



AGENDA

PUBLIC INPUT

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DECLARATION OF INTEREST

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

5. MINUTES

- a. Regular Meeting of Council – April 29th, 2019 – page 2-14

6. BUSINESS ARISING FROM MINUTES

7. ADMINISTRATIVE ENQUIRIES

8. COMMITTEE REPORTS

- a. Public Works Monthly Report for April 2019 – page 15-16
- b. Building & Development Report for April 2019 – page 17-18
- c. Emergency Services Monthly Report for April 2019 – page 19-22
- d. Municipal Enforcement Report for April 2019 – page 23-25
- e. Recreation Monthly Report for April 2019 – page 26-30

9. NEW BUSINESS

- a. Mobile Stage Tender Award – page 31-32
- b. Disposal of Items for Auction – page 33-34
- c. West Point First Nations Letter of Support – page 35-36
- d. Tourism and Economic Development Monthly Report – page 37-39
- e. Emergency Response Training Facility Replacement – page 40-41

10. BYLAWS

- a. Bylaw 2410 - Recreation Fees Bylaw – Third and Final Reading – page 42-45
- b. Bylaw 2411/APPT/19 - Bylaw Officer Appointment - First and Second Reading – page 46-49

11. NOTICES OF MOTIONS

12. IN CAMERA

- a. Matter on Consideration - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003
- c. 22, Section 23. (3), (e)

13. ADJOURNMENT



COUNCIL MINUTES – April 29th, 2019

The Regular Meeting of Council was held on Monday, April 29th, 2019 at 6:30pm in the Council Chambers.

Present: Mayor Jameson, Deputy Mayor Bouchard, Councilors Melanson, Anderson, Chambers, Dohey, Duford, Groenewegen and Willows

Staff: Senior Administrative Officer – Judy Goucher, Assistant Administrative Officer – Glenn Smith, Director of Protective Services – Ross Potter, Director of Public Works – Earle Dumas, Director of Recreation – Stephane Millette, Director of Finance and Administration & Council Administrator – Stacey Barnes

1. CALL TO ORDER:

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

2. ADOPTION OF AGENDA

#19-132

**MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR WILLOWS**

****Amend to remove 8i) Mill Rate Update Report and 9a) Bylaw 2393 – Mill Rate Bylaw
CARRIED**

3. DECLARATION OF INTEREST

There were no declarations of interest for the Regular Meeting of Council, Monday, April 29th, 2019.

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

There were no announcements, Awards, Ceremonies or Presentations for the Regular Meeting of Council, Monday, April 29th, 2019

5. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

a) April 8th, 2019 – Regular Meeting of Council

#19-133

**MOVED BY: DEPUTY MAYOR BOUCHARD
SECONDED BY: CLLR WILLOWS**

CARRIED

b) April 10th, 2019 – Emergency Meeting of Council

#19-134

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

CARRIED



COUNCIL MINUTES – April 29th, 2019

6. ADMINISTRATIVE ENQUIRIES

SAO – Judy Goucher

- Was away on holidays, ASAO Smith was acting in my place
- This is Ruth's last meeting as she is heading into retirement. Thank you for all your support and all the best.

Assistant Senior Administrative Officer – Glenn Smith

- On the Human Resource side:
 - We have hired a Director of Public Works and Director of Finance. Both will be starting in June.
 - Kirsten Fischer has started as the Protective Services Specialist
 - Nicole Lee Mitchell was hired as a Recreation Programmer
 - Summer Students – we have 17 positions with 12 currently filled
- Tourism
 - Fort Smith Trade went well with over 250 people stopping by the booth
 - THR partnered with Rotary to promote Hay Days and the RCMP musical ride
 - Call for committee members deadline is April 30th
 - Visitor Information Centre hours will change starting May 14th 8am-8pm weekdays and 8:30am-8:30pm Weekends

Director of Protective Services – Ross Potter

- Our Protective Services Specialist started today with patrolling the school zones
- Breakup officially ended on April 21st – Earliest yet to date

Recreation – Stephane Millette

- New Recreation programmer started today, we can offer additional programmer
- Summer students are coming on board
- Facilities are regular repairs as needed
- Starting to move to the green spaces
- Spring/summer hours are in effect
- Had user group meetings last week
 - Skatepark
 - Ball Diamond users
 - Hay River Fun for Kids
 - RCMP Musical Ride
 - DOT/Contractor regarding mowing work

Public Works – Earle Dumas

- Nothing at this time

Director of Finance – Ruth Boden

- Was working on year end
- Mill Rate Bylaw
- 2018 Audited Financial Statements



COUNCIL MINUTES – April 29th, 2019

Cllr Dohey – Thank you Ruth

On April 10th we had an emergency meeting regarding the removal of leachate from the landfill, where are we with this?

ASAO Smith – There was some removed to Rainbow Lake, and some still remains on site. It is evaporating as well. We are still exploring onsite treatment options with MACA and on-going testing is still taking place.

Dumas – We have removed 450 cubic meters to date

Cllr Chambers – For the Tourism Committee, will there be an extension if there is not enough interest?

ASAO Smith – We may have to reach out if not meeting target numbers.

7. **DELEGATION – Hay River Health and Social Services Authority**

- Acting CEO Bonnie Kimble and Council Administrator Brian Willows gave an update to Council on Doctor shortage in Hay River

8. **NEW BUSINESS**

- a. Excused Absence

RECOMMENDATION:

#19-135

**MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR WILLOWS**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Deputy Mayor Bouchard and Councillor Anderson from the Committee of the Whole Meeting on Tuesday, May 7th, 2019 and Regular Meeting of Council on Tuesday, May 14th, 2019

CARRIED

BACKGROUND:

Deputy Mayor Bouchard and Councillor Anderson have asked to be excused from the Committee of the Whole Meeting on Tuesday, May 7th, 2019 and the Regular Meeting of Council on Tuesday, May 14th, 2019

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A



COUNCIL MINUTES – April 29th, 2019

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
 Stacey Barnes
 Council Administrator
 Date: April 17th, 2019

B) Mayors Monthly Report for March 2019

RECOMMENDATION:

#19-136 **MOVED BY: CLLR CHAMBERS**
 SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Mayor’s monthly report for the month of March 2019.

CARRIED

BACKGROUND:

Mayor's Match 2019 Meetings

<u>Date</u>	<u>Meeting with or Attended</u>	<u>Location</u>	<u>Topic</u>
March 10 th - 22 nd	Community Emergency Management Committee	Council Chambers	Landfill Fire
March 15 th , 2019	Brad Mapes	Mayors Office	Aurora Wood Pellets
March 20 th , 2019	RCMP Superintendent	Mayors Office	Meeting the new Superintendent
March 15 th – 26 th	Highrise Evacuees	Community Hall	Daily update Meetings

COUNCIL POLICY / STRATEGY OR GOAL:

Accessible government



COUNCIL MINUTES – April 29th, 2019

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Kandis Jameson

Mayor

Date: April 17th, 2019

c) Operations and Maintenance Contribution Agreement

RECOMMENDATION:

**#19-137 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR DUFORD**

THE COUNCIL OF THE TOWN OF HAY RIVER approves the Operations and Maintenance Contribution Agreement for 2019 – 2020 in the amount of \$2,215,000.

CARRIED

BACKGROUND:

Each year Council approves a funding agreement with Government of Northwest Territories for Operations and Maintenance for the period April 1st to March 31st of the following year.

For this year April 1, 2019 to March 31, 2020 the agreement for Operations & Maintenance Funding is in the amount of \$2,215,000. This represents a slight increase in funding over 2018 levels (\$36,000) which is reflected in our 2019 Operating and Maintenance Budget approved by Council in December 2018.

Once these agreements are signed, funding will flow monthly.

COUNCIL POLICY / STRATEGY OR GOAL:

To obtain Operations and Maintenance Funding for the current budget year.



COUNCIL MINUTES – April 29th, 2019

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River O&M Budget for 2019

FINANCIAL IMPLICATIONS:

\$2,215,000 for operating expenditures for the calendar year.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Operations and Maintenance Contribution Agreement.

Prepared by:
Ruth Boden
Director of Finance and Administration
April 29, 2019

Reviewed by:
Glenn Smith
ASAO
April 29, 2019

d) Water & Sewer Contribution Agreement

RECOMMENDATION:

#19-138 **MOVED BY: CLLR WILLOWS**
 SECONDED BY: CLLR CHAMBERS

THE COUNCIL OF THE TOWN OF HAY RIVER approves the Water and Sewer Funding Contribution Agreement for 2019 – 2020 in the amount of \$1,045,000.

CARRIED

BACKGROUND:

Each year Council approves a transfer agreement with Government of Northwest Territories for Water and Sewer funding for the period April 1st to March 31st of the following year. For this year April 1, 2019 to March 31, 2020 the agreement for Water and Sewer Funding is in the amount of \$1,045,000. This represents a slight increase in funding over 2018 levels (\$24,000) which is reflected in our 2019 Operating and Maintenance Budget approved by Council in December 2018.

Once these agreements are signed, funding will flow monthly.

COUNCIL POLICY / STRATEGY OR GOAL:

To obtain Water and Sewer Funding for the current budget year.



COUNCIL MINUTES – April 29th, 2019

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River Utility O & M Budget for 2019

FINANCIAL IMPLICATIONS:

\$1,045,000 for utility operating expenditures for the calendar year.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Transfer Agreement – Water & Sewer Transfer Agreement.

Prepared by:
Ruth Boden
Director of Finance and Administration
April 29, 2019

Reviewed by:
Glenn Smith
ASAO
April 29, 2019

- e) Letter of Support for Community Gardens

RECOMMENDATION:

#19-139 **MOVED BY: CLLR WILLOWS**
 SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter supporting the Hay River Community Garden Society application as they apply for funding from the Canadian Agriculture Partnership Program (CAPP).

CARRIED

BACKGROUND:

See attachment for the background information supporting this letter of support.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A



COUNCIL MINUTES – April 29th, 2019

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Letter of support form – Hay River Community Garden Society

Prepared by:
Stacey Barnes
Council Administrator
April 23rd, 2019

Reviewed by:
Glenn Smith
Assistant Senior Administrative Officer
April 23rd, 2019

- f) Letter of Support for West Point First Nations Youth Centre

RECOMMENDATION:

#19-140 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter supporting the West Point First Nations application to the Youth Centre Initiative to offer year-round recreational activities for the youth. *Subject to check programming*

CARRIED

BACKGROUND:

See attachment for the background information supporting this letter of support.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A



COUNCIL MINUTES – April 29th, 2019

ATTACHMENTS:

Letter of support form – West Point First Nation

Prepared by:
Stacey Barnes
Council Administrator
April 23, 2019

Reviewed by:
Glenn Smith
Assistant Senior Administrative Officer
April 23, 2019

g) Water License RFP Award

RECOMMENDATION:

#19-141 **MOVED BY: CLLR MELANSON**
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER awards the RFP for the Water License Renewal to KBL Environmental for the sum of \$109,340.

CARRIED

BACKGROUND:

The Town's current Water License (MV2009L3-0005) is due for renewal in 2020. This Water License with the Mackenzie Valley Land and Water Board is a regulatory requirement for municipalities and covers:

1. The use of water from Great Slave Lake to supply Hay River with drinking water;
2. The requirements for the sewage collection and discharge systems through the Lagoon Wetland System;
3. The proper management of the Landfill and Bio Treatment Pad Facilities.

A public RFP process was initiated on February 27th, 2019 with three proponents responding by the closing date of March 20th, 2019:

1. Esker Consulting-\$201,525
2. KBL Environmental-\$109,340
3. AECOM Engineering-\$29,767

COUNCIL POLICY / STRATEGY OR GOAL:

To ensure all regulatory requirements are followed through the Mackenzie Valley Land and Water Board for the Town of Hay River.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Mackenzie Valley Land and Water Board License # MV2009L3-0005

FINANCIAL IMPLICATIONS:

2019 Budget for this project is \$150,000, if awarded \$40,660 below budget.



COUNCIL MINUTES – April 29th, 2019

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Earle Dumas
Director of Projects and Planning
April 25, 2019

Reviewed by:

Glenn Smith
Acting SAO
April 25, 2019

h) Recreation Fees Report

RECOMMENDATION:

#19-142

**MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR CHAMBERS**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2019 Recreation Rates as per By-Law 2410/Gen/19 which includes the 10% Recreation Centre Replacement Fee rider in user fees that are associated with use of the recreation centre

CARRIED

BACKGROUND:

The Finance Committee met on April 23, 2019 and reviewed a draft 2019 Recreation Rates schedule and options for handling of the 10% or \$10/hr rider that has been applied to recreation centre usage based invoicing since 2011.

Bylaw 2252-FIN-11 Financial Administration Bylaw – Feb 2012 specifies the creation of a Recreation Centre Replacement Reserve. Section 6.3 indicates “This Reserve shall be funded annually from Recreation fees and charges, special events, donations and other revenues as identified in the approved operating budget of the General Fund.” It does not specify a percentage or defined amount to contribute to the Reserve.

User groups are questioning if the rider should be in place now that the new recreation centre is operating. Based on the interpretation of the Financial Administration Bylaw (2252-FIN-11), it has been concluded that there is a defined intention to contribute to the Recreation Centre Replacement Reserve indefinitely.

The Recreation Committee was consulted in the Fall of 2018 and recommended no general increase to recreation rates. New revenue opportunities associated with the new recreation centre were identified.



COUNCIL MINUTES – April 29th, 2019

Recreation Rates were increased by approximately 9% in 2018 after no rate increases since 2015.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Bylaw 2252-FIN-11 Financial Administration Bylaw – Feb 2012
- Bylaw 2224/GEN/10 Recreation Rates – October 2010
- Bylaw 2250/GEN/11 Recreation Rates – Nov 2011.
- Bylaw 2325-GEN- 13 Recreation Rates – Dec 2013
- Bylaw 2333/GEN/14 Recreation Rates – Dec 2014
- Bylaw 2333/GEN/18 Recreation Rates – Jan 2018

FINANCIAL IMPLICATIONS:

Net zero revenue change associated with the 10% or \$10/hr handling.

A less than 1% increase in revenues is anticipated with changes made to general recreation rates.

ALTERNATIVES TO RECOMMENDATIONS:

1. Continue to add 10%/\$10/hr to invoices; invoiced amount allocated to Reserve;
 - a. Pros:
 - i. Defined amount allocated to Recreation Centre Replacement Reserve
 - b. Cons
 - i. Overhead and confusion associated with administering invoicing
 - ii. Inconsistency with application of Financial Administration Bylaw and other reserve allocations
 - iii. Reserve allocation intertwined with Recreation Rates Schedule

ATTACHMENTS:

2018 Recreation Fees
2019 Proposed Recreation Fees

Prepared by:
Stephane Millette
Director of Recreation
April 25, 2019

Reviewed by:
Glenn Smith
ASAO
April 25, 2019



COUNCIL MINUTES – April 29th, 2019

9. BYLAWS

- a) Bylaw 2410 – Recreation Fees – First Reading

#19-143

**MOVED BY: DEPUTY MAYOR BOUCHARD
SECONDED BY: CLLR MELANSON**

CARRIED

- b) Bylaw 2410 – Recreation Fees – Second Reading

#19-144

**MOVED BY: DEPUTY MAYOR BOUCHARD
SECONDED BY: CLLR MELANSON**

CARRIED

10. NOTICES OF MOTIONS

There was no notice of motions at the Regular Meeting of Council on Monday, April 29th, 2019

11. IN CAMERA

#19-145

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

That the Council of the Town of Hay River move to In Camera at 7:28pm.

CARRIED

#19-146

**MOVED BY: CLLR CHAMBERS
SECONDED BY: CLLR WILLOWS**

That the Council of the Town of Hay River move out of In Camera At 7:42PM.

CARRIED

12. TOWN HALL LEASE RENEWAL

#19-147

**MOVED BY: CLLR CHAMBERS
SECONDED BY: CLLR WILLOWS**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to enter into a three year plus two one-year renewal options lease extension with Hay River Mobile Park Ltd. for existing Town Hall office spaces at the Wright Centre in the amount of \$194,177 / annum.

CARRIED



COUNCIL MINUTES – April 29th, 2019

13. ADJOURNMENT

#19-148

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 7:43pm.

CARRIED

Certified Correct as Recorded on the 29th day of April 2019.

These minutes were accepted by motion # _____.

Mayor

Senior Administrative Officer



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** MAY 7, 2019
DEPARTMENT: PUBLIC WORKS
SUBJECT: MONTHLY REPORT FOR APRIL 2019

RECOMMENDATION:

MOVED BY: CLLR WILLOWS
SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for April 2019

BACKGROUND:

-Daily Operation and Inspections of:

Water Treatment Plant
Sewage Lift Stations
Sewage Lagoon
Water Reservoir
Landfill

-Prep and service of summer equipment

-Sewer flushing of troubled areas

-Culvert and Storm Sewer thawing and cleaning

-Manhole and pipe inspections for sewer lining work this summer

-Road Grading and Street Sweeping

-Clean out Industrial and Old Town ditches

-Removal of Leachate from Landfill (450cu.m)

-Weekly Sampling of remaining ponds at the Landfill

-Ongoing discussion and recommendations from The Department of Environment and Natural Resources with regards to the Landfill Fire

-Award of Water License Renewal RFP (April 30th)

-Interim Closure and Reclamation Plan as well as Drainage Study submitted to the Mackenzie Valley Land and Water Board for review (April 15th)

-Finalize Caribou Cres specifications and drawings

-Re-assessment and appraisals of 5 residential properties in Old Town to add to available inventory

-Re-assessment and appraisals of 7 Industrial properties in Industrial Area to add to available inventory

-Review and site visits with NWTEL representative in regard to the New Fiber Line Installations this summer

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** MAY 7, 2019

DEPARTMENT: PUBLIC WORKS

SUBJECT: MONTHLY REPORT FOR APRIL 2019

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

-Mackenzie Valley Land and Water Board Town of hay River License #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
Date: May 2nd, 2019

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: May 2nd, 2019



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** May 7, 2019
DEPARTMENT: PUBLIC WORKS
SUBJECT: DEVELOPMENT AND BUILDING PERMIT REPORT

RECOMMENDATION:

MOVED BY: CLLR CHAMBERS
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of April 2019.

BACKGROUND:

SUMMARY

- 9 Development Permits have been approved for April 2019. In the month of April 2018, we had 5 Development Permits and 2 Building Permit signed out.

Background

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

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
April 2/19	DH19-015	5 Riverbend Road	A's Cleaning Services (Cleaning)
April 8/19	DH19-016	12 Woodland Drive	Focused Psychological Services (Psychological Assessments and Consultations)
April 9/19	D19-017	71 Woodland Drive	Temporary Fence in rear of Northwestel yard for Fiber Optics Staging Area Storage for underground installation throughout the Town.
April 12/19	D19-018	1 Lepine Street	Open New "Yuki Restaurant" in old M&M Bakery Building
April 16/19	DH19-020	25 Riverview Drive	True North Counselling and Consulting Services (Psychologist Private Practice)
April 18/19	D19-021	14 Cedar Road	New Deck and stairs for access to the front of House
April 23/19	DH19-022	35032 Mackenzie Highway	Best of You (Cosmetic Medicine)
April 25/19	DH19-023	4 Wright Crescent	Daniel Pekar Studios



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** May 7, 2019

DEPARTMENT: PUBLIC WORKS

SUBJECT: DEVELOPMENT AND BUILDING PERMIT REPORT

			(Photography and Art Sales)
Mar 26/19	D19-012	Lots 1664 & 1665 Capital Drive	44 Suite Apartment Building C/W Underground Parking

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
Date: May 01, 2019

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: May 01, 2019



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** May 7, 2019

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

RECOMMENDATION:

MOVED BY: CLLR DUFORD
SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Emergency Services Activity Report for the month of April 2019 as presented.

BACKGROUND:

Summary:

The major focus for the Protective Services Department this month was annual Breakup activities. The first trip south to check water levels and snow load was April 10th (a couple days earlier than normal). The trip revealed that there was very little snow anywhere along the water shed. The Chinchaga was still frozen at that time, but it appeared like the first breaking happened later that day according to Environment Canada water level gauges.

The setup of equipment above the falls, Paradise Valley and the West Channel bridge was completed, and all gauges worked well throughout the breakup period. Breakup went very well due to the very low water levels and the extreme heat that we experienced in March. Breakup was considered complete sometime during the night on April 21st, the earliest recorded in what records we have on file.

NFPA 1001 training continued throughout the month and we dealt with the following subject matter: Forcible Entry and Ladders and skills refresher on all other topics covered up until now. First set of exams were written by the students and marks ranged from the high 80's to mid 90 percentile. Great work by the instructors and students.

Engine 3 has been out of service since the landfill fire due to some pump issues. The unit worked very hard for pretty much a month straight, so we expected that there would be some damages. The biggest issue is getting parts for the truck which is now 15 years old. We expect to see the unit back in service sometime during the first week of May.

Fire Extinguisher training was done with the Hospital Staff. The session went very well, and we were able to talk about some Fire Prevention issues both on a business front and most



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** May 7, 2019

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

importantly in their homes. We will be doing several courses with the hospital staff in the future to get them all trained on Portable Fire Extinguishers.

We ran a Fire Drill for the Northwest Territories Power Corporation this month and the staff and safety personnel did an awesome job getting out of the building in just over 2 minutes. All paperwork and staffing checks were spot on.

Our medical crews also assisted ENR with their annual fitness testing in Hay River by doing blood pressures to ensure that their staff were fit enough to do the test. We also provide medical support in the event that someone goes down during the testing. Two HRFD members challenged the fitness test and both passed the national requirements.

The Request for Proposals went out for the Training Room for the Emergency Response Training facility. The RFP closes on May 3rd, 2019 and we have until August 31, 2019 to complete the project using insurance proceeds.

Meetings:

- Senior Management Meeting
- Committee Meeting
- Council Meeting
- Parkland Dispatch Meeting
- Strathcona Dispatch Meeting
- JOH&S Meeting
- TERC Meeting
- EMO Volunteer Meeting
- Training School Site Meeting
- Fire Marshal Meeting – Highrise
- NWT Fire Chief’s Meeting

During the month of April 474 paid on-call hours were served by the members of the HRFD for a year to date total of 3,262.5 hours.

STATISTICS

	APRIL 2017	APRIL 2018	APRIL 2019	APRIL 2017 YTD	APRIL 2018 YTD	APRIL 2019 YTD



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL DATE: May 7, 2019
 DEPARTMENT: PROTECTIVE SERVICES
 SUBJECT: MONTHLY REPORT OF ACTIVITIES

Patient Transfers	21	2	7	58	40	40
Medical Emergency Local	18	15	16	55	53	53
Medical Emergency Reserve	0	2	1	5	10	6
Medical Emergency Highway	0	0	0	3	3	0
Medical Emergency Out of Town Patients	2	0	1	7	9	4
Body Transfer	0	1	1	4	4	3
Fires & Rescues	0	5	1	9	13	6
False Alarms	2	2	1	11	8	6
Training	4	4	5	17	17	17
Special Training	0	0	1	4	12	2
Maintenance	4	4	6	19	15	15
Fire Permits	0	0	3	0	0	4
Fireworks Permits	0	0	0	2	2	0
Public Safety	4	3	5	9	5	7
Inspections	3	13	12	15	25	45

MAINTENANCE

Ambulance 1	Weekly Checks
Medic 1	Weekly Checks
Engine 1	Weekly Checks
Engine 2	Weekly Checks
Engine 3	Out of Service Due to Pump Issues – waiting for parts.



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** May 7, 2019

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

Tender 1	Weekly Checks, Full Service
Rescue 1	Weekly Checks, Full Service, Repair Rear Step
Rescue 2	Weekly Checks,
Rescue 5	Weekly Checks,

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ross Potter
Director Protective Services/Fire Chief
Date: May 1, 2019

Reviewed By:
Judy Goucher
Senior Administrative Officer
Date: May 2, 2019



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** MAY 7, 2019

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

MOVED BY: CLLR CHAMBERS
SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for April, 2019 as presented.

BACKGROUND

Date:	Time:	Complaint	Action
01/04/2019		Dog Bite	Called complainant for a better description of the dog, canvased the area and I was unable to find the animal in question
02/04/2019		Dog Bite	The dog bit the complainant when she reached into the house to give a package to the child in the house. Dog nipped at the complainant. Warning given to the dog owner and the dog owner was informed to keep dog quarantined for the ten-day observation period.
04/04/2019		A vehicle parked in the fire lane	There was no fire lane in the area. The owner was contacted to remove vehicles off of the private property
04/04/2019		A vehicle parked in the fire lane	There was no fire lane in the area. The owner was contacted to remove vehicles off of the private property
08/04/2019	10:00	Dog aggressive to kids	Spoke to owner of the dog and gave warning that it needs to be tied up.
08/04/2019	10:00	Loose dog by Rooster	Patrolled area and was unable to find the dog in question.



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** MAY 7, 2019

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

Dog Attack Complaints Received	3
Cat Attack Complaints Received	0

Number of Dogs Caught	0
Number of Cats Caught	0

Unsightly Properties: 1

We now have a Protective Services Specialist, Kirsten Fischer started with the Town of Hay River on April 29th, 2019. Kirsten is presently taking all of the safety courses required and has also begun daily patrols.

We will also be doing patrols to watch for vehicles and trailers that may be parked inappropriately causing aesthetic and traffic issues (i.e., parking in green spaces).

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



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** MAY 7, 2019

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

Prepared by:
Ross Potter
Director, Protective Services
Date: May 1, 2019

Reviewed By:
Judy Goucher
Senior Administrative Officer
Date: May 2, 2019



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** May 7, 2019
DEPARTMENT: RECREATION & COMMUNITY SERVICES
SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

RECOMMENDATION:

MOVED BY: CLLR DOHEY
SECONDED BY: MELANSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for April 2019 as presented

BACKGROUND:

The Recreation Department is getting ready for Summer! Great ideas and big plans are on the horizon.

Nicole Lee Mitchell joined the team on April 29th, for an eight-month term as Recreation Programmer. The main goal of this position is for the Recreation Department to develop and deliver more programming during peak hours, when certain demographic groups are most available and interested in recreation and leisure programming. Nicole joins the Recreation Department with experience, skills, knowledge and enthusiasm that will surely get us to that goal.

Summer student hires are almost complete. All seven Parks and Maintenance summer student positions have been filled and three Summer Heat Play Leaders have been hired. Potential candidates have been identified and the remaining positions (Summer Heat Play Leader and 2 Summer Lifeguards) should be filled shortly.

The Director of Recreation and ASAO have been working with legal council to develop policy and procedure to address inclusivity and accessibility needs identified by members of the LGBTQ+ community. Internal policy and procedure have been communicated to staff, with possible recommendations to follow for the Policy Committee.

Finally, several meetings have occurred with community partners to prepare summer special events such as the RCMP Musical Ride, Trans Canada Trail Upgrades, Skate Park Completion, Slo-Pitch and Fast-Pitch user groups, renewal of Old Town Mowing contract, etc.

Recreational Programming

The walking track and arena ice surface hours were changed to better reflect Spring and Summer operations. The arena ice surface currently allows for drop in ball hockey times and school/private rental availability. Daytime use of the walking track remains consistent but surely slower than winter months. Table tennis use has slowed, but our new air hockey table was very popular with youth in April.



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** May 7, 2019

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Weekly programming was reduced in April to allow for transition to Spring and Summer activities. 2 sets of fitness classes are ongoing, as well as an older adults craft group. Special event yoga and relaxation activities were also held in April, along with regular rentals from youth groups like Growing Together and schools.

Recreation Programming Statistics

<i>Regular programs:</i>	February		March		April	
	2018	2019	2018	2019	2018	2019
<i>Walking Track</i>	-	569	-	552	-	220
<i>Table Tennis Drop-in</i>	-	142	-	28	-	8
<i>Air Hockey Drop-in</i>	-	-	-	-	-	51
<i>Circuit fitness classes</i>	-	40	-	-	-	12
<i>Spin Bike Classes</i>	-	-	-	-	-	10
<i>Jr afterschool (5-7yrs)</i>	-	n/a	-	32	-	-
<i>Seniors Walking</i>	-	20	-	24	-	-
<i>Seniors Craft Club</i>	-	30	-	32	-	16
<i>PHAB</i>	-	40	-	40	-	-
<i>Gym – Harry Camsell</i>	-	16	-	30	-	20
<i>Public skating</i>	-	80	-	38	-	n/a
<i>JR Shinny hockey</i>	-	3	-	9	-	50
<i>SR shinny hockey</i>		10		6	-	64

<i>Rental hall usage:</i>	Community Hall	Multipurpose Room	Doug W. Hall
<i>TOHR special events</i>	-	2	1
<i>TOHR meetings or training</i>	-	Daily TOHR Programming	1
<i>Corporate or private rentals</i>	1	-	3
<i>Non-profit organization</i>	3	2	5
<i>Birthday celebrations</i>	2	5	-
<i>Other</i>	-	-	-

Aquatics

Winter swimming lesson sets were completed in early April, in perfect timing for Spring Break. Programming was reduced during Spring Break. Though there were open swims daily, attendance was surprisingly low at times. Advertising and registration for spring swimming lesson sets closed on April 30th. Lessons started on May 1st and will continue for the usual 8 weeks block.



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** May 7, 2019

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

It appears that last year's Arctic Winter Games inflated 2018 numbers for March and negated the effect that Spring Break family trips have on pool revenue. Adult Swim times continue to be fairly well attended, particularly Aquafit which has consistent attendance in the afternoons. There appears to be a need to train staff to provide further Aquafit classes in the evenings. With that said, there is concern that low attendance might also be caused by unforeseen pool closures and an ongoing staff shortage.

To address staffing and improve programming, we've included a Junior Lifeguard Club in the coming Spring lesson sets. Recruitment and training are also ongoing. Interviews were conducted mid-April with one new hire confirmed and two more likely to be confirmed. The Aquatics Supervisor is also scheduling National Lifesaving Society training to ensure full certification to five Jr Lifeguards that are now eligible.

The Aquatic Centre accommodated more training courses for the Marine Training Centre that they are offering to outlying communities across the North. Group Swimming Lessons are also offered to outlying communities and local daycare and youth organizations.

Regular programming includes:

- Early bird lane swim (4 days/week);
- Aquafit adult classes (twice weekly);
- Open Swim Times (daily)
- School group availabilities (7 blocks per week);
- Evening Adult swim (3 days/week);
- Birthday Party Availability (4 blocks per weekend);
- Family Swim Times (one/week);
- Swim lessons (Wednesday and Saturday mornings)

Department Statistics

<i>Pool Attendance:</i>	February		March		April	
	2018	2019	2018	2019	2018	2019
<i>Birthday parties</i>	2	3	5	11	5	3
<i>Aquafit</i>	28	0	20	36	32	11
<i>School groups</i>	129	0	111	119	103	145
<i>General</i>	1268	0	1661	908	1350	899

<i>Aquatic Revenue:</i>	February		March		April	
	2018	2019	2018	2019	2018	2019
<i>Admissions</i>	\$3242.29	599.23	3773.36	1700.21	3566.19	1838.87



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** May 7, 2019

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

<i>Kids Lessons</i>	\$519.25	404.00	1893.25	239.00	1101.57	668.25
<i>Adult Lessons</i>	\$53.25	0.00	71.00	65.98	132.50	390.50
<i>Miscellaneous</i>	\$141.83	34.49	401.09	134.10	245.39	293.98
<i>Hourly Rental</i>	\$137.14	137.14	342.85	754.27	342	205.71

Facilities and Maintenance

The HR Recreation Centre hosted the HRFSC's annual skating carnival as the last event on the ice surface on April 6th. The curling club also hosted its final bonspiel on the same weekend. The ice plant was shut off following those events. Using ice chippers, bobcat, our tractor and all maintenance staff, the ice and water was removed in a timely manner. Cimco was on site for plant shut down and provided a short list of minor maintenance issues to be address in the off season.

Following the removal of the ice, work has begun to prepare for the spring\summer months. Maintenance staff have been cleaning up the shop and recreation department yard, as well tuning up the summer equipment.

Staff have also begun work on the parks and fields around town. Inspections are ongoing and action item lists are being complied. New garbage cans have bee deployed around town and they look very good.

- Janitorial contract ongoing with positive feedback from contractor and TOHR staff;
- Some warranty items addressed by Clark Builders' labourer and subcontractors;
- City Reporter Software training for Maintenance Supervisor and Director of Recreation;
- Planning and preparations continue for RCMP Musical Ride;
- Regular checks clean up and emptying of garbage cans on TOHR property;
- Seasonal inspections clean up and removal of graffiti at skate park;
- Addition of parking barriers at skate park to prevent car and truck traffic;
- Relocated equipment and assets to rec yard (from old firehall, old town rink, etc.)
- Installation of TVs in Community Hall and Multipurpose Rooms;
- Arena ice surface annual maintenance and repairs;
- Mud and tape damaged walls in Recreation Centre hallways and rental rooms;

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** May 7, 2019

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

N/A

ATTACHMENTS:

N/A

Prepared by:
Stephane Millette
Director Recreation and Community Services
Date: May 2, 2019

Reviewed by:
Judy Goucher
SAO
Date: May 2, 2019



REPORT TO COUNCIL

DEPARTMENT: RECREATION

DATE: May 14th, 2019

SUBJECT: Mobile Stage Tender Award

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the award of the Mobile Stage Tender to Aurora Freightliner for a price to not exceed the sum of \$130,000 (excluding GST).

BACKGROUND:

Included in the 2019 Town of Hay River Capital Plan, and part of a joint Beach Upgrade project with ITI, was the purchase of a mobile stage with a budget of \$135,000. Conditional to the purchase of the portable stage was that 75% of the cost would be funded through third party funding. The Town of Hay River was successful in securing these funds through ITI's Tourism and Product Diversification Program.

The trailer based portable stage would be used to support various events within the community. The stage would be towable by a pickup truck. It would be designed to fit into local facilities (ie. recreation centre) and would expand to accommodate large performances and groups.

The portable stage would enhance performances and festivals at events such as Hay Days, Lobsterfest, Kamba Carnival, Canada Day, and NWT Track and Field Championships. The boosted events can lead to improved event sales and attendance and draw regional tourists into the community.

A public tender was initiated on May 17, 2019 with two proponents responding by the closing date of May 1, 2019. One of the bids did not meet requirements on sizing of the stage and was disqualified.

COUNCIL POLICY / STRATEGY OR GOAL:

- Execution of the purchase of a portable stage from the approved 2019 Capital Plan.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Procurement Policy FA.006
- 2019 Approved Capital Plan

FINANCIAL IMPLICATIONS:

- Equal to or less than project's capital budget.
- The Town's cash contribution will be equal to or less than budgeted.



REPORT TO COUNCIL

DEPARTMENT: RECREATION

DATE: May 14th, 2019

SUBJECT: Mobile Stage Tender Award

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:

Glenn Smith
Assistant Senior Administrative Officer
May 9, 2019

Reviewed by:

Judy Goucher
Senior Administrative Officer
May 10, 2019



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION **DATE:** May 14th, 2019

SUBJECT: DISPOSAL OF ASSETS

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the disposal, through auction and scrapping, of various Town assets as per Bylaw 2388 - Procurement Bylaw and Policy.

BACKGROUND:

Administration has identified several assets that have reached end of life, are beyond reasonable repair, are no longer safe for operation, or are no longer part of an equipment standard for the Town. These assets include items from the old recreation centre that were stored in the Old Town Hall building and have been identified as surplus to the needs of the new facility. As well there is old office equipment from the Town Hall before Administration was relocated. Anything of value has been repurposed across Town departments.

There are no vehicles or high value items in the list of assets for auction or disposal.

Assets sent to local auction or scrapped will be in accordance with Bylaw 2388 - Procedure Bylaw & Policy and will be removed with consideration of environmental, safety and operational regulations and risks.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 2388 - Procedures Bylaw & Policy

FINANCIAL IMPLICATIONS:

It is expected that minimal revenue will be earned due to the low value of the items to be auctioned and the age/condition of those items. No revenue from sale of assets was budgeted for 2019 so any proceeds will be beneficial.

ALTERNATIVES TO RECOMMENDATIONS:

Keep assets; scrap all assets; donate assets.

ATTACHMENTS:

N/A



REPORT TO COUNCIL

DEPARTMENT:

ADMINISTRATION

DATE: May 14th, 2019

SUBJECT:

DISPOSAL OF ASSETS

Prepared by:

Stacey Barnes
Council Administrator
Date: May 8th, 2019

Reviewed by:

Judy Goucher
Senior Administrative Officer
Date: May 10, 2019



REPORT TO COUNCIL

DEPARTMENT: RECREATION AND COMMUNITY SERVICES

DATE: 14 May 2019

SUBJECT: LETTER OF SUPPORT TO WEST POINT FIRST NATION

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER direct Administration to prepare a letter of support to the Council of West Point First Nations funding application to MACA's Youth Centres Initiative.

BACKGROUND:

CWPFN is requesting council support as per MACA's requirements for applications to the *Youth Centre Initiative* to assist with their culture, recreation and sporting activities.

Youth Centres Initiative funding conditions as per MACA website:

- The Department of Municipal and Community Affairs may provide financial support to assist with the operating costs of youth centres or other community-based facilities in the Northwest Territories that provide youth with positive and healthy lifestyle programs.
- A maximum of \$25,000 is available for each recipient during the fiscal year.
- Funding will only be provided for one project in each community unless the Department determines that a second or subsequent program is appropriate because of geography or other reasons.
- If the community youth centre is operated by an organization other than the Community Government, a letter of support from the Community Government must be included with the application.

CWPFN received letters of support from the Town of Hay River for similar proposals in 2016, 2017 and 2018.

Previous council also gave support to 2016, 2017 and 2018 requests from Hay River Community Youth Centre representatives. Despite the closing of HR's Youth Centre several year's ago, the group continued it's support of youth programming through partnerships with Hay River Persons with Disabilities, the HRDEA, etc.

There is no record of the Town of Hay River applying directly for funding under this program however Administration will investigate the program's criteria and bring forward during the 2020 budget process if the funding aligns with youth programming delivered by the Town.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



REPORT TO COUNCIL

DEPARTMENT: RECREATION AND COMMUNITY SERVICES

DATE: 14 May 2019

SUBJECT: LETTER OF SUPPORT TO WEST POINT FIRST NATION

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

To be considered during the 2020 budget process for possible source of funding for youth programming delivered by the Town of Hay River.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Stéphane Millette
Director of Recreation
May 9, 2019

Reviewed by:
Judy Goucher
Senior Administrative Officer
May 10, 2019



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** May 14, 2019
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the monthly report from Tourism and Economic Development for the month of April 2019.

BACKGROUND:

Several Tourism marketing and promotional activities were completed in April ahead of the busy summer period. These spotlight the Town of Hay River, our VIC and our tourism product (see Inbound Marketing below).

Silverback Films completed their filming at the Alexandra Falls and will be back at the end of May to film the falls again. They were very happy with the accommodations and amenities while in Hay River.

Hay River Tourism has been expanding its social media reach by using Twitter and Instagram. We have garnered some attention and some posts have been shared. Our hope is to reach a wider audience to promote Hay River and the South Slave as a tourism destination.

May marks the start of our summer tourism season and it is expected that Visitor Information Centre visitation numbers will increase substantially in May. Summer students have been hired to fill the two budgeted Visitor Information Centre Attendant positions and training is now in progress.

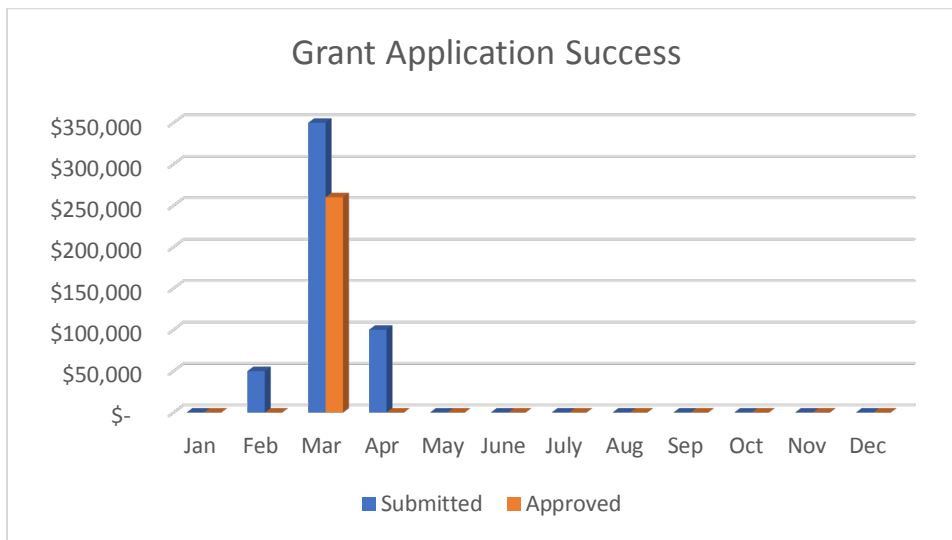
The VIC was closed from April 12 to the 22nd for staff holidays.



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** May 14, 2019
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

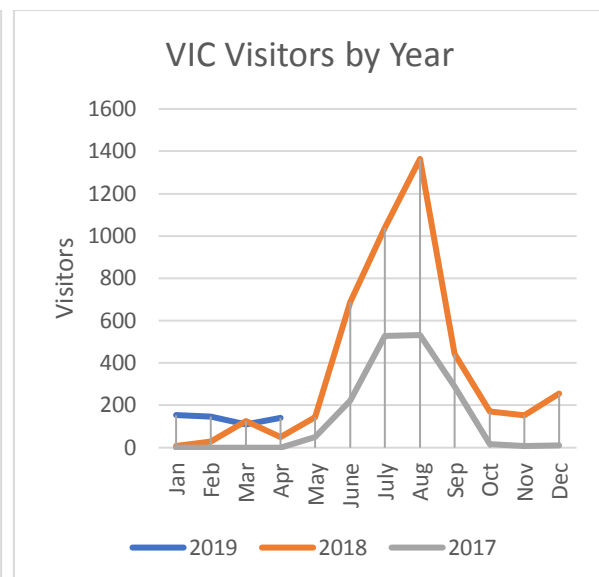
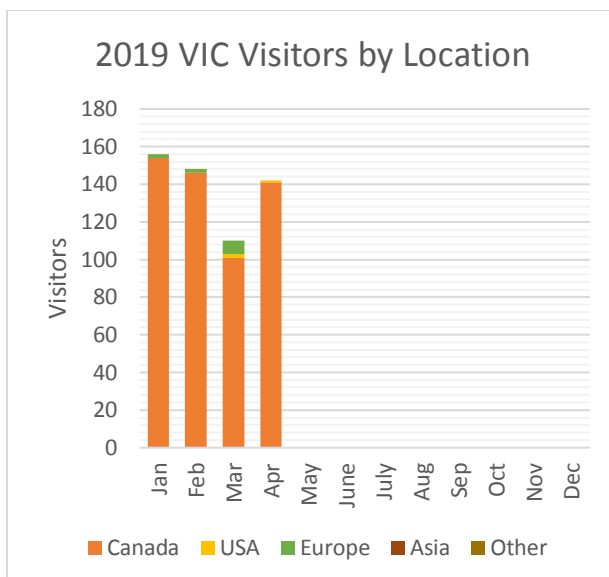
Grant Application Success



April Grant Applications:

- CANNOR for Marketing Plan, Signage, and Trails - \$100,000

Visitor Information Centre Visitors





REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** May 14, 2019
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

Inbound Marketing

- We have placed an ad in June, July/August and September versions of Up Here and received five months of free web advertising on the front page
- Attendance at Thebacha Trade Show – 250 Engagements; 125 social media likes; 75 Hay River Visitor Guides distributed; 50 Hay Days and Musical Ride flyers handed out; 25 business cards distributed
- Ad for the Vacation Country Travel Guide (www.travelguidebook.com) was developed and submitted. The guide has a wide distribution across the USA and features Alberta, Northwest Territories, British Columbia and the Yukon.
- An ITI blog was written on the Tourism & Economic Development Coordinator and the renewed commitment aiding the funding of his position.

Visitor Satisfaction Rating

- In development – Fall 2019

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:
Glenn Smith
ASAO
Date: May 10, 2019

Reviewed by:
Judy Goucher
SAO
Date: May 10, 2019



REGULAR MEETING OF COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: MAY 14, 2019

SUBJECT: EMERGENCY RESPONSE TRAINING FACILITY BUILDING REPLACEMENT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves an increase to the budget for the Emergency Response Training Facility from \$180,000 to up to \$240,000 conditional on insurance confirmation of cost recovery.

AND, subject to confirmation of insurance coverage,

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs administration to award the supply and installation of the emergency response training facility to the successful bidder, Blackstone Homes, in the amount of \$225,000.

BACKGROUND:

Council approved the replacement of the Training Room at the Emergency Response Training Facility during the 2019 Capital Budget Discussions. At that time the estimated cost of the replacement was \$180,000 and insurance coverage was confirmed for the entire cost less the deductible (\$5,000).

Administration conducted a Request for Proposal process for a new building, and two proposals were received. Both bids were compliant and both were higher than the approved budget. The lowest proposal was submitted by Blackstone Homes in the amount of \$225,000.

In addition to the training facility there is a cost of \$11,000 for the replacement of the deck and \$4,000 for Stantec to approve the foundation for the building.

Administration has advised its insurer of the higher cost and is waiting for confirmation that the additional costs will be covered. At the time of writing confirmation had not been obtained however Administration expects to receive that confirmation in the next week and is therefore requesting conditional approval in order to proceed with contract award as soon as insurance coverage is confirmed. The deadline for completing this project is August 31, 2019 so time is of the essence to award the contract and proceed with the project.

The Town's expense to replace the training facility is limited to the insurance deductible of \$5,000 and does not change as a result of the increased project cost.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



REGULAR MEETING OF COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: MAY 14, 2019

SUBJECT: EMERGENCY RESPONSE TRAINING FACILITY BUILDING REPLACEMENT

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 2388 – Procurement Bylaw and Policy
2019 Capital Budget

FINANCIAL IMPLICATIONS:

An increase over budget of up to \$60,000 to be covered by insurance.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ross Potter
Director Protective Services/Fire Chief
Date: May 10, 2019

Reviewed By:
Judy Goucher
Senior Administrative Officer
Date: May 10, 2019

**BY-LAW NO. 2410/GEN/19
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER TO ESTABLISH FEES AND CHARGES FOR THE USE OF THE MUNICIPAL CORPORATION'S RECREATIONAL FACILITIES AND EQUIPMENT

BEING A BY-LAW of the Municipal Corporation of the Town of Hay River in the Northwest Territories to provide for the establishment, levy and collection of fees and charges for services provided by the municipal corporation.

PURSUANT to the Cities, Towns and Villages Act, S.N.W.T., 2003, c 22, in force April 1, 2004, Section 72.

WHEREAS the Municipal Corporation of the Town of Hay River wishes to establish fees and charges to recover reasonable costs for the use of the municipal corporation's recreational facilities and equipment.

NOW, THEREFORE, THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER, in regular session duly assembled enacts as follows:

1. That the fees and charges established to recover reasonable costs for the use of the municipal corporation's recreational facilities and equipment are attached as Schedule "A".
2. That the fees and charges set out shall be in force upon third and final reading of this by-law.
3. The council of the Town of Hay River hereby gives the SAO authority to approve additions or changes to By-Law 2410/GEN/19 when warranted by new circumstances or needs. Any changes approved by the SAO are to be reviewed and approved by council at further updates of the Recreation Rates By-Law.
4. That By-Law No. 23333/GEN/18 is hereby repealed.

READ a first time this day of , 2019.

**BY-LAW NO. 2410/GEN/19
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER TO ESTABLISH FEES AND CHARGES FOR THE USE OF THE MUNICIPAL CORPORATION'S RECREATIONAL FACILITIES AND EQUIPMENT

Mayor

READ a second time this day of ,2019

Mayor

READ a third and final time this day of ,2019.

Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the Cities, Towns and Villages Act, S.N.W.T., 2003, c.22, in force April 1, 2004 and the bylaws of the Municipal Corporation of the Town of Hay River this day of ,2019.

Senior Administrative Officer

Town of Hay River Recreation & Community Services
Recreation Rates 2019
"SCHEDULE A"

Category	Rate structure	2019 Rates			
General Drop in rates					
Drop-in fee - child (under 12 yrs)	per visit	\$ 2.75	Applies to public skating, shinny, swimming and other non fitness drop in programs.		
Drop-in fee - student	per visit	\$ 4.00			
Drop-in fee - adult	per visit	\$ 6.00			
Drop-in fee - senior (+55 yrs)	per visit	\$ 2.75			
Drop-in fee - family (5 or more)	per visit	\$ 12.00			
10 punch pass - child (under 12 yrs)	10 visits	\$ 24.50	Applies to public skating, shinny, swimming and other non fitness drop in programs.		
10 punch pass - student	10 visits	\$ 34.50			
10 punch pass - adult	10 visits	\$ 54.00			
10 punch pass - senior (+55 yrs)	10 visits	\$ 24.50			
10 punch pass - family (5 or more)	10 visits	\$ 108.00			

Fitness Drop-In Rates					
Fitness Drop-In - student	per visit	\$ 7.00	Applies to aquafit, spin, circuit and most other fitness classes.		
Fitness Drop-In - adult	per visit	\$ 8.50			
Fitness Drop-In - senior (+55 yrs)	per visit	\$ 5.25			
10 punch fitness pass - student	10 visits	\$ 63.00	Applies to aquafit, spin, circuit and most other fitness classes.		
10 punch fitness - adult	10 visits	\$ 76.00			
10 punch fitness - senior (+55 yrs)	10 visits	\$ 47.50			

Arena Ice Surface Fees					
Arena Birthday Party Package	1hr on ice and 1 hr in rental room	\$ 140.00			
Arena Ice Surface - adult	hourly rate	\$ 173.25			
Arena Ice Surface - adult daily (10% reduction)	based on 10+ hrs rental + free DWHall	\$ 1,559.25			
Arena Ice Surface - adult partial wknd (15% reduction)	based on 20+ hrs of ice + free DWHall	\$ 2,945.25			
Arena Ice Surface - youth full wknd (30% reduction)	based on 30+ hrs of ice + free DWHall	\$ 3,638.25			
Arena Ice Surface - youth	hourly	\$ 103.95	n/a bc reduced rate for youth		
Arena Ice Surface - youth daily (10% reduction)	based on 10+ hrs rental + free DWHall				
Arena Ice Surface - youth partial wknd (20% reduction)	based on 20+ hrs of ice + free DWHall				
Arena Ice Surface - youth full wknd (30% reduction)	based on 30+ hrs of ice + free DWHall				
Offseason Ice Surface - adult	hourly rate	\$ 173.25			
Offseason Ice Surface - adult daily (10% reduction)	based on 10+ hrs rental + free DWHall	\$ 1,559.25			
Offseason Ice Surface - adult partial wknd (15% reduction)	based on 20+ hrs of ice + free DWHall	\$ 2,945.25			
Offseason Ice Surface - adult full wknd (30% reduction)	based on 30+ hrs of ice + free DWHall	\$ 3,638.25			
Offseason Ice Surface - non profit	hourly rate	\$ 87.00			
Offseason Ice Surface - non profit (10% reduction)	based on 10+ hrs rental + free DWHall	\$ 780.00			
Offseason Ice Surface - non profit partial wknd (15% reduction)	based on 20+ hrs of ice + free DWHall	\$ 1,473.00			
Offseason Ice Surface - non profit full wknd (30% reduction)	based on 30+ hrs of ice + free DWHall	\$ 1,819.00			
Offseason Ice Surface - youth	hourly	\$ 103.95	n/a bc reduced rate for youth		
Offseason Ice Surface - youth daily (10% reduction)	based on 10+ hrs rental + free DWHall				
Offseason Ice Surface - youth partial wknd (20% reduction)	based on 20+ hrs of ice + free DWHall				
Offseason Ice Surface - youth full wknd (30% reduction)	based on 30+ hrs of ice + free DWHall				

Ball Field Fees					
Field Weekend Tournament - adult	per weekend per field	\$ 505.00			
Field Hourly Rental- adult	hourly	\$ 75.00			
Field Weekend Tournament - youth	per weekend per field	\$ 505.00			
Field Hourly Rental- youth	hourly	\$ 75.00			
League Fees - adult	per team	\$ 660.00			
League Fees - youth	per team	\$ 325.00			

Aquatics Centre Fees

Birthday Party Swim package (max 15 people)	2 hours (1 hour in pool 1 hour in facility)	\$ 140.00			
Pool rental - full facility	hourly	\$ 234.00			
Pool Lane Rental	hourly	\$ 25.00			
Swim Meet	per weekend	\$ 163.75			

Swimming lessons

8 swim lessons - preschool	8 x 30 minutes	\$ 63.00			
8 swim lessons - swimmer levels	8 x 45 minutes	\$ 69.50			
Private lessons	30 minutes each	\$ 32.00			
Bronze Medallion	per course	\$ 252.00			
Bronze Cross	per course	\$ 252.00			
Jr lifeguard club	9 lessons	\$ 132.25			
Jr lifeguard club	per week	\$ 19.00			
National Lifesaving Society Certification	per course	\$ 377.50			
NLS Recertification	per course	\$ 144.50			
NLS Instructor Certification	per course	\$ 377.00			

Room Rental Fees

Multipurpose Room - Private function	daily	\$ 605.00			
Multipurpose Room - Private function	hourly	\$ 132.00			
Multipurpose Room - non profit groups (local)	daily	\$ 247.50			
Multipurpose Room- non profit groups (local)	hourly	\$ 66.00			
Doug Weitermann Room - Private Function	daily	\$ 605.00			
Doug Weitermann Room - Private Function	hourly	\$ 132.00			
Doug Weitermann Room - Non Profit (local)	daily	\$ 247.50			
Doug Weitermann Room - Non Profit (local)	hourly	\$ 66.00			
Community Hall - Private function	daily	\$ 761.20			
Community Hall - Private function	hourly	\$ 192.50			
Community Hall - non profit groups (local)	daily	\$ 380.60			
Community Hall - non profit groups (local)	hourly	\$ 96.25			
Summer Curling Rink - private function	daily	\$ 900.00			
Summer Curling Rink - private function	hourly	\$ 154.00			
Summer Curling Rink - non profit	daily	\$ 450.45			
Summer Curling Rink - non profit	hourly	\$ 96.25			
Rental room setup time fees	75% of hourly rate up to 5 hrs	as per space			
Rental room setup time fees	50% of hourly rate up to 10 hrs	as per space			

Equipment Rentals

Fundraising or non-profit table rental	daily	\$ 20.00			
Chairs	daily	\$ 3.00			
BBQ (no propane supplied) (\$50 deposit)	daily	\$ 150.00			
Flip Chart	daily	\$ 20.00			
Projector	daily	\$ 75.00			

Porritt Landing

Porritt Landing Seasonal Slip	per season	\$470			
Porritt Landing Partial Season Slip	pro rated to % of season	tbd			

Sponsorship Opportunities

Arena Dasher Board Signs (>70")	8 month term	\$ 673.50			
Arena Dasher Board Signs (<70")	8 month term	\$ 335.75			
Digital Advertisement	per event	\$ 150.00			
Digital Advertisement	per season	\$ 400.00			
Ice Surface Logo	1 year term	\$ 378.00			
Center Ice Logo	2 year term	\$ 2,500.00			
Zamboni Logos	3 year term at following yearly rate:	\$ 2,340.00			

**BYLAW NO. 2411/APPT/19
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

A BYLAW of the Municipal Corporation of the Town of Hay River in the Northwest Territories to appoint a By-Law Officer for the Town of Hay River pursuant to the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22.

WHEREAS the CITIES, TOWNS AND VILLAGES ACT, Sections 48, 137 and 138 provides that the Council may by bylaw appoint officers and authorize them to perform any duties the Council considers necessary,

AND WHEREAS, the Council of Town of Hay River considers that it is in the public interest to appoint a By-Law Officer as an Officer of the Town of Hay River for the enforcement of Municipal By-Laws in the Town of Hay River.

NOW THEREFORE the Council of the Corporation of the Town of Hay River, in a regular meeting duly assembled enacts as follows:

SHORT TITLE

1. This bylaw may be cited as the By-Law Officer's By-Law.

INTERPRETATION

2. In this Bylaw,
 - (a) "Council" means the Council of the Town of Hay River.
 - (b) "By-Law Officer" means a person who is appointed in accordance with the Cities, Town and Villages Act as a By-Law Officer to enforce the By-Laws of the Town of Hay River, and any Peace Officer who is entitled by law to enforce the By-Laws of the Town of Hay River.
 - (c) "Town" means the Town of Hay River, in the Northwest Territories.

APPLICATION

3. That the person(s) named in Schedule 1, attached to and forming part of this By-Law, is/are hereby appointed By-Law Officer(s).
4. That By-Law Officers so appointed shall assume the rank of Constable.
5. That By-Law Officers so appointed shall carry out the duties specified in Section 137 and 138 of the Cities, Towns and Villages Act, R.S.N.W.T., 2003, c.22.
6. That the term of appointment shall expire upon termination of employment with the Town as a By-Law Officer.

**BYLAW NO. 2411/APPT/19
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

INDEMNIFICATION

- 7. That the Town will indemnify and save harmless any By-Law Officer for any action, Claim, cause or demand whatsoever, that may be made or arise out of the By-Law Officer carrying out his official duties as an employee of the Town of Hay River.

REPEALS

- 6. That By-Law 2337/APPT/15 is hereby repealed.

EFFECT

- 7. That this By-Law shall come into full force and effect upon Third and Final Reading thereof.

READ a First time this day of , 2019

Mayor

READ a Second time this day of, 2019

Mayor

READ a Third and Final time this day of , 2019, and passed with the consent of Council.

Mayor

BYLAW NO. 2411/APPT/19
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

CERTIFIED that this bylaw has been made in accordance with the requirements of the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22, s42 (1) (a & b) and the bylaws of the Municipal Corporation of the Town of Hay River on this day of , 2019.

Senior Administrative Officer

**BYLAW NO. 2411/APPT/19
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

SCHEDULE "1"

Schedule "1" to By-Law No. 2411/APPT/19, passed this day of , 2019.

The following individual is appointed as Chief By-Law Officer:

Ross Potter

The following individual is appointed at By-Law Officer:

Kirsten Fischer

Effective Date of Appointment: