



REGULAR MEETING MINUTES May 26th, 2020

The Special Meeting of Council was held on Tuesday, May 26th, 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

#20-116

MOVED BY CLLR DUFORD

SECONDED BY: CLLR CHAMBERS

3. DECLARATION OF INTEREST

There were no declarations of interest at the Regular Meeting of Council on Tuesday, May 26th, 2020.

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

Cllr Dohey – The Wally Schumann Show and Shine Cruise is taking place on Thursday starting at 7pm from the Bob McMeekin Chamber Park.

Mayor Jameson – The Birthday Parade has reached it's 10th Friday, good job Hay River

5. DELEGATION

- a. Katlo Tech Presentation – Lyle Fabian

6. MINUTES

- a. Regular Meeting of Council – May 19th, 2020

#20-117

MOVED BY: CLLR CHAMBERS

SECONDED BY: CLLR DUFORD

CARRIED

7. ADMINISTRATIVE ENQUIRIES

Director of Finance – Sam Mugford

- Board of Revision is on June 12th
- Working on the GNWT Grant in Lieu to improve cash flow
- Working on the draft financial statements to bring to a finance committee for review

DM Bouchard – When are property taxes due and is there going to be an early payment option?

SAO Goucher – The final mill rate will not be set till after the board of revision, likely sometime in July.



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Director of Protective Services – Ross Potter

- Submitted a plan to protect NWT to start training again, included standard operating guidelines and a risk assessment. Waiting to hear back
- Ambulance calls in May have been very busy
- Bylaw patrols are happening daily

Director of Recreation – Stephane Millette

- Recreation has been busy with the emerging wisely plan
- Submitted a plan to the Chief Public Health Officer for an outdoor summer camp
- We have hired 6 summer students
- Porritt landing is opening on June 1st as per bylaw, it is full with a waiting list
- Working with local and Territorial sport organizations to see if they will be using our greenspaces and what their plan is
- In talks with the beautification committee regarding level of service for the summer
- Working out details for the beach attendants and an agreement with the GNWT
- We have had special request for rentals such as the ballpark for a drive in movie and greenspaces for yards in bloom

Director of Public Works – Mike Auge

- Under boil water advisory until lifted by the CPHO
- Esso water line is completed
- Roads are being graded as needed
- Gravel and calcium are going down soon
- Had a Caribou Crescent project meeting yesterday and went over last year's deficiencies with the same contractor
- Water License delayed due to covid, it has pushed timelines back

Cllr Willows – Is there any issues with the water plant infrastructure or is it mother nature causing the boil water advisory.

Auge – Mother nature pushes the water to the intake. The intake line is on the capital plan to be inspected this year.

DM Bouchard – Who is in charge of the Courtorielle Street sidewalks?

Auge – That was out of the outstanding deficiencies talked about with the contractor.

Assistant Senior Administrative Officer – Glenn Smith

- Working on a South Slave “Staycation” plan
- Working on different funding applications
- Pavilion has some outstanding construction, electrical etc.. being completed
- In contact with the Wharf operator contractor to talk about opening in covid conditions
- Policy Committee meeting on Friday to talk about the Porritt Landing bylaw and Council Procedure Bylaw

DM Bouchard – When is the Visitor Information Centre opening?

ASAO Smith – Tied into phase 2 with reduced hours

Cllr Duford – With the “Staycation” plan can we advertise Air BnB's? and I want to commend the great work on the trails.



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8. NEW BUSINESS

a. Hay River Tourism Marketing Plan

RECOMMENDATION:

#20-118

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Town of Hay River 2020 Tourism Marketing Plan as recommended by the Tourism & Economic Development Committee.

CARRIED

BACKGROUND:

On April 27th, 2020 the Council of the Town of Hay River approved the adoption of the 2020 Hay River Tourism Development Plan. The plan presents a tourism vision and a complementary set of goals relevant to tourism development for the community of Hay River. Specific strategic initiatives with expected outcomes are prioritized in the plan for implementation over a 3-year period. These initiatives focus on development of tourism services and products including key community infrastructure.

To support the strategies outlined in the 2020 Tourism Development Plan, the Town of Hay River Administration through the support of the Tourism and Economic Development Committee, entered into an engagement with Outcrop Communications to facilitate the production of a Town of Hay River 2020 Tourism Marketing Plan (2020 Tourism Marketing Plan). As part of the engagement, consultation occurred with local tourism operators for insight on community tourism demographics and thought marketing opportunities.

The 2020 Tourism Marketing Plan outlines and considers industry relevant economic, political and technology trends, identifies relevant key target markets, and presents prioritized marketing initiatives best thought to capitalize on the tourism opportunities available to Hay River. The marketing initiatives are scheduled over a 3-year period and include proposed budgets estimated to properly execute. Execution of the marketing plan will create awareness of the community's emerging tourism services and products and promote Hay River as a destination and regional hub for the plan's identified key target geographic markets.

The 2020 Tourism Marketing Plan has been partially amended through its development to consider the potential impact of COVID-19 on Hay River's tourism product. This includes the likelihood that people will be looking to stay close to home and search open air getaways. Regional and domestic travel interest can play into Hay River's favour through its target domestic and rubber tire traffic markets and abundance of natural outdoor tourism attractions. The Territory's tourism industry has experienced an extended period of growth especially through international travel. However, the industry is currently in a crisis as a result of the COVID-19 pandemic and much uncertainty lies ahead for the future of global tourism.



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The Tourism and Economic Development Committee has reviewed the draft 2020 Hay River Tourism Development Plan and recommends that the Council of the Town of Hay River approve the plan as presented. The Committee looks forward to providing support through its execution.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- 2020 Hay River Tourism Development Plan
- 2019-23 Town of Hay River Strategic Plan

FINANCIAL IMPLICATIONS:

- \$220,000 over 3-years (\$70,000 Capital; \$150,000 O&M)
 - o \$70,000 Capital
 - o \$150,000 O&M
- \$175,000 of funding is tied to contribution funding programs of which \$35,000 has been secured in 2020 for the Highway and Wayfinding Signage initiatives
- \$45,000 of funding will be through approved Tourism and Economic Development Department operating budget.

ALTERNATIVES TO RECOMMENDATIONS:

- Do not approve plan – Administration uses existing plans to execute tourism marketing activities

ATTACHMENTS:

- Town of Hay River 2020 Tourism Marketing Plan - DRAFT

Prepared by:
Glenn Smith
Assistant Senior Administrative Officer
May 21, 2020

Approved by:
Judy Goucher
Senior Administrative Officer
May 21, 2020

- b. Award of Fuel As and When Tender

RECOMMENDATION:

#20-119

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER award the Supply and Delivery of Various Fuels As & When Tender to Bassett Petroleum for the estimated amount of \$213,220.00 per year.



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CARRIED

BACKGROUND:

Tender #O2010 for the supply and delivery of various fuels to Town of Hay River facilities was issued on April 27th, 2020. The tender period closed at 3:00pm on May 15th, 2020 and received the following submitted bids:

Bassett Petroleum - \$213,220.00
Midnight Petroleum - \$225,653.40

The tender is for a two-year period and the values are based on the March 1st, 2020 rack price for various fuel.

Bassett Petroleum was the low submission for all three fuel types listed in the tender and as such it is recommended that Council award the full contract to them.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

-Bylaw-1574/GEN/16 Town of Hay River Purchasing Policy

FINANCIAL IMPLICATIONS:

Tender results are within 2020 Consolidated O&M budget for this service and lower than the 2019 submissions although this is due to the current price of fuel being significantly lower than it was last year.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Mike Auge
Director of Public Works
Date: May 20, 2020

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: May 21, 2020



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c. Award of Dust and De-Icing Materials Tender

RECOMMENDATION:

#20-120

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR CHAMBERS**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER award the Supply and Delivery of Dust Palliative and De-icing Materials Tender to Rowe's Construction in the amount of \$94,022.00 per year.

CARRIED

BACKGROUND:

Tender #O2012 for the supply and delivery of dust palliative and de-icing materials to the Town of Hay River was issued on April 27th, 2020. The tender period closed at 3:00pm on May 15th, 2020 and received the following submitted bids:

Dust Palliative:

Rowe's Construction - \$80,982.00

Carter Industries Ltd. - \$97,900.00

De-icing Materials:

Rowe's Construction - \$13,040.00

Bassett Petroleum - \$14,649.20

This Tender is for a two-year period based on estimated quantities of materials required by the Public Works department annually.

Rowe's Construction was the low bid on both items in the tender and as such it is recommended that Council award the full contract to them.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

-Bylaw-1574/GEN/16 Town of Hay River Purchasing Policy

FINANCIAL IMPLICATIONS:

Tender results are within 2020 Consolidated O&M budget for this service and are similar to the 2019 pricing for these materials.

Pricing for dust palliative and de-icing materials are based on a cost per tonne and administration will continually monitor spending to ensure that the approved budget for these materials is not exceeded.



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ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Mike Auge
Director of Public Works
Date: May 20, 2020

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: May 21, 2020

d. Award of Granular As and When Tender

RECOMMENDATION:

#20-121 MOVED BY: CLLR DOHEY
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER award the Supply and Delivery of Granular Materials Tender to Rowe's Construction in the amount of \$147,000.00 per year.
CARRIED

BACKGROUND:

Tender #O2011 for the supply and delivery of granular materials to the Town of Hay River was issued on April 27th, 2020. The tender period closed at 3:00pm on May 15th, 2020 and received the following submitted bids:

Rowe's Construction - \$147,000.00
Carter Industries Ltd. - \$152,250.00
Darrell's Welding Ltd. - \$96,495.00 (for supply and delivery of 4" minus and Sand only)

This Tender is for a two-year period and based on estimated quantities of materials required by the Public Works department annually.

The Tender submission from Darrell's Welding Ltd. did not include a submission for the ¾" granular material. The Rowe's Construction and Carter Industries Ltd. submissions included all three types of granular material.

Rowe's Construction was the low submission for all three of the granular materials that were included and as such it is recommended that Council award the full contract to them.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



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APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

-Bylaw-1574/GEN/16 Town of Hay River Purchasing Policy

FINANCIAL IMPLICATIONS:

Tender results are within 2020 Consolidated O&M budget for this service and are similar to the 2019 pricing for these materials.

Pricing for granular materials is based on a cost per tonne and administration will continually monitor spending to ensure that the approved budget for these materials is not exceeded.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Mike Auge
Director of Public Works
Date: May 20, 2020

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: May 21, 2020

9. NOTICE OF MOTIONS

There were no notices of motions for the Regular Meeting of Council, Tuesday, May 26th, 2020.

10. IN CAMERA

#20-122 **MOVED BY: CLLR DUFORD**
 SECONDED BY: CLLR DOHEY

That the Council of the Town of Hay River move to In Camera at 7:32pm.

CARRIED

#20-123 **MOVED BY: CLLR DUFORD**
 SECONDED BY: CLLR ANDERSON

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

CARRIED



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11. ADJOURNMENT

#20-124


MOVED BY: CLLR WILLOWS

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

CARRIED

Certified Correct as Recorded on the 26th Day of May 2020

These minutes were accepted by motion #20-131.



Mayor



Senior Administrative Officer