



REGULAR MEETING MINUTES August 25th, 2020

The Regular Meeting of Council was held on Tuesday, August 25th, 2020 at 6:30pm By Video Conference Call

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

Staff: SAO – Glenn Smith, Director of Recreation – Stephane Millette, Director of Public Works – Mike Auge, Director of Protective Services – Ross Potter, 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

#20-208

MOVED BY CLLR DOHEY

SECONDED BY: CLLR ANDERSON

Swap 7 & 8 in the agenda order

3. DECLARATION OF INTEREST

There were no declarations of interest at the Regular Meeting of Council on Tuesday, August 25th, 2020.

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

Mayor Jameson – Hay River Heritage Centre celebrated their 20th anniversary this past weekend, Congratulations and Thank you for developing the centre over the years

Deputy Mayor Bouchard – Congratulations to all the Community in Bloom participants and winners – great creativity of your yards.

5. MINUTES

a. Regular Meeting of Council – August 11th, 2020

#20-209

MOVED BY: CLLR DOHEY

SECONDED BY: DEPUTY MAYOR BOUCHARD

CARRIED

6. BUSINESS ARISING

There were no business arising at the Regular Meeting of Council on Tuesday, August 11th, 2020.

7. DELEGATIONS

- a. Food Cycler Program Presentation – Hay River Seniors Society
- b. Fort Providence /Kakisa Transmission Line Presentation



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8. ADMINISTRATIVE ENQUIRIES

Director of Finance – Sam Mugford

- Quarter 2 reports are on the agenda for today after coming back from the finance committee
- Payroll/Payables position has been filled, we will be advertising the reception position
- 2021 budget will be starting next month

Director of Protective Services – Ross Potter

- Bylaw Officer starting on Sept. 14

Director of Recreation – Stephane Millette

- Moving from summer to fall programming
- Summer Heat is completed, and Beach attendants are done on Monday
- Trail work continues
- Working with the COPH for user groups returning to play

DM Bouchard – will open like Yellowknife's facility?

SAO Smith – Yellowknife incorporated a bylaw to wear facemasks in public facilities and on transportation.

Director of Public Works – Mike Auge

- Caribou Crescent project is wrapping up
- Lift Station project is underway
- Fraser Place Geotech – they had equipment issues, will continue once fixed
- Asphalt patching starting next week
- Line painting to finish next week
- Water Licensing public hearing presentations will be Sept 8-10
- Hired a new Heavy Equipment Operator that started on Monday

Deputy Mayor Bouchard – How did the water line intake inspection go?

Auge – They were 3 days in the water, difficult to find, they will be sending reports on the work that was completed including the reservoirs.

Cllr Groenewegen – Clarity on what did they find?

Auge – Could not locate the intake line at all, cost will come in lower.

Mayor Jameson – Why is the line painting so late this year?

Auge – Staffing and weather issues early on

Deputy Mayor Bouchard – if so late in the year, why not wait till next year

Auge – It is more visible in the spring, and right now have the staff and time



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Senior Administrative Officer – Glenn Smith

- Strategic plan workshop this weekend
- Planning ICIP funding for this winter
- IT contract is completed and amended to move to the cloud
- In talks with FCM regarding a new town hall construction funding for design and study along with an asset management program funding
- Collective Bargaining starts on September 8

9. NEW BUSINESS

- a. Public Works Monthly Report for July

RECOMMENDATION:

#20-210

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for July 2020.

CARRIED

BACKGROUND:

Public Works Daily Operations:

Public Works staff continued with regular operations and maintenance 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	Activity
Water & Sewer	Water shut offs and turn ons as requested Water and Sewer inspections of areas of concern Water and Sewer locates as required Meter readings taken Flushing of lines Meter replacements Month end water report
Water & Sewer Facilities	Water Treatment Plant inspection
Roads	Grading of roads Clearing of ditches Street sweeping Sign repairs as needed Line painting Patching of minor holes in roads
Other	Regular fleet maintenance Funerals



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Landfill Operations:

The Landfill continued regular operations and monitoring activities throughout the month.

The ICIP funding agreement for removal of tires has been finalized. Currently working to develop plan to have tires removed from site as soon as possible in 2020.

Soil on biotreatment pad was tested and half of the remaining material is good to be removed. Remainder expected to be removed by September.

Water Licence Activities:

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

The Town's water licence renewal application was submitted to the Mackenzie Valley Land and Water Board on September 16th. In June, the MVLWB applied for an additional 60-day extension to the Town's existing water licence in order to provide more time to complete the renewal process due to delays associated with COVID-19. The next major step in the process is the public hearing which is scheduled for September 8-10. The renewal process is now expected to continue until the end of 2020 with a new licence being issued in early 2021.

Capital Projects 2020:

A list of 2020 Capital Projects along with an update of the status of these projects is included below. Any capital projects from 2019 that were not completed have been carried over and are included on this list.

2020 Capital Projects	
Project	Update
Lift Station System Upgrade	Tender for construction awarded to Rowe's construction. Awaiting land acquisition from GNWT Lands.
Fraser Place Development	Geotechnical work scheduled for August 11th. Design and clearing work will follow in 2020 with more development work in 2021.
Caribou Crescent Water, Sewer, and Drainage	Work progressing on underground infrastructure. Expected to be completed year 1 of the two year project in August. Paving work to occur in 2021.
Water Treatment Plant and Reservoir Roof Upgrades	Project has been completed.
Water Licence Renewal	Ongoing - See Water Licence section
Commercial Water Meter upgrade	Majority of meters have been purchased and a portion have been installed. Remainder to be done as time permits.
Landfill Waste Projects (Tires and others)	Exploring a variety of options for removal of tires from the landfill including local options. Expect work to proceed this year and tires to be removed.
Paradise Road Realignment	Planned for August or September 2020.



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Lift Station #2 Demolition	Project has been completed.
Sewer Flusher (Equipment)	Tender for this equipment is being finalized and should be ready to go out in August.
Beaver Crescent Water, Sewer, and Drainage	Surveying and design to be completed in 2020, construction in 2021.
Riverview Drive Upgrade	Surveying and design to be done in 2020.
Capital Drive Watermain	Surveying and design work to be completed in 2020.
Treatment Plant Intake Inspection	Work to take place the week of August 17 - 21, 2020. Working with contractor to ensure COVID procedures are approved and in place prior to project work.
Old Town Hall Demolition	Town Hall has been cleared of items, have reached out to consultant on removal of hazardous materials.

Planning:

10 Development Permits and 13 Building Permits have been approved for July 2020. In the month of July 2019, there were 8 Development Permits and 4 Building Permits signed out. The monthly Development and Building report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
July 7/20	D20-042	2-105 th Street	Renovate Existing House and Exterior Decks.
July 7/20	D20-043, B20-021	16 Wright Crescent	Screen Walls and Roof on existing Deck and Fencing.
July 7/20	D20-044, B20-008	31 Fir Crescent	Build new Residential Wheelchair Ramp.
July 8/20	D20-045	15-101 st Street	Build new Front and Rear Fence.
July 7/20	D20-046	10 Camsell Crescent	Build new Rear Fence.
July 9/20	B20-009	11 Balsam Drive	Set up New 22 X 76 Manufactured Home.
July 10/20	D20-047	107 Woodland Drive	Build new Rear Fence.
July 17/20	D20-048	28 Wright Crescent	Move Side Yard Fence.
July 17/20	D20-049	19 Wright Crescent	Build Side Yard Fence.
July 17/20	D20-050	25 Caribou Crescent	Replace chain link fence with new Taller Wood Fence, (entire yard).
July 17/20	D20-051	7 John Mapes Crescent	Demolish Burnt Single Family Residence.
July 20/20	B20-010	6 Dessy Place	Stick Build 30 X 40 Single Family Residence.
July 20/20	B20-011	8 Dessy Place	Sick Build 30 X 40 Single Family Residence.
July 20/20	B20-012	7 Dessy Place	Stick Build 30 X 40 Single Family Residence.
July 20/20	B20-013	9 Riverbend Road	Re-Roofing Residence.
July 23/20	B20-014	2-105 th Street	Re-Building Decks and Renovations.



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July 24/20	B20-016	12 Cranberry Crescent	Re-Building Existing Decks.
July 28/20	B20-017	7 Mansell Place	Stick Build 46 X 28 Single Family Residence.
July 28/20	B20-018	6 Mansell Place	Stick Build 40 X 32 Single Family Residence.
July 28/30	B20-019	5 Mansell Place	Sick Build 46 X 28 Single Family Residence.
July 30/20	B20-020	24 Balsam Drive	Replacing existing Fence.

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
- Bylaw 1812 Zoning and Building Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by: Mike Auge
 Director of Public Works
 August 6, 2020

Reviewed by: Glenn Smith
 SAO
 August 6, 2020

- b. Letter of Support for Pine Point Mining

RECOMMENDATION:

**#20-211 MOVED BY: DEPUTY MAYOR BOUCHARD
 SECONDED BY: CLLR ANDERSON**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter support for Pine Point Mining Limited/Osisko Metals to accompany their applications.
 CARRIED**

BACKGROUND:

See attachment for the background information supporting this letter of support.



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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:

Letter of support form – Pine Point Project Confirmation and Exploration Program
Letter of support form – Pine Point Project Environmental Assessment

Prepared by:
Stacey Barnes
Council Administrator
August 21, 2020

Reviewed by:
Glenn Smith
Senior Administrative Officer
August 21, 2020

c. Asset Disposal for Fisherman's Wharf Booths

RECOMMENDATION:

#20-212

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the disposal, through a call for expressions of interest in repurposing, of the old Fisherman's Wharf Pavilion booths. If no feasible interests are expressed, the facility can be scrapped with some materials salvaged for future Town use or sale.

CARRIED

BACKGROUND:

The Town of Hay River has constructed a new Fisherman's Wharf Pavilion which opened in March 2020. The Pavilion was designed as a replacement to the market vendor booths located at the Commercial Docks property owned by the Federal Government and operated through the Hay River Harbour Association.

The old market vendor booths were initially constructed in 2005 with enhancements to the facility conducted in 2012. Combined construction costs were approximately \$17,000. Some assets (see



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can, hot water system, water tank, signage) from the vendor booths were repurposed for the new Pavilion build. The remaining book value of the facility is approximately \$3500.

The Town of Hay River has not identified an internal purpose for reuse of the facility but would have an interest in salvaging some of the materials for future use.

It is recommended that a call for expression of interest be made to determine if public or private interest in the repurposing, through relocation, of the facility or a portion of. If no feasible interests are expressed, the Town of Hay River would salvage some materials and dispose of the facility with consideration of environmental, safety and operational regulations and risks.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 2388 Procurement Bylaw and Policy

FINANCIAL IMPLICATIONS:

- Write off remaining book value: ~\$3500
- Disposal cost/revenue dependent on expressions of interest (full scrap = ~\$5000)

ALTERNATIVES TO RECOMMENDATIONS:

Option 1: Dispose of buildings through scrapping with salvage of some materials

- Cost: ~\$5000
- Pros: assets are disposed in a timely fashion and with consideration of proper disposal techniques

Option 2: Advertise for sale

- Cost: \$0
- Pros: no cost of disposal; potential revenue
- Cons: does not consider potential interests of non-profit community groups

ATTACHMENTS:

Asset Disposal Form – Fisherman's Wharf Market Booths

Prepared by:

Glenn Smith

Senior Administrative Officer

Date: August 21st, 2020



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d. 2020 Q2 Capital Update

RECOMMENDATION:

#20-213 **MOVED BY: CLLR ANDERSON**
 SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Q2 Report on Capital as presented as recommended by the Finance Committee.
CARRIED

BACKGROUND:

As at June 30, 2020 the Town of Hay River has spent \$1,021,834 on capital. Requested forecast adjustments at Q2 relate to the following projects:

- Computer equipment replacement 2020- Reduction of \$10k due to cost savings associated with cloud migration.
- Fisherman's Wharf Pavilion- Increase of \$113k- flooring, signage, landscaping, parking enhancements. All funded by third parties, no reserve impact.
- Pool Pump Replacement- Reduction of \$40k- Estimate came in lower than expected.
- Porritt Landing Expansion – Increase of \$29k – Additional funding secured through CAP.
- Several projects budgeted on a continent basis delayed until 2021:
 - Children's Activity Center - \$150k
 - Multipurpose Room Fitness Equipment - \$25k
 - Skatepark Upgrades - \$10k
- Lift Station System Upgrades – Forecasted reduction of spend in 2020 of \$3,973,500, all of which will be carried forward to 2021.
- Ambulance purchase- forecast reduction of \$24k- under budget as hydraulic cot was excluded.

New Projects Requested for 2020:

- Tourism Enhancements
 - CANNOR application submitted for multi element project (capital and O&M). Total project over multiyear is \$360k, \$89k of which is anticipated to be spent in 2020. 80/20 funding split between third party and THR. Project includes funding for: Downtown Beautification, Marketing Plan Execution, Visitor Signage, Conference Equipment, Mobile Washrooms, Electronic Tourism Platform, Outdoor Digital Signage. 2020 impact on reserves- \$17,800.
- Spring Breakup equipment
 - Sensors and cameras- \$18,000 to be funded from gas tax- pursuing other third-party funding.

COUNCIL POLICY/STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS OR STUDIES:

Bylaw #2388 Procurement Bylaw and Policy



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FINANCIAL IMPLICATIONS:

Decrease in forecasted spend for 2020 of \$3,909,565, the majority of which will be carried forward to future years. Overall impact of changes had no impact to reserves on a net basis.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

June (Q2) 2020 Capital Report

Submitted by:
Sam Mugford, CPA, CA
Director of Finance and Administration

Reviewed by:
Glenn Smith
Senior Administrative Officer

e. 2020 Q2 O&M update

RECOMMENDATION:

#20-214 **MOVED BY: DEPUTY MAYOR BOUCHARD**
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Q2 Report on O&M as presented as recommended by the Finance Committee.

CARRIED

BACKGROUND:

As at June 30, 2020 the Town of Hay River has incurred a deficit of \$619,000. Budgeted surplus for the period was \$3.53M. The primary driver of this difference due to the timing of levying property taxes. As such, significant transactions which were anticipated to have occurred by June 30th won't happen until Q3.

Revenues:

- Property taxes were under budget due to timing of levy. At June 30th only Territorial GIL was billed.
- Sale of service down from budget due to reduction in programming, advertising, and grant revenue (budgeted with expense offset). Reduction slightly offset by higher than budgeted ambulance revenues.
 - Forecast reduction to reflect lower revenues from advertising, programing, and lower grant revenues.
- Other revenue from own sources lower than budget due to lower interest revenue
- No changes to forecasted government transfer for operating and water.



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- Water and sewer revenues continue to be forecasted lower than budget, due to a delay in implementing budgeted rate increases and lower commercial sales.

Expenses:

- General Government costs higher than budget due to the timing of insurance payment (budgeted over full year, fully paid in April), and higher than anticipated legal and consulting costs due to COVID-19.
- Protective Service lower than budget as bylaw position as vacant for the first half of the year, and reduced training anticipated.
- Transportation and Public works is under budget as some items were budgeted straight line (asphalt, calcium, gravel) resulting in \$300k underspent at June, which will be caught up as road paving season continues.
- Environmental and Public Health Services under budget partially due lower maintenance and engineering (35k) and no cemetery mapping costs (10k). Forecasting higher costs due to flood costs (which were reimbursed under other revenue).
- Recreation and Culture expecting lower expenses due to elimination of several expenses budgeted contingent with revenue also expenses forecasted lower due to salary expense. currently we are investigating why our heating costs appear to be so high, as we had anticipated a larger reduction in expenses.
- Fiscal and Valuation lower than budget due to delay in early payment discount, municipal tax exemption, school tax exemption, and AFDA (150k total)

COUNCIL POLICY/STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS OR STUDIES:

Bylaw #2388 Procurement Bylaw and Policy

FINANCIAL IMPLICATIONS:

Administration has estimated the preliminary impact of COVID-19 and provided forecast adjustments to reflect the impact. Overall, we are forecasting a reduction of surplus before undernoted of \$67,000.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

June (Q2) 2020 O&M Report

Submitted by:
Sam Mugford, CPA, CA
Director of Finance and Administration

Reviewed by:
Glenn Smith
Senior Administrative Officer



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10. NOTICE OF MOTIONS

There we no notice of motions for the Regular Meeting of Council, Tuesday, August 25th, 2020.

11. IN CAMERA

#20-215 **MOVED BY: CLLR ANDERSON**
SECONDED BY: DEPUTY MAYOR BOUCHARD

That the Council of the Town of Hay River move to In Camera at 7:54pm.

CARRIED

#20-216 **MOVED BY: CLLR DUFORD**
SECONDED BY: CLLR ANDERSON

That the Council of the Town of Hay River move out of In Camera At 9:01PM.

CARRIED

12. ADJOURNMENT


#20-217 **MOVED BY: CLLR ANDERSON**

That the Regular Meeting of Council be adjourned at 9:02pm.


CARRIED

Certified Correct as Recorded on the 25th Day of AUGUST 2020

These minutes were accepted by motion #20-219.



Mayor



Senior Administrative Officer