



AGENDA

PUBLIC INPUT

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DECLARATION OF INTEREST

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

5. MINUTES

- a. Regular Meeting of Council – June 25th, 2019 – page 2-8

6. BUSINESS ARISING FROM MINUTES

7. DELEGATIONS

- a. RCMP UPDATE – Sgt. Brandon Humbke
- b. Quarterly Update from Hay River Health and Social Services – Erin Griffiths

8. ADMINISTRATIVE ENQUIRIES

9. COMMITTEE REPORTS

- a. Public Works Monthly Report for June 2019 – page 9-12
- b. Building & Development Report for June 2019 – page 13-14
- c. Protective Services Monthly Report for June 2019 – page 15-18
- d. Municipal Enforcement Monthly Report for June – page 19-20
- e. Tourism and Economic Development Report for June – page 21-24
- f. Recreation Monthly Report for June 2019 – page 25-30
- g. IT Monthly Report for June – page 31 - 33

10. NEW BUSINESS

- a. Soaring Eagle Friendship Centre Letter of Support – page 34-35
- b. Options for Vacant Council Seat – page 36-38
- c. Asphalt patching program request for RFQ process – page 39-40
- d. Lift Station#2 Demolition tender award – page 41

11. BYLAWS

12. NOTICES OF MOTIONS

13. ADJOURNMENT



COUNCIL MINUTES – June 25th, 2019

The Regular Meeting of Council was held on Tuesday, June 25th, 2019 at 6:30pm in the Council Chambers.

Present: Mayor Jameson, Councilors Anderson, Chambers, Dohey, Duford, and Groenewegen

Staff: Senior Administrative Officer – Judy Goucher, Assistant Administrative Officer – Glenn Smith, Director of Finance and Administration – Sam Mugford, Director of Public Works – Mike Auge, 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 Mayor Jameson presiding.

2. ADOPTION OF AGENDA

#19-205

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR CHAMBERS

****Amend to add 6b) Fortune Minerals Delegation and 8c) Acceptance of Resignation**

CARRIED

3. DECLARATION OF INTEREST

Cllr Dohey for 11) In Camera item and Mayor Jameson for 9) as she is an applicant

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

Mayor Jameson read the proclamation for National Drowning Prevention Week July 21st – 27th, 2019

Mayor Jameson – had the Community Plan public consultation on June 18, 2019, next steps will review with comments from the public, them 2nd reading.

Canada Day is coming up, and this year the celebrations will take place downtown on Courtorille Street.

Cllr Dohey – Congratulations to all participants in the triathlon over the weekend and a shout out to the Recreation team helping to set up with graduation, they said it's been a great experience.

Cllr Chambers – Had our first Tourism meeting, and happy to announce Terry Rowe has been elected the chair of the board. And the library will be having muffins on the lawn for Canada Day.

5. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

a) June 11th, 2019 – Regular Meeting of Council

#19-206

MOVED BY: CLLR DUFORD

SECONDED BY: CLLR CHAMBERS



COUNCIL MINUTES – June 25th, 2019

CARRIED

6. DELEGATIONS

- Hay River Museum Society
- Fortune Minerals

7. ADMINISTRATIVE ENQUIRIES

SAO – Judy Goucher

- Welcome to Sam Mugford, our Director of Finance, the Senior Management team is now complete.

Director of Finance – Sam Mugford

- Orientation is well underway
- Property Tax Auction is tomorrow morning at 10am
- Tax notices will be going out on Friday

Director of Protective Services – Ross Potter

- Update on the fires in the South Slave – 15 in Total, 12 are declared out and there has not been any new ones in the last couple of days.
- No fires in the Hay River area at this time
- Last week there was one on Vale Island, ENR did a great job extinguishing it in approx. 36 hours.
- Will continue with the particle fire ban

Director of Recreation – Stephane Millette

- Spring swimming lessons are completed with summer ones starting next week
- Summer Heat will start on July 8th, the staff are attending a training course next week at KFN
- Fitness programs continue
- Maintenance staff having mowing underway of all green spaces
- 3 high school summer students have completed exams, and now will be working the summer
- We have been supporting special events such as grad, Hay Days, Canada Day

Director of Public Works – Mike Auge

- Main focus is gravel & calcium going down
- Line painting has started
- Working on the engagement process for the water board licensing

Assistant Senior Administrative Officer – Glenn Smith

- Community Plan public consultation is done, including a presentation on firesmartering preparedness
- Grand Opening of the recreation centre was well attended
 - Thankyou to ITI and Super A for the food services
 - Minor Hockey for supplying volunteers to serve
- Asset management program coming up with participants from all across the country.



COUNCIL MINUTES – June 25th, 2019

- Trail Maintenance program has started with partnership from the Hay River Metis Government Council, the Forman will start tomorrow, rolling out work in mid-July after the training is completed.
- Hay River elks has partner with the Town to put on the RCMP Musical Ride
- More Summer Students are starting after exams – had some troubles with recruitment

Cllr Groenewegen – When will the stage be ready?

Millette – Unsure at this time

ASAO Smith– I was told 20 weeks delivery

Cllr Dohey – Porritt Landing – are all the spots been occupied? There are a couple of boats tied up on the day use side

SAO Goucher – Will pass on to Bylaw to look into it. All the stickers for the paid ones have been picked up.

Cllr Groenewegen – I have had complaints of the steepness and fuel spilling when putting boats in the water.

SAO Goucher – We will look into the steepness of the ramp going into the river, we have had verbal confirmation of funds for dredging that will help into increase depth for Porritt Landing area.

Cllr Dohey – Water is 2 feet lower than normal.

Millette – We are installing steps to help with the docking being low due to water decrease.

8. NEW BUSINESS

a. Hay River Evacuation Plan Presentation

Director of Protective Ross Potter presented the Hay River Evacuation Plan to Administration and Council.

b. Excused Absence

RECOMMENDATION:

#19-207

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Deputy Mayor Bouchard from the Regular Meeting of Council on Tuesday, June 25th, 2019.

CARRIED

BACKGROUND:

Deputy Mayor Bouchard has asked to be excused from the Regular Meeting of Council on Tuesday, June 25th, 2019

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



COUNCIL MINUTES – June 25th, 2019

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: June 24th, 2019

c) Acceptance of Resignation

RECOMMENDATION:

#19-208

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts Councillor Melancon's resignation from Council.

CARRIED

BACKGROUND:

Councillor Melanson submitted a letter of resignation on June 11th, 2019 resigning his seat on Council.

COUNCIL POLICY / STRATEGY OR GOAL:

Council Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Council Procedure Bylaw
Cities, Towns and Villages Act



COUNCIL MINUTES – June 25th, 2019

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Stacey Barnes
Executive Assistant
Date: June 25th, 2019

Reviewed by:
Judy Goucher
SAO
Date: June 25th, 2019

9. BYLAWS

- a) Bylaw 2412 – Land Disposal Bylaw – Third and Final Reading

#19-209

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

CARRIED

10. NOTICES OF MOTIONS

There was no notice of motions at the Regular Meeting of Council on Tuesday, June 25th, 2019

11. IN CAMERA

#19-210

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

That the Council of the Town of Hay River move to In Camera at 8:12pm.

CARRIED

#19-211

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

That the Council of the Town of Hay River move out of In Camera At 9:28PM.

CARRIED



COUNCIL MINUTES – June 25th, 2019

10. MOTION TO EXTEND MEETING PAST 9:30PM

#19-212

MOVED BY: CLLR GROENEWEGEN
SECONDED BY: CLLR ANDERSON

CARRIED

12. IN CAMERA

#19-213

MOVED BY: CLLR DOHEY
SECONDED BY: CLLR CHAMBERS

That the Council of the Town of Hay River move to In Camera at 9:29pm.

CARRIED

#19-214

MOVED BY: CLLR DUFORD
SECONDED BY: CLLR DOHEY

That the Council of the Town of Hay River move out of In Camera At 9:55PM.

CARRIED

13. MTS SETTLEMENT

#19-215

MOVED BY: CLLR DOHEY
SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the settlement from Marine Transportation Services on former NTCL properties.

CARRIED

13. WATER CONTRACT

#19-216

MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to initiate a public Request for Proposals for the delivery of potable water for the trucked service locations within the town of Hay River.

CARRIED



COUNCIL MINUTES – June 25th, 2019

15. ADJOURNMENT

#19-217

MOVED BY: CLLR DUFORD

That the Regular Meeting of Council be adjourned at 9:57pm.

CARRIED

Certified Correct as Recorded on the 25TH day of June 2019.

These minutes were accepted by motion #_____.

Mayor

Senior Administrative Officer



REPORT TO COMMITTEE

DEPARTMENT: PUBLIC WORKS

DATE: JULY 9, 2019

SUBJECT: PUBLIC WORKS MONTHLY REPORT FOR JUNE 2019

RECOMMENDATION:

**MOVED BY: CLLR BOUCHARD
 SECONDED BY: CLLR GROENEWEGEN**

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

BACKGROUND:

Public Works Daily Operations:

Public Works staff continued ongoing work on the Town’s water, sewer, roads & sidewalks, vehicles, and infrastructure. The following is a summary of the work completed this month:

Regular Operations and Maintenance Items	
Item	Monthly Activity
Water	Repair of leaks at three locations (McMeekin, Ptarmigan, Woodland) Water bleeds shut off throughout town Water turned on for community gardens, ballfields, and cemetery Meter readings taken
Sewer	Daily flushing of lines Blockage issues of grease near hospital and boardroom lines Assistance with cleaning lines prior to camera work
Water & Sewer Facilities	Daily inspections of facilities Replacement of Chlorine pump, backwash valve, filter #2 at WTP Clear and clean wet well at Lift Station #1
Roads	Grading activities regularly Sweeping activities regularly Pothole patching Repair and replacement of signage throughout Town
Fleet Maintenance	8 units in for maintenance this month

Summer student staff are expected to start work in early July.

Landfill Operations:

The Landfill continued clean-up and monitoring activities following the recent Landfill fire that occurred. ENR visited site and provided recommendations for the next steps in the monitoring for the site. Town staff is following up with our contractor on these recommendations.



REPORT TO COMMITTEE

DEPARTMENT: PUBLIC WORKS

DATE: JULY 9, 2019

SUBJECT: PUBLIC WORKS MONTHLY REPORT FOR JUNE 2019

Material from the biotreatment pad was tested and approval was given by ENR to use this material as cover material in the landfill. This material will be removed from the pad in early July for use as cover.

Removal of scrap steel expected to continue in early July.

Waiting on response on a funding application for processing and removal of tires.

Water Licence Activities:

Regular monitoring programs continue as per the requirements of the Town's water licence.

MVLWB and ENR were both in town on June 11th for their annual spring inspection. Town employees joined them on inspection of Town facilities including the landfill, lagoon system, and water treatment plant. No major problems were noted and the Town will follow up on recommendations arising from the visit.

Approval was given by ENR to spray the remaining water that was collected during the landfill fire onto the existing landfill area to remove it from the storage tank on site. This was completed, and the storage tank was removed from site.

The public review period for the Town's Interim Landfill Closure and Reclamation Plan (ICRP) closed in mid-July. The Town has until July 16th to provide responses to any issues raised during the public review and will be working with our consultant to respond to these questions and comments.

Preliminary work has begun on the Town's application for its water licence renewal. The Town's current water licence expires in May 2020 and the renewal process typically takes a year or more to complete. At this stage, the Town has a consultant hired to assist us through the application process and will be working closely with them throughout. At the June 11th meeting with the MVLWB people, they recommended that pre-application engagement with stakeholders was highly recommended and the Town has since reached out to KFN, West Point, and the Hay River Metis to set up preliminary meetings to discuss any concerns they have. These initial meetings will take place in July.

Capital Projects:

The largest of the capital works projects for the department of Public Works are still awaiting funding approval through the ICIP program. Several of the smaller projects are in the design phase or are currently underway. A list of 2019 Capital Projects along with an update of the status of these projects is included below.



REPORT TO COMMITTEE

DEPARTMENT: PUBLIC WORKS

DATE: JULY 9, 2019

SUBJECT: PUBLIC WORKS MONTHLY REPORT FOR JUNE 2019

2019 Capital Projects Public Works	
Project	Update
Lift Station System Upgrade	Waiting on funding approval
Caribou Crescent Water, Sewer, and Drainage	Waiting on funding approval
Grader Replacement	Specifications being finalized
Water Treatment Plant Roof Replacement	Consultant working on design
Reservoir Roof Upgrades	Consultant working on design
Water Licence Renewal	Ongoing - See Water Licence section
Landfill Trailer	RFQ currently out for competition
Landfill - Tire Recycling Program	Waiting on funding approval
Landfill - Solid Waste Facility Planning/Scoping	Waiting on funding approval
Sewer Lining throughout Town	Lines camera'd to determine requirements Lining of pipes to take place later in summer
Paradise Road Realignment	Prep work taking place Moving of utilities infrastructure being completed
Lift Station #2 Demolition	Tender currently out for competition
Landfill Interim Closure Plan	Ongoing - See Water Licence section
Mansell, Dessy, and Morin work	Deficiency list to be completed prior to paving Underground deficiency work to commence in July

Other Items:

Water Delivery Contract

The current water delivery contract expired at the end of May 2019. Work is being completed to review the expired contract and develop a Request for Proposals for the service. This RFP is expected to go out to competition in early August with a new contract expected to be in place sometime in the fall. As per Council's direction, the contract will be for a 5-year period with the option to renew for an additional 5 years at the end of the term.

Planning Operations:

Planning work will be brought in under the Public Works department moving forward so future monthly reports will include information in this area.



REPORT TO COMMITTEE

DEPARTMENT: PUBLIC WORKS

DATE: JULY 9, 2019

SUBJECT: PUBLIC WORKS MONTHLY REPORT FOR JUNE 2019

COUNCIL POLICY / STRATEGY OR GOAL:

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

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Mike Auge
Director of Public Works
Date: July 2, 2019

Reviewed by:
Glenn Smith
Assistant Senior Administrative Officer
Date: July 5, 2019



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** July 9, 2019
DEPARTMENT: PUBLIC WORKS
SUBJECT: DEVELOPMENT AND BUILDING PERMIT REPORT

RECOMMENDATION:

MOVED BY: CLLR WILLOWS
SECONDED BY: CLLR DUFORD

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

BACKGROUND:

SUMMARY

- 11 Development Permits and 4 Building Permits have been approved for June 2019. In the month of June 2018, we had 14 Development Permits and 4 Building Permit signed out.

Background

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

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
June 4/19	DH19-040	33 Wright Crescent	Home Occupation (Janitorial Services).
June 4/19	B19-014	71 McBryan Drive	Replace entire Deck.
June 6/19	D19-041	55 Miron Drive	Tear down unfinished house and build new Single-Family Dwelling.
June 10/19	D19-042, B19-015	Government Wharf, Lot 4, Block F, Plan 1669	Government Wharf rehabilitation and new concrete surface.
June 10/19	DH19-043	35 John Mapes Crescent	Hendrickson's Freight Handling.
June 13/19	D19-044	42 Dean Drive	Additional Emergency Access direct to Ambulance Bay.
June 17/19	D19-045	7 McMeekin Crescent	New rear yard Deck
June 17/19	D19-046, B19-017	42003 Mackenzie Highway (Island D)	New 32'X48" Commercial Storage-Garage.
June 18/19	D19-047	42003 Mackenzie Highway (Island D)	New Barge Loading Terminal Office.
June 18/19	D19-048, B19-016	24 Balsam Drive	New Garage
June 24/19	DH19-049	17 Eagle Crescent	Campground Maintenance, General contracting.



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** July 9, 2019
DEPARTMENT: PUBLIC WORKS
SUBJECT: DEVELOPMENT AND BUILDING PERMIT REPORT

June 24/19	D19-050	43033 Mackenzie Highway	Sandblast and Demolish old Hay River Hotel (The Zoo)
------------	---------	-------------------------	--

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: June 27, 2019

Reviewed by:
Glenn Smith
Assistant Senior Administrative Officer
Date: July 4th, 2019



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL

DATE: JULY 9, 2019

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

RECOMMENDATION:

MOVED BY: CLLR CHAMBERS

SECONDED BY: CLLR DOHEY

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

BACKGROUND:

Summary:

Protective Services is still focusing on NFPA 1001 training. This month's activities were focused on water supply, hose loads, hose rolling, and fire streams. Our last 2 students completed Phase 1 testing, and the second set of group exams were administered. We presume the results on the exams will be favorable as the members are extremely engaged in the training.

The Director of Protective Services spent some time teaching at the Small Vessel Operators Course for the RCMP. Topics covered were marine mechanics, firefighting, and GPS navigation. Working with our partners helps build strong relationships between our organizations.

Protective Services was also involved with the Recreation Department assisting with sweep patrols during the Triathlon. The purpose of the patrols was to ensure that the competitors didn't have to worry about bears and to provide prompt medical help if required.

We had a Grade 1 class come to the hall for Fire Prevention training, and it looks like we are doing a fair job when providing the training as the kids were well versed in all aspects of what to do in the event of a fire or emergency in their homes. The kids were also able to witness what happens during a response this time as we had a Fire call during the presentation.

A confined space monitoring and rescue course was hosted at the Emergency Services Building this month where we were able to train Recreation, Public Works and Fire Department personnel. This is a required course if we are to enter confined spaces while doing our work. In preparation for the training, the Protective Services Department was able to provide Self Contained Breathing Apparatus training for the town employees who did not have it. Everyone is now trained for using the MSA G1 SCBA.

Administration has done a fair amount of work on Emergency Planning during the month of



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL

DATE: JULY 9, 2019

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

June. This included a Community Emergency Response Committee meeting, updates to the Mass Evacuation Plan, changes on the website to reflect Emergency Measures rather than just Breakup activities. The website now has all the checklists that our residents can use to prepare in the event of a need to evacuate the town. As a method of communicating Emergency Measures activities, we have incorporated several different ways of communicating with the residents for preplanning and response activities, which include EMO emails, attending group functions, updates to the website, use of radio stations, green screen, door to door canvassing, etc.

The Fire Chief attended the NWT Fire Chief's Annual General Meeting this month, which was probably one of the best training sessions we have ever put on. Topics included 2 days of Incident Command and 1 day of Fire Department Management. The training was followed by a full day of MACA presentations talking about Fire Department training, 911 Service, Codes of Practice, and several other pertinent items. The Town of Hay River Fire Chief was re-elected as the President of the association for another 2 years.

Meetings:

Senior Management Meetings
Committee Meetings
Council Meetings
NWTFCA AGM
HR Meeting Safety Programs
Joint Occupational Health and Safety
Airport Master Plan Review
Public Meeting Plan Review

During the month of June 606 paid on-call hours were served by the members of the HRFD for a year to date total of 4,582 hours.

STATISTICS

	JUNE 2017	JUNE 2018	JUNE 2019	JUNE 2017 YTD	JUNE 2018 YTD	JUNE 2019 YTD
Patient Transfers	6	20	12	64	82	71
Medical Emergency Local	12	17	10	67	80	80



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL

DATE: JULY 9, 2019

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

Medical Emergency Reserve	2	0	0	7	11	10
Medical Emergency Highway	0	0	0	3	6	1
Medical Emergency Out of Town Patients	0	2	3	7	11	6
Body Transfer	0	0	0	4	5	3
Fires & Rescues	1	0	4	10	14	11
False Alarms	1	3	1	12	13	10
Training	5	3	6	22	23	27
Special Training	3	2	2	7	16	12
Maintenance	3	3	2	21	21	21
Fire Permits	0	3	0	0	15	6
Fireworks Permits	0	1	0	2	3	0
Public Safety	9	5	5	18	13	11
Inspections	5	9	8	20	39	56

MAINTENANCE

Ambulance 1	Weekly Checks, presently experiencing some engine problems that the dealership is having problems diagnosing.
Medic 1	Weekly Checks
Engine 1	Weekly Checks
Engine 2	Weekly Checks
Engine 3	Weekly Checks
Tender 1	Weekly Checks
Rescue 1	Weekly Checks



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL

DATE: JULY 9, 2019

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

Rescue 2	Weekly Checks
Rescue 5	Weekly Checks

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

None

Prepared by:
Ross Potter
Director Protective Services/Fire Chief
Date: July 2, 2019

Reviewed By:
Glenn Smith
Assistant Senior Administrative Officer
Date: July 4th, 2019



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** July 9, 2019
DEPARTMENT: PROTECTIVE SERVICES
SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

MOVED BY: CLLR DUFORD
SECONDED BY: CLLR CHAMBERS

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

BACKGROUND

OFFENSE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	OFFENCES	WARNINGS	FINES
Animal Control Bylaw					
Animal Abuse		1			
Barking Dogs		2	5	5	
Dog Attack No Contact		1		1	
Dog Bites			3	3	
Loose Cat		1			
Loose Dogs		3	9	6	
Business License					
	1				
Traffic Bylaw					
Vehicle Parking			1	1	
Trailer Parking			1	1	
Unsightly Bylaw					
Overgrown Trees			5	5	
Development Related					
Infringing on Property		2			
Fire Prevention Bylaw					
Burn Garbage		1			

Unsightly Properties:

The Protective Services Specialist is making daily patrols which include surveys for loose dogs, vehicles and trailers that may be parked inappropriately causing aesthetic and traffic issues (i.e., parking in green spaces), and unsightly properties. We are also fielding complaints from the public and investigating the allegations to ensure they are valid.



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** July 9, 2019
DEPARTMENT: PROTECTIVE SERVICES
SUBJECT: MUNICIPAL ENFORCEMENT REPORT

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaws as applicable

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ross Potter
Director, Protective Services
Date: June 28, 2019

Reviewed By:
Glenn Smith
Assistant Senior Administrative Officer
Date: July 4th, 2019



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** JULY 9, 2019
DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

RECOMMENDATION:

MOVED BY: CLLR GROENEWEGEN
SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Monthly Report for June 2019.

BACKGROUND:

The Tourism & Economic Development Committee met for its first meeting on June 18 and information was provided, introductions made, and a Chair nominated. The Chair, ASAO and Tourism & Economic Development Coordinator will meet to discuss whether another meeting can be held before the end of the Summer tourism season.

Fires in Alberta did affect the visitor arrivals, but numbers were still good for visitors through the doors of the VIC – 544 compared with last year’s 688.

Summer staff has been working on maintaining the grounds at the VIC. We will be looking to paint the fence chains and posts, picnic tables and benches, and stain the deck once the weather improves.

We are providing support for the Hay River Chamber of Commerce committee on arranging this year’s Business, Home & Leisure trade show in September. We have also been working with ITI and the Chamber on a job fair to be held on July 10 at the Soaring Eagle Friendship Centre. There is a limited number of tables available for businesses to meet potential employees from the community.

Anderson Vacations was in town to experience Indigenous culture but unfortunately the events were cancelled at the KFN. We found local attractions to make the tourists’ stay a memorable experience. A big thank you goes out to Ron Courtoreille and Tom Makepeace for providing their time and knowledge to show the tourists around Hay River and talk about our history, culture and people.

Continuing to prepare for the RCMP Musical Ride for end of August and will be reaching out to community members/businesses for involvement and assistance.



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** JULY 9, 2019

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

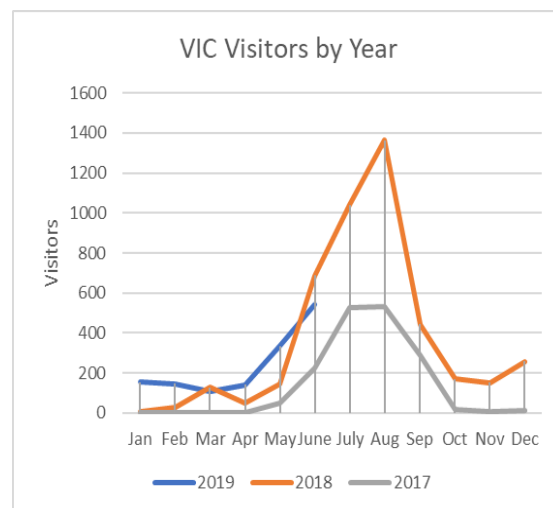
External Funding Success



June Grant Applications:

- No funding applications were submitted in June

Visitor Information Centre Visitors





REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** JULY 9, 2019

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

We saw a dip in visitors in March, but April and May have seen more traffic compared to 2018. We are still seeing most visitors from Canada, but European visitors are on the rise with the majority from Germany and France.

Inbound Marketing

- Focus was on social media and on greeting and assisting those traveling North to Hay River and the South Slave Region.
- We have an advertisement in this month's issue of Up Here with advertising on their webpage.

Visitor Satisfaction Rating

- In development – Fall 2019

Gift Shop Sales

Gift shop sales increased with the increase of visitors; May sales were \$1,653.50 and June sales were \$4,899.50.





REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** JULY 9, 2019
DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

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: July 4, 2019

Reviewed by:
Glenn Smith
ASAO
Date: July 4, 2019



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: July 9th, 2019

SUBJECT: RECREATION & COMMUNITY SERVICES MONTHLY REPORT

RECOMMENDATION:

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 June 2019 as presented.

BACKGROUND:

Recreational Programming

June saw several special events, both at the Recreation Centre and in the community. Department of Recreation staff coordinated some events while also supporting events organized by community groups.

Recreation Department Special Events:

- Father's Day Bike and BBQ;
- Celebrate Seniors Day;
- Rec Centre Grad Opening;
- Canada Day Parade and Festivities;
- Hay River Triathlon;

Community Group Special Events:

- Lobsterfest;
- NWT Track and Field Championships;
- DJSS Graduation After Grad Celebration;
- Yk2Hr Bike Ride;

The walking track, table tennis and air hockey use have gone down due to warm weather and summer activities being underway. That being said, fitness programs and other regular programming are consistently attended. The new addition of a Recreation Programmer during peak hours continues to increase use of the facilities during weekday evenings. Program planning is almost set for July and August with activities geared to all demographics. It should be noted that the arena ice surface will be made available to teens and pre-teens for multi-sport drop in programs during weekday afternoons.

Summer heat is prepared to be located on the Curling Rink Ice Surface, with a full camp all the workers have been program planning and preparing to handle the campers this year. They have various activities and trips planned throughout the summer.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** July 9th, 2019

SUBJECT: RECREATION & COMMUNITY SERVICES MONTHLY REPORT

The weekly Social Paddle program has returned with 9 boats heading down river on June 25th. Special kayak events are also planned for July with a day trip being organized and a youth kayak clinic in the works.

Pickleball has also been implemented as a drop-in program. Though interest was slow initially, it has picked up somewhat in the last 2 weeks with 4 or 5 groups of patrons making use of the pickleball courts daily. The pickle ball courts will be moved to the arena ice surface in July as part of the multi-sport drop in programs.

Recreation Programming Statistics

<i>Regular programs:</i>	April		May		June	
	2018	2019	2018	2019	2018	2019
<i>Walking Track</i>	-	220	-	167	-	70
<i>Table Tennis Drop-in</i>	-	8	-	11	-	10
<i>Air Hockey Drop-in</i>	-	51	-	8	-	11
<i>Circuit fitness classes</i>	-	12	-	18	-	21
<i>Zumba Strong</i>						5
<i>Spin Bike Classes</i>	-	10	-	14	-	41
<i>Zumba (youth)</i>	-	-	-	67	-	46
<i>Zumba gold</i>	-	-	-	16	-	6
<i>Seniors Craft Club</i>	-	16	-	12	-	5
<i>Knitting</i>	-	-	-	-	-	9
<i>Pickleball</i>	-	-	-	-	-	10
<i>Gym – Harry Camsell</i>	-	20	-	20	-	n/a
<i>Public skating</i>	-	n/a	-	n/a	-	-
<i>JR ball hockey</i>	-	50	-	9	-	-
<i>Mens ball hockey</i>	-	64	-	44	-	-
<i>Womens ball hockey</i>	-	-	-	9	-	10

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



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** July 9th, 2019

SUBJECT: RECREATION & COMMUNITY SERVICES MONTHLY REPORT

Aquatics

The success of spring swimming lesson sets and new programming like Jr Lifeguard and Synchro Clubs helped revitalize the Aquatic Centre in June. Despite warmer weather and summer activities being well underway, general admissions and school group numbers were up as compared to previous months of 2019. Revenues have also increased in significant categories, with considerable increases in admissions and hourly rentals.

Summer swimming lesson registrations were open for most of June. There will be 2 sets of lessons in July and 2 sets in August. Registrations were slow initially but July sets have filled and they are underway. August swimming lesson sets are expected to fill in the coming weeks.

National Lifesaving Society Certification training is complete for 2 local Junior Lifeguards, with 2 others set to complete training this summer. As was stated previously, building capacity internally should reduce pool closures and allow for extended pool hours. One goal is to reduce Monday pool maintenance closures to a half day of maintenance.

The Aquatic Centre is currently staffed with 2 full time Senior Lifeguards, 1 permanent part time NLS Lifeguard and 4 casual NLS Lifeguards with previous experience. Along with recent NLS and Pool Ops training courses, monthly in-service training sessions began in May with the goal of developing knowledge and experience while also favoring employee satisfaction and retention.

Regular programming included:

- 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)
- Synchro Club (Tuesday and Thursday after school)
- Jr Lifeguard Club (Friday afternoons)
- Drop in Water polo (Friday evening);



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** July 9th, 2019

SUBJECT: RECREATION & COMMUNITY SERVICES MONTHLY REPORT

Department Statistics

Pool Attendance:

	April		May		June	
	2018	2019	2018	2019	2018	2019
<i>Birthday parties</i>	5	3	4	3	TBD	1
<i>Aquafit</i>	32	11	39	33	TBD	29
<i>School groups</i>	103	145	254	201	TBD	225
<i>General</i>	1350	899	921	706	TBD	1022

Aquatic Revenue:

	April		May		June	
	2018	2019	2018	2019	2018	2019
<i>Admissions</i>	3566.19	1838.87	2368.74	1762.05	TBD	3523.60
<i>Kids Lessons</i>	1101.57	668.25	1653.00	1,191.75	TBD	1,191.75
<i>Adult Lessons</i>	132.50	390.50	393.92	151.97	TBD	120.00
<i>Miscellaneous</i>	245.39	293.98	1515.04	883.29	TBD	87.28
<i>Hourly Rental</i>	342	205.71	274.28	205.71	TBD	2808.00

Facilities and Maintenance

The maintenance is now fully staffed with our summer students, The parks, ditches and greenspaces are being worked on for brushing, grass cutting and garbage pick up.

- Janitorial contract ongoing with positive feedback from contractor and TOHR staff;
- Planning and preparations continue for RCMP Musical Ride;
- Regular checks clean up and emptying of garbage cans on TOHR property;
- Mowing and brushing of parks, green spaces and trails;
- Garbage in ditches and around town is being picked up;
- New quad and crew cab truck deployed;
- Training for all staff on brush saws, snippers and chainsaws;
- Replaced light bulbs and cleaned light fixtures in the Aquatic Centre lobby;
- Maintenance of ball fields 3 times per week;
- Repairs, mud and paint on walls of rec Centre rooms;
- Fisherman's Wharf setup in early June;
- Hanging baskets and planters were deployed and being watered daily;
- Local contractor installing modulating burners for Aq Centre boilers (AEA funding);
- Partnered for the following special events:
 - Lobsterfest;
 - Track and Field Championships: tables and chairs to DJSS
 - Rec Centre Grand Opening in the parking lot;
 - Canada Day at the Recreation Centre;
 - Yk2Hr bike ride;
 - Hay River Triathlon;
- Local contractor installed blinds in rental halls;



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** July 9th, 2019

SUBJECT: RECREATION & COMMUNITY SERVICES MONTHLY REPORT

Director of Recreation Activities

Recreation Committee's next meeting will be July 9th at the recreation Centre. Donna Lee Demarcke was selected as chair of the committee.

Porritt Landing boat launch update:

- Recreation Director consulted Carter Industries, Public Works, DFO and seasoned boaters from THR;
- Summary of recommendations:
 - Consensus is that the existing boat launch has appropriate grade but does not extend far enough, which creates a steep drop off onto substrate of waterway;
 - Degradation of substrate appears to increase with trailer and truck traffic;
 - Recommendations vary:
 - Add loose materials annually (in coordination with annual dredging);
 - Wood plank extension of current launch (to be removed seasonally);
 - Permanent extension and anchoring of boat launch (to reach river bed);
 - Permits and consultation are required for any of the recommended work;
 - Recreation Director and Director of Public Works to consult DFO and appropriate authorities for recommendations and necessary permits;

Coordination of Community Calendar and Event Planning:

- THR Senior Management and Department of Recreation staff have been brainstorming ideas that would have Recreation Programming Staff facilitate communication and coordination of events among community groups. Logistics will be confirmed shortly, but initial discussions center around:
 - Rec Dept takeover responsibility of event calendar management:
 - Research and submit both Town owned and community events;
 - Promote (Facebook; email; etc.) events calendar to public and groups;
 - Add "Submit an Event" to hayriver.com Events Calendar page;
 - Add Event Calendar to quick buttons at hayriver.com homepage;

Meetings with Community Partners:

- Beautification Committee follow up meetings;
- Recreation Committee 1st meeting;
- RCMP Musical Ride follow up;
- HR Minor Ball President on site meeting;
- HR Mixed Slo-pitch on site meeting;
- DJSS Grad Committee follow up meetings;
- GNWT Highways Foreman discussion on ditches and brushing;
- Hay Days follow up meetings;



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** July 9th, 2019

SUBJECT: RECREATION & COMMUNITY SERVICES MONTHLY REPORT

- JOH&S Monthly Meeting;
- The Great Trail Upgrading Project Partnership with ECE and HRMC;
- Fisherman's Wharf Operator;
- DJSS Grad Committee Representatives;

Donation and Sponsorship Requests Status:

- Hay River Fun For Kids - Mud Run Fundraiser (waiting updated information);
- 2019 Fall Fair Committee (partial approval confirmed to group);
- 2019 Hay Days Festival (approval communicated group);
- 2019 DJSS Grad Committee (approval communicated to group);

Recreation Department Training provided:

- Confined space training for full time maintenance staff;
- Microsoft Excel training (Rec Director, 2 supervisors and Reception Clerk);
- Pool Operations Level 1 (4 maintenance employees and 3 aquatic employees);
- National Lifesaving Society certification complete for 2 local lifeguards;
 - 2 other Jr Lifeguards approaching full NLS certification;
- 3-day Recreation Leadership Training for Summer Heat employees and Recreation Programmer;
- 1st Aid Certifications: 1 employee;
- MACA School of Community Government training confirmed for Hay River.
 - Arena 1 and 2 in Hay River (Sept 23-28th)
 - Ice resurfacer in Behchoko (November)
 - Preventative Maintenance in Inuvik (February 2020).

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: July 4th, 2019

Reviewed by:
Glenn Smith
ASAO
Date: July 4th, 2019



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** JULY 9, 2019

DEPARTMENT: INFORMATION TECHNOLOGY

SUBJECT: MONTHLY REPORT OF ACTIVITIES

RECOMMENDATION:

MOVED BY: CLLR BOUCHARD
SECONDED BY: CLLR WILLOWS

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

BACKGROUND:

Our IT contractor has been working on an issue with the PtP Wireless link between the Town Hall Offices and the Firehall. On the first occurrence the link went down and was rebooted. It failed again approximately a week later and the PoE injector (power supply) was replaced. When this link goes down it affects all IT services (Vadim, phones, internet, email) for staff in the Town Hall office.

Our contractor detected and resolved an issue with failed file sync services between the primary and backup file servers. This issue was resolved without impact to users.

Staff reported lost files and they were recovered from backups successfully.

An issue was resolved regarding an unplanned web site outage. A user made an unscheduled update without discussing with IT first.

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.



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** JULY 9, 2019

DEPARTMENT: INFORMATION TECHNOLOGY

SUBJECT: MONTHLY REPORT OF ACTIVITIES

	<u>Feb 2019</u>	<u>May 2019</u>
TOTAL NETWORK DEVICES SUPPORTED	137	134
TOTAL USER WORKSTATIONS IN USE	65	63
SECURITY STATISTICS		
Website Intrusion Attempts		
Blocked	652	611
Successful	0	0
Employee Workstation Network Intrusion Activity		
Blocked	19	52
Successful	0	0
SERVICE RELIABILITY (% Uptime)		
SQL/Vadim	99.9 **	100
Domain Controllers/File Servers	99.9	100
Town Website	99.9	100
Fire Dept Website	99.9	99.9
Email Services	99.9	100
Internet Access	99.9	100
VOIP/Phone Services	99.9	100
INTERNET USAGE (Gb)		
Internet Usage	534.2 Gb	705.8 Gb

** A failed wireless link between Town Hall and the Firehall caused outages briefly affecting all services at Town Hall.



REPORT TO COMMITTEE

COMMITTEE: STANDING COMMITTEE OF COUNCIL **DATE:** JULY 9, 2019
DEPARTMENT: INFORMATION TECHNOLOGY
SUBJECT: MONTHLY REPORT OF ACTIVITIES

COUNCIL POLICY / STRATEGY OR GOAL:

To provide efficient and effective computer services to meet the Town of Hay River needs.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Financial Administration Bylaw No. 2252/FIN/11

FINANCIAL IMPLICATIONS:

Per contractual agreement.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

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

Reviewed By:
Judy Goucher
Senior Administrative Officer
Date: July 5, 2019



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: July 16th, 2019

SUBJECT: LETTER OF SUPPORT FOR SOARING EAGLE FRIENDSHIP CENTRE
FUNDING APPLICATION TO YOUTH EMPLOYMENT & SKILLS
STRATEGY (YESS)

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter of support for the Soaring Eagle Friendship Centre to the Youth Employment Skills Strategy (YESS) Program.

BACKGROUND:

The Soaring Eagle Friendship Centre has asked for a letter of support as they are applying for funding from the GNWT for Youth Centre Initiative Program. The funding will be used for after school programs and youth support.

The program is a 3-year employability skills training program called (YESS). This program will enable the SEFC to deliver workshops, such as resume writing and preparing for job interviews and cultural connections workshops that offer participants students a sense of pride. If they are successful in securing the funding, they would also offer longer courses offering basic literacy skills and numeracy skills, communication skills, hospitality certificates, and soft skills work readiness success program, computer skills, typing and Microsoft Office skills. The longer courses also work with local employers to offer subsidized job placements for our student and ongoing support as they transition into the workforce. The goal of these programs is to enable youth ages 15 through to 30 years old to get and retain employment or return to schools and build a stronger local economy. There are seven objectives:

- 1- To offer training opportunities for youth facing complex issues & barriers) to gain valuable knowledge & skills enabling them to overcome barriers to employment, so they can transition into the workforce.
- 2- To offer culturally specific supports, activities & services in order to enhance personal growth, develop knowledge & pride in their heritage, healing, specific supports and services, which will assist the youth to overcome barriers to gaining employment &/or further education so they can engage in the current & future labour market.
- 3- To offer opportunities for youth to explore a variety of area options, gain employability skills & greater access to continuing education.
- 4- To offer work placement opportunities, in collaboration with local employers, enabling youth to gain valuable work experience while continuing to receive mentorship & coaching from employment officer/Job Coach, case manager, Elders and the Soaring Eagle Friendship Centre.



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: July 16th, 2019

SUBJECT: LETTER OF SUPPORT FOR SOARING EAGLE FRIENDSHIP CENTRE
FUNDING APPLICATION TO YOUTH EMPLOYMENT & SKILLS
STRATEGY (YESS)

- 5- To officer a proactive, holistic approach & flexible approach to serving youth that are challenged by complex issues & barriers, through integration of Indigenous unturned & values, and by way of connecting with the elders for teachings & mentorship.
- 6- To serve 60 at risk youth, youth with disabilities, indigenous youth, female & male youth, visible minority youth, & support youth who are involuntarily not in school, employment or training for at least six months.
- 7- To serve 50 youth at risk youth by providing a variety of on-going interventions & supports that includes outreach, group-based employability workshops & career fairs.

The Town of Hay River has utilized work placements from the Soaring Eagle Friendship Centre.

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:
Judy Goucher
July 15, 2019



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: July 16th, 2019

SUBJECT: COUNCIL VACANCY

RECOMMENDATION:

MOVED BY: CLLR DOHEY
SECONDED BY: DEPUTY MAYOR BOUCHARD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER leave the vacant council position unfilled.

BACKGROUND:

The recent vacancy on Council as a result of the resignation of Councillor Melanson has brought up the following questions for Council to consider;

- 1) Should the position be filled?
- 2) If the position is to be filled, what process should be followed?

1) Should the position be filled?

a) This is a topic that has been discussed in the past. The most recent discussion took place during the Town of Hay River Organizational Review conducted in the summer of 2016 in which the size of the governance body, number of Council meetings and Committee structure were discussed. At that time Council decided not to change the number of Councillor positions, however they did undertake Committee reform by combining Committees and reducing the number of meetings per month from 4 to 3.

b) During the Municipal Election of October 15, 2012, the following question was posed to voters;

Should Council reduce the number of Councillor Positions from eight (8) to six (6) members? Results: Yes (601) No (575)

The vote was slightly in favour of reducing Council size from 8 to 6. Ministerial approval is required to permanently change the number of Councillor seats. A permanent reduction in Council seats was not requested by the Council of the day however, during the term of the last Council as vacancies arose, Council seats were left vacant until the next election. Leading up to the election there were three vacant Council seats.

- In accordance with the *Cities, Towns and Villages Act (CTV)* Section 22. (1) A quorum for Council is a majority of the council members then holding office.



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: July 16th, 2019

SUBJECT: COUNCIL VACANCY

(2) A by-election must be held as soon as is practicable to fill the vacancies on council if the number of council members holding office is less than or equal to a bare majority of the number of council members who comprise council.

- A single council vacancy would not automatically trigger a by-election under Section 22 of the *CTV Act* however multiple vacancies could.

Excerpt from Section 47 *Local Authorities and Elections Act* - VACANCIES IN OFFICE

Filling vacancy

47. (1) Where the office of a member of a local authority becomes vacant for any reason before the term of office expires, the local authority shall fill the vacancy at the next general election or before then by
- (a) appointing a person who is eligible as a candidate; or
 - (b) holding a by-election.

Vacancy of mayor

- (2) For the purposes of appointing a new mayor under paragraph (1)(a), the municipal council shall appoint only a member of the municipal council as the mayor.

Term of appointee

- (3) Subject to subsection (4), a person appointed under paragraph (1)(a) holds office until the date of the next general election.

Vacancy during election

- (4) Where the vacancy occurs after nominations have closed but before the general election, a person appointed under paragraph (1)(a) holds office until the date of the following general election.

Term of elected person

- (5) A person elected at a by-election holds office for the balance of the term of his or her predecessor.
S.N.W.T. 1997,c.5,s.4(10).

By-election procedure

48. The procedure at a by-election must follow, as closely as possible, the procedure at a general election.

- A by-election is estimated to cost \$5,000 with the Senior Administrative Officer acting as the returning officer.
- The remaining term of this Council is just over two years. The current Council has completed a comprehensive orientation program with outside expertise providing governance and conflict of interest training. Council recently approved



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: July 16th, 2019

SUBJECT: COUNCIL VACANCY

a new strategic plan and is close to finalizing a new Community Plan. A new Councillor will require a separate orientation which is not planned or budgeted and will impact Administration's ability to deliver strategic initiatives planned for 2019.

- Due to changes in federal tax treatment of Council honoraria and the decision to keep take home pay at the same level as the prior year, the cost of the current Council is higher than prior years. Not filling the vacant Council position will reduce the cost of honoraria.

2) If the position is to be filled, what process should be followed?

- a) If Council's decision is to fill the vacancy in accordance with By-Law No 2285/GEN/16 s. (13) and pursuant to the *Local Authorities Elections Act, R.S.N.W.T. 1988, c.L-10* vacancies in the Office for a Councillor's seat shall be filled at the next general election or before then by:
- (i) Appointing a person who is eligible as a candidate; or
 - (ii) Holding a by-election.

COUNCIL POLICY / STRATEGY OR GOAL:

Representative government

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw No. 2285/GEN/12 – Council Procedures Bylaw
Local Authorities Elections Act
Cities, Towns and Villages Act

FINANCIAL IMPLICATIONS:

By election cost \$5,000
Reduced Council honoraria expense

ALTERNATIVES TO RECOMMENDATIONS:

Appoint an eligible candidate or hold a by-election.

ATTACHMENTS:

N/A

Prepared by:

Judy Goucher, July 15, 2019



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: July 16th, 2019

SUBJECT: Asphalt Patching Program 2019 – Request to issue Request for Quotes (RFQ)

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the use of the RFQ process for the 2019 Asphalt Patching Program.

BACKGROUND:

The Town of Hay River is looking to get a contractor for the 2019 Asphalt Patching work that was approved in the 2019 budget. This work is to fix areas of asphalt throughout the town that are no longer in good shape and need to be replaced for safety and ease of driving. There are several of these areas throughout town with the most prominent ones being shown on the attached list and map. In these areas, existing asphalt will be removed, and new asphalt put in place to create a better driving surface.

In 2017 and 2018 the Department of Public Works used the RFQ Process to seek pricing on asphalt patching per sq. meter, this was found to be the best practice versus the tendering process that had previously been done as there are too many unknowns with historical asphalt in place. It was noted that areas of Town had up to 8” of asphalt in areas that had to be removed thus making difficult to specifically Tender areas for repair, this was also the case for the base aggregate as some areas had 3” - 4” pit run aggregate as a base versus the industry standard ¾ crushed base. aggregate. Due to these uncertainties, the RFQ process is a better solution than the tendering process in this case.

COUNCIL POLICY / STRATEGY OR GOAL:

To seek the best overall value and solution for infrastructure repair projects.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 2388 Procurement Bylaw and Policy

FINANCIAL IMPLICATIONS:

Asphalt Patching was approved in the 2019 O/M Budget Process.

ALTERNATIVES TO RECOMMENDATIONS:

N/A



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: July 16th, 2019

SUBJECT: Asphalt Patching Program 2019 – Request to issue Request for Quotes (RFQ)

ATTACHMENTS:

Asphalt Patching List for 2019
Asphalt Patching Locations Map

Prepared by:
Mike Auge
Director of Public Works
July 12, 2019

Reviewed by:
Judy Goucher
SAO
July 12, 2019



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: July 16th, 2019

SUBJECT: Tender Award for Lift Station #2 Demolition Project

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER awards Rowe's Construction the Tender for the Lift Station #2 Demolition project.

BACKGROUND:

Tender #HRC-1846 for the Demolition of Lift Station #2 closed on July 12th, 2019 and had 1 submitted bid:

Rowe's Construction - \$150,000 (+GST)

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 2388 Procurement Bylaw and Policy

FINANCIAL IMPLICATIONS:

Tender results are within the 2019 budget for this project.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Mike Auge
Director of Public Works
July 12, 2019

Reviewed by:
Judy Goucher
SAO
July 12, 2019