



NOTICE

SPECIAL MEETING OF COUNCIL

Date: Monday, April 6th, 2020

Time: 6:30pm

NATURE OF MEETING

The purpose of this meeting is for the following:

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DECLARATION OF INTEREST**
- 4. MINUTES**
 - a. Special Meeting of Council – Monday, March 30th, 2020
- 5. DELEGATION**
 - a. GNWT COVID Business Support Measures - Tom Colosimo, South Slave Regional Superintendent, Industry, Tourism and Investment
- 6. COUNCILLOR LIAISON REPORTS (COVID-19)**
 - a. Council Committee Reports
- 7. NEW BUSINESS**
 - a. COVID-19 Town of Hay River Operations Update
 - b. COVID-19 Public Communications Update
 - c. Tourism and Economic Development Monthly Report for March
 - d. Emergency Services Monthly Report for March
- 8. BYLAWS**
 - a. Bylaw 2411 - Appointment of Bylaw Officer
- 9. IN CAMERA**
 - a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)
- 10. ADJOURNMENT**

Pursuant to the Cities, Town and Villages Act, S.N.W.T. 2003, c. 22, Section 27 (1), Mayor Jameson has called a Special Meeting of Council.

Dated at the Town of Hay River this 3rd day of April 2020.

Judy Goucher
Senior Administrative Officer

MEMORANDUM

TO: Judy Goucher - Senior Administrative Officer

FROM: Mayor Jameson

DATE: Friday, April 3rd, 2020

RE: SPECIAL MEETING OF COUNCIL

Pursuant to Section 27 (1) of the Cities, Towns and Villages Act, we have called a Special Meeting of Town Council to be held on:

Monday, April 6th, 2020

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Dated at the Town of Hay River this 3rd day of April 2020.

Mayor Kandis Jameson



AGENDA

- 1. CALL TO ORDER**
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 - a. Special Meeting of Council – Monday, March 30th, 2020 – page 3-8
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 - a. COVID-19 Town of Hay River Operations Update
 - b. COVID-19 Public Communications Update
 - c. Tourism and Economic Development Monthly Report for March – page 9-13
 - d. Emergency Services Monthly Report for March – page 14-16
- 8. BYLAWS**
 - a. Bylaw 2411 - Appointment of Bylaw Officer – page 17-19
- 9. IN CAMERA**
 - a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)
- 10. ADJOURNMENT**



SPECIAL MEETING MINUTES March 30th, 2020

The Special Meeting of Council was held on Monday, March 30th, 2020 at 6:30pm By Video Conference Call

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

Staff: SAO Judy Goucher, ASAO – Glenn Smith, Director of Recreation – Stephane Millette, Director of Protective Services – Ross Potter, Director of Public Works – Mike Auge, Director of Finance – Sam Mugford, 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

#20-060

MOVED BY CLLR WILLOWS

SECONDED BY: CLLR CHAMBERS

3. DECLARATION OF INTEREST

There were no declarations of interest at the Emergency Meeting of Council on Monday, March 30th, 2020.

4. EMERGENCY MEETING OF COUNCIL MINUTES – MONDAY, MARCH 23RD, 2020

#20-061

MOVED BY: CLLR WILLOWS

SECONDED BY: CLLR CHAMBERS

5. COVID-19 COUNCILLOR LIAISON REPORTS

Cllr Duford – Seniors and Homelessness

Had a call with Tom Makepeace, he stated the Seniors are well looked after, but mentioned if there could be a dedicated phone for Seniors to use in case of emergencies, such as needing food or prescriptions.

With the Soup Kitchen now closed there is concern for some seniors and homeless that depend on it for food.

There are Seniors in self-isolating that do not have cell phones or internet, is there any agency that would provide ipads or wifi to those that live alone?

The homeless are taken care of with accommodations.

Cllr Willows – Hay River Health and Social Services

Working on developing next steps with enforcement issues around the north. NWT has 1 positive case of COVID-19. If needing the blood laboratory or X-ray you must call and make an appointment. Outpatient overflow is moved to the emergency dept. Any visitors that go into the hospital are screened. There have been 47 testing in Hay River and 10 still pending results, these results can take up to 5 days, and may increase to 7 days.

Plans are beginning to come together for a “drive through” testing area at HH Williams Hospital parking lot.



SPECIAL MEETING MINUTES March 30th, 2020

There is a full compliment of Doctors till the end of April.

There is enough PPE plus 20% for the pandemic plan. As well Suncor donated 5000 masks.

6 NEW BUSINESS

a. COVID-19 Town of Hay River Operations Update – SAO Goucher

- All departments have implemented continuity plans.
- All essential service workers are following safe work practices
- The Visitor Information Centre is winterized, and the Tourism coordinator is working from home.
- The recreation centre & curling club both have the ice removed, the pool has been drained and mechanicals are shut down. Cimco will be coming to town to shut the ice plant off. Cimco worker has supplied a work plan and registered with Protect NWT.
- There is some staff working at the recreation centre in separate areas following lone worker protocols.
- Senior Management continues to meet daily and are in regular communications with the union.
- There are some delays in rolling out cheques, working on processes. Visa option will be coming soon.
- At this time there is no drop off box at the main office, but things can be mailed in and mail is picked up weekly and opened with precautions.

b. COVID-19 - Public Communications Update – ASAO Smith

- Worked with staff getting set up to work from home and for those essential services, information has been communicated out about safe work practices. Information about mental health has been sent out to all staff.
- Key information that has been communicated to the public in the first 3 weeks has been the THR operations, Public & Private operations, Education of what COVID-19 is and Safe Health Practices.
- 79 posts have been made on our social media, 21 updates on the bulletin boards, 12 emails to the seniors, and 6 emails to the chambers re: support programs, 2 media releases, Q&A on the local radio station with Mayor Jameson, 20 post on the Town website, and continuous emails to all town staff and Council

c. Operations and Maintenance Contribution Agreement

RECOMMENDATION:

#20-062

MOVED BY: CLLR ANDERSON

SECONDED BY: DEPUTY MAYOR BOUCHARD

THE COUNCIL OF THE TOWN OF HAY RIVER approves the Operations and Maintenance Contribution Agreement for 2020 – 2021 in the amount of \$2,215,000.

CARRIED

BACKGROUND:



SPECIAL MEETING MINUTES March 30th, 2020

Each year Council approves a funding agreement with Government of Northwest Territories for Operations and Maintenance for the period April 1st to March 31st of the following year.

For this year April 1, 2020 to March 31, 2021 the agreement for Operations & Maintenance Funding is in the amount of \$2,215,000. This is consistent with the funding received for 2019-2020.

Once these agreements are signed, funding will flow monthly.

COUNCIL POLICY / STRATEGY OR GOAL:

To obtain Operations and Maintenance Funding for the current budget year.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River O&M Budget for 2020

FINANCIAL IMPLICATIONS:

\$2,215,000 for operating expenditures for the calendar year.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Operations and Maintenance Contribution Agreement.

Prepared by:
Sam Mugford, CPA, CA
Director of Finance and Administration
March 30, 2020

Reviewed by:
Judy Goucher
SAO
March 30, 2020

d. Water and Sewer Contribution Agreement

RECOMMENDATION:

#20-063

MOVED BY: DEPUTY MAYOR BOUCHARD
SECONDED BY: CLLR CHAMBERS

THE COUNCIL OF THE TOWN OF HAY RIVER approves the Water and Sewer Funding Contribution Agreement for 2020 - 2021 in the amount of \$1,045,000.

CARRIED

BACKGROUND:



SPECIAL MEETING MINUTES March 30th, 2020

Each year Council approves a transfer agreement with Government of Northwest Territories for Water and Sewer funding for the period April 1st to March 31st of the following year.

For this year April 1, 2020 to March 31, 2021 the agreement for Water and Sewer Funding is in the amount of \$1,045,000. This is consistent with the funding received in 2019 – 2020.

Once these agreements are signed, funding will flow monthly.

COUNCIL POLICY / STRATEGY OR GOAL:

To obtain Water and Sewer Funding for the current budget year.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River Utility O & M Budget for 2020

FINANCIAL IMPLICATIONS:

\$1,045,000 for utility operating expenditures for the calendar year.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Transfer Agreement – Water & Sewer Transfer Agreement.

Prepared by:
Sam Mugford, CPA, CA
Director of Finance and Administration
March 30, 2020

Reviewed by:
Judy Goucher
SAO
March 30, 2020

7. IN CAMERA

#20-064 **MOVED BY: DEPUTY MAYOR**
SECONDED BY: CLLR CHAMBERS

That the Council of the Town of Hay River move to In Camera at 7:06pm.

CARRIED

#20-065 **MOVED BY: CLLR DUFORD**
SECONDED BY: CLLR DOHEY

That the Council of the Town of Hay River move out of In Camera At 8:26PM.



SPECIAL MEETING MINUTES March 30th, 2020

CARRIED

8. ADJOURNMENT

#20-066

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 8:27pm.

CARRIED

Certified Correct as Recorded on the 30th Day of March 2020

These minutes were accepted by motion #_____.

Mayor

Senior Administrative Officer



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: April 6, 2020

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Report for the month of March 2020.

BACKGROUND:

Tourism Activity:

- Two Community Engagement Sessions held as part of Tourism Marketing Plan development. Session was facilitated by Outcrop Communications. Ten participants representing private industry and government attended the two sessions.
- Held a familiarization tour with NWT Tourism in preparation for hosting the NWT Tourism AGM and Conference in November 2020.
- Meeting held with Robin Williams, Manager NWT Conference Bureau & Business Partnerships with NWT Tourism, to discuss opportunities for conference and meeting tourism in Hay River.
- Touch the Arctic Tours launched a tourism package that included Hay River called the Great Slave Getaway <https://www.touchthearctic.com/southslavegetaway>
- Finalized designs for Highway Tourism Signage and submitted application to the Department of Infrastructure for installation approval. Three highway signs will be erected that promote attractions and amenities in Hay River.
- Peter applied to sit on the Tourism Marketing Advisory Board for another 2-year term.
- 2020 Hay River Visitor Guides arrived and will be circulated through various Visitor Information Centres in NWT and Alberta. The guide expanded from 50 pages last year to 58 pages.

Economic Development Activity:

- Fisherman's Wharf Pavilion held a soft opening for the Polar Pond Hockey tournament. The building is now substantially completed. Some finishing construction is to be completed in Spring 2020.

Other Activity:

- Various trail interpretive signage designed and produced for installation on segments of The Great Trail.
- Entered into contribution funding agreement with Trans Canada Trail for Oxbow Trail signage.



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** April 6, 2020
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

Key Performance Indicators:

External Funding Success

- Healthy Choices funding application for \$70,000 to support Summer HEAT program was unsuccessful.
- CanNor Expression of Interest for \$775,000 for Expanding Hay River's Tourism Platform was accepted. We will submit a full application in April.
- Funding has been secured with Trans Canada Trail for the production and installation of five interpretive signs on the Oxbow Trail.





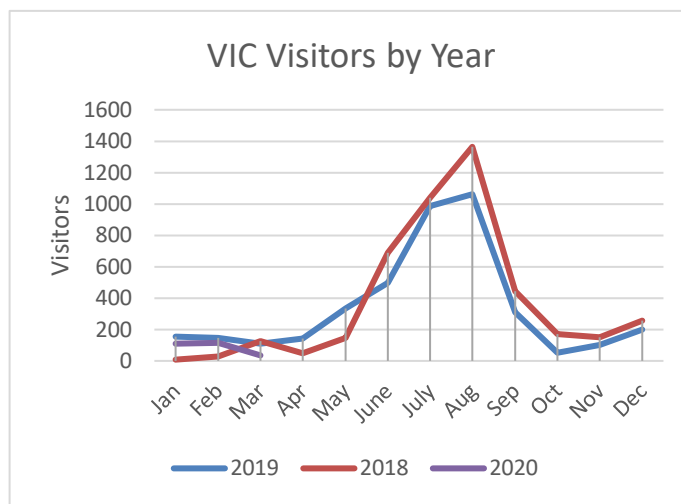
REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: April 6, 2020

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

Visitor Information Centre Visitation

March VIC visitation numbers at 35 visitors were down from February's 115 visitors. Visitors were predominately from the NWT. VIC was closed to the public mid-March due to COVID-19 outbreak.





REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: April 6, 2020

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

Gift Shop Sales

Gift shop sales for the month were \$435.50 down from last year (\$1,633.00).



Inbound Marketing

- Promotion through social media still remains the focus for marketing. Ad in Up Here Magazine.

Visitor Satisfaction Rating

- We have been working with ITI, NWT Parks and Spectacular NWT to create an NWT wide visitor metrics that will be of value to all involved. Currently in discussion.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** April 6, 2020
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

ATTACHMENTS:

N/A

Prepared by:
Peter Magill
Tourism and Economic Development Coordinator
Date: April 3rd, 2020

Reviewed by:
Glenn Smith
ASAO
Date: April 3rd, 2020



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: APRIL 6, 2020

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Emergency Services Activity Report for March 2020 as presented.

BACKGROUND:

Summary:

Professional Firefighter training continued for the first couple of weeks of the month of March for our NFPA 1001 Students. This month we covered Portable Fire Extinguishers and Tools and Equipment. Our certified Firefighters continued Technical Rescue training. On March 18th we ended classroom and practical training so that we could ensure social distancing for our First Responders due to the COVID – 19 concerns. The only training that will be happening for the immediate future is our online class for NFPA 1001.

Medical crews attended the Polar Pond Hockey and provided both medical support and timekeeping for the event. There were only a couple of minor injuries that needed to be dealt with during the time we were there.

COVID – 19 has been the focus of the Protective Services Department since March 18th, 2020. Staffing levels are being monitored on a daily basis, there was a shortage of members at the beginning of the Pandemic due to Self-Isolation of some members. By the end of March 60% of the membership is now responsive. We expect those numbers to improve in early April.

Protective Services is part of a Committee preparing for spring break up under COVID-19 pandemic conditions. More information on the planning for breakup will be forthcoming in the next week.

Protective Services is monitoring the landfill to manage risk of fire at that site.

Meetings:

NWT Fire Chief's Association
Strathcona County Dispatch

During February 319, paid-on-call hours were served by the members of the HRFD for a year to date a total of 944 hours.



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: APRIL 6, 2020

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

STATISTICS

FUNCTION	MARCH 2018	MARCH 2019	MARCH 2020	MARCH 2018 YTD	MARCH 2019 YTD	MARCH 2020 YTD
Patient Transfers	6	6	22	31	33	44
Medical Emergency Local	11	13	16	38	37	50
Medical Emergency Reserve	3	4	4	8	5	8
Medical Emergency Highway	3	0	2	3	0	3
Medical Emergency Out of Town Patients	4	0	1	9	3	1
Body Transfer	1	0	1	3	2	2
Fires & Rescues	2	0	1	8	5	1
False Alarms	3	0	2	6	5	9
Training	4	2	2	13	12	10
Special Training	0	0	0	12	1	0
Maintenance	4	2	2	11	9	9
Fire Permits	0	0	0	0	0	0
Fireworks Permits	2	0	0	2	0	0
Public Safety	0	0	2	2	2	6
Inspections	2	6	0	12	33	8



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: APRIL 6, 2020

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

MAINTENANCE

All daily/weekly/monthly maintenance activities were completed.

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: April 3rd, 2020

Reviewed By:
Judy Goucher
Senior Administrative Officer
Date: April 3rd, 2020

**BYLAW NO. 2411
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

A BYLAW of the Municipal Corporation of the Town of Hay River in the Northwest Territories to appoint a By-Law Officer for the Town of Hay River pursuant to the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22.

WHEREAS the CITIES, TOWNS AND VILLAGES ACT, Sections 48, 137 and 138 provides that the Council may by bylaw appoint officers and authorize them to perform any duties the Council considers necessary,

AND WHEREAS, the Council of Town of Hay River considers that it is in the public interest to appoint a By-Law Officer as an Officer of the Town of Hay River for the enforcement of Municipal By-Laws in the Town of Hay River.

NOW THEREFORE the Council of the Corporation of the Town of Hay River, in a regular meeting duly assembled enacts as follows:

SHORT TITLE

1. This bylaw may be cited as the By-Law Officer's By-Law.

INTERPRETATION

2. In this Bylaw,
 - (a) "Council" means the Council of the Town of Hay River.
 - (b) "By-Law Officer" means a person who is appointed in accordance with the Cities, Town and Villages Act as a By-Law Officer to enforce the By-Laws of the Town of Hay River, and any Peace Officer who is entitled by law to enforce the By-Laws of the Town of Hay River.
 - (c) "Town" means the Town of Hay River, in the Northwest Territories.

APPLICATION

3. That the person(s) named in Schedule 1, attached to and forming part of this By-Law, is/are hereby appointed By-Law Officer(s).
4. That By-Law Officers so appointed shall assume the rank of Constable.
5. That By-Law Officers so appointed shall carry out the duties specified in Section 137 and 138 of the Cities, Towns and Villages Act, R.S.N.W.T., 2003, c.22.
6. That the term of appointment shall expire upon termination of employment with the Town as a By-Law Officer.

**BYLAW NO. 2411
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

SCHEDULE "1"

Schedule "1" to By-Law No. 2411, passed this day of , 2020.

The following individual is appointed as Chief By-Law Officer:

Ross Potter

The following individual is appointed as By-Law Officer:

Earle Dumas

Effective Date of Appointment: April 6, 2020