access to information digitally. This would heighten the amount of information and experience.

Tradeshow and promotional follow through

- Gather existing data on who is interested in coming north of 60 for a vacation/adventure. Combine that with information gathered from study on plan on how to reach these people.
- Work with ITI and booking/outfitting agents to break into the Asian market. With the available space to stay at capacity in Yellowknife even reaching a

small number of people would grow our brand and recognition in this burgeoning market.

- Book the Town of Hay River at a number of suitable tradeshows to promote tourism and economic development.
- Provide promotional material and dynamically invested people to promote the town, attractions, amenities and region.
- Use package information created with outfitters, businesses and service providers to help tourists plan their adventure north. Three to five experiences/events/attractions that provide a budget understanding to the consumer will make it easier for them to plan not only their trip but their expenses. Make it easy and attractive.
- Showcase the ease of using cell phone App, or access to our updated website(s) to help plan or further enjoy your trip to Hay River and the South Slave.
- Advertise in RV magazines, social media sites, etc. within the regions that are interested in visiting the NWT – ON, BC and Alberta. Entice rubber/air traffic to travel for the adventure of a lifetime.
- Use images to create signage along the highway to the South Slave and at the turn-off to come into Hay River and beyond. – Home of Ice Pilots, Come visit the only sandy beaches on Great Slave Lake, Dark Sky Preserve, Salt Flats, Wood Buffalo National Park, Devonian Fossil Reserve, Aurora Belt, ...

Hay River

Located on the South Shore of Great Slave Lake Hay River Offers Everything From
Sandy beaches to Snowshoeing a frozen river to falls that drop between steep
ravines

Stand beneath auroras you could touch and skies so big that Heaven seems within
reach

Walk in an ancient ocean and hunt for fossils and fish for monsters of the deep

Drive to where the highway ends and the lake and sky begin

Dogsled in a Boreal wonderland and experience culture and history uniquely north of
60

Hay River is a year-round outdoor paradise just a short drive from:
Yellowknife, Edmonton, Fort St. John, and Grand Prairie
Come and let us Inspire Your Reality

Uncertain of costs to date. Would estimate that to achieve all of this the cost would be at least \$50,000 and possibly as much as \$100,000 (just estimates with very limited information).

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

Projects will not proceed without contribution funding approvals.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Reviewed by:

9. NEW BUSINESS

a) Recreation Centre Progress Claim #17

RECOMMENDATION:

#17-356

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the payment of Progress Claim #17 in the amount of \$890,467.86 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 seventeen (17) Progress Claim has been presented for payment. This includes work up to and including November 30th, 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 \$890,467.86

ALTERNATIVES TO RECOMMENDATIONS:

N/A.

ATTACHMENTS:

Don Stewart Recreation Centre Progress Claim #17

Prepared by:

Ruth Boden
Director of Finance and Administration

Reviewed by:

Judy Goucher
Senior Administrative Officer

b) 2018 O&M Budget – Amendment to Mill Rate Bylaw

#17-357 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to submit for Council approval, a bylaw to amend the mill rate for the Institutional Property Tax class in accordance with the property tax revenue projections in the 2018 O&M Budget.

CARRIED

c) 2018 O&M Budget – Land Fund

#17-358 **MOVED BY: CLLR JAMESON**
 SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2018 Land Fund budget as presented.

CARRIED

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

d) 2018 O&M Budget – Utility Fund

#17-359 **MOVED BY: CLLR JAMESON**
 SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2018 Utility Fund budget as presented.

CARRIED

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

e) 2018 O&M Budget – General Fund

#17-360 MOVED BY: CLLR JAMESON
 SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2018 General Fund budget as amended.

CARRIED

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

f) 2018 Consolidated O&M Budget

#17-361 MOVED BY: CLLR JAMESON
 SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2018 Consolidated O&M budget as amended.

CARRIED

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

10. NOTICES OF MOTIONS

There were no Notice of Motions at the Regular Meeting of Council on Tuesday, December 19th, 2017

11. BYLAWS

a) Bylaw 2190/PS/17– Emergency Measures Bylaw – Third and Final Reading

#17-362 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR ANDERSON

CARRIED

b) Bylaw 2233/PS/17– Fire Dept. Service Fees – Third and Reading

#17-363 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR ANDERSON

CARRIED

c) Bylaw 2238/FC/17– Fire Prevention Fees – Third and Reading

#17-364 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CLLR ANDERSON

CARRIED

d) Bylaw 2381– Traffic Bylaw – Third and Reading

#17-365 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CLLR ANDERSON

CARRIED

12. **IN CAMERA**

#17-366 **MOVED BY: CLLR CANDOW**
 SECONDED BY: CLLR DOHEY

That the Council of the Town of Hay River move to In Camera at 7:40pm.

CARRIED

#17-367 **MOVED BY: DEPUTY MAYOR JUNGKIND**
 SECONDED BY: CLLR ANDERSON

That the Council of the Town of Hay River move out of In Camera
At 7:54PM.

CARRIED

13. **Adjournment**

#17-368 **MOVED BY: CLLR CANDOW**

That the Regular Meeting of Council be adjourned at 7:55pm.

CARRIED

Certified Correct as Recorded on the 19th day of December 2017.

These minutes were accepted by motion # 18-008.



Mayor

R. Boden / for Judy Goucher

Senior Administrative Officer