



REGULAR MEETING MINUTES June 9th, 2020

The Regular Meeting of Council was held on Tuesday, June 9th, 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

#20-130

MOVED BY CLLR WILLOWS

SECONDED BY: CLLR DUFORD

3. DECLARATION OF INTEREST

There were no declarations of interest at the Regular Meeting of Council on Tuesday, June 9th, 2020.

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

Deputy Mayor Bouchard – Recognize Poison Painting for building masks to be used for COVID 19 protection.

5. MINUTES

a. Regular Meeting of Council – May 26th, 2020

#20-131

MOVED BY: CLLR DUFORD

SECONDED BY: CLLR WILLOWS

CARRIED

b. Special Meeting of Council – June 2nd, 2020

#20-132

MOVED BY: CLLR CHAMBERS

SECONDED BY: CLLR ANDERSON

CARRIED

6. BUSINESS ARISING INFORMATION

- Purchasing Property at a Tax Auction

7. ADMINISTRATIVE ENQUIRIES

Director of Finance – Sam Mugford

- Finance committee met on last Friday
- Received the agreement for CPI funding from the GNWT



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- Credit Card payments have increased over 50% in the last month

Director of Protective Services – Ross Potter

- Monthly report is included in the package
- Ambulance and Fire calls have increased in just the first 9 days of June
- Back to regular training on Thursday with Covid precautions in place

Director of Recreation – Stephane Millette

- Summer Heat Outdoor Camp will go out to advertise next week.
- Working on a partnership with ITI for a beach attendant program. Consulting with NLS regarding job descriptions and liability
- Working with user groups for a “return to play” plan. Once approved then can book town facilities.
- Thank you to the fire dept for their support with cleaning the skatepark and recreation centre parking lots.
- Applying for funding from MACA through 2 different applications
- Porritt Landing application form as been submitted to help with the work needed on the retaining wall.
- Had a Recreation Committee meeting at lunchtime, provided them with updates and discuss programming.

Deputy Mayor Bouchard – is there anything happening for June 21st and July 1st?

Stephane Millette – We have submitted proposals for Canada Day parade to the Health Officer. Waiting to hear back, then communications to follow.

Director of Public Works – Mike Auge

- Still under boil water advisory. Water is getting better and will test end of the week
- Pothole work is ongoing this week, along with grading and laying of calcium.
- Curbside cleanup to start next week.
- Caribou Capital work to start next week
- Lift Station project – meeting next week
- Unsure of the Geotech work from Fraser Place at this time
- Water intake inspection to take place in August.
- Water license testing at the facilities next week.
- Recreation Centre deficiencies list in slowly getting completed.

Assistant Senior Administrative Officer – Glenn Smith

- Approved for a 20k funding application through ITI for a food safety flooring system at the pavilion.
- Recreation staff are helping to support pavilion activities
- Look at mid-July to open the fisherman’s wharf for operators
- GNWT has announced the parks will be opening on Friday to promote a “staycation” in the NWT
- Metis are offering a BBQ on June 21st for delivery and pick up.
- Public works and Protective Services jobs have been advertised
- Participating in a job evaluation training with Korn Ferry this coming Thursday.
- Moving ahead with the marketing activities for event hosting in the community centre
- Tourism marketing plan will be coming to Council next week



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Senior Administrative Officer – Judy Goucher

- Town of Hay River has suspended COVID EMO meetings at this time
- Friday will be the Board of Revision by Zoom

Deputy Mayor Bouchard – The GNWT is not consistent with people coming into the NWT. They are allowing things to happen.

Mayor Jameson – Going to ask for clarification from the Premier, the borders need to be controlled.

Cllr Dohey – Need clarity on all these issues, the MLA’s are unaware what’s going on.

8. NEW BUSINESS

a. Public Works Monthly Report for March through May

RECOMMENDATION:

#20-133

MOVED BY: CLLR CHAMBERS

SECONDED BY: DEPUTY MAYOR BOUCHARD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Report for the months of March – May 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	Daily inspections of facilities
Roads	Snow clearing work Sanding activities Street sweeping



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	Sign repairs as needed Grading of gravel roads
Other	Regular fleet maintenance Funerals Steam and flush culverts and manholes Clear, monitor and operate storm gates during river breakup Monitor ravine and other flooding areas during spring melt

Landfill Operations:

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

The ICIP funding agreement for removal of tires has been finalized. Currently working with GNWT to develop plan to have tires removed from site as soon as possible in 2020. COVID travel restrictions may cause issues.

Water Licence Activities:

Regular monitoring programs continue as per the requirements of the Town's water licence with the Spring SNP monitoring set for early June. The 2019 Annual Report was submitted to the MVLWB in March and is currently under review with approval and recommendations expected in June.

The Town's water licence renewal application was submitted to the Mackenzie Valley Land and Water Board on September 16th, 2020. Technical Sessions were held on February 11th – 13th in Hay River with people from MVLWB, KFN, GNWT – ENR, ECCC, AECOM, and the Town of Hay River in attendance.

The entire timeline for the renewal process has been delayed by the MVLWB due to COVID concerns and difficulties in organizing public meetings. The Town is up to date on all required submissions for the renewal process and no major issues have arisen in the renewal process. The current water licence is expected to be extended by the MVLWB with a new licence likely 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 substantially completed have been carried over and are included on this list.

2020 Capital Projects	
Project	Update
Lift Station System Upgrade	Working on acquisition of land. Tender for the construction closed on May 22nd with 4 submissions received.



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Fraser Place Development	Plans have been revised to use a smaller drill for the geotechnical investigation in order to avoid the need for a LUP. Project has been postponed due to COVID travel restrictions. Updated timeline for geotechnical investigation expected in early June.
Caribou Crescent Water, Sewer, and Drainage	Tender has been awarded to Rowe's Construction. Start-up meeting has been held with project work to begin in June.
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)	Working with GNWT to determine best approach and destination for tires from the landfill. Work expected to take place this summer. COVID restrictions have caused uncertainty in the timeline for this project.
Paradise Road Realignment	Scheduled for summer 2020.
Lift Station #2 Demolition	Work completed for 2019, some minor landscaping work to be completed this summer.
Sewer Flusher (Equipment)	Tender for this equipment to be finalized and put out for competition in June.
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	Design work to be completed in 2020.
Treatment Plant Intake Inspection	Work to take place in August 2020. COVID travel restrictions may delay this project to 2021, working with contractor to determine feasibility for 2020.
Old Town Hall Demolition	Town Hall has been cleared of items, work with consultant to begin in June to determine timeline for tender and demolition work.

Capital Projects 2019:

Minor follow-up and yard reconstruction on 2019 capital projects is scheduled to take place in the summer of 2020. Public Works has met with the contractor on these projects and is expecting a schedule and workplan for the remaining work to be submitted in early June. All work expected to be completed by the end of the summer.



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Planning:

17 Development Permits and 2 Building Permits were approved from March through May 2020. In this timeframe in 2019, there were 32 Development Permit and 12 Building Permits signed out. The Development and Building report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Mar 01/20	DH20-017	6 Taylor Place	Home Occupation (D&D Demolition & Contracting).
Mar 05/20	DH20-018	10B Ptarmigan Crescent	Home Occupation (Outdoor Adventure and Tourism).
Mar 9/20	D20-027	11 Balsam Drive	Demolish Old and set up new Manufactured Home
Mar 10/20	DH20-019	15 Eagle Crescent	Home Occupation (Campbell Studios).
Mar 11/20	DH20-020	4 Parker Place	Home Occupation (Cabinets North 2016, Woodworking).
Mar 12/20	D20-021	41 Studney Drive	Power transfer from one shop to another shop on same property.
Mar 13/20	DH20-022	24 Cranberry Crescent	Home Occupation (Wild Wayne Enterprises, Welding Contractor).
Mar 16/20	D02-023	296 Miron Drive	New 2000 sq. ft. House c/w Attached Garage.
Mar 17/20	D20-024	5 Steiner Place	Demolish existing house only no re-development applied for at this time.
Mar 27/20	D20-025	52 Wildrose Drive	Portable Camp Trailer to house local Staff at site (for safety during Covid 19).
Mar 30/20	DH20-026	20 Wild Current Court	Home Occupation (Mckay Contracting, Commercial & Residential Floor Installation & Carpentry).
Apr 2/20	DH20-028	5 Mackie Place	Home Occupation, Cold Cash ATM (ATM Business)
Apr 9/20	DH20-029	7 Gaetz Drive	Home Occupation (Crafts and Care
Apr 27/20	DH20-030	262 Paradise Road	Home Occupation (Doorstep Delivery)
May 1/20	D20-031, B20-005	41 John Mapes Crescent	Construct new stick built 1482 sq. ft. single family bungalow c/w attached garage.
May 15/20	D20-032	43 John Mapes Crescent	Construct new stick built 33' X 46' 1464/1490 sq. ft. duplex



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May 22/20	D20-033	7 Swallow Drive	54' X 6' with lattice top privacy fence 3' inside property line.
May 27/20	D20-034	82 Paradise Road	Demolish old and build new 16' X 20' office building
May 28/20	B20-005	42003 Mackenzie Highway	New Barge Loading Terminal at Island D Development applied for in 2019, D19-047

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
 May 28, 2020

Reviewed by: Judy Goucher
 SAO
 May 29, 2020

- b. Tourism and Economic Development Report for April

RECOMMENDATION:

#20-134 **MOVED BY: DEPUTY MAYOR BOUCHARD**
SECONDED BY: CLLR DUFORD

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

CARRIED

BACKGROUND:

Tourism Activity:



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- COVID-19 related orders issued by the Office of the Chief Public Health Officer resulted in the closure of the NWT border. Associated tourist traffic was not permitted for the month of April. Visitor Information Centre was closed and Tourism and Economic Development Coordinator worked from home.
- Social media advertising focused on reminders to potential visitors to be safe and plan a trip to Hay River once the lockdown is lifted.

Economic Development Activity:

- A funding application totaling \$750,000 was prepared and submitted to CanNor to support various community tourism initiatives identified in the Town of Hay River's 2020 Tourism Development plan.
- Completed the Community Tourism Coordinator ITI funding report for the first year of the Tourism & Economic Development Coordinator position. This is the second 2-year agreement the Town has entered into to offset salary costs for this position.

Other Activity:

- Information was gathered to support the creation of a recreation guide with the Recreation Department.
- Finalized designs and installed two trailhead signs along the local Great Trail. Signs for the Oxbow Trail segment were designed and will be installed in May.
- Work was undertaken to develop the Town of Hay River 2020 Tourism Marketing Plan. It will be submitted to Council for approval in May.
- Prepared VIC sewer dump for trailers expected with the Vale Island evacuation.
- Finalized photo licenses for the tourism highway signs. Finalized designs of tourism highway signs sent to Poison Graphics for printing.

Key Performance Indicators:

External Funding Success

- CanNor Expanding Tourism Platform application for \$775,000 was submitted.

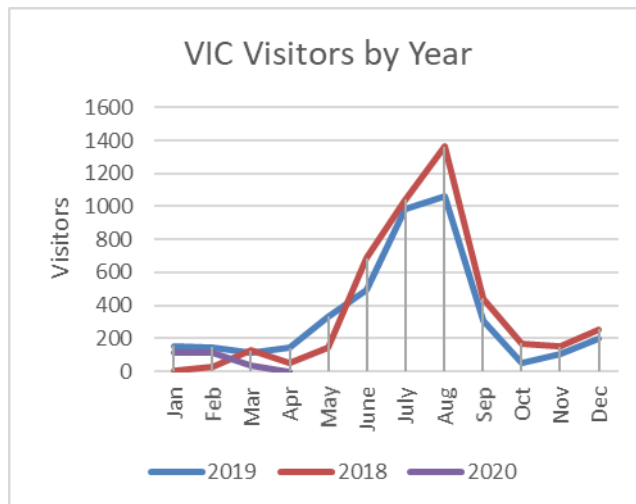




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Visitor Information Centre Visitation

VIC was closed to the public starting in mid-March due to COVID-19 outbreak.





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Gift Shop Sales

VIC was closed to the public mid-March due to COVID-19 outbreak.



Inbound Marketing

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

Visitor Satisfaction Rating

- We have been working with ITI, NWT Parks and Spectacular NWT to create 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

ATTACHMENTS:



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N/A

Prepared by:
Peter Magill
Tourism and Economic Development Coordinator
Date: May 28, 2020

Reviewed by:
Glenn Smith
ASAO
Date: May 28, 2020

c. Tourism and Economic Development for May

RECOMMENDATION:

**#20-135 MOVED BY: CLLR CHAMBERS
 SECONDED BY: CLLR WILLOWS**

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

CARRIED

BACKGROUND:

Tourism Activity:

- COVID-19 related orders issued by the Office of the Chief Public Health Officer resulted in the closure of the NWT border. Associated tourist traffic was not permitted for the month of April. Visitor Information Centre was closed and Tourism and Economic Development Coordinator worked from home.
- Work started on a 'Staycation' tourism marketing campaign for the Hay River area. Gathering information on attractions, adventures and events to promote travel and stay in Hay River and surrounding area to NWT travelers.
- Town of Hay River 2020 Tourism Marketing Plan was completed and approved by Council. Contribution funding will be required to support the execution of the plan.
- Social media advertising focused on reminders to potential visitors to be safe and plan a trip to Hay River once the lockdown is lifted.

Economic Development Activity:

- Prepared and submitted a funding proposal Agriculture Development Program for the installation of food safe flooring in the Fisherman's Wharf Pavilion vendor booths.
- Prepared ITI SEED funding proposals for Porritt Landing and conferencing hosting equipment.

Other Activity:

- Attended the WSCC webinar on safety in the workplace and WSCC services presented by the NT Chamber of Commerce.
- Prepared and submitted the first progress report for the Oxbow Trail interpretive signage creation and installation.
- Created a COVID 19 safety plan for the VIC sewer dump, installation of glove dispenser and hose for clean out of RVs and trailers for the long weekend and the coming month until the VIC is open again.



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Key Performance Indicators:

External Funding Success

- Submission of ITI Northern Food Development Program application for food safe flooring at the Fisherman's Wharf Pavilion for \$43,500.
- Submission of CAP Infrastructure funding application for \$40,000.

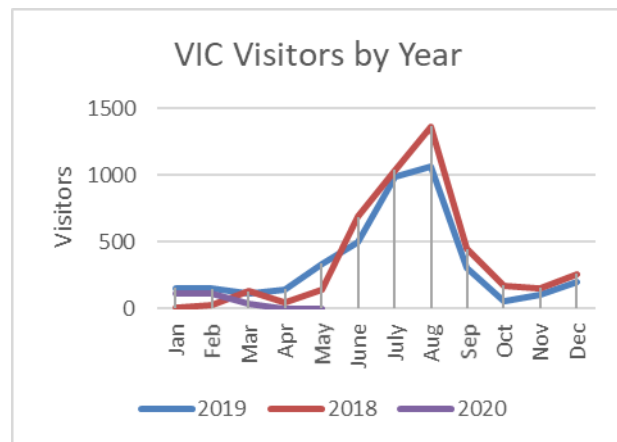




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COUNCIL POLICY / STRATEGY OR GOAL:

N/A



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APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
 Peter Magill
 Tourism and Economic Development Coordinator
 Date: May 28, 2020

Reviewed by:
 Glenn Smith
 ASAO
 Date: May 28, 2020

d. Mayors Monthly Report for May

RECOMMENDATION:

**#20-136 MOVED BY: CLLR DUFORD
 SECONDED BY: CLLR DOHEY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the “Mayors Report” for May 2020 as presented.

CARRIED

BACKGROUND:

Mayor's May 2020 Meetings

<u>Date</u>	<u>Meeting with or Attended</u>	<u>Location</u>
May 1 st 2020	Meeting with NWTAC and the Premier	Conference Call
May 2 nd 2020	EMO Covid/Breakup Meeting with the Emergency Measures Organization	Zoom Meeting
May 5 th 2020	EMO Covid/Breakup Meeting with the Emergency Measures Organization	Zoom Meeting
May 7 th 2020	EMO Covid/Breakup Meeting	Zoom Meeting



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	with the Emergency Measures Organization	
May 8 th 2020	Meeting with NWTAC and the Premier	Conference Call
May 12 th 2020	EMO Covid/Breakup Meeting with the Emergency Measures Organization	Zoom Meeting
May 13 th 2020	Meeting with NWTAC & Minister of MACA	Conference Call
May 19 th , 2020	EMO Covid/Breakup Meeting with the Emergency Measures Organization	Zoom Meeting
May 22 nd , 2020	Meeting with NWTAC and the Premier	Conference Call
May 22 nd 2020	Policy Committee	Zoom Meeting
May 25 th 2020	Power Franchise Meeting	Conference Call
May 26 th , 2020	EMO Covid/Breakup Meeting with the Emergency Measures Organization	Zoom Meeting
May 27 th 2020	Meeting with KFN, Federal Government and Territorial Government	Conference Call
May 29 th 2020	Meeting with RCMP	RCMP Back Parking Lot

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: May 29th, 2020

9. NEW BUSINESS

a. Letter of Support for Katlo Tech

RECOMMENDATION:

#20-136

MOVED BY: CLLR GROENEWEGEN

SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter supporting Katlo Tech Communications for the next generation fiber optic network.

CARRIED

BACKGROUND:

On May 26th Lyle Fabian with Katl Tech Communications presented to Council with a vision to enhance and contribute to the betterment of First Nations communities through advancing fiber optic innovative technology highway and green modular data centers throughout the NWT. The prospect of leading to substantially improved economic development opportunities and enhance the North's tech industry and innovation for First Nations, all the while, creating employment, training, and educational opportunities for citizens.

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:
Stacey Barnes
Council Administrator
June 5th, 2020

Reviewed by:
Judy Goucher
Senior Administrative Officer
June 5th, 2020

b. CPI CONTRIBUTION AGREEMENT

RECOMMENDATION:

**#20-137 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR WILLOWS**

THE COUNCIL OF THE TOWN OF HAY RIVER approves the Community Public Infrastructure (CPI) Agreement for 2020 – 2021 in the amount of \$1,510,000.

CARRIED

BACKGROUND:

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

For this year April 1, 2020 to March 31, 2021 the agreement for CPI Funding is in the amount of \$1,510,000. This amount is equivalent to what was included in the 2020 capital budget.

Payment will be received as soon as practicable after the signing of the agreement.

COUNCIL POLICY / STRATEGY OR GOAL:

To obtain Capital Funding for the current budget year.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River Capital Budget for 2020

FINANCIAL IMPLICATIONS:

\$1,510,000 of capital funding for 2020's calendar year.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

CPI Contribution Agreement.



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Prepared by:
Sam Mugford, CPA, CA
Director of Finance and Administration
June 4, 2020

Reviewed by:
Judy Goucher
SAO
June 4, 2020

c. IT SERVICES CONTRACT EXTENSION

RECOMMENDATION:

#20-138 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the proposed IT framework and the subsequent renewal of the current IT service contract with Arctech Computers under revised terms necessary to implement and support the updated framework.

CARRIED

BACKGROUND:

A rationalization of the Town's IT services was completed with the goal of finding opportunities to reduce the Town of Hay River's (Town) IT costs while achieving an acceptable level of service to support business processes. Through use of evolved technologies and support options, cost reductions and cost controls are estimated at 40% over current (expired) contracted pricing and capital equipment purchases.

Information Technology rationalization is a set of techniques and approaches to understand, guide, and monitor technology investment decisions. Cost-containment is a driving benefit of rationalization but process efficiency and positioning the organization to meet growth are also leading factors for the exercise. Understanding "why do we need this?" and ensuring the proper tools are in place will maximize the technology value proposition. The primary objective of rationalization is to maximize investments, improve strategic alignment and significantly reduce costs and overall complexity.

The Town of Hay River currently benefits from a relatively strong investment in both infrastructure technology and support services. Perceived value has been returned through not only high service uptimes but also through a competent local support provider and architect that provides a high level of support service and strong response times. This has resulted in optimized business processes and strong employee efficiency for knowledge workers who rely heavily on IT. Very little business interruption has been identified through the length of the current contract.

Through IT service rationalization, the question on if service levels and the subsequent pricing for the service are too high is approached. In 2012, an independent IT Services Assessment was conducted by the Town of Hay River to review the then current IT requirements and the support structure to determine if appropriate pricing and services were being offered and in alignment with market. It also researched other options that may be available to help with service cost control.



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The results of the study concluded that the service levels were appropriate and associated contracted service and infrastructure pricing was in alignment with market.

There are a few opportunities for infrastructure and service change that were not explicitly identified in the report that are apparent today. The exclusion in the study could be in part due to the advancement in technology offerings in the eight years since the study was conducted. These opportunities are presented in the remainder of this Council report as recommendations for implementation with a primary target of cost reduction and cost control without significant sacrifice to core service levels.

Infrastructure Design – Cloud Computing

A key opportunity for reducing capital technology investments is a general infrastructure topology change that would see a partial shift from on-premise hosting of servers, data, and applications to a Cloud hosting model. Cloud models provide benefits of economies of scale and subsequent cost savings through shared uses of computing infrastructure. There are also the benefits of uptime and business continuity that are difficult to achieve without a large in-house investment in IT capital. While there are some inherent risks associated with someone else hosting data and application services, the reality today is that these services have evolved to a point where there is increased confidence in Cloud security, and related risks are now typically higher for most SMEs in hosting their IT infrastructure on premise. Simply put it is difficult for these organizations, including the Town, to invest in the same level of infrastructure and human resources to meet investments of centralized, specialized Cloud providers.

Support and Maintenance – Managed Services

The move of infrastructure from an on-premise environment to the Cloud presents the additional benefit of opportunities for new support, maintenance and application licensing. With servers, business applications, desktop software, and data residing in the Cloud there is a shift in how support and maintenance is completed. Again, there is a benefit of economies of scale in these areas and associated reductions in labour expense.

A proposed shift from a current custom outsourced service solution to a managed services arrangement would better fit a new Cloud environment. Through this service a per user account pricing approach would be used offering control and scalability in service pricing. The managed services would include desktop level support, user management, equipment maintenance, and productivity software licensing.

A service level change is also recommended from the current model. Currently off-hour support is included as part of a fixed support fee arrangement. This provides the benefit of guaranteed support for any off-hour needs. However, it reduces level of cost control by the Town and is thought to be inflating contract costs. A variable rate model would be proposed for off-hour support and requests for IT assistance would be approved through the department responsible for IT contract management. Any special project IT work would be costed through the project.



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Service and Infrastructure Change Results

Through rationalization of the Town IT services, significant cost savings are projected with a small reduction to service levels. Cost savings are recognized through both capital and operational budgets with capital reductions fully recognized through attrition as in-house equipment becomes unnecessary. When fully recognized, combined committed cost savings associated with related capital and service support and maintenance of approximately 40% or between \$85,000 to \$105,000/ year.

Service Provider Options

In order to undertake the identified Cloud migration and recognize the benefits of a revised support and maintenance model, a provider agreement needs to be established. Three options that are available to the Town are presented as follows:

- Option 1: Renew the ArcTech service contract for a period of 24 months without issuing an RFP. Negotiate revised terms to reflect managed service and service level rate changes and achieve the desired savings (e.g. 40%). Familiarity with current operating environment and systems will maximize savings while reducing operational risks and impact to business productivity.
- Option 2: Issue a competitive RFP for outsourced IT Support Services with changes to the existing infrastructure design and service options. No other local firms have been identified that would be able to provide a comparable scope of services to those provided through ArcTech.
- Option 3: Bring elements of IT support services in-house. Negotiate a short term extension of the ArcTech service contract for a duration that would allow the Town to hire and train the required staff and to complete knowledge transfer from ArcTech employees to the new town employees. Given the requirement for off-hour maintenance and monitoring, there would be difficulties in scheduling and a reliance on overtime and leave coverage that would make this option unfeasible.

Recommendation

It is recommended that the Council of the Town of Hay River undertake Option 1 – a 24 month renewal of ArcTech's service contract to reflect the new managed service model. A three month period under the current agreement would be used to migrate identified services to the Cloud. The core justification for the recommendation is as follows:

1. Extending the contract with Arctech with new terms will achieve the IT savings goal that the Town has set.
2. The new terms will include the requirement that Arctech continue to employ a local IT support person.



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3. Town can leverage value from the current IT provider to complete the re-tooling of the IT framework. Arctech knows the current system and is the most efficient option for setting up a new framework. A new provider coming in would have a significant learning curve and likely to add to the cost and risks of establishing the new framework.
4. Once the new IT framework is established, the RFP process for a longer term agreement will be more competitive which will help control future IT service costs.

COUNCIL POLICY / STRATEGY OR GOAL:

- Addressing expired contracts

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- N/A

FINANCIAL IMPLICATIONS:

- Reduced committed capital and operational expenses of between \$85,000 to \$105,000/year

ALTERNATIVES TO RECOMMENDATIONS:

- Option 2: Issue a competitive RFP for outsourced IT Support Services with changes to the existing infrastructure design and service options.
- Option 3: Bring the IT support services in-house. Negotiate a short term extension of the ArcTech service contract for a duration that would allow the Town to hire and train the required staff and to complete knowledge transfer from ArcTech employees to the new town employees.

ATTACHMENTS:

N/A

Prepared By:

Glenn Smith

Assistant Senior Administrative Officer

June 3, 2020

Reviewed By:

Judy Goucher

SAO

June 3, 2020

d. Emergency Services Monthly report

RECOMMENDATION:

#20-139

MOVED BY: CLLR CHAMBERS

SECONDED BY: CLLR WILLOWS

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



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CARRIED

BACKGROUND:

Summary:

All training for the Protective Services Department came to a halt on March 18, 2020 due to social distancing concerns brought on by COVID-19. We submitted a plan c/w Standard Operating Guidelines, Training Risk Assessments, and an Impact Mitigation Guide to Protect NWT. The plans have been accepted and we will be starting training again on June 4, 2020. All training will be skills based training and will be conducted outdoors so that physical distancing can be maintained. If physical distancing can not be maintained the training will be conducted with proper respiratory protection to ensure the safety of our First Responders. If we identify any risks that may expose First Responders to COVID – 19 that training will not happen.

May was probably one of the busiest months we have had for Ambulance calls in a long while. Including seniors we responded to 65 events.

Meetings:

COVID – 19 Meetings

Joint COVID/Breakup Meetings

During February 220.5, paid-on-call hours were served by the members of the HRFD for a year to date a total of 1,320.5 hours.

STATISTICS

FUNCTION	MAY 2018	MAY 2019	MAY 2020	MAY 2018 YTD	MAY 2019 YTD	MAY 2020 YTD
Patient Transfers	22	19	27	62	59	83
Medical Emergency Local	10	17	27	63	70	98
Medical Emergency Reserve	1	4	4	11	10	12
Medical Emergency Highway	3	0	3	6	0	5
Medical Emergency Out of Town Patients	0	0	1	9	4	2
Body Transfer	1	0	1	5	3	5



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Fires & Rescues	1	3	2	14	9	3
False Alarms	2	3	1	10	9	16
Training	4	4	0	20	21	10
Special Training	2	8	0	14	10	0
Maintenance	4	4	2	19	19	11
Fire Permits	6	2	3	12	6	3
Fireworks Permits	0	0	0	2	0	0
Public Safety	7	2	0	8	9	6
Inspections	5	3	2	30	48	13

MAINTENANCE

All daily/weekly/monthly maintenance activities were completed. Radios were replaced on Tanker 1, Engine 1 and Rescue 5 due to equipment failures.

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

Reviewed By:
Judy Goucher



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Director Protective Services/Fire Chief
Date: June 2, 2020

Senior Administrative Officer
Date: June 4th, 2020

e. Municipal Services Monthly Report

RECOMMENDATION:

#20-140 **MOVED BY: CLLR DUFORD**
 SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for May, 2020 as presented.

CARRIED

BACKGROUND

OFFENCE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	OFFENCES	WARNINGS	SHELTER	FINES	TOWED	RETURNED TO OWNER
Animal Control Bylaw								
Animal Abuse								
Barking Dogs			1	1				
Dog Attack								
Dog Bites			2	2				
Loose Cat								
Loose Dogs	2	1	1	2				
Sled Dog Complaints								
Business License								
No Business License								
Traffic Bylaw								
Vehicle Parking	1		1	1				
Trailer Parking								
ATV								
Misc								
Unightly Bylaw								
Overgrown Trees								
Long Grass								
Miscellaneous			2	2				
Garbage			3	3				

Unightly Properties: 2

The Director, Protective Services is presently acting as the Bylaw Enforcement Officer due to a shortage of staff. Patrols have been reduced from the 2 patrols per day, but we are still responding to complaints. We are actively working on filling the position so that we can provide full services once again.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:



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Bylaws as applicable

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
 Ross Potter
 Director, Protective Services
 Date June 2, 2020

Reviewed By:
 Judy Goucher
 Senior Administrative Officer
 Date: June 4th, 2020

f. Council Procedures Information Report

RECOMMENDATION:

#20-141 **MOVED BY: CLLR DOHEY**
SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Council Procedures Bylaw report as information.

CARRIED

BACKGROUND:

The Council Procedures Bylaw is the primary municipal governance document that outlines the regulations and procedures used to conduct meetings of Council. It includes the authorities of Council, Administration and the public, meeting schedules, committee types, and rules of procedures. As part of a periodic review of the Council Procedures Bylaw, it was determined that several terms were not in alignment with current practices and binding Territorial legislation.

Administration completed a draft update to the bylaw, which included a survey of Council members to determine interest surrounding some options. The Policy Committee met on May 22, 2020 to review and propose some additional changes to the draft and is recommending the updated version be adopted by Council.



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A Tracked Changes version of the bylaw revision was too complex to produce due to the extent and nature of the changes so a summary table in this report outlines the changes reflected in the Bylaw that is presented for 1st and 2nd reading. Current and proposed version of the bylaw are attached.

#	Section	Change or Comment
1	Header	<ul style="list-style-type: none"> Proper bylaw nomenclature to be added
2	Footer	<ul style="list-style-type: none"> Footer and page numbers added
3	General	<ul style="list-style-type: none"> MS Word styles applied wherever possible to provide consistent formatting
4	Prelude	<ul style="list-style-type: none"> 'as amended from time to time' added after CTV Act name. This is ensure that current legislation is referenced even as the GNWT may update the Act
5	2	<ul style="list-style-type: none"> Definition for Councillor added because it is referenced in the CTV Act Removal of the term in camera from the bylaw because the CTV Act does not use that term; rather it uses Private Session or Private Meeting. Definition for 'Member' tweaked 'Public Notice' changed to include the ability to include digital notice.
6	6	<ul style="list-style-type: none"> Seating order description updated to include the ability for the Mayor to specify the seating order. Authority for seating order moved from SAO to Mayor
7	7	<ul style="list-style-type: none"> Switching of Regular meeting days in winter and summer States Regular meetings will be held twice a month States that meeting schedule will be set at annual Organizational Meeting Changing meeting start time to 6:30 Changing three-hour adjournment time to 9:30 Additional recesses can be added by Presiding Officer
8	13	<ul style="list-style-type: none"> Adds terms for by-election option when Council vacancy: <ul style="list-style-type: none"> One vacancy on Council is declared more than eighteen months before the next scheduled general election More than one vacancy on Council is declared between eighteen months and twelve months before the next scheduled general election.



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9	17	<ul style="list-style-type: none"> Material is to be provided to Council members at least two working days prior to Regular meetings unless special authority for less time is provided by the Mayor Store recording of meeting or the duration identified in the Town's Records Retention Policy
10	22	<ul style="list-style-type: none"> New section to note Council Members participating remotely or virtually may not participate in the Private Meeting portion of Council meetings unless they affirm that they are alone and cannot be overheard.
11	26	<ul style="list-style-type: none"> Set deadline for the submission of items to the Senior Administrative Officer for inclusion on the agenda for Council and its Standing Committee meetings to 12:00 p.m. three working days preceding the meeting.
12	31	<ul style="list-style-type: none"> Tweak to recorded votes procedure Remove ability to abstain from vote
13	32	<ul style="list-style-type: none"> Allows for video and audio broadcast of the open session of meetings
14	39	<ul style="list-style-type: none"> Requires the notice of statutory public hearings to include digital channels
15	57	<ul style="list-style-type: none"> Tweak to the public input session after Nomination day.
16	58	<ul style="list-style-type: none"> Allows the SAO to let Council know if an Administrative Enquiry will be overly burdensome
17	59	<ul style="list-style-type: none"> Removes the specific names of Standing Committees
18	91	<ul style="list-style-type: none"> Notes that a motion to adjourn does not need a seconder
19	95	<ul style="list-style-type: none"> Adds some clarity on the unique numbering convention for motions

COUNCIL POLICY / STRATEGY OR GOAL:

- Update of bylaws

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Cities Towns and Villages Act
- Local Authorities Elections Act
- Conflict of Interest Act
- Bourinot's Rules of Order

FINANCIAL IMPLICATIONS:

- N/A



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ALTERNATIVES TO RECOMMENDATIONS:

- Do not amend Council Procedures Bylaw

ATTACHMENTS:

- Current Council Procedures Bylaw
- Proposed Updated Council Procedures Bylaw

Prepared By:

Glenn Smith
Assistant Senior Administrative Officer
June 4, 2020

Reviewed By:

Judy Goucher
SAO
June 4, 2020

g. Change Lift Station 8 to Lift Station 4

RECOMMENDATION:

#20-142

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve changing all references to Lift Station #8 in Town documentation to read Lift Station #4.

CARRIED

BACKGROUND:

The new lift station project that was recently tendered and awarded to Rowe's Construction has been identified as both Lift Station #8 and Lift Station #4 in Town of Hay River documents. The tender award was approved by Council as Lift Station #8 to align with the approved capital budget; however, it was tendered as Lift Station #4 and is identified as such in the contract documents. In order to maintain consistency in documentation and to align with the tender and contract documents, administration recommends that all documentation be changed to reference Lift Station #4.

Lift station #8 was selected as the next sequential number in the Town of Hay River's system of lift stations. The Town's engineering advisors identified that the Town did not currently have a lift station #4 and due to location and continuity of naming sequence it was advisable to identify the new lift station as #4 as opposed to #8.

The name change only impacts Town of Hay River approvals. The contribution funding agreement referred to "new lift station" with no number. The following are the known places where the project has been called Lift Station #8 which will be updated:

- Quarterly capital forecast updates (2019 Q2, Q3, 2020 Q1)
- 2020 capital budget
- 2019 audited financial statements
- Lift Station tender award motion #20-124 from June 2nd, 2020



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- MACA tool

Any additional locations where it is referenced as Lift Station #8 will also be updated to read Lift Station #4.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- 2020 Capital Budget approval
- Lift Station tender award, motion #20-124

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Mike Auge
Director of Public Works
Date: June 9, 2020

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: June 9, 2020

9. BYLAWS

- a) Bylaw 2386 – Porritt Landing Bylaw – Third and Final Reading

#20-143

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

CARRIED

- b) Bylaw 2420 – Council Procedures Bylaw – First and Second Reading

#20-144

**MOVED BY: DEPUTY MAYOR BOUCHARD
SECONDED BY: CLLR DUFORD**

CARRIED

#20-145

**MOVED BY: DEPUTY MAYOR BOUCHARD
SECONDED BY: CLLR DOHEY**

CARRIED



REGULAR MEETING MINUTES June 9th, 2020

9. NOTICE OF MOTIONS

There we no notice of motions for the Regular Meeting of Council, Tuesday, June 9th, 2020.

10. IN CAMERA

#20-146 **MOVED BY: CLLR GROENEWEGEN**
SECONDED BY: CLLR CHAMBERS

That the Council of the Town of Hay River move to In Camera at 7:14pm.

CARRIED

#20-147 **MOVED BY: CLLR DUFORD**
SECONDED BY: CLLR ANDERSON

That the Council of the Town of Hay River move out of In Camera At 8:05PM.

CARRIED

12. ADJOURNMENT

#20-148 **MOVED BY: CLLR WILLOWS**

That the Regular Meeting of Council be adjourned at 8:06pm.

CARRIED

Certified Correct as Recorded on the 9th Day of June 2020

These minutes were accepted by motion #20-150.



Mayor



Senior Administrative Officer