



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

The Regular Meeting of Council was held on Tuesday, May 28<sup>th</sup>, 2019 at 6:30pm in the Council Chambers.

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

Staff: Senior Administrative Officer – Judy Goucher, Assistant Administrative Officer – Glenn Smith, Director of Recreation – Stephane Millette, Director of Finance and Administration & Council Administrator – Stacey Barnes

**1. CALL TO ORDER:**

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

**2. ADOPTION OF AGENDA**

#19-167

**MOVED BY: CLLR MELANSON**

**SECONDED BY: CLLR DOHEY**

**\*\*Amend to remove 7F) Mill Rate Update Report and 8a) Bylaw 2393 – Mill Rate Bylaw Add Excused Absence for Councillor Chambers**

**CARRIED**

**3. DECLARATION OF INTEREST**

There were no declarations of interest for the Regular Meeting of Council, Tuesday, May 28<sup>th</sup>, 2019.

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

**Cllr Dohey** – Lobster Fest coming this Saturday, tickets are almost sold out as of 2pm today.

**Cllr Dohey** – Thank you to Administration and Mayor Jameson with helping feed 48 kids a pizza lunch last week here in the Council Chamber.

**Cllr Melanson** – Chamber Corporate Golf tournament this Sunday, so far, we have 12 of 18 team spots filled

**Deputy Mayor Bouchard** – Town Spring Cleanup is ongoing, they are at the South end of Town now.

**SAO Goucher** – I would like to introduce Derise Rehm Lepine, Reginal Superintendent for Lands, Larissa Doyle, Lands Specialist and Sine Paulette, Administrative Assistant Summer Student for Lands.

**SAO Goucher** – There will be a Public Meeting June 13<sup>th</sup> regarding the Airport Use Plan Consultation at 7pm, and with Council at 5:30pm.

Public Meeting for the Community Plan Consultation is scheduled for June 18<sup>th</sup> in the Community Hall.

**Deputy Bouchard** – The Minister of ITI will be releasing the NWT Manufacturing Strategy on Monday, June 3<sup>rd</sup> at 11am



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

a) May 14<sup>th</sup>, 2019 – Regular Meeting of Council

**#19-168**

**MOVED BY: CLLR DUFORD**

**SECONDED BY: CLLR DOHEY**

**CARRIED**

### 6. ADMINISTRATIVE ENQUIRIES

#### SAO – Judy Goucher

- The second assessment roll was received on Friday
  - Working hard to get into a model to put together mill rates
  - Drafted a mill rate bylaw, may have to have a Special Meeting
  - Possibly the process may be pushed back a month
  - Changes are taking extra time – testing larger increases
- Finalizing the financial statements
- 2018 Fiscal year statements are finalized
- MTS – possible agreement in principle

#### Assistant Senior Administrative Officer – Glenn Smith

- Dealing with lots of phone regarding the High Level fires
  - Working with MACA – KFN was taking in effected people
  - Recreation and Cot support in place
- Old Town Fire Hall is up for sale through the local realtor
- On the Human Resource side:
  - Director of Public Works starts on Monday, we have a work plan and orientation in place
  - Trail Maintenance project is hiring with partnership from the Hay River Metis Government Council, accepting applications till June 17<sup>th</sup>
  - Recruiting couple more summer students for public works
- Tourism
  - In full summer operation swing including summer hours
  - A couple of CAP applications are underway

#### Recreation – Stephane Millette

- Community Cleanup with non-profit groups is now complete, with help from the schools taking on the Kwanis trails
- Ball diamonds are ready and in use
- A lot of meetings and planning for spring/summer activities
  - Lobster Fest
  - YK-HR bike ride, ends at the Recreation Centre on Sunday
  - Track and Field is next week
  - Hay Days Committee meetings
  - Fisherman's Wharf meetings – opening on June 15<sup>th</sup>
  - DJSS Grad Committee meetings – using the recreation centre for end of June



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- All staff are busy making the facilities ready
- Chainsaw and Brushing training happened the past 2 days
- Lifeguard training for our Jr. lifeguards, we have 5 home grown ones in the training
- Summer Heat Training for Leadership will be taking place before the program starts

**Cllr Duford** – Is the pavilion ready to go?

**SAO Goucher** – There is no structure yet, still under construction

**ASAO Smith** – End of season it should be completed, there is RFQ's out for carpentry services, and still some engineering services ongoing. Erection of the structure should be the end of June.

**SAO Goucher** – There will be lots of activities happening at the harbor with the ODF replacing the commercial docking system making it wider and adding more.

**ASAO Smith** – We are working closely with ODF and the wharf contractor. There is a wait list for booths at the wharf, and we have been keeping in contact with the rail services regarding traffic.

**Cllr Dohey** – Will there be any work completed on the Irma Miron trail while the trail maintenance is going on?

**ASAO Smith** – It is on the plan, more of the focus is Kwanis trail, but on the Irma Miron trail we will be doing some surface repairs. There is a multi-year plan for trail work around town.

**Cllr Groenewegen** – Thank you to administration for all the time out into the mill rate work

**Cllr Anderson** – How is Hay River set for fire walls?

**SAO Goucher** – Director of Protective Services is on leave this week, will brief Council next week. There is fire smarting in the Enterprise area and working closely with MACA. We can start building a weekly report to Council. There is a particle fire ban in place right now.

**Cllr Anderson** – Are all the items removed from the Highrise? Do we have any updates?

**SAO Goucher** – There are still personal belongings in there. Health officials have placed an order due to health risks. We are unsure when it will open.

**Cllr Anderson** – Congrats on the summer heat program filling up. What about those in between kids?

**Millette** – It is identified and plans ongoing for summer month next year.

**Deputy Mayor Bouchard** – Can we advertise the delay in property taxes?

**SAO Goucher** – we will add to the newsletters, website and social media

**Deputy Mayor Bouchard** – When does the new Director of Finance Start?

**SAO Goucher** – June 17<sup>th</sup>

**Deputy Mayor Bouchard** – Is there any high school kids working for us after school?

**ASAO Smith** – We have 3 high school students that will work more once school is out.

**Deputy Mayor Bouchard** – Can we begin communicating regarding fires, the road delays and fire smarting updates?

**SAO Goucher** – Will have the Director of Protective Services do this.

### 7. NEW BUSINESS



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### a. Recreation Committee Appointment

#### RECOMMENDATION:

#19-169

**MOVED BY: CLLR DOHEY  
SECONDED BY: CLLR GROENEWEGEN**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoint Kyle Bigger, Kim Ivanko, Steve Campbell, Nikki Ashton, Paula Gour, Donna Lee Demarcke and Terry Rowe to the Recreation Committee for a term expiring December 31<sup>st</sup>, 2021**

**CARRIED**

#### BACKGROUND:

The Recreation Committee is a committee of Council established by terms of reference to serve an advisory function.

The Recreation Committee shall consist of seven (7) to nine (9) members appointed at pleasure by Council and shall include the following:

- a. The Director of Recreation or Administration delegate (non-voting);
- b. One (1) Member of Town Council (non-voting);
- c. Five (5) to (7) representatives from the Public at Large.

Public at large members must be in good standing with the Town of Hay River.

A public call for applicants to the Recreation Committee was made on April 17<sup>th</sup>, 2019 with a deadline for submission by April 30<sup>th</sup>, 2019. Nine applications were received. The applications were assessed by Council's Committee and Administration representatives using evaluation criteria as defined within the committee Terms of Reference.

Letters of acceptance and regrets will be sent to all applicants once approved by Council.

#### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

#### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Recreation Terms of Reference

#### FINANCIAL IMPLICATIONS:

N/A



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### ALTERNATIVES TO RECOMMENDATIONS:

Not appoint any member  
Advertise once more

### ATTACHMENTS:

N/A

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**Prepared by:**

Glenn Smith  
ASAO  
Date: May 22<sup>nd</sup>, 2019

**Reviewed by:**

Judy Goucher  
Senior Administrative Officer  
Date: May 22<sup>nd</sup>, 2019

B) Tourism and Economic Development Committee Appointment

### RECOMMENDATION:

#19-170

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoint Tom Makepeace, Taralynn Schofield, Eileen Gross, Donna Lee Demarcke, Terry Rowe, and Tatiana Petrov to the Tourism and Economic Development Committee for a term expiring December 31<sup>st</sup>, 2021**

**CARRIED**

### BACKGROUND:

The Tourism and Economic Development Committee is a committee of Council established by terms of reference to serve an advisory function.

The Tourism and Economic Development Committee shall consist of nine (9) to ten (10) members appointed at pleasure by Council and shall include the following:

- a. The Assistant Senior Administrative Officer or Administration delegate (non-voting);
- b. The Tourism and Economic Development Coordinator (non-voting);
- c. One (1) Member of Town Council (non-voting);
- d. ITI Ex-Officio (non-voting);
- e. Five (5) to (6) representatives from the Public at Large.

Public at large members must be in good standing with the Town of Hay River.

A public call for applicants to the Tourism and Economic Development Committee was made on April 17<sup>th</sup>, 2019 with a deadline for submission by April 30<sup>th</sup>, 2019. Ten applications were received. One application was disqualified for poor standing with the Town. The remaining applications were



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assessed by Council's Committee and Administration representatives using evaluation criteria as defined within the committee Terms of Reference.

Letters of acceptance and regrets will be sent to all applicants once approved by Council.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Tourism and Economic Development Terms of Reference

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

Not appoint any member  
Advertise once more

### ATTACHMENTS:

N/A

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**Prepared by:**

Glenn Smith  
Assistant Senior Administrative Officer  
Date: May 22<sup>nd</sup>, 2019

**Reviewed by:**

Judy Goucher  
Senior Administrative Officer  
Date: May 22<sup>nd</sup>, 2019

c) Award of Recreation Truck Tender

### RECOMMENDATION:

#19-171

**MOVED BY: CLLR GROENEWEGEN  
SECONDED BY: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the purchase of an F150 XLT pickup truck from Aurora Ford for the amount of \$49 110.**

**CARRIED**

### BACKGROUND:

On March 4<sup>th</sup>, 2019 the Council of the Town of Hay River approved a capital project in the amount of \$60,000.00 for the purchase of a replacement pickup for the Parks and Facilities Maintenance of the



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Department of Recreation, to be purchased in accordance with Bylaw 2388 Procurement Bylaw and funded from Equipment Reserves.

Only one bid was received on Tender #REC-1914 from Aurora Ford Sales Ltd which was for the amount of \$49 110.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 2388 Procurement Bylaw

### FINANCIAL IMPLICATIONS:

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

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**Prepared by:**

Stephane Millette  
Director of Recreation  
Date: May 22<sup>nd</sup>, 2019

**Reviewed by:**

Judy Goucher  
Senior Administrative Officer  
Date: May 22<sup>nd</sup> 2019

d) 2019-2023 Strategic Plan Approval

### RECOMMENDATION:

#19-172

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the Strategic Plan as presented.  
CARRIED**

### BACKGROUND:

On February 24<sup>th</sup> & 25<sup>th</sup> Town Council, Town Management, Administration, and Union representation attended a facilitated workshop with Ian McCormack, Strategic Steps Inc.



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The Hay River 2019-2023 Strategic Plan provides a roadmap that was developed by the town's council, senior administration and managers. It is important that both the council and administration work together to achieve the priorities that are outlined in this plan.

Also important is the recognition that the environment in which the town operates is always shifting. In response, the town's plans also must shift to remain relevant. As with any plan, this one must be used, reviewed and updated on a regular basis.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

Not accept the strategic plan

### ATTACHMENTS:

N/A

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**Prepared by:**

Glenn Smith  
Assistant Senior Administrative Officer  
Date: May 24<sup>th</sup>, 2019

**Reviewed by:**

Judy Goucher  
Senior Administrative Officer  
Date: May 24<sup>th</sup>, 2019

e) 2018 Audited Financial Statements

### RECOMMENDATION:

#19-173

**MOVED BY: WILLOWS  
SECONDED BY: DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2018 Audited Financial Statements as presented.**

**DEFERRED**



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

### BACKGROUND:

In accordance with the *Cities, Towns and Villages Act* and our funding sources from other levels of government and our financial services provider the Town is required to have an annual audit of the financial statements.

The Auditor presented the financial statements to the Finance Committee on April 29<sup>th</sup>. The Draft Audited Financial Statements are attached for Council's approval. Drew Queen, CPA, CA will be presenting the highlights of the statement.

The Finance Committee is recommending approval of the Audited Financial Statements for 2018.

### COUNCIL POLICY / STRATEGY OR GOAL:

Fiscal responsibility and transparency

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Cities, Towns and Villages Act

### FINANCIAL IMPLICATIONS:

2019 Operating and Water and Sewer and Capital Contribution

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

Draft 2018 Audited Financial Statements

**Prepared by:**  
Stacey Barnes  
Council Administrator  
May 24, 2019

**Reviewed by:**  
Judy Goucher  
Senior Administrative Officer  
May 24, 2019

f) Excused Absence

### RECOMMENDATION:

#19-174                      **MOVED BY: CLLR ANDERSON**  
   **SECONDED BY: CLLR DUFORD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Chambers from the Regular Meeting of Council on Tuesday, May 28<sup>th</sup>, 2019.**

**CARRIED**



## COUNCIL MINUTES – May 28<sup>th</sup>, 2019

### BACKGROUND:

Councillor Chambers has asked to be excused from the Regular Meeting of Council on Tuesday, May 28<sup>th</sup>, 2019

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

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#### Prepared by:

Stacey Barnes  
Council Administrator  
Date: May 28<sup>th</sup>, 2019

### 8. BYLAWS

- a) Bylaw 2411/APPT/19 – Bylaw Officer Appointment – Third and Final Reading

#19-175

**MOVED BY: CLLR DOHEY  
SECONDED BY: CLLR WILLOWS**

**CARRIED**

### 9. NOTICES OF MOTIONS

There was no notice of motions at the Regular Meeting of Council on Tuesday, May 28<sup>th</sup>, 2019



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### 10. IN CAMERA

#19-176

MOVED BY: CLLR ANDERSON  
SECONDED BY: CLLR GROENEWEGEN

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

CARRIED

#19-177

MOVED BY: CLLR DOHEY  
SECONDED BY: CLLR DUFORD

That the Council of the Town of Hay River move out of In Camera At 9:04PM.

CARRIED

### 11. ADJOURNMENT

#19-178

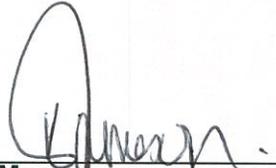
MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 9:05pm.

CARRIED

Certified Correct as Recorded on the 28<sup>th</sup> day of May 2019.

These minutes were accepted by motion # 19-192.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Senior Administrative Officer

