



## COUNCIL MINUTES – July 30<sup>th</sup>, 2019

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

Present: Deputy Mayor Bouchard, Councilors Anderson, Chambers, Dohey, Duford, and Groenewegen, Willows – Mayor Jameson telephoned in

Staff: Senior Administrative Officer – Judy Goucher, Assistant Administrative Officer – Glenn Smith, Director of Public Works – Mike Auge, Director of Finance and Administration – Sam Mugford, Director of Protective Services – Ross Potter, & 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**

**#19-232**

**MOVED BY: CLLR WILLOWS**

**SECONDED BY: CLLR CHAMBERS**

**CARRIED**

**3. DECLARATION OF INTEREST**

Cllr Chambers for 12) In Camera item

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

**Cllr Dohey** – Congratulations to ASAO Smith and the Hay River Heat & Director of Public Works Mike Auge for beating them.

**Cllr Anderson** – Had the recent passing of one of our Town employees Gordon Collicut, Condolences to his family and the public works department.

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

a) July 16<sup>th</sup>, 2019 – Regular Meeting of Council

**#19-233**

**MOVED BY: CLLR DOHEY**

**SECONDED BY: CLLR CHAMBERS**

**CARRIED**

**6. BUSINESS ARISING FROM MINUTES**

There was no business arising from the minutes of the Regular Meeting of Council, Tuesday, July 16<sup>th</sup>, 2019.



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### 7. DELEGATIONS

There were no delegations for the Regular Meeting of Council, Tuesday, July 30<sup>th</sup>, 2019.

### 8. ADMINISTRATIVE ENQUIRIES

#### SAO – Judy Goucher

- Updating the Community Plan, will bring it to the Regular Meeting in August
- Finalizing the 2019 Capital Budget entries into the MACA tool
- MACA reached out regarding ICIP funding with questions, it has been worked through and now submitted. Should hear back mid-August if approved.
- I will be away till August 7<sup>th</sup>, ASAO will be acting

#### Director of Finance – Sam Mugford

- Meeting to discuss year end audit adjustments with Drew Queen from Ashtons Chartered Accountants to finalize 2019 Q2 Financial Statements
- Will be bringing the quarterly reporting to the August 13<sup>th</sup> meeting
- Administration staff has been busy working on property taxes.

#### Director of Protective Services – Ross Potter

- Update on the fires in the South Slave – Fire danger is Medium turning to low, particle fire ban will stay in effect. There was a total of 41 fires, 19 declared out, 19 being monitored, 3 being held
- Busy with summer camps coming through for tours of the fire hall
- Focus has been on training; 1001 testing is coming up next weekend.
- The fire training school arrived today, it will be set up over the next few days.

#### Director of Public Works – Mike Auge

- Working on line painting and road work in the old Town of Hay River
- Catch basin in at the end of the Recreation Centre & Northmart has been pumped and cleaned out.
- The traffic light is out by the school, have called Mackenzie Electric to come fix it, should be done by the end of the week.
- Working on the renewal process for the Water License and what needs to happen over the next year.
- Pro-form will be in town next week to install curbs and gutters on Dessy and Morin Place. The asphalt will be going down in the middle of August.

#### Assistant Senior Administrative Officer – Glenn Smith

- Pool chemical balance was off last week, it has been dealt with and probes replaced
- Summer activities are at their peak with maintenance and programming
- Special events this week include a slo-pitch tournament this coming weekend.
- Musical Ride August 25<sup>th</sup>, tickets are on sale, supporters include ITI and the Elks
- Ice will be installed in September, we will be meeting with user groups and putting on an ice making course.
- Make the connection night is scheduled for September 3<sup>rd</sup>
- Recreation hours for the stat holiday will be 12-6pm including the front desk



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- The pavilion at the wharf now has the post and beams in place, next step will be the roof.
- There are ongoing talks with the GNWT (Infrastructure) to use the cedar logs from the old Zoo building in the pavilion if possible.
- Trail maintenance is going well, the path is being resurfaced along the Kiwanis trail, starting on the brush soon.
- Visitor Information Centre had sod and grass seed installed along with the deck being stained.

**Cllr Willows** – Is there a possibility of changing the street lights timing by the schools during the summer time?

**Potter** – There use to be a pad there, now having to use the timer that is set for 3 minutes. It takes a lot of work to change those, due to being so old.

**SAO Goucher** – We can reach out to the DEA to discuss options for this intersection

**Deputy Mayor Bouchard** – Do we have an update from the GNWT on the Highrise?

**SAO Goucher** – We have not heard anything, will make an inquiry to the GNWT

**Mayor Jameson** – The last one I received was passed onto Council about a month ago.

**Deputy Mayor Bouchard** – When Pro Form is in town, will they look at the sidewalks on Courtoreille Street?

**Auge** – They did look at them, we will take their recommendation into consideration.

**Deputy Mayor Bouchard** – There has been many bear sightings, keep the trail maintenance staff informed to be careful.

**Deputy Mayor Bouchard** – can we put out reminders that taxes are due July 31<sup>st</sup> for the 4% discount.

## 9. NEW BUSINESS

- a. Mayors monthly report for June 2019

### RECOMMENDATION:

#19-234

**MOVED BY: CLLR DOHEY**

**SECONDED BY: CLLR CHAMBERS**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the “Mayors Report” for JUNE 2019 as presented.**

**CARRIED**

### BACKGROUND:

#### Mayor's June 2019 Meetings

<u>Date</u>	<u>Meeting with or Attended</u>	<u>Location</u>
June 5, 2019	NWT Track & Field Opening Ceremonies	Hay River Recreation Centre
June 19, 2019	MLA North RJ Simpson	Mayor office



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June 20, 2019	Hay River Ski Club David MacDonald	Mayors Office
June 21, 2019	Aboriginal Days Celebration Volunteer	Hay River Metis Government Council
June 24, 2019	Harry Camsell School Year End Hot Dog Lunch	Harry Camsell School
June 25, 2019	MLA South Wally Schumann	Mayors Office
June 26, 2019	RCMP Sgt Brandon Humbke	Mayors Office
June 27, 2019 (Morning)	PA School Year End Assembly Guest Speaker	PA School
June 27, 2019 (Afternoon)	DJSS Graduation Guest Speaker	DJSS School
June 28, 2019	Ecole Boreal Graduation	Ecole Boreal School

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

N/A

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A



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### ATTACHMENTS:

N/A

**Prepared by:**  
Kandis Jameson  
Mayor  
Date: June 30, 2019

b. Request for Variance from Zoning Bylaw

### RECOMMENDATION:

#19-235                      **MOVED BY: CLLR GROENEWEGEN**  
   **SECONDED BY: CLLR ANDERSON**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER declines the request from Trade Show Direct to allow a size variance on the Caretaker Unit.**

**DEFEATED**

### BACKGROUND:

The Town of Hay River has received a request from Trade Show Direct asking Mayor and Council to allow a variance on Caretaker size for a proposed Shop/Caretakers Building at 42 Industrial Drive.

The site is C2 Highway/Service Commercial, Caretakers are allowed in this zone under Discretionary Uses. They can only be an integral part of the Principal building they cannot be a detached unit in this zone.

The applicable sections of the bylaw are as follows:

#### **Definition of Caretaker Unit in Zoning and Building Bylaw 1812**

**Caretaker Unit** means a single residential unit forming part of a development and used solely to accommodate an employee or a person or persons related as a family whose official function is to provide surveillance, maintenance and/or security for a development provided for in the land use districts in which caretaker units are listed as a discretionary use.

#### **5.9 Caretaker Units**

- 1) In land use zones where caretaker units are permitted as a discretionary use under this bylaw, an application for a development permit will be considered by the Development Officer and may be approved by Council for a maximum of one caretaker unit per lot. All applications must be accompanied by proof of a valid business license, issued by the Town of Hay River, for the location of the intended caretaker unit. If approval for the caretaker unit is given, the following provisions will be adhered to:



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- b) the application is with regard to an Industrial, Transportation or Highway/Service Commercial zone.
  - e) the maximum area of the living space for a caretaker unit which forms an integral part of the principal building must not be greater than 91.74 m sq. (1,000 sq. ft.).
- 2) Caretakers that are not an integral part of the building will only be considered for the Industrial and Transportation zones. These units must be mobile homes as defined in this bylaw.

### 3.8 Relaxation of Regulations

- 1) The Development Officer may approve a development application notwithstanding that the proposed use does not comply with the provisions of this bylaw, if the non-compliance is minor and where in the opinion of the Development Officer, denial of the application would cause the applicant unnecessary hardship unique to this use.
- 2) The Development Officer may relax Front Yard Set Backs 10%, Side Yard Set Backs 20% and Rear Yard Set Backs. Any other set back relaxation greater the above, shall only be granted by Council.
- 3) The Development Officer may permit a development in any zone on a lot which is substandard with respect to width, depth, or area.
- 4) In approving an application for a development permit, pursuant to subsections 1, 2 and 3 above, the Development Officer or Council shall adhere to the following:
  - a) A relaxation shall be considered only in cases of unnecessary hardship or practical difficulties unique to the use, character, or situation of land or building, which are not generally common to other land in the same zone;
  - b) There shall be no deviation from building height, floor area ratio, density regulations and parking requirements unless otherwise stated in this bylaw;
  - c) The General Purpose of the appropriate zone; and
  - d) The policies of the general zone

### Conclusion

The original permit request does not meet the size requirements for a caretaker unit in the Zoning and Building bylaw (Section 5.9). Additionally, the variance request does not meet the exceptions provided for in the Relaxation of Regulations (Section 3.8) of the bylaw. Therefore, administration recommends that the request for a variance to the bylaw for a larger caretaker unit be declined.

Approving the variance request would contravene the Town's current bylaws and would set an undesirable precedent for similar requests from others.







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### BACKGROUND:

The 2018 AWG Host Society has provided the final financial report for the games for the period ending June 30, 2019. The report identifies a surplus of \$59,198 of which \$32,156 is a cash surplus and the remainder is the value of the merchandise that was split between the two communities for possible retail. Neither community was anticipating any significant revenue from the sale of the surplus merchandise that was transferred after the games.

In accordance with the tri-party 2018 AWG Host Agreement, the Towns of Hay River and Fort Smith are to share equally in any surplus or deficit resulting from the games. The cash surplus of \$32,156 results in each community receiving \$16,076.

The 2018 AWG Host Society Board of Directors has requested the following in terms of the funds that will be provided to Hay River:

Hay River – that the Town of Hay River use their portion of the surplus to establish a reserve for the purchase of a multisport floor covering for the arena ice surface, and furthermore this project be identified in the 2020-2021 capital plan and furthermore the Town match the surplus amount from funds generated by from Arctic Winter Games fundraising licensing fees.

The request to establish a separate reserve for the purchase of a multisport floor covering for the arena ice surface with direction that this project be identified in the 2020/21 capital budget and cost shared by the Town is outside the scope of the 2018 AWG Host Society Board. Other considerations include:

- Establishing a new reserve increases administrative workload and is inconsistent with preliminary discussions to amalgamate reserves in order to streamline the Town's financial management.
- The 2018 lottery licensing fees for the 2018 AWG Chase the Ace have been recorded as revenue in the Town's 2017 and 2018 audited financial statements. This financial treatment is consistent with any other Chase the Ace Lottery license revenue.
- A multisport floor covering was investigated in December 2017 and costing was in the range of \$200,000 which is significantly more than the \$32,156 that would be realized through a matching of 2018 AWG surplus.
- If the Town matched the 2018 AWG surplus it would be an unbudgeted expense in 2019 or a budget consideration for 2020 or 2021 in accordance with the timeline identified by the AWG Host Society Board.

The Town of Hay River provided a \$160,000 cash contribution to the 2018 AWG. In addition, the Town incurred expenses related to legal fees for agreements, administration hours for time spent completing contribution funding applications and AWG governance, other in kind labour, no fee facility use, extra snow removal, additional waste disposal and other services for which the Town was not compensated.





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It is recommended that the Town of Hay River's cash surplus be recorded as 2019 revenue.

### COUNCIL POLICY / STRATEGY OR GOAL:

Accountable government.

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

Financial Administration Bylaw  
Public Sector Accounting Standards

### FINANCIAL IMPLICATIONS:

Matching funds of \$16,076 are unbudgeted for 2019.

### ALTERNATIVES TO RECOMMENDATIONS:

Council agrees to establish a new reserve for multisport floor cover for the arena and approves a \$16,076 expenditure to match the 2018 AWG surplus funds.

### ATTACHMENTS:

2018 AWG Financial Statements as of June 30, 2019  
Letter from 2018 AWG President to Mayor of Hay River and Mayor of Fort Smith

Prepared by:  
Judy Goucher  
SAO  
July 29, 2019

e) Excused Absence

### RECOMMENDATION:

#19-238                      **MOVED BY: CLLR DUFORD**  
                                     **SECONDED BY: CLLR WILLOWS**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Chambers from the Standing Committee of Council on Tuesday, August 6<sup>th</sup> and the Regular Meeting of Council on Tuesday, August 13<sup>th</sup>, 2019.**

**CARRIED**

### BACKGROUND:

Councillor Chambers has asked to be excused from the Standing Committee of Council on Tuesday, August 6<sup>th</sup> and the Regular Meeting of Council on Tuesday, August 13<sup>th</sup>, 2019.



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### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

N/A

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

N/A

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**Prepared by:**  
Stacey Barnes  
Council Administrator  
Date: July 29<sup>th</sup>, 2019

## 10. NOTICES OF MOTIONS

There was no notice of motions at the Regular Meeting of Council on Tuesday, July 30<sup>th</sup>, 2019

## 11. IN CAMERA

#19-239

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

**That the Council of the Town of Hay River move to In Camera at 7:05pm.**

**CARRIED**

#19-240

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

**That the Council of the Town of Hay River move out of In Camera At 8:25PM.**

**CARRIED**



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### 12. ADJOURNMENT

#19-241

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 8:26pm.

CARRIED

Certified Correct as Recorded on the 30<sup>TH</sup> day of July 2019.

These minutes were accepted by motion # \_\_\_\_\_.

  
\_\_\_\_\_  
Mayor

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

