



## COUNCIL MINUTES – May 14<sup>th</sup>, 2019

The Regular Meeting of Council was held on Tuesday, May 14<sup>th</sup>, 2019 at 6:30pm in the Council Chambers.

Present: Mayor Jameson, Councilors Melanson, 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 & 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**

**#19-149**

**MOVED BY: CLLR DUFORD**

**SECONDED BY: CLLR MELANSON**

**CARRIED**

**3. DECLARATION OF INTEREST**

There were no declarations of interest noted at the Regular Meeting of Council, Tuesday, May 14<sup>th</sup>, 2019.

**4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**

Cllr Dohey – Congratulations to the super soccer kids in Yellowknife this past weekend. They came home with 3 banners.

**5. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)**

a) April 29<sup>th</sup>, 2019 – Regular Meeting of Council

**#19-150**

**MOVED BY: CLLR DOHEY**

**SECONDED BY: CLLR DUFORD**

**CARRIED**

**6. BUSINESS ARISING FROM MINUTES**

There was no business arising from the minutes.

**7. ADMINISTRATIVE ENQUIRIES**

**SAO – Judy Goucher**

- Working on the financial statements, hoping to have them ready for the next meeting
- Most time is spent as Acting Director of Finance



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- Filed for the CWWF program for Wright Crescent
- Gas Tax and CPI for the last quarter of 2018 is filed

### **Assistant Senior Administrative Officer – Glenn Smith**

- Summer Students have started, with a couple more positions to fill
- Ongoing Sr. Lifeguard interviews and certification Program for Jr. Lifeguards
- Currently only one full time position is vacant and is under review.
- This past weekend Peter attended the YK Trade show promoting tourism in Hay River through rubber tire traffic, did an interview with Moose FM and seen a few hundred people through the booth.
- Start of summer hours at the visitor information centre
- Trail Maintenance project is in talks with joint partnering
- In discussion with Federal government and Territorial Government regarding the Grand Opening at the Recreation Centre.

### **Public Works and Planning**

- Started the geotechnical investigation on Aspen Heights through the Climate Change Funding
- As and When Tenders are going public tomorrow for 14 days and going back to yearly terms.

### **Director of Protective Services – Ross Potter**

- Bylaw training is ongoing
- Daily patrols are being done
- Currently have out orders for overgrown trees, and boats and trailers parked on streets
- Preparing for 1001 testing that is coming up May 24-26<sup>th</sup>

### **Recreation – Stephane Millette**

- Spring swimming lessons have started
- New synchronized swim program and Jr lifeguard is underway
- Have casuals and fulltime lifeguards starting
- New blinds have been installed in the pool
- Have Zumba for all ages, lots of fitness training programs underway including family exercise club
- Knitting club has started
- Had a Mother's Day family event
- Planning a senior's month events
- Summer heat has 2 employees started
- Summer maintenance as started with the ball diamonds, and clean up throughout town, and partnering with SMCC to clean the ditches.
- Working on the musical ride and trail cleanup with schools

**Cllr Dohey** – The as and when, did we get more bang for our buck with a 3-year term?

**SAO Goucher** – With a new Director starting a one-year term for as and when will allow him to add his experience to the process and we can adjust in future years.

**Dumas** – The Equipment rates stayed the same, Calcium goes up and down, Fuel we pay the rack rate anyway, and aggregate is always good value

**Cllr Dohey** – Regarding the Town Cleanup, is there one for nonprofit?

**SAO Goucher** – they are 2 separate events – community cleanup and Spring cleanup



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**Millette** – the non-profit group cleanup is in partnership with NTPC, had 12 groups sign up.

**Cllr Melanson** – regarding the water testing from the dump fire, how is it going?

**SAO Goucher** – Testing is ongoing

**Dumas** – ENR recommends sampling till the end of May (it is tested weekly)

**SAO Goucher** – the pools of water closest to the river have been removed, other ones are being monitored

**Cllr Melanson** – When the roads are slippery have we ever looked into using calcium rather than salt?

**Dumas** – We only use salt, never tried calcium but would be very pricy

## 8. COMMITTEE REPORTS

### a. Public Works Monthly Report for April 2019

**RECOMMENDATION:**

**#19-151**

**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**

**carried**

**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 30<sup>th</sup>)

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

-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:**



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N/A

**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 2<sup>nd</sup>, 2019

**Reviewed by:**  
 Judy Goucher  
 Senior Administrative Officer  
 Date: May 2<sup>nd</sup>, 2019

B) Building and Development Monthly Report for April 2019

**RECOMMENDATION:**

#19-152                      **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.**

**carried**

**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



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			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 (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

c) Protective Services Monthly Report for April 2019

**RECOMMENDATION:**

#19-153

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



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

carried

### 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 10<sup>th</sup> (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 21<sup>st</sup>, 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 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 3<sup>rd</sup>, 2019 and we have until August 31, 2019 to complete the project using insurance proceeds.

#### Meetings:



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- 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
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



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Inspections	3	13	12	15	25	45
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## 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.
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

d) Municipal Enforcement Monthly Report for April 2019

### RECOMMENDATION:

#19-154                      **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.**

**CARRIED**





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**BACKGROUND**

<b>Date:</b>	<b>Time:</b>	<b>Complaint</b>	<b>Action</b>
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.



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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 29<sup>th</sup>, 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).

<b>COUNCIL POLICY / STRATEGY OR GOAL:</b>	
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N/A

<b>APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:</b>
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Bylaws as applicable

<b>FINANCIAL IMPLICATIONS:</b>
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N/A

<b>ALTERNATIVES TO RECOMMENDATIONS:</b>
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N/A

<b>ATTACHMENTS:</b>
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N/A

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

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



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e) Recreation Monthly Report for April 2019

RECOMMENDATION:

#19-155

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**

CARRIED

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 29<sup>th</sup>, 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.

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.



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### Recreation Programming Statistics

<b>Regular programs:</b>	<b>February</b>		<b>March</b>		<b>April</b>	
	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

<b>Rental hall usage:</b>	<b>Community Hall</b>	<b>Multipurpose Room</b>	<b>Doug W. Hall</b>
<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 30<sup>th</sup>. Lessons started on May 1<sup>st</sup> and will continue for the usual 8 weeks block.

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



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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
<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 6<sup>th</sup>. 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.



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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 been 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:

N/A

### ATTACHMENTS:

N/A

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

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



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### 9. NEW BUSINESS

#### a. Mobile Stage Tender Award

#### RECOMMENDATION:

#19-156

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

**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).  
CARRIED**

#### 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.



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### 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

B) Disposal of Items for Auction

### RECOMMENDATION:

#19-157

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

**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.**

**CARRIED**

### 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





## COUNCIL MINUTES – May 14<sup>th</sup>, 2019

### 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

#### Prepared by:

Stacey Barnes  
Council Administrator  
Date: May 8<sup>th</sup>, 2019

#### Reviewed by:

Judy Goucher  
Senior Administrative Officer  
Date: May 10, 2019

c) West Point First Nation Letter of Support

### RECOMMENDATION:

#19-158

**MOVED BY: CLLR DUFORD  
SECONDED BY: CLLR DOHEY**

**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.**

**CARRIED**

### 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.



## COUNCIL MINUTES – May 14<sup>th</sup>, 2019

- 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

### 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



## COUNCIL MINUTES – May 14<sup>th</sup>, 2019

d) Tourism and Economic Development Monthly Report for April 2019

<b>RECOMMENDATION:</b>
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#19-159

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

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

**CARRIED**

<b>BACKGROUND:</b>
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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.

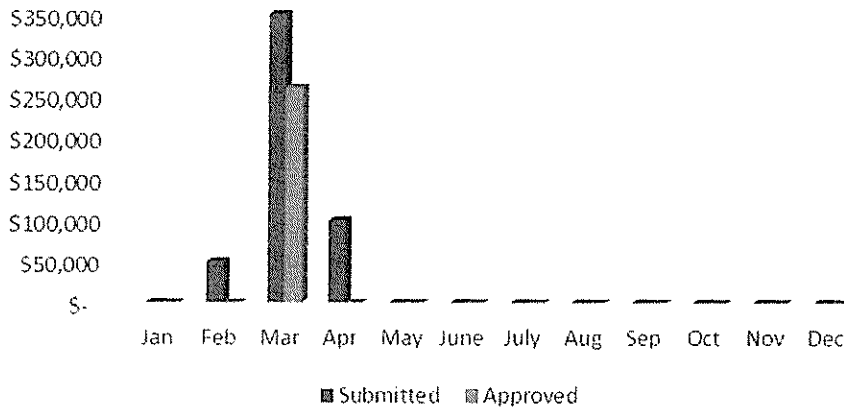
The VIC was closed from April 12 to the 22<sup>nd</sup> for staff holidays.



# COUNCIL MINUTES – May 14<sup>th</sup>, 2019

## Grant Application Success

Grant Application Success

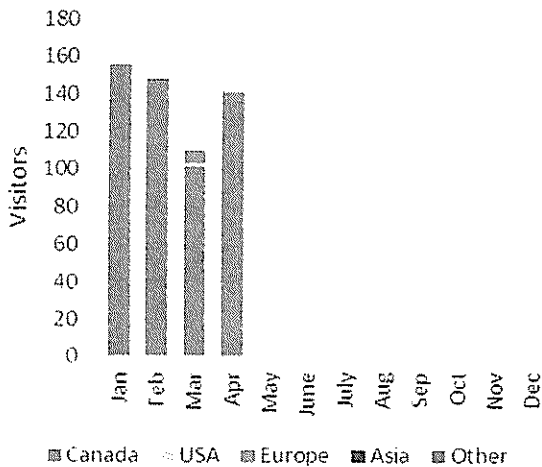


April Grant Applications:

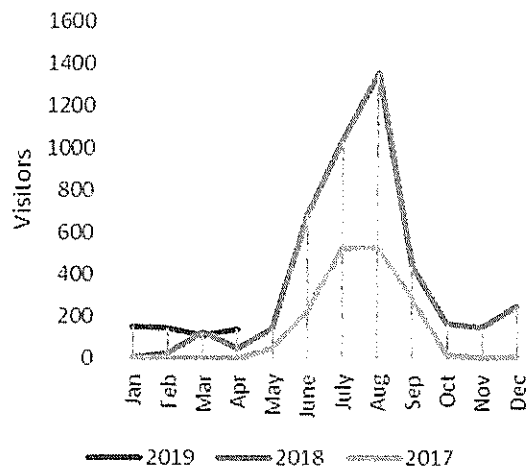
- CANNOR for Marketing Plan, Signage, and Trails - \$100,000

## Visitor Information Centre Visitors

2019 VIC Visitors by Location



VIC Visitors by Year





## COUNCIL MINUTES – May 14<sup>th</sup>, 2019

### ***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](http://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

<b>COUNCIL POLICY / STRATEGY OR GOAL:</b>
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N/A

<b>APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:</b>
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N/A

<b>FINANCIAL IMPLICATIONS:</b>
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N/A

<b>ALTERNATIVES TO RECOMMENDATIONS:</b>
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N/A

<b>ATTACHMENTS:</b>
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N/A

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**Prepared by:**

Glenn Smith  
ASAO

Date: May 10, 2019

**Reviewed by:**

Judy Goucher  
SAO



## COUNCIL MINUTES – May 14<sup>th</sup>, 2019

e) Emergency Response Training Facility Replacement

### RECOMMENDATION:

#19-160

**MOVED BY: CLLR WILLOWS  
SECONDED BY: CLLR GROENEWEGEN**

**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.**

**CARRIED**

### 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



## COUNCIL MINUTES – May 14<sup>th</sup>, 2019

### 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

### 10. BYLAWS

- a) Bylaw 2410 – Recreation Fees Bylaw – Third and Final Reading

#19-161

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

**CARRIED**

- b) Bylaw 2411/APPT/19 – Bylaw Officer Appointment First Reading

#19-162

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

**CARRIED**

- Bylaw 2411/APPT/19 – Bylaw Officer Appointment Second Reading

#19-163

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

**CARRIED**

