



REGULAR MEETING MINUTES July 28th, 2020

The Regular Meeting of Council was held on Tuesday, July 28th, 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 – Glenn Smith, Director of Recreation – Stephane Millette, 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

#20-182

MOVED BY CLLR CHAMBERS

SECONDED BY: CLLR DUFORD

3. DECLARATION OF INTEREST

There were no declarations of interest at the Regular Meeting of Council on Tuesday, July 28th, 2020.

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

Mayor Jameson – Congratulations to Judy Goucher on her retirement. Thank you for your years of knowledge and support over the last 3 years. And a big thank you to Jill Morse for an amazing job with the summer parks program this year.

Cllr Duford – The Fisherman’s Wharf opens on this Saturday

5. MINUTES

a. Regular Meeting of Council – June 30th, 2020

#20-183

MOVED BY: DEPUTY MAYOR BOUCHARD

SECONDED BY: CLLR CHAMBERS

CARRIED

6. BUSINESS ARISING

There were no business arising at the Regular Meeting of Council on Tuesday, July 28th, 2020.

7. DELEGATION

Erin Griffiths, CEO HRHSS & Brian Willows, Public Administrator HRHSS reviewed the Hay River Health and Social Services Annual Report



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8. ADMINISTRATIVE ENQUIRIES

Director of Finance – Sam Mugford

- Audited Financial Statements are on the agenda for tonight
- Property Tax notices are mailed out this week
- Posted the Accounts Payables & Payroll position

Director of Protective Services – Ross Potter

- Started work on the breakup equipment to send out for refurbishment and replacement
- Working through interviews for the Protective Services Specialist

Mayor Jameson – Thank you to all your volunteers for all their hard work keeping our town safe.

Director of Recreation – Stephane Millette

- Summer Heat, Fitness Programs, and Beach Attendants are going well
- Working on Return to play dates for August 7
- Fisherman's Wharf opening this Saturday
- Social time returning
- Community Beach day on August 8th
- Meeting with Ice User groups
- Repairs at Porritt Landing for the retaining wall
- Posted 3 job openings for Aquatics that close on Friday

DM Bouchard – How is the wharf going to be different this year?

SAO Smith – Working closely with contractor on new covid rules, new numbers, no seating

CLLR Anderson – Thank you to the Recreation Dept for all the summer programs

Director of Public Works – Mike Auge

- Working on line painting
- The grader will be out in Old Town and Industrial area next week
- Contractor will be out laying dust palliative next week
- Riverview is closed tomorrow as the work continues on Caribou Crescent
- MACA was in town last week testing water quality
- Reviewing references for the 2 Public Works positions

CLLR Dohey – Who is responsible for the culverts in the Old Town?

Auge – Will look into it and get back to Council

CLLR Anderson – good job on street sweeping

DM Bouchard – What is being done on Riverview Drive from all the heavy trucks?

Auge – The construction can take up to 4 years in that area



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Senior Administrative Officer – Glenn Smith

- Understanding to transfer of position
 - Long standing files
 - Community plan
 - Draft process update on the Strategic Plan
 - Staycation planning
- Supporting food banks and seniors applying for funding
- GNWT fish plant going to retender
- Planning a grand opening at the Fisherman’s Wharf Pavilion
- Attended a chamber meeting with the Minister of ITI last week
- Working on various residents’ inquiries

CLLR Willows – is there an update on RCMP housing?

SAO Smith – they are still demolishing houses in Dessy and Morin Place and for Saskatoon, we are working on land purchases agreements

DM Bouchard – Any word on the Community Plan? It is very frustrating

MAYOR Jameson – Will make a call to the Ministers

CLLR Dohey – can we meet with the RCMP about the ATV’s and Bikes racing around town?

MAYOR Jameson – Ongoing talks with them

9. NEW BUSINESS

- a. 2019 Audited Financial Statements

RECOMMENDATION:

#20-184

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2019 Audited Financial Statements as recommended by the Finance Committee.

CARRIED

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.

On July 13, 2020, Sam Mugford, CPA, CA (Director of Finance) presented draft financial statements to the Finance Committee. At that meeting the Finance Committee recommended that the 2019 Audited Financial Statements be brought forward to Council for approval.

COUNCIL POLICY / STRATEGY OR GOAL:

Fiscal responsibility and transparency

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Cities, Towns and Villages Act



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FINANCIAL IMPLICATIONS:

Audited Financial Statements are approved by Council

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Draft 2019 Audited Financial Statements

Prepared by:

Sam Mugford, CPA, CA
Director of Finance
July 23, 2020

Reviewed by:

Glenn Smith
Senior Administrative Officer
July 23, 2020

b. 2020 Q1 Capital Update

RECOMMENDATION:

#20-185

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2020 Q1 Report on Capital as presented as recommended by the Finance Committee.

CARRIED

BACKGROUND:

As at March 31, 2020 the Town of Hay River has spent \$795,247 on capital. The only requested forecast adjustments at Q1 relate to the following projects:

- Porritt Landing expansion – increase of \$43,000, to be funded through third party funding.
- Transfer of \$500,000 of approved budget from the Treatment Plant Intake inspection to Lift Station System Upgrade. This is requested as the estimate for the Treatment Plant Intake Inspection came in significantly lower than budgeted, while the tender for the Lift Station work came in higher than expected.

A more robust capital report will be provided for the period ending June 30, 2020 (Q2 update).

COUNCIL POLICY/STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS OR STUDIES:

Bylaw #1574/GEN/16 Property Procedures and Procurement Bylaw



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FINANCIAL IMPLICATIONS:

Increase in forecasted capital spend of \$43,000. No impact to reserves.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

March (Q1) 2020 Capital Report

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

Reviewed by:
Glenn Smith
Senior Administrative Officer

c. 2020 Q1 O&M Update

RECOMMENDATION:

#20-186

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2020 Q1 Report on O&M as presented as recommended by the Finance Committee.

CARRIED

BACKGROUND:

As at March 31, 2020 the Town of Hay River has incurred a deficit of \$879,000, which is \$497,000 less than the budgeted deficit of \$1,376,000.

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 \$27,000.

At the time the Q1 update was prepared, the Emerging Wisely plan issued by the GNWT had not been released to the public and as such, some of the underlying assumptions that when into this report may have changed. A more robust update will be provided as part of the June (Q2) update.

COUNCIL POLICY/STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS OR STUDIES:

Bylaw #1574/GEN/16 Property Procedures and Procurement Bylaw



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FINANCIAL IMPLICATIONS:

Forecasted reduction of surplus of \$27,337.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

March (Q1) 2020 O&M Report

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

Reviewed by:
Glenn Smith
Senior Administrative Officer

d. Variance Request Application

RECOMMENDATION:

#20-187

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR ANDERSON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve Development Permit No. D20-043, to allow an extra relaxation to the side yard set-back to allow a Roof and Screened in Walls to be added to the existing ground level Deck.

CARRIED

BACKGROUND:

The Town of Hay River has received a request from Tod Venne Contractor for Heather Tybring asking Mayor and Council to allow a variance on the side yard set-back to allow the existing Ground level Deck to have a Roof and Screened Side Walls added at 10 Wright Crescent, Lot 1295, Plan 1041 (see attached documents).

The site is R1B Single Family Residential (Class B) One Single Family Housing Unit per lot is listed under Permitted Uses in this Zone.

The Flanking side yard set-back requirements for this property is 11 feet. The Development Officer can grant a 20% relaxation bringing the Flanking Side Yard set-back down to 8.8 feet, Council may grant relaxation further.

The side yard would need to be reduced from 8.8 feet down to 4.5 feet. There is a rather large Road Median on that side of the street of 11 feet, giving a total of 15 foot 5 inches which would allow the screened in deck to not look out of place.

It is approximately 47 feet back from the front yard giving ample room for line of site around corners, 15 feet back on each property line at a corner are required for clear line of site.



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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 10%. Any other set back relaxation greater than 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.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

General Plan By-law, By-law No. 1811.
Zoning and Building By-law, By-law No. 1812.
2015 National Building Code of Canada

FINANCIAL IMPLICATIONS:

N/A.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Development Permit Application D20-043 and additional paperwork from Tod Venn (5 pages).
Sketch and Atlas plot plan from Development Officer (2 pages).



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Caribou Crescent: A provisional line item for sidewalks was included in the tender for the Caribou Crescent project and is valued at \$214,000. Removing this cost from the project would reduce the construction costs for this project by that amount. The funding for the sidewalk portion of this project was included in the ICIP funding application and therefore 75% of this cost is covered by that funding.

Beaver Crescent: The estimated cost of sidewalks for Beaver Crescent based upon the original estimate provided by our consultant and the tender amount that was submitted for the provisional Caribou Crescent sidewalks is approximately \$170,000. The funding for the sidewalk portion of this project was included in the ICIP funding application and therefore 75% of this cost is covered by that funding.

Riverview Drive: The estimate for Riverview Drive that was approved under the ICIP funding did not include the cost of sidewalks. The additional costs for these sidewalks would not be covered by the ICIP funding and would need to be covered entirely by the Town. The estimate for the addition of sidewalks to this project is approximately \$1,000,000.

There are 16 properties on Caribou Crescent, 17 properties on Beaver Crescent, and 54 properties on Riverview Drive for a total of 87 properties. In previous projects that the Town has completed where residents covered a portion of the cost of sidewalks, the average cost per lot was \$2,530. At this rate, the total amount contributed by the residents from all three roadways would be \$220,110 leaving a significant portion of the costs for the Town to cover.

ALTERNATIVES TO RECOMMENDATIONS:

- 1) That the Council of the Town of Hay River include the provisional sidewalks in the Caribou Crescent and Beaver Crescent water and sewer upgrade projects. The Town can then determine if it would like to also include sidewalks on Riverview Drive or leave the sidewalks on Caribou and Beaver crescents as stand-alone sidewalks.
- 2) That the Council of the Town of Hay River let the citizens of Caribou Crescent and Beaver Crescent vote on whether or not to include the provisional sidewalks in the water and sewer upgrade projects for these crescents. A determination on how to proceed on Riverview Drive would also be needed along with this recommendation.

ATTACHMENTS:

N/A

Prepared by:
Mike Auge
Director of Public Works
Date: July 23, 2020

Reviewed by:
Glenn Smith
Senior Administrative Officer
Date: July 23, 2020



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11. IN CAMERA

#20-190

MOVED BY: CLLR DUFORD
SECONDED BY: CLLR ANDERON

That the Council of the Town of Hay River move to In Camera at 8:40pm.

CARRIED

#20-191

MOVED BY: CLLR DUFORD
SECONDED BY: CLLR DOHEY

That the Council of the Town of Hay River move out of In Camera At 9:25PM.

CARRIED

12. ADJOURNMENT

#20-192

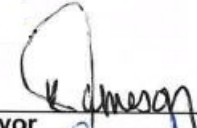
MOVED BY: CLLR WILLOWS

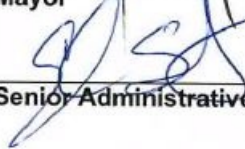
That the Regular Meeting of Council be adjourned at 9:26pm.

CARRIED

Certified Correct as Recorded on the 28th Day of July 2020

These minutes were accepted by motion #20-194.



Mayor


Senior Administrative Officer