



REGULAR MEETING MINUTES March 29th, 2021

The Regular Meeting of Council was held on Monday, March 29th, 2021 at 6:30pm By Video Conference Call

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

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

#21-094

MOVED BY CLLR DUFORD

SECONDED BY: CLLR CHAMBERS

Add Cllr Groenewegen to 8g) Excused Absence

3. DECLARATION OF INTEREST

There were no declarations of interest for the Regular Meeting of Council, Monday, March 29th, 2021

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

There were no Announcements, Awards or Presentations for the Regular Meeting of Council, Monday, March 29th, 2021

5. ADOPTION OF MINUTES

a. Regular Meeting of Council – March 15th, 2021

#21-095

MOVED BY: CLLR DUFORD

SECONDED BY: CLLR DOHEY

CARRIED

b. Special Meeting of Council – March 22nd, 2021

#21-096

MOVED BY: CLLR DUFORD

SECONDED BY: CLLR CHAMBERS

CARRIED

6. INFORMATION ONLY

c. Recreation Committee Minutes – February 16th, 2021

d. Recreation Committee Minutes – February 19th, 2021



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7. ADMINISTRATIVE ENQUIRIES

Director of Finance – Sam Mugford

- Reminder that Business Licenses are due March 31st
- Finance Committee met last Friday
 - They will be bringing forward a 12.5% increase in utilities and recommended increases over the next 3 years
 - Water & Sewer funding grants

Director of Protective Services – Ross Potter

- Breakup Preparations 2021
 - Stantec is doing survey work on the berm in West Channel
 - Had our first LEMO meeting today
 - Communication Plan is going out
 - CN will move rail cars to the outside during breakup
 - Monitoring crews are in place
 - Cleared an access point to Pine Point bridge
 - Moving equipment will now be easier going forward
 - Installing data logger at falls on Tuesday
 - Flood response is well underway
 - Evacuation Centre is moving along, just waiting on final approval of plan
 - Deputy Mayor will be taking care of RV lot once again
 - Animal shelter will take any pets if needed
 - Fire Dept to help with anyone with mobility issues

Cllr Dohey – Will residents have to go to Yellowknife again or stay in Town?

SAO Smith – Director of Recreation is working on an Evacuation Centre in the community centre or they can go stay with Family or friends will be an option this year. Working on guidelines throughout the NWT. We have presented scenarios to the GNWT, just waiting to hear back from them.

Cllr Duford – I'd like to commend Ross and Glenn on the work to get ready

Director of Recreation – Stephane Millette

- Evacuation Plan is submitted to the Office of the Chief Public Health Officer
- Meeting spending deadlines for March 31st
- Spring/Summer season prep work has started. There will be multisport programs happening on the ice surface once the ice has been removed
- Reduced ice over the weekend
- Curling Club will be removing their ice this coming weekend
- Porritt Landing will have 5-8 slips more this summer to help with the waiting list

Director of Public Works – Mike Auge

- Snow clearing continues as needed
- Fraser Place tree removal will take place in April. Working on a detailed design and tender for that project
- Water Intake Inspection report is being reviewed with the SAO along with video footage
- Closing RFP for the Zoning and Building Bylaw review and for the Riverview Drive/Beaver Crescent project
- Putting out an RFP for tire removal from the landfill in April



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SAO – Glenn Smith

- Communications out for Solid Waste bylaw and tipping rates to renew contracts
- Fee's and Chargers Bylaw is still coming together, a lot of work there
- Stop Sign near Porritt Landing had no involvement from the Town. Waiting to hear back from CN as to reasons why it was put there
- April there will be only 2 Council meetings, Strat Plan will come to one of them

8. NEW BUSINESS

a. 2021 LAND INCENTIVE PROGRAM

RECOMMENDATION:

#21-097

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER extends the Land Sales Incentive Program through the Year 2021.

CARRIED

BACKGROUND:

In June of 2001 Council approved a Land Sales Incentive Program. This program has been renewed annually with the 10% deposit applying to all lots for sale in Town.

The guidelines for this program were as follows:

- The Land Sales Incentive Program shall apply to all land sales in the Town of Hay River
- Purchaser pays a 10% nonrefundable deposit on land
- Upon acceptance of their application the purchaser gets “possession” of the land, which gives them the right to develop
- Purchaser pays property taxes on the land from date of possession
- Purchaser has up to 12 months from the date of acceptance of their application to pay for the land plus GST (less deposit), interest free
- Upon final payment, the Town will transfer title to the purchaser subject to the development conditions outlined in the Land Administration Bylaw No. 2178 & 2178A and the Agreement for Sale
- If payment for the land is not received within the 12 months period the land reverts to the Town plus all related improvements, the 10% deposit is not refunded
- A new Land Application was developed in 2002 to be used in conjunction with the Land Sales Incentive Program
- For new land sales only

COUNCIL POLICY / STRATEGY OR GOAL:

To promote and facilitate land sales and associated development.



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APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Land Administration Bylaw No. 2178 & 2178A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Susan Gallardo
Lands
Date: 23 March 2021

Reviewed by:
Sam Mugford, CPA, CA
Director of Finance & Administration
Date: 23 March 2021

b. LETTER OF SUPPORT – HAY RIVER COMMITTEE FOR PERSONS

RECOMMENDATION:

#21-098 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter supporting the Hay River Committee for Persons with Disabilities for their application to access \$25,000 from the FCC AgriSpirit Fund.

CARRIED

BACKGROUND:

The Hay River Committee for Persons with Disabilities (HRCPD) is requesting a letter of support from the Town of Hay River to support a funding application through the FCC AgriSpirit Fund. The \$25,000 application is to fund the purchase of commercial refrigeration equipment to support storage of donated foods received through programs such as Food Banks of Canada.

The HRCPD has been assisting other local non-profit organizations with storage of frozen food including the Hay River Soup Kitchen.

In addition to a request for a letter of support, the HRCPD is requesting that the Council of the Town of Hay River consider the role of supporting partner to access funding that requires a municipal government application. Funding under these arrangements typically see the municipal government disperse received dollars to the non-profit partner for execution. In some cases, the municipal government will charge an administration fee. In general Administration suggests that these agreements be pursued if not in conflict with the Town's own request for program funding support. However, as opposed to the requested general position of support, Administration



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recommends that the Town review each application on a case-by-case basis to determine fit and conditions applicable.

The Town of Hay River does not have plans to submit an application for funding through the FCC AgriSpirit Fund's current call for submissions.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Request for Partnership for Access to Funding Sources

Prepared by:

Glenn Smith
SAO
March 22, 2021

Reviewed by:

c. LETTER OF SUPPORT – FORT SIMPSON METIS NATION

RECOMMENDATION:

#21-099

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter supporting the Fort Simpson Metis Nation project proposal for the Northern Food Innovation Challenge.

CARRIED

BACKGROUND:

The Northern Food Innovation Challenge is a proposal challenge under the Northern Isolated Communities Initiative (NICI) fund. The objective of this challenge is to support innovative, community-led projects for local and indigenous food production systems with the overall goal of improving food security in Canada's territories.

The Fort Simpson Metis Nation is proposing to establish a bison ranch and to build a meat processing facility in the Dehcho region. The goal is to raise bison and process bison meat for the



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NWT economy. There are many benefits to utilizing bison for meat protein and raising and producing bison within the territory can help lower our cost of living and help Canada reduce GHG emissions.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:
Stacey Barnes
Council Administrator
March 26, 2021

Reviewed by:

d. REPORT TO COUNCIL FOR BYLAW 2425 – TAXI BYLAW

RECOMMENDATION:

**#21-100 MOVED BY: DEPUTY MAYOR BOUCHARD
 SECONDED BY: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report on Bylaw No. 2425 –
Taxi Licence as presented**

CARRIED

BACKGROUND:

Over the last several years, the Town of Hay River has received many complaints surrounding taxi service levels and difficulties in accessing taxis. Long wait times for a taxi and no-response from taxi dispatchers have been the typical complaint. These concerns combined with general bylaw compliance concerns led to Council's interest in a review of the Taxi Bylaw and consultation with existing licensed taxi operators to understand violations with the hopes to identify opportunities for service improvement.

The Town of Hay River Administration met with both licensed taxi operators (Reliable Cabs and Island Taxi) through multiple meetings which provided insight into the market and the challenges of compliance with the Taxi License bylaw. Both companies indicated difficulties in meeting the service level requirements of the bylaw surrounded challenges in recruitment and retention of



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drivers, the sparse geography of the community, COVID and fluctuations in taxi demand. Other concerns included taxi driver safety and timelines to permit drivers. A joint letter from Reliable Cabs and Island Taxi was submitted with their recommended changes to the Taxi Bylaw.

On December 16, 2020 and again on March 18th, 2021 the Town of Hay River Policy and Bylaw Committee met to discuss findings from the meetings with the taxi operators and changes to the Taxi Licence Bylaw. The most significant proposed change to the Taxi License Bylaw attempts to better balance taxi supply requirements with current consumer demand. This is achieved by altering the minimum requirements of the number of taxis according to day and time of week. The existing bylaw requirement is that for each Taxi Brokerage (dispatch) license there be a minimum of two licensed taxis and 24/7 response. The proposed minimum requirements are as follows.

- i) One (1) taxi between 10:00am and 6:00pm Sunday and statutory holidays;
- ii) Two (2) taxis between the hours of 6:30am and 6:00pm Monday through Thursday;
- iii) One (1) taxi between the hours of 6:00pm and 2:00am Monday through Thursday;
and
- iv) Two (2) taxis between 6:30 am to 3:00 am Friday and Saturday

While the proposed changes reduce the required hours of availability and number of taxis for off peak periods, the intent is to improve feasibility of operations and subsequent service levels. It is expected that patrons be aware of the hours of operation and plan taxi travel accordingly. Taxi Brokerage License holders are permitted to extend their hours and to match any increase in demand.

Other changes to the bylaw include:

- i) Wording change from "Taxi Permit" to "Chauffer's Permit"
- ii) Minimum licensed Taxis for Brokerage License from 3 to 2
- iii) Corrections to language and forms so that only 1 Taxi per Taxi Licence
- iv) Defined renewal date for licenses and permits (August 31st)
- v) Change of vehicle age allowance from 8 years to 12 years
- vi) Increase in fees to reflect market and inflationary increases

The Taxi License Bylaw was last updated in 2009.

The proposed bylaw has passed through a legal review.

ALTERNATIVES TO RECOMMENDATIONS:

- Changes to terms and conditions

ATTACHMENTS:

- ByLaw 2425 Taxi Bylaw – Track Changes
- Signed Letter from Local Taxi Operators



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Prepared by:

Glenn Smith

SAO

March 24, 2021

e. O&M FUNDING AGREEMENT REPORT

RECOMMENDATION:

#21-101

MOVED BY: CLLR DUFORD

SECONDED BY: CLLR WILLOWS

THE COUNCIL OF THE TOWN OF HAY RIVER approves the Operations and Maintenance Contribution Agreement for 2021-22 in the amount of \$2,215,000.

CARRIED

BACKGROUND:

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

For this year April 1, 2021 to March 31, 2022 the agreement for Operations & Maintenance Funding is in the amount of \$2,215,000. This is consistent with the funding received for 2020-21.

Once these agreements are signed, funding will flow monthly.

COUNCIL POLICY / STRATEGY OR GOAL:

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

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River O&M Budget for 2021

FINANCIAL IMPLICATIONS:

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

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Operations and Maintenance Contribution Agreement.

Prepared by:

Sam Mugford, CPA, CA

Director of Finance and Administration

March 26, 2021

Reviewed by:

Glenn Smith

SAO

March 26, 2021



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f. WATER & SEWER CONTRIBUTION AGREEMENT REPORT

RECOMMENDATION:

**#21-102 MOVE BY: CLLR DOHEY
 SECONDED BY: CHAMBERS**

THE COUNCIL OF THE TOWN OF HAY RIVER approves the Water and Sewer Funding Contribution Agreement for 2021-22 in the amount of \$1,089,000.

CARRIED

BACKGROUND:

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

For this year April 1, 2021 to March 31, 2022 the agreement for Water and Sewer Funding is in the amount of \$1,089,000. This is an increase from prior year (\$1,045,000).

Once these agreements are signed, funding will flow monthly.

COUNCIL POLICY / STRATEGY OR GOAL:

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

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River Utility O & M Budget for 2021

FINANCIAL IMPLICATIONS:

\$1,089,000 for utility operating expenditures for the calendar year.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Transfer Agreement – Water & Sewer Transfer Agreement.

**Prepared by:
Sam Mugford, CPA, CA
Director of Finance and Administration
March 26, 2021**

**Reviewed by:
Glenn Smith
SAO
March 26, 2021**



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10. IN CAMERA

“Do you solemnly swear and sincerely affirm that you are alone and cannot be overheard while in camera?” Yes by all of Council

#21-109 **MOVED BY: CLLR CHAMBERS**
SECONDED BY: CLLR DUFORD

That the Council of the Town of Hay River move to In Camera at 7:41pm.

CARRIED

#21-110 **MOVED BY: CLLR DUFORD**
SECONDED BY: CLLR DOHEY

That the Council of the Town of Hay River move out of In Camera At 8:32PM.

CARRIED

11. ADJOURNMENT


#21-111 **MOVED BY: CLLR WILLOWS**

That the Regular Meeting of Council be adjourned at 8:33pm.


CARRIED

Certified Correct as Recorded on the 29th Day of March 2021

These minutes were accepted by motion #21-135.



Mayor



Senior Administrative Officer