



COUNCIL MINUTES – APRIL 8th, 2019

The Regular Meeting of Council was held on Monday, April 8th, 2019 at 6:30pm in the Council Chambers.

Present: Mayor Jameson, Deputy Mayor Bouchard, Councilors Melanson, Anderson, Chambers, Dohey (call in), 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

#19-100

MOVED BY: CLLR DUFORD

SECONDED BY: CLLR MELANSON

CARRIED

3. DECLARATION OF INTEREST

Mayor Jameson declared an interest in item 13a) has it involves her company
Councillor Chambers declared an interest in item 13b) has it involves her employer

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

There were no announcements, awards, ceremonies of presentations

5. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

a) March 10th, 2019 – Emergency Meeting of Council

#19-101

MOVED BY: DEPUTY MAYOR BOUCHARD

SECONDED BY: CLLR WILLOWS

CARRIED

b) March 11th, 2019 – Regular Meeting of Council

#19-102

MOVED BY: CLLR CHAMBERS

SECONDED BY: CLLR WILLOWS

CARRIED



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c) March 16th, 2019 – Emergency Meeting of Council

#19-103

**MOVED BY: CLLR MELANSON
SECONDED BY: CLLR CHAMBERS**

CARRIED

d) March 25th, 2019 – Regular Meeting of Council

#19-104

**MOVED BY: CLLR CHAMBERS
SECONDED BY: CLLR DUFORD**

CARRIED

6. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

7. ADMINISTRATIVE ENQUIRIES

SAO – Judy Goucher

- Winding down with the highrise – Owner and GNWT are working on next steps to access units
- Ongoing roll with the land fill fire
- Last week were interviews
- Policy committee meeting is bringing forward items later on the agenda
- I will be away April 9th-29th

Assistant Senior Administrative Officer – Glenn Smith

- Protective Services Intern to start on April 29th
- Accounts payable we have an internal candidate
- Director of Public Works – working on an offer
- Director of Finance – working on an offer
- 8-month term recreation programmer assistant – has been offered
- Summer student interviews starting this week
- Sr, Lifeguard interview coming up
- Tourism officer taking leave Friday to Easter Monday

Public Works and Planning

- Nothing at this time

Director of Protective Services – Ross Potter

- Breakup activities under way with a trip to Chinchaga on Wednesday



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Recreation – Stephane Millette

- Ice plane has been shut down
- Clark Builders continues to work on warranty work
- Community clean up letters going out this week with trail clean up soon
- Easter hours – 12pm-6pm Friday - Monday

Director of Finance and Administration – Ruth Boden

- Audit 2018 is going well

Cllr Duford – what a thrilling first year at the recreation centre

DM Bouchard – When will the street sweeper be coming out? And what are the hours for the walking track?

Dumas – Street sweeping will start when the morning temps are above 0

Millette – walking track hours will be modified during spring and summer – will post hours this week

8. DELEGATION – Hay River Seniors Society

9. COMMITTEE REPORTS

a. Public Works Monthly Report for March 2019

RECOMMENDATION:

#19-105

**MOVED BY: CLLR WILLOWS
SECONDED BY: CLLR DUFORD**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the monthly report from Public Works for the month of March 2019

CARRIED

BACKGROUND:

- Water Treatment Plant, Water Reservoir, Lagoon and Lift Stations operations and inspections.
- Sewer Main Flushing of troubled areas
- Culvert and storm sewer thawing throughout town
- Vehicle and Equipment maintenance servicing
- Water License RFP closed on March 20th, 2019 – 3 RFP's received and under review
- Assisted HRFD with landfill fire and attended meetings
- Attended meetings regarding the highrise fire

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



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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
February 27, 2019

Reviewed by:
Judy Goucher
SAO
February 27, 2019

B) Building and Development Monthly Report for March 2019

RECOMMENDATION:

#19-106 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CLLR WILLOWS

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

CARRIED

BACKGROUND:

SUMMARY

- 7 Development Permits and 1 Building Permit have been approved for March 2019. In the month of March 2018, we had 6 Development Permits and no Building Permit signed out.

Background

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



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DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Mar 6/19	B19-003	24 McBryan Drive	House Renovations Interior and Exterior
Mar 11/19	DH19-006	53 Fir Crescent	Home Occupation Trucking Business (office only)
Mar 11/19	DH19-007	60 Paradise Road	Home Occupation Riverside Growers (Agriculture)
Mar 12/19	DH19-008	41 Miron Drive	Home Occupation Whittle Contracting (Residential Construction and Repairs)
Mar 14/19	D19-009	41 Pine Crescent	Demolish Old and set up new Modular Home c/w Attached Garage.
Mar 20/19	D19-010	13 Industrial Drive	Commercial Exterior Cladding Renovations
Mar 26/19	DH19-011	11-104 th Street	Home Occupation Munchies, (Hot Dog Mobile Catering Wagon)
Mar 26/19	D19-013	Lot 7, Block F, Plan 39	Construct Seasonal Pavilion & Retail Booths Warf use (Fisherman's Warf)
Mar 28/19	D19-014	Lot 1065, Plan 1016	New 4,500 sq. ft. Shop, Office and Caretakers suite
Mar 21/19	D19-002, B19-001	43 John Mapes Crescent	Residential Duplex

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



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Prepared by:
Randy Froese
Development Officer
Date: March 27, 2019

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: March 27, 2019

c) Emergency Services Monthly Report for March 2019

RECOMMENDATION:

**#19-107 MOVED BY: CLLR DUFORD
 SECONDED BY: CLLR CHAMBERS**

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

CARRIED

BACKGROUND:

Summary:

Most of the month of March's activities focused around civil emergencies, the first being the Landfill fire and the second being the Mackenzie Place Highrise fire and subsequent evacuations.

The Department responded to a landfill fire on March 3, 2019. It started as a subsurface fire that escalated and breached above ground. On March 10th, upon recommendation from the Fire Chief, the Town declared a state of local emergency in and around the landfill.

The Town activated its Community Emergency Management Committee (CEMC) and held its first meeting on March 11, 2019.

The fire was fought by the Town's paid on call fire department, local contractors/equipment operators, fire fighters from Fort Smith and Yellowknife. Environmental regulators were notified of the fire and a spill response was submitted (by ENR on behalf of the Town) due to the large volume of water that was being used to extinguish the fire.

Environmental mitigation and monitoring procedures were put in place to prevent leachate into the river. The Town developed a water monitoring plan and sampling program to measure the extent of any environmental impact from the fire or the water release from fire fighting. Extra efforts were focussed on ensuring that a stock pile of tires did not ignite.

The territorial government supported the Town's response to the landfill fire through their participation on the CEMC and through the supply of labour and equipment to supplement the Town and local contractors.



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Other organizations who participated by supporting the CEMC were the Hay River Health and Social Services Association (public health notices re air quality), the District Education Authority, RCMP (traffic control for emergency vehicles), and Katlodeeche First Nation (drone imaging).

During the height of the emergency, the Town communicated twice daily through social media to advise residents of the status of the fire fighting efforts.

A renewed state of local emergency was declared by the Town on March 16, 2019 as the fire was still active and the initial declaration expired after seven days.

From March 10, 2019 to March 25, 2019 crews worked 24/7 fighting the fire and operating the equipment to excavate and extinguish the fire. On March 25, 2019 the site was declared under control and the renewed local state of emergency lapsed without requirement to seek approval for a further extension.

As of March 26, 2019, mop up procedures have been initiated. Fire officials and Public Works Officials will monitor the situation daily but we expect to shut down operations on the fire by March 31, 2019.

At the end of active operations at the Landfill Site Monday night a total of 2,496 manhours were invested in the fire by Hay River Fire, Fort Smith Fire, and Yellowknife Fire.

On Friday, March 15th the HRFD responded to a fire at the Mackenzie Place Highrise on the 11th floor. The call came in at about 14:30 and flames were visible from the fire hall, less than a block away. Fire operations came together very quickly, and we were able to suppress the fire fast enough to restrict fire damage to the suite where the fire originated and the doorway and hallway leading to it. Minimal smoke damage was sustained on the fire floor. There was water damage on the north end of the building, and on other levels which was caused by fire operations, leaking pipes within the fire damaged room and glycol leaks from the heating system.

Fire department personnel were also used to gain access and remove some of the tenant's belongings in days after the fire. It is anticipated the fire department personnel will also be called to support the removal of remaining belongings on the 11th floor when the move out commences.

We were able to continue with some training with our NFPA 1001(National Fire Protection Association) students and covered topics including Building Construction and Fire Extinguishers. We shut down practice once the civil emergency was declared as all members were busy in one capacity or another.

Meetings:

Senior Management Meeting
Committee Meeting
Council Meeting
Parkland Dispatch Meeting



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CEMC Meetings
 Highrise Emergency Meetings
 JOH&S Meeting

During the month of March 2,101.5 paid on-call hours were served by the members of the HRFD for a year to date total of 2,785.5 hours.

STATISTICS

	MARCH 2017	MARCH 2018	MARCH 2019	MARCH 2017 YTD	MARCH 2018 YTD	MARCH 2019 YTD
Patient Transfers	12	6	6	37	31	33
Medical Emergency Local	16	11	13	37	38	37
Medical Emergency Reserve	2	3	4	5	8	5
Medical Emergency Highway	1	3	0	3	3	0
Medical Emergency Out of Town Patients	2	4	0	5	9	3
Body Transfer	0	1	0	2	3	2
Fires & Rescues	2	2	0	9	8	5
False Alarms	3	3	0	9	6	5
Training	6	4	2	13	13	12
Special Training	0	0	0	4	12	1
Maintenance	5	4	2	15	11	9
Fire Permits	0	0	0	0	0	0
Fireworks Permits	0	2	0	2	2	0
Public Safety	3	0	0	5	2	2
Inspections	4	2	6	12	12	33



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MAINTENANCE

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

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ross Potter
Director Protective Services/Fire Chief
Date: March 26, 2019

Reviewed By:

Judy Goucher
Senior Administrative Officer
Date: March 28, 2019

d) Recreation Monthly Report for March 2019

RECOMMENDATION:

#19-108

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR CHAMBERS**

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



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CARRIED

BACKGROUND:

Ice season is coming to a close at the Recreation Centre and preparations have begun for Spring and Summer activities. Facilities and staff will officially be switching to shoulder season activities and schedules on April 8th.

The Recreation Center hosted several weekend special events in early March. Staff were also kept busy providing support to high-rise displacement efforts. Several rooms were used, and staff were very much involved in supporting HRHSSA staff and volunteers for the first 5 days. At this point, the Community Hall is the only room being used to provide ongoing support.

Staffing remains a concern for the Aquatics Center and customer service desk. Recruitment is ongoing and possible causes are being identified to determine how retention could be improved. Recruitment is also ongoing for the Recreation Programmer – term position and for several summer student employment opportunities within the Department of Recreation.

Recreational Programming

Use of the walking track and ice surface have slowed somewhat with the unseasonably warm weather. Daytime walker numbers have been consistent but track and ice use have dropped during evening programming. Ice user groups are also experiencing lower attendance to their weekly programming.

Weekly programming activities continue to be well attended and appreciated. 2 sets of fitness classes are ongoing, as well as art and craft groups for adults and children. Attendance has been consistent at PHAB afterschool activities with positive feedback received. Special event yoga and Dance Play activities were also held in March and those were very well attended.

Meetings were conducted recently with user groups to receive feedback, discuss upcoming events/initiatives and update schedules. Recreation Department staff also took the opportunity to remind user groups of current policies and procedures. User groups were also made aware that recreation policies will be updated and communicated in the coming weeks.

March special recreation center events:

- HR Curling Club Senior Championships (Feb 28th-March 4th);
- HR Minor Hockey initiation and novice tournament (March 1st to 3rd);
- NHC men's hockey HR-Yk Challenge returns (March 1st and 2nd);
- HR Chamber of Commerce Gala (March 2nd);
- 2019 Polar Pond Hockey Championship (cancelled);
- NWTMRA Makin Waves (March 29th-31st);
- HR Minor Hockey midget tournament (cancelled);
- HR Curling Club End of Season Bonspiel (March 29th-30th);
- HRFSC End of Year Gala (April 5th-7th);



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Recreation Programming Statistics

Regular programs:	January		February		March	
	2018	2019	2018	2019	2018	2019
<i>Walking Track</i>	-	592	-	569	-	552
<i>Table Tennis Drop-in</i>	-	96	-	142	-	28
<i>Afterschool (9-12yrs)</i>	-	13	-	40	-	-
<i>Jr afterschool (5-7yrs)</i>	-	n/a	-	n/a	-	32
<i>Seniors Walking</i>	-	4	-	20	-	24
<i>Seniors Craft Club</i>	-	11	-	30	-	32
<i>PHAB</i>	-	21	-	40	-	40
<i>Gym – Harry Camsell</i>	-	N/A	-	16	-	30
<i>Public skating</i>	-	157	-	80	-	38
<i>JR Shinny</i>	-	26	-	3	-	9
<i>SR shinny</i>		35		10	-	6

Rental hall usage:	Community Hall	Multipurpose Room	Doug W. Hall
<i>TOHR special events</i>	2	3	-
<i>TOHR meetings or training</i>	3	Daily TOHR Programming	-
<i>Corporate or private rentals</i>	2	-	4
<i>Non-profit organization</i>	2	-	7
<i>Birthday celebrations</i>	4	7	1
<i>Other</i>	6	1	3

Aquatics

The pool reopened after an extended closure. Service and maintenance work are ongoing to prevent future unexpected closures. Regular programming and swimming lessons have resumed, which made the aquatics center a popular place in March.



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Some immediate needs have been addressed, however there are additional less urgent repairs needed. Training is also ongoing to ensure maintenance staff are better aware of the mechanical side of pool operations. Staff continue to work with a local contractor and parts

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 (Saturday mornings)

Department Statistics

Pool Attendance:	January		February		March	
	2018	2019	2018	2019	2018	2019
<i>Birthday parties</i>	4	6	2	3	2	6
<i>Aquafit</i>	15	10	28	0	28	34
<i>School groups</i>	346	212	129	0	129	10 groups
<i>General</i>	884	854	1268	0	1044	TBD

Aquatic Revenue:	January		February		March	
	2018	2019	2018	2019	2018	2019
<i>Admissions</i>	2012.07	2481.67	2012.07	2481.67	3242.29	TBD
<i>Kids Lessons</i>	184.75	0.00	184.75	0.00	519.25	TBD
<i>Adult Lessons</i>	0.00	182.88	0.00	182.88	53.25	TBD
<i>Miscellaneous</i>	144.21	38.31	144.21	38.31	141.83	TBD
<i>Hourly Rental</i>	262.84	411.42	262.84	411.42	137.14	TBD

Facilities and Maintenance

- Janitorial contract ongoing with positive feedback from contractor and TOHR staff;
- Warranty list walkthroughs completed with TOHR Sr Management and Clark Builders;



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- Support to high rise displacement efforts;
- Preparations continue for RCMP Musical Ride - partnership with TOHR's Tourism and Economic Development Officer;
- Preparations have begun for parks and greenspaces;
- Begun checks and emptying of garbage cans on TOHR property;
- Clean up and preparation of Recreation Dept shop for summer needs;
- Preparation for ice removal during week of April 8th;
- Work with local contractors to improve Aquatics Centre heating and ventilation;
- Work with local contractor to mitigate electrical issues and deficiencies;
- Work with local contractor to investigate and mitigate imbalance of Recreation Center;
- Prep installation of TVs for Community Hall and Multipurpose Room;
- 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:

N/A

ATTACHMENTS:

Prepared by:
Stephane Millette
Director Recreation and Community Services
Date: March 27th, 2018

Reviewed by:
Judith Goucher
SAO
Date: March 27th, 2018

e) Tourism and Economic Development Monthly Report for March 2019

RECOMMENDATION:

#19-109

**MOVED BY: CLLR CHAMBERS
SECONDED BY: CLLR GROENEWEGEN**

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

CARRIED



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BACKGROUND:

Funding through ITI's Tourism & Economic Development Coordinator program was renewed for another two years allowing us more time to grow our community as a destination for tourists, business and development.

We attended the Calgary Outdoor Adventure & Travel Show March 23rd & 24th and it was a great success. Lots of interest in the NWT and partnering with Parks Canada – Wood Buffalo National Park was a perfect fit. Many Albertans did not realize how close Hay River and Fort Smith were to the border.

The freshly edited version of the 2019 Hay River Visitor Guide has arrived. It offers correct information and some fantastic photographs from Aaron Tambour to promote the town and tourism. As we move forward we can tweak this information to adequately reflect our community and brand.

Several film related support activities occurred in March:

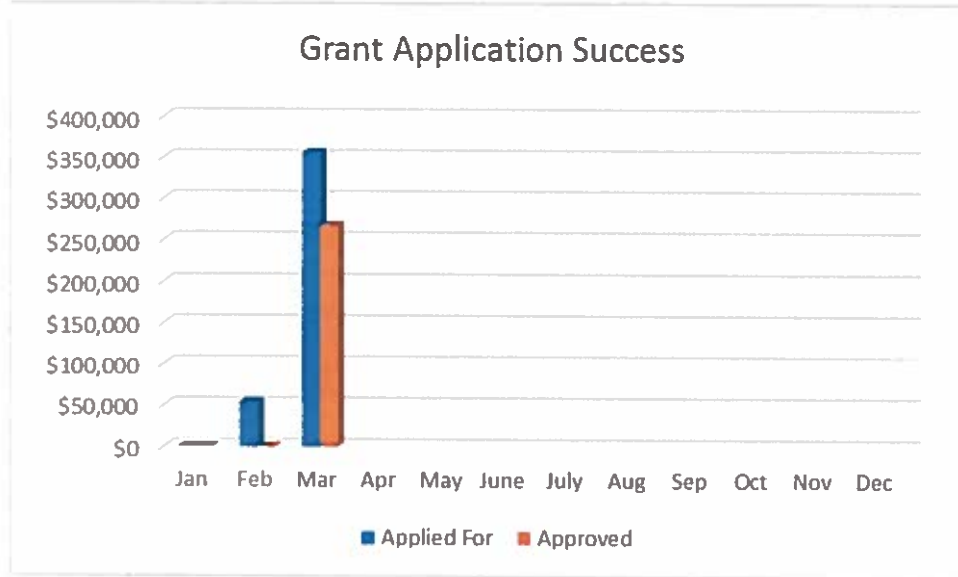
- Worked with the NWT Film Commissioner and Promotions Manager, Camilla MacEachern, to promote film work in Hay River and the South Slave Region.
- UK based film company arrived to film a time lapse of an ice fall at the falls. They will return in the late Summer.
- Received an email request from Saloon Media looking for a female character in Hay River to star on the BBC series Life Below Zero. The show has been running for 11 years on National Geographic channel and now has 4 seasons on Netflix. They already have a local Hay River woman in mind for filming and will be deciding soon. If successful, the film crew will be here filming for 12 – 15 days in late Summer/early Fall.

Much research has been done in seeking funding opportunities outside of the Territorial and Federal governments. We are working on deciding which projects and initiatives will be the best fit for available funding as we move forward.



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Grant Application Success



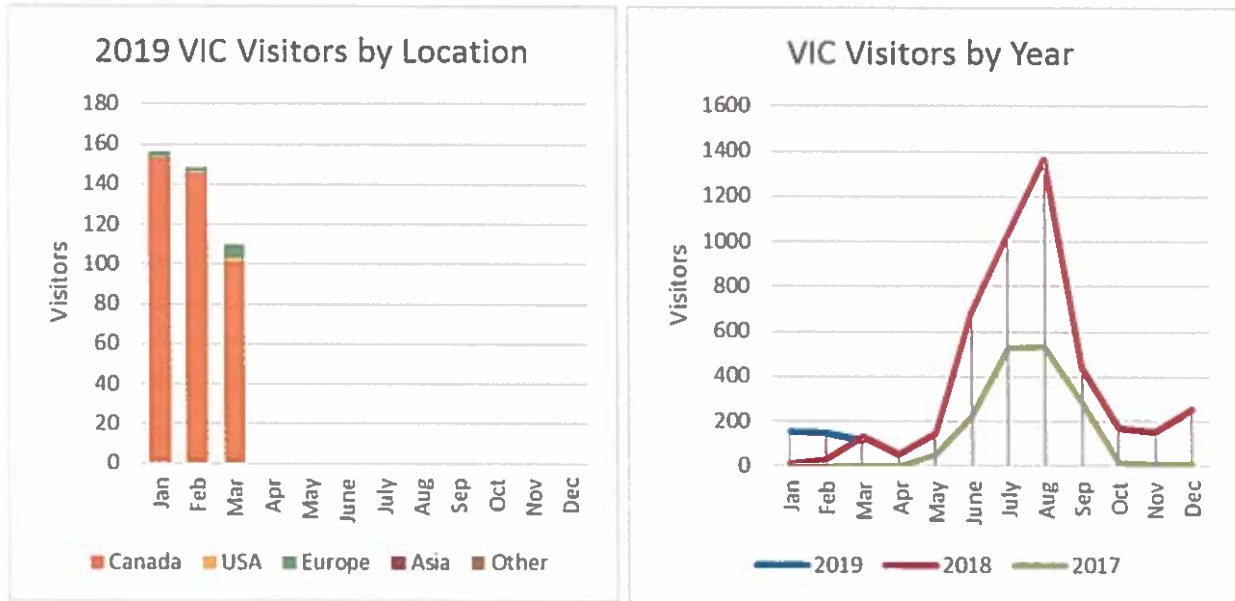
March Grant Applications:

- Imperial Oil for the Fisherman's Wharf Pavilion - \$90,000
- Great Trail Spring Clean Up - \$1000
- Great Trail Oxbow and Kiwanis Trail Repair - \$18,000
- ITI Community Tourism Infrastructure Contribution Program for the Fisherman's Wharf Pavilion - \$25,000
- ITI Tourism Product Diversification and Marketing Program for Portable Stage - \$114,750
- ITI Community Tourism Coordinator for Tourism and Economic Development Coordinator - \$100,000
- ITI SEED for Conference Centre Upgrades - \$8600



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Visitor Information Centre Visitors



Inbound Marketing

- We have placed an ad in April/May version of Up Here and received two months of free web advertising on the front page.
- The 2019 Hay River Visitor Guides produced by NNSL have arrived and now have updated/correct information and new town map with business and service listing, we have two ads in the guide (VIC & Recreation Centre).
- Attended the Calgary Outdoor Adventure & Travel Show on March 23 & 24 and we had a great response; approximately 244 meaningful interactions and handed out 260 Hay River Visitor Guides, 160 NWT maps, 80 Explorers' Guides, 150 Territorial Road & Campground Guides and over 50 business cards. 320 people entered our contest giveaway of AWG gear.

Visitor Satisfaction Rating

- In development – Fall 2019



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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:
Peter Magill
Tourism and Economic Development Coordinator
Date: March 27, 2019

Reviewed by:
Glenn Smith
ASAO
Date: March 27, 2019

f) IT Monthly Report for February 2019

RECOMMENDATION:

#19-110 **MOVED BY: CLLR DUFORD**
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Information Technology Activity Report for the month of February 2019 as presented.

CARRIED

BACKGROUND:

Routine monthly IT activities continued as usual. This includes response/resolution of user help desk support requests, daily review of error and security logs, monthly Microsoft Security updates, Quarterly Dell firmware updates, and updates to anti-virus/malware signature files daily as released, monitoring firewall intrusion attempts.



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	<u>Feb 2019</u>	<u>Jan 2019</u>
TOTAL NETWORK DEVICES SUPPORTED	132	133
TOTAL USER WORKSTATIONS IN USE	61	59
SECURITY STATISTICS		
Website Intrusion Attempts		
Blocked	202	357
Successful	0	0
Employee Workstation Network Intrusion Activity		
Blocked	49	10
Successful	0	0
Councillor Tablet Firewall Intrusion Activity		
Blocked	N/A *	72
Successful	0	0
SERVICE RELIABILITY (% Uptime)		
SQL/Vadim	100	100
Domain Controllers/File Servers	100	100
Town Website	100	100
Fire Dept Website	99.9	99.9
Email Services	100	100
Internet Access	100	100
VOIP/Phone Services	100	100

INTERNET USAGE (Gb)

Internet Usage	496.1 Gb	535.7 Gb
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* Councillor laptops were in the process of being converted to iPads. Intrusion activity was in testing mode during February. Normal statistics will return next month.

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



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FINANCIAL IMPLICATIONS:

Per contractual agreement.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ruth Boden
Director, Finance and Administration
Date: Mar 27, 2019

Reviewed By:
Judy Goucher
Senior Administrative Officer
Date: Mar 27, 2019

g) Excused Absence

RECOMMENDATION:

#19-111 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CLLR MELANSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Mayor Jameson from the Committee of the Whole Meeting on Monday, April 1st, 2019

CARRIED

BACKGROUND:

Councillor Jameson has asked to be excused from the Committee of the Whole Meeting on Monday, April 1st, 2019.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A



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ATTACHMENTS:

N/A

Prepared by:
Stacey Barnes
Executive Assistant
Date: April 1st, 2019

10. NEW BUSINESS

a. CPI Funding Agreement

RECOMMENDATION:

#19-112 **MOVED BY: DEPUTY MAYOR BOUCHARD**
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Community Public Infrastructure Funding Contribution Agreement for 2019 – 2020 in the amount of \$1,510,000.

CARRIED

BACKGROUND:

CPI Funding is used for capital purchases and is administered on the GNWT fiscal year which is from April 1st to March 31st. Our funding for this year increased \$250,000 over 2018 – 2019 amount (\$1,260,000) and is set at \$1,510,000.

The two requirements for CPI Funding are an approved capital budget and the approval of this agreement. We can anticipate receiving the funding in May once the agreements are signed and delivered as our Capital Budget for 2018 is approved and has been shared with MACA.

COUNCIL POLICY / STRATEGY OR GOAL:

To obtain CPI Funding for the current budget year to enable the Town to complete planned capital spending.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River General Plan and Town of Hay River Capital Plan

FINANCIAL IMPLICATIONS:

\$1,510,000 for capital expenditures.



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ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Transfer Agreement – Community Public Infrastructure.

Prepared by:
Ruth Boden
Director of Finance & Administration
April 3, 2019

Reviewed by:
Judy Goucher
Senior Administrative Officer
April 3, 2019

B) Disposal of F350 Pickup Truck

RECOMMENDATION:

#19-113 **MOVED BY: CLLR CHAMBERS**
 SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the disposal of the 2003 F350 through trade in value of \$8,500.00 offered by Aurora Ford.

CARRIED

BACKGROUND:

Council approved the purchase of a new truck to replace the 2003 F350 through Motion 18-308 Administration purchased a new truck in accordance with Bylaw 1574-GEN-16.

The new truck has now arrived and has been put into service for the Protective Services Department.

During the purchase process, the supplier made a trade-in offer for the unit that was being replaced. While not a condition of the sale, the supplier is willing to pay \$8,500 for the retired unit.

In accordance with section 31.3 of the Property Procedures Bylaw which outlines the following process for disposal of assets, Administration is recommending that the Town accept the trade in offer from Aurora Ford.

31.3 Items that are not claimed for use by another department may be offered for sealed bids, public auction or other public sale, whichever method is most suitable for the equipment or material involved in the opinion of the Director of Finance and Administration.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



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APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574 Property Procedures Bylaw
Bylaw 2388 Procurement Bylaw

FINANCIAL IMPLICATIONS:

We have been offered \$8,500.00 for the truck as is where is. The price achievable through auction is uncertain.

ALTERNATIVES TO RECOMMENDATIONS:

Option 1 accept Aurora Ford's offer of \$8,500.00 for the trade in of the truck which is valid until April 30, 2019. Research on Kijiji indicates that the pricing supplied by Aurora Ford is in line with market pricing for the age, mileage, and condition of the vehicle.

Option 2 put the truck up for auction with a reserve of \$8,500.00 to see if a higher value can be obtained for the vehicle.

ATTACHMENTS:

Asset Redeployment/Disposal Form F350 Pickup Truck

Prepared by:

Ross Potter
Director Protective Services
Date: March 26, 2019

Reviewed by:

Judy Goucher
Senior Administrative Officer
Date: April 5, 2019

c) Tourism Marketing Strategy

RECOMMENDATION:

#19-114

**MOVED BY: CLLR DUFORD
SECONDED BY: CLLR ANDERSON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves a one-year project in the amount of \$100,000 to develop and implement a tourism marketing strategy to promote the town of Hay River to increase tourism to our community. This approval is conditional of the Town securing a minimum of 80% of the project cost through contribution funding.

CARRIED

BACKGROUND:

Tourism is a lucrative and growing industry for the Northwest Territories. Tourism visitation has increased 19% in the past 5 years to a total 112,000 visitors, and total visitor spending has increased 48% over that same period to a total of \$203 million. The Government of the Northwest Territories is



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projecting spend to increase to \$207 million by 2021 and is increasing their investment in promoting travel to the Territory to meet this target.

The town of Hay River itself has benefited from the increased tourism visitation in the NWT and statistics suggest that Hay River is a marketable destination for tourism. In 2018, the Town of Hay River's Visitor Information Centre (VIC) had 4500 visitors – a 250% increase over the 1650 visitors in 2017 and a 500% increase over 875 visitors in 2016.

While the Town of Hay River has published a Tourism Strategic Plan to guide direction and identify tourism opportunities that exist for the community, development of a marketing strategy and funds to support its implementation are needed to capitalize on current opportunities and to attract more tourists. Higher visitation and longer overnight stays will increase the economic wealth and provide substantial benefit to the town's service industry and tour operators.

The marketing strategy is thought to include aligned branding, advertisements and promotion through various marketing tools such as a new town brochure, social media development, professional media kits, tradeshow materials, and videos and stock photos for various publication options. In addition, funds would be used to update our trail system including their interpretive signage. The trails have been identified in plans and visitor communication as an attractive eco-based feature for tourists in Hay River – resources are needed to repair existing trails and expand the trail system.

The marketing strategy would be developed in 2019 and key components executed in the same year. Funds to support the Town of Hay River's contribution would come from existing Tourism and Economic Development operational budgets.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Hay River Tourism Development Plan – 2012
- 2019 Capital and O&M Budgets

FINANCIAL IMPLICATIONS:

Operations and Maintenance Expense: \$20,000 (budgeted for 2019)

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A



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Prepared by:
Glenn Smith
Assistant Senior Administrative Officer
April 5, 2019

Reviewed by:
Judy Goucher
SAO
April 5, 2019

d) Government Disaster Assistance Report

RECOMMENDATION:

#19-115 **MOVED BY: CLLR WILLOWS**
 SECONDED BY: CLLR MELANSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER requests that the Government of the Northwest Territories (GNWT) Disaster Assistance Policy be applied due to the costs arising from the March 2019 landfill fire.

CARRIED

BACKGROUND:

The Hay River Fire Department responded to a landfill fire on March 3, 2019. Initially the fire was subsurface but eventually escalated and breached above ground.

On March 10th, upon recommendation from the Fire Chief, the Town declared a state of local emergency in and around the landfill. The Town activated its Community Emergency Management Committee (CEMC) and held its first meeting on March 11, 2019.

The fire was fought by the Town's paid on call fire department, local contractors/equipment operators, fire fighters from Fort Smith and Yellowknife. Environmental regulators were notified of the fire and a spill response was submitted (by ENR on behalf of the Town) due to the large volume of water that was being used to extinguish the fire.

The CEMC established a set of risks and mitigating measures and assigned a risk rating to those risks to guide actions taken and demonstrate that appropriate emergency operations were conducted. Attached is a copy of the first and last risk matrix to support the position that risk mitigation methods were effective in addressing the emergency.

Environmental mitigation and monitoring procedures were put in place to prevent leachate into the river. The Town developed a water monitoring plan and sampling program to measure the extent of any environmental impact from the fire or the water release from fire-fighting. Extra efforts were focused on ensuring that a stock pile of tires did not ignite.

The territorial government supported the Town's response to the landfill fire through their participation on the CEMC and through the supply of labour and equipment to supplement the Town and local contractors.



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Other organizations who participated by supporting the CEMC were the Hay River Health and Social Services Association (public health notices re air quality), the District Education Authority, RCMP (traffic control for emergency vehicles), and Katlodeeche First Nation (drone imaging).

During the height of the emergency, the Town communicated twice daily through social media to advise residents of the status of the fire-fighting efforts.

A renewed state of local emergency was declared by the Town on March 16, 2019 as the fire was still active and the initial declaration expired after seven days.

From March 10, 2019 to March 25, 2019 crews worked 24/7 fighting the fire and operating the equipment to excavate and extinguish the fire. On March 25, 2019 the site was declared under control and the renewed local state of emergency lapsed without requirement to seek approval for a further extension.

At the end of active operations at the Landfill Site a total of 2,496 manhours were invested in the fire by Hay River Fire, Fort Smith Fire, and Yellowknife Fire.

On March 26, 2019 mop up procedures were initiated. Fire officials and Public Works Officials continue to monitor the situation daily.

Public Works is working with both Environment and Natural Resources and Mackenzie Valley Land and Water Board officials to determine next steps for environmental clean-up. The Town is working with the regulators to develop plans for ongoing water monitoring and options for mitigating the environmental impacts from the pools of standing water that were created from the fire-fighting activities.

The GNWT has a Disaster Assistance Policy 21.04 (copy attached). Administration has reviewed the policy and is recommending that Council request the GNWT apply the Disaster Assistance Policy to the landfill fire emergency event. Significant resources were utilized to extinguish the fire and to mitigate the environmental impacts from the fire including air and water quality. The actions taken by the Town prevented what could have been a catastrophic event had the fire escalated further and had steps not been taken to mitigate the risk of leachate into the river.

The cost to extinguish the fire and implement environmental mitigation measures during the fire is over \$500,000.

The Town continues to work with Environmental Regulators to develop a plan to address environmental issues from the volumes of water that have accumulated in pools at the landfill site. The plan elements and estimated cost to implement are unknown at this time.



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The Town notified its insurance broker of the event and an investigation into potential coverage is in process. Any insurance proceeds would reduce the amount requested through the Disaster Assistance Policy.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

GNWT Disaster Assistance Policy 21.4
2019 Landfill Fire Risk Matrix – March 12, 2019
2019 Landfill Fire Risk Matrix – March 22, 2019

FINANCIAL IMPLICATIONS:

Unbudgeted expense of fighting a landfill fire and mitigating environmental impacts in excess of \$500,000 may require extreme restraint initiatives for remainder of 2019 budgetary year in order to avoid a deficit budget (which is not permitted under legislation).

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Judy Goucher
SAO
April 3, 2019

e) Tourism and Economic Development Committee Terms of Reference

RECOMMENDATION:

#19-116 **MOVED BY: CLLR CHAMBERS**
 SECONDED BY: CLLR MELANSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Terms of Reference for the Tourism and Economic Development Committee

CARRIED



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BACKGROUND:

On July 20, 2009 Council passed Bylaw NO. 2177/GEN/01 directing, in part, “that the Town establish a Trade and Tourism Committee to advise and make recommendations related to tourism and economic development opportunities within the town of Hay River”.

In consideration of the Town of Hay River’s Council Procedures Bylaw No. 2285/GEN/12 and its terms around Committee governance, and in alignment with other municipal government’s practices, it is recommended that Special Committees be defined through Terms of Reference documents as opposed to Bylaws. As such, a Terms of Reference document has been drafted with a change to the Special Committee name (Tourism and Economic Development Committee). Definitions of committee scope, membership, duties and other terms have also been updated to better govern and guide the advisory committee. Bylaw NO. 2177/GEN/01 would be repealed after approval of the Terms of Reference.

The Policy Committee met on April 5, 2019 and reviewed the draft Special Committee Terms of Reference for the Tourism and Economic Development Committee. The Terms of Reference was agreed to with minor updates included in the revised and attached version.

COUNCIL POLICY / STRATEGY OR GOAL:

- Resurrection of the Trade and Tourism Committee (Tourism and Economic Development Business Plan)
- Cleanup of existing Bylaws

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Bylaw No. 2285/GEN/12 – Council Procedures
- Bylaw No. 2177/GEN/01 – Trade and Tourism Committee
- Cities, Towns and Villages Act

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

- Terms of Reference – Tourism and Economic Development Committee

Prepared by:
Glenn Smith
Assistant Senior Administrative Officer
April 5, 2019

Reviewed by:
Judy Goucher
SAO
April 5, 2019



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f) Recreation Committee Terms of Reference

RECOMMENDATION:

#19-117 **MOVED BY: CLLR MELANSON**
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Terms of Reference for the Recreation Committee

CARRIED

BACKGROUND:

On June 26, 1995 Council passed Bylaw NO. 1562 directing, in part, “that the Town establish a a Committee to provide and coordinate Recreation in the Town of Hay River”.

In consideration of the Town of Hay River’s Council Procedures Bylaw No. 2285/GEN/12 and its terms around Committee governance, and in alignment with other municipal government’s practices, it is recommended that Special Committees be defined through Terms of Reference documents as opposed to Bylaws. As such, a Terms of Reference document has been drafted with a change to the Special Committee name (Recreation Committee). Definitions of committee scope, membership, duties and other terms have also been updated to better govern and guide the advisory committee. Bylaw NO. 1562 would be repealed after approval of the Terms of Reference.

The Policy Committee met on April 5, 2019 and reviewed the draft Special Committee Terms of Reference for the Recreation Committee. The Terms of Reference was agreed to with minor updates included in the revised and attached version.

COUNCIL POLICY / STRATEGY OR GOAL:

- Cleanup of existing Bylaws

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Bylaw No. 2285/GEN/12 – Council Procedures
- Bylaw No. 1562 – Recreation Committee
- Cities, Towns and Villages Act

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

- Terms of Reference – Recreation Committee



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Prepared by:
Glenn Smith
Assistant Senior Administrative Officer
April 5, 2019

Reviewed by:
Judy Goucher
SAO
April 5, 2019

g) Donations and Sponsorship Policy

RECOMMENDATION:

#19-118 **MOVED BY: CLLR MELASON**
SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Donations and Sponsorship Policy FA-004.

CARRIED

BACKGROUND:

The Policy Committee met on April 5, 2019 and reviewed a draft Donations and Sponsorship Policy. The Policy was agreed to without edits.

The Policy will provide Administration with clear direction in considering and responding to requests for donations and sponsorships. The policy includes the establishment of defined donations and sponsorships budgets and criteria used to score applications.

COUNCIL POLICY / STRATEGY OR GOAL:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- 2019 Recreation Business Plan

FINANCIAL IMPLICATIONS:

- Controls spend and revenues through defined budgets

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Donations and Sponsorships Policy FA-004

Prepared by:
Glenn Smith
Assistant Senior Administrative Officer
April 5, 2019

Reviewed by:
Judy Goucher
SAO
April 5, 2019



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h) Small Community Employee Support – Administration

RECOMMENDATION:

#119-119

**MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR MELANSON**

That the Council of the Town of Hay River approves Administration to commission a 5-year labour market plan in 2019, conditional on funding from the Government of the Northwest Territories (GNWT), and defers consideration to administer the GNWT Small Community Employment Support Program to the 2020 O&M Budget.

CARRIED

BACKGROUND:

In 2018, the GNWT approached the Town to request that the Town administer the Small Community Employment Support Program. The 2018 program funding was \$250,000 and the GNWT would provide the Town with an administration fee based on 15% of total program funding (\$37,500).

In 2018 the Town had no capacity to take on this program and declined the request.

The GNWT has again approached the Town to request that the Town administer the 2019/20 Small Community Employment Support Program. Administration met with Education, Culture and Employment (ECE) to gain a better understanding of the work involved, the timelines of the workload, the administration fee and any conditions tied to administering the program.

As the Small Community Employment Support Program is targeted at supporting summer student and job market entry wage subsidies, the 2019/20 program workload will be concentrated in May/June 2019 for approval of applications and March 2020 for reporting on funding.

One of the requirements of assuming the Administration of the Small Communities Employment Support Program is that the Town must complete a 5-year labour market plan. This plan would be funded by the GNWT and would guide decision-making in terms of funding priorities.

After giving serious consideration to this request, Administration has concluded that other strategic priorities including recruitment and retention, succession planning and performance management are areas of focus that need the attention of our newly-recruited Manager, Human Resources in fiscal 2019.

It is recommended that the Town proceed with the 5-year labour market plan if funding is provided by the GNWT. In during the 2020 budget, the Town can re-assess the viability of taking on the Small Community Funding Support program and Council approval can be sought in advance of the 2020/2021 program year.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



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APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Judy Goucher
Senior Administrative Officer
Date: April 5, 2019

11. BYLAWS

- a) Bylaw 2394 Repeal of Bylaws 1562 – Recreation Board Committee and Bylaw 2177/GEN/01 – Trade and Tourism Committee – First Reading

#19-120

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

CARRIED

- b) Bylaw 2394 Repeal of Bylaws 1562 – Recreation Board Committee and Bylaw 2177/GEN/01 – Trade and Tourism Committee – Second Reading

#19-121

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

CARRIED

- c) Bylaw 2394 Repeal of Bylaws 1562 – Recreation Board Committee and Bylaw 2177/GEN/01 – Trade and Tourism Committee – Consent for Third Reading

#19-122

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

CARRIED



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- d) Bylaw 2394 Repeal of Bylaws 1562 – Recreation Board Committee and Bylaw 2177/GEN/01 – Trade and Tourism Committee – Third Reading

#19-123

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

CARRIED

12. NOTICES OF MOTIONS

There was no notice of motions at the Regular Meeting of Council on Monday, April 8th, 2019

13. IN CAMERA

#19-124

**MOVED BY: CLLR GROENEWEGEN
SECONDED BY: CLLR DUFORD**

That the Council of the Town of Hay River move to In Camera at 7:49pm.

CARRIED

#19-125

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

That the Council of the Town of Hay River move out of In Camera At 9:14PM.

CARRIED

14. ADJOURNMENT

#19-126

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 9:15pm.


CARRIED



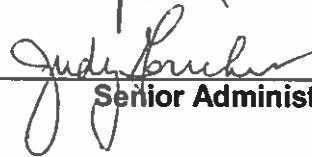
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Certified Correct as Recorded on the 8th day of April 2019.

These minutes were accepted by motion # 19-133.



Mayor



Senior Administrative Officer