



COUNCIL MINUTES – JANUARY 21ST 2019

The Regular Meeting of Council was held on Monday, January 21st, 2018 at 6:30pm in the Council Chambers.

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

Staff: Director of Public Works – Earle Dumas, Director of Finance and Administration – Ruth Boden, Director of Protective Services – Ross Potter, Director of Recreation – Stephane Millette & Council Administrator – Stacey Barnes

1. CALL TO ORDER:

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

2. ADOPTION OF AGENDA

#19-011

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR MELANSON

CARRIED

3. DECLARATION OF INTEREST

There were no declarations of interest for the Regular Meeting of Council – Monday, January 21st, 2019.

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

Clr Dohey – Congratulations to Team NWT that will be attending the Canada Winter Games next month and good luck.

- Also thanks and congrats to all the volunteers and players in the Atom minor hockey tournament this past weekend

Deputy Bouchard – Hay River hosted the Aurora Ford Dog Mushing races this past weekend. They went from Hay River to Enterprise and return. 13 Teams in total.

5. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

a) December 17th, 2018 – Regular Meeting of Council

#19-012

MOVED BY: CLLR WILLOWS

SECONDED BY: CLLR CHAMBERS

CARRIED



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6. **BUSINESS ARISING FROM MINUTES**
There was no business arising from the minutes.

7. **ADMINISTRATIVE ENQUIRIES**

Director of Finance – Ruth Boden

- Preparing for year end for Audit to start in February
- 2019 Capital coning later this month

Director of Public Works– Earle Dumas

- Nothing at this time

Director of Protective Services – Ross Potter

- Nothing at this time

Recreation – Stephane Millette

- Big activities at the recreation centre this past weekend
- Swimming lessons have started back up
- Full moon snowshoe is tonight starting at the ox bow trail
- Working on a “Winter Celebrations” for February
- Janitorial orientation training to start tomorrow

Cllr Willows – What was the cause of the glass breakage you mention in your report?

DOR Millette – Metal anchors were to tight to the glass, they have been since moved and doing a trial run to see if that works.

8. **COMMITTEE REPORTS**

a. Mayors Monthly Report for December 2018

RECOMMENDATION:

#19-013 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Mayors monthly report for the month of December 2018.

CARRIED

BACKGROUND:

Mayor's December 2018 Meetings

<u>Date</u>	<u>Meeting with or Attended</u>	<u>Location</u>
December 1, 2018	Fireman's Ball	Ptarmigan Inn



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December 4, 2018	Donna Lee Jungkind Update on land/power meeting	Mayor office
December 6, 2018	RCMP Update on staffing/housing	Mayors Office
December 8, 2018	THR Christmas Party	Back Eddy
December 14, 2018	NWTAC Executive meeting	Yellowknife
December 14, 2018	Twinkle Tour with Council	Throughout Town
December 15, 2018	Breakfast with Santa	Recreation Centre
December 18, 2018	Warren Gibb Update on Ranger Activities	Mayors Office
December 20, 2018	NTPC	NTPC Office

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Kandis Jameson

Mayor

Date: January 4th, 2019



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ATTACHMENTS:

N/A

Prepared by: Earle Dumas
Director of Projects and Planning
January 3, 2019

Reviewed by: Judy Goucher
SAO
January 3, 2019

c) Building and Development Report for December 2018

RECOMMENDATION:

#19-015 **MOVED BY: CLLR DUFORD**
SECONDED BY: CLLR WILLOWS

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

CARRIED

BACKGROUND:

SUMMARY

- 1 Development Permits and 1 Building Permit have been approved for December 2018. In the month of December 2017, we had 1 Development Permit and no Building Permits signed out.

Background

- The December 2018 Development and Building Permit Report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Dec. 12/18	D18-082, B18-024	66-43072 Mackenzie Highway	Place Office Trailer on North end of Lot 65, Adjacent to 102 nd . Ave.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1812 – Zoning and Building Bylaw

CONSIDERATIONS OR FINANCIAL IMPLICATIONS:

N/A



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We responded to 365 ambulance calls 211 of which were medical emergencies and 154 patient transfers. We had a total of 23 fire/rescue calls, 32 false alarms.

We have also been very busy on the prevention side of things where we have done 27 public education sessions and 95 building inspections.

We have responded to 411 emergency calls, attended 68 training events and as a group we have put in 5,157 Paid on Call hours.

Meetings:

PWS Committee Meeting
 Council Meeting
 Municipal Services Meeting
 Fire Meetings

During the month of December 249.5 Volunteer hours were served by the members of the HRFD for a year to date total of 4,986 hours.

STATISTICS

	2016	2017	2018	2018 YTD
Patient Transfers	12	21	13	145
Medical Emergency Local	19	7	13	166
Medical Emergency Reserve	1	1	4	25
Medical Emergency Highway	4	1	0	7
Medical Emergency Out of Town Patients	0	0	0	13
Body Transfer	1	1	0	9
Fires & Rescues	2	1	2	23
False Alarms	4	0	1	32
Training	2	2	2	45
Special Training	2	3	0	23
Maintenance	2	2	3	46
Fire Permits	0	0	0	20
Fireworks Permits	8	10	8	16
Public Safety	2	4	2	27
Inspections	3	9	17	95



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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

Reviewed By:
Judy Goucher
Senior Administrative Officer

Date: December 31st, 2018

Date: January 4th, 2019



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e) Recreation Monthly Report for December 2018

RECOMMENDATION:

#19-017

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR MELANSON**

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

CARRIED

BACKGROUND:

The recreation center was a very busy place in December with numerous school, youth group and birthday party rentals leading up to the holiday season. Our three rental halls also hosted a few corporate and non-profit organization Christmas parties.

Regular programming schedules were greatly modified, given that that groups such as the Hay River Figure Skating Club, Hay River Minor Hockey, Hay River Speed Skating Club were on hiatus for the holiday season. These open ice and swim times allowed for many seasonal activities such as Breakfast with Santa, Skate with Santa and the numerous corporate or TOHR sponsored skates and swims.

Note that changes have been made to the reporting tables to align with the key indicators that Recreation will be reporting on in the future. Some statistics were not available at the time of writing due to staff leave and will be updated in future reports.

Recreational Programming

As described above, programming shifted from regular activities and schedules gradually to seasonal programming fairly dramatically in mid-December. This required frequent adjustments and communication by all recreation department staff, given that task sharing is still being defined for the new spaces, opportunities and routines being established during each season of operation in the new building.

With adequate reception staff hired and available, the priority for January will be to schedule and implement regular programming with emphasis on youth programs, adult fitness opportunities, preschool programs, and family programs. Communications are also ongoing to partner with contractual workers, non-profit organizations and other community groups that could supplement the programming offered directly by TOHR recreation staff.



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Recreation Programming Statistics

Regular programs:	November		December		January	
	2017	2018	2017	2018	2017	2018
<i>Walking Track</i>	-	330	-	Tbd	-	
<i>Table Tennis Drop-in</i>	-	87	-	Tbd	-	
<i>Sr afterschool (9-12yrs)</i>	-	2	-	n/a	-	
<i>Jr afterschool (5-7yrs)</i>	-	3	-	n/a	-	
<i>Seniors Walking</i>	-	0	-	n/a	-	
<i>Seniors Craft Club</i>	-	4/wk	-	n/a	-	
<i>PHAB</i>	-	6-8/wk	-	n/a	-	
<i>Gym – Harry Camsell</i>	-	2/wk	-	n/a	-	
<i>Public skating</i>	-	91	-	Tbd	-	
<i>Shinny</i>	-	2-10 avg.	-	Tbd	-	

Special programs:	November		December		January	
	2017	2018	2017	2018	2017	2018
<i>Full Moon Snowshoe</i>	-	12	n/a	n/a	n/a	n/a
<i>Santa Claus Parade</i>	Tbd	15 floats	n/a	n/a	n/a	n/a
<i>Breakfast with Santa</i>	-	-	Tbd	+/-200	n/a	n/a
<i>Skate with Santa</i>	-	-	Tbd	+/-120	n/a	n/a
<i>Festival at the Forks</i>	-	-	Tbd	Tbd	n/a	n/a

Sponsored skate/swim times:	Public skating	Jr Shinny	Sr Shinny	Free swim
<i>Corporate sponsored</i>	13	12	4	12
<i>Town HR sponsored</i>	9	0	2	3
<i>Private rentals</i>	0	0	0	0

Rental hall usage:	Community Hall	Multipurpose Room	Doug W. Hall
<i>TOHR special events</i>	-	1	-
<i>TOHR meetings or training</i>	2	2	3



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<i>Corporate or private rentals</i>	3	1	4
<i>Non-profit organization</i>	-	4	1
<i>Birthday celebrations</i>	3	5	1
<i>Other</i>	- One celebration of life held in the Community Hall.		

Aquatics

Staff shortages and the holiday season had a negative impact on the important goal of providing varied programming with a consistent monthly schedule. Despite that, the pool was very busy throughout December with several school, birthday and youth group bookings in early December. The holiday season was also loaded with corporate sponsored swims during the holiday season.

Given recent commitments from staff members, a more consistent staff schedule has been established and communicated for the month of January. This schedule should allow for consistent and varied programming which includes early bird swims, school times, swimming lessons, adult swims, family swims and the always popular open swims. A priority in January will be to develop and communicate a calendar of swimming lessons and other activities to be offered in 2019.

The Aquatics Center was booked on two occasions for valuable and well needed staff training. These training sessions were done as in services using local staff and resources from the Lifesaving Society of Canada. Jr lifeguards received First Aid training and two on-staff lifeguards received part 1 of the Swim Instructor course. Further training needs and possibilities will be identified in January with a detailed calendar of training opportunities (in house or not) to be created for 2019.

Department Statistics

Pool Attendance:	November		December		January	
	2017	2018	2017	2018	2017	2018
<i>Birthday parties</i>	3	3	Tbd	Tbd		
<i>Aquafit</i>	14	23	Tbd	Tbd		
<i>School groups</i>	278	116	Tbd	Tbd		
<i>General</i>	999	886	Tbd	Tbd		

Aquatic Revenue:	November		December		January	
	2017	2018	2017	2018	2017	2018
<i>Admissions</i>	\$2085.65	\$2703.07	Tbd	Tbd		
<i>Kids Lessons</i>	\$0.00	\$232.50	Tbd	Tbd		
<i>Adult Lessons</i>	\$0.00	\$132.38	Tbd	Tbd		
<i>Miscellaneous</i>	\$57.10	\$61.17	Tbd	Tbd		
<i>Hourly Rental</i>	135.71	\$205.71	Tbd	Tbd		



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Facilities and Maintenance

December was also a busy month for the facilities and maintenance staff. Seasonal activities kept staff on their toes, while there is always regular cleaning, ice maintenance and building checks to be performed.

Seasonal work:

- Facility maintainers are always involved in setup and take down of our rental halls for events such as Christmas parties, birthdays and other gatherings. There were numerous activities in early and mid December.
- Both outdoor hockey rinks were cleared and flooded. The Ray Benoit rink was up and running prior to the holiday season, thanks to help from SMCC and a local water provider. The Old Town rink requires some watering but should be operational shortly.

Regular checks and maintenance:

- Small but relevant improvements were made to the walking track with the addition of two benches, four lockers and waste containers that are better suited to the space.
- Surplus construction materials were removed from the track area and stored properly, as were the temporary barriers at the table tennis tables.
- Maintainers are also gradually relocating materials that were stored temporarily at other TOHR locations during demolition of the Don Stewart Recreation Centre and construction of the current building. Relocation and inventory of equipment will be ongoing in January and February.

Future projects and upgrades:

- Facility maintainers worked with local contractors on continued maintenance in the pool mechanical room. Important advancements were made however there are several ongoing issues and continued planning and action are necessary. Some immediate fixes are being actioned but there are mid and long term needs that will be identified.
- Facility maintainers and senior administration have been consulting TOHR Public Works and a local contractor to develop an action plan on improving the heat recovery and air balancing systems.
- An action plan is in place regarding the rink glass breaking. The root cause has been identified, new glass and temporary plexiglass have been ordered. These will be actioned as soon as we receive the necessary materials.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A



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FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:
Stephane Millette
Director of Recreation
Date: January 4th, 2019

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: January 4th, 2019

f) Tourism and Economic Development

RECOMMENDATION:

#19-018

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the monthly report from Tourism and Economic Development for the month of December 2018.

CARRIED

BACKGROUND:

Several Infrastructure, Tourism and Investment (ITI) funding proposals were submitted in December: SEED, Tourism Product Diversification and Marketing Program, Community Tourism Infrastructure and Community Tourism Coordinator. These aim to enhance conference capabilities at the recreation centre, our tourism and economic development marketing and promotion plans, and the Tourism and Economic Development Coordinator salary.

As expected, December visitation at the Visitor Information Centre (VIC) were up over November figures with locals looking for Christmas gift ideas. We did have some visitors from Alberta and Nunavut but with very little attractions and events going on during the month it was expected that there would be fewer tourists and visitors to Town. We saw approximately 4500 tourists and locals come through the doors of the VIC in 2018; in comparison 2016 saw approximately 875 people and 2017 saw approximately 1650 people.

Overall sales at the VIC for 2018 were \$44,663.64 putting over \$40,000.00 back into the local artisan community/local economy. The Town of Hay River receives 10% (~\$4000 for 2018) in commissions. For comparison 2017 total sales were \$4,741.00. AWG sales were strong in December with sales of \$2076.00

A meeting was held with the RCMP Musical Ride coordinator to review available sites in the community and understand our commitment to the success of the event. The August 25, 2019



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promises to be a great event and Hay River is the only NWT community hosting the Musical Ride. We will be looking for a community group to help support the event.

VIC Monthly Statistics

VIC Visitors:

257 approximately (100% - Canada)

Previous Month: 152 approximately

Gift Shop Sales:

Total Sales: \$9,387.50

Previous Month: \$3,350

Total Artists/Retailers: 24

Previous Month: 24

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: January 3, 2019

Reviewed by:
Glenn Smith
ASAO
Date: January 3, 2019



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9. NEW BUSINESS

a) Excused Absence

RECOMMENDATION:

#19-019 **MOVED BY: CLLR DOHEY**
 MOVED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Mayor Jameson from the Regular Meeting of Council on Monday, January 21st and Deputy Mayor Bouchard from the Regular Meeting of Council on Monday, January 28th, 2019.

CARRIED

BACKGROUND:

Mayor Jameson asked to be excused from the Regular Meeting of Council on Monday, January 21st and Deputy Mayor Bouchard from the Regular Meeting of Council on Monday, January 28th, 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:
Stacey Barnes
Council Administrator
Date: January 17th, 2019



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b) Community Enhancement Grants

RECOMMENDATION:

#19-020

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves OPTION 1 for the Community Enhancement Grant Program applications in the amount of \$241,200 as outlined in the 2019 O & M Budget.

DEFEATED

BACKGROUND:

The Town of Hay River has established the Community Enhancement Grant Program (CEP) to provide support to community organizations implementing a community event or enhancement. For expedience, Council approved the 2019 Budget for CEP projects at the same amount as 2018 (\$241,200). One applicant (Hay River Library Committee) requested additional funding this year and Council asked Administration to bring the package forward to this meeting with information outlining the past 10 years contributions by the Town to the library. This will be Council opportunity to discuss the requested increase.

The individual applications were presented during budget deliberations in the CEP binders.

1. TABLE OF THE OPTIONS

Organization	OPTION 1 2019 Approved Budget	OPTION 2 Amount Requested	Objective
Hay River Beautification Committee	7,000	\$7,000	Encourage and inspire all residents of Hay River to make their outside space tidier, inviting and beautiful
Hay River Community Service Society	59,200	\$59,200	Provide over the air TV services to the residents of Hay River
Northern Arts and Cultural Centre	5,000	\$5,000	Provide presentation programs and youth outreach in Arts and Culture to Hay River residents.
Hay River Library Committee	165,000	\$179,150	Provide literary programs and support to the residents of Hay River and surrounding areas



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Rotary Club of Hay River Sunrise	5,000	\$5,000	Support for the Hay Days Festival. A showcase for local musicians, artisans and cultural groups.
2019 TOTAL CONTRIBUTIONS	241,200	\$255,350	

10-YEAR HISTORY OF CONTRIBUTIONS TO HR LIBRARY COMMITTEE

Below is a table of the contributions made by the Town to the Hay River Library Committee over the past 10 years from January 1, 2008 to December 31, 2018.

Hay River Library Committee Contributions for the past 10 years			
Year	Contribution	Change (year over year)	% change (year over year)
2008	142,341.38	-	0%
2009	145,527.08	3,185.70	2%
2010	163,468.42	17,941.34	12%
2011	169,334.00	5,865.58	4%
2012	177,800.00	8,466.00	5%
2013	160,000.00	(17,800.00)	(10%)
2014	160,000.00	-	0%
2015	160,000.00	-	0%
2016	165,000.00	5,000	3%
2017	165,000.00	-	0%
2018	165,000.00	-	0%

OPTION 1:

Council has approved the Option 1 amount of \$241,200 in the 2019 budget process. No further action will need to be taken if Council chooses this option.

This is the recommendation from Administration currently. Council is taking this year to look at a strategic plan for the Town and this part of community wellness can be included in the discussion. In the meantime, the support the Town gives at the same level as prior years will help to sustain current level of service and allow the Library Committee an opportunity to do their own strategic plan as mentioned in their application. This could be done in collaboration with the Town through the Town liaison with the Library Committee.

OPTION 2:

The Hay River Library Committee is requesting for 2019 an increase of \$14,150 which represents a 9% increase over funding levels for 2018. This increase is requested for salaries, computer software and cost of living increases over the past 2 years. The overall change for the past 10 years amounts to 1.6% increase per year.



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2ND Reading
#19-023

MOVED BY: CLLR DOHEY
SECONDED BY: CLLR DUFORD

CARRIED

b) Bylaw 2389 – Signing Authority Bylaw – First & Second Reading

1ST Reading
#19-024

MOVED BY: CLLR DOHEY
SECONDED BY: CLLR MELANSON

CARRIED

2ND Reading
#19-025

MOVED BY: CLLR DOHEY
SECONDED BY: CLLR MELANSON

CARRIED

11. NOTICES OF MOTIONS

There was no notice of motions at the Regular Meeting of Council on Monday, January 21st, 2019

12. IN CAMERA

#19-026

MOVED BY: CLLR DOHEY
SECONDED BY: CLLR WILLOWS

That the Council of the Town of Hay River move to In Camera at 7:00pm.

CARRIED

#19-027

MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR DOHEY

That the Council of the Town of Hay River move out of In Camera At 7:52PM.

CARRIED



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13. ADJOURNMENT

#19-028

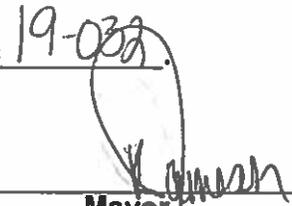
MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 7:53pm.

CARRIED

Certified Correct as Recorded on the 21st day of January 2019.

These minutes were accepted by motion # 19-032.



Mayor



Senior Administrative Officer