



## REGULAR MEETING MINUTES May 11<sup>th</sup>, 2021

The Regular Meeting of Council was held on Tuesday, May 11<sup>th</sup>, 2021 at 6:30pm By Video Conference Call

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

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

#21-144

**MOVED BY CLLR DUFORD**

**SECONDED BY: CLLR ANDERSON**

Add Emergency Service Monthly Report for April 6h) and Excused Absence for Cllr Dohey 6i)

### 3. DECLARATION OF INTEREST

There were no declarations of interest for the Regular Meeting of Council, Tuesday, May 11<sup>th</sup>, 2021

### 4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

Mayor Jameson – Thank you to all the EMO volunteers

Cllr Groenewegen – Special thanks to the local Rangers

Deputy Mayor Bouchard – Sending thoughts to Jean Marie River and Fort Simpson as they have rising waters

SAO Smith – Thank you to all the volunteers and admin staff

SAO Smith – It is National Census Day – It is important to complete your survey

### 5. ADMINISTRATIVE ENQUIRIES

Director of Finance – Sam Mugford

- Incorporating the feedback from the Finance Committee to the Utility Bylaw
- Had the land sale for Saskatoon Dive – sold 1 property, other 2 are posted for sale on the website
- Mill Rate Bylaw is on the agenda for tonight
- Auditors are reviewing 2020 Financial Statements for final improvements
- Finance Committee will be reviewing the Q1 Capital and O&M was ready
- Business License renewal deadline has passed

Director of Protective Services – Ross Potter

- Breakup
  - Was a long process but we got lucky
  - Some West Channel, Beach Rd and Wharf to MTS had some water
  - Thanks to all the volunteers including the Rangers
  - Still monitoring Lakeshore Drive



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### Travis Wright

- Great learning experience, everyone was a well-oiled machine
- Medical calls were up this month
- All breakup equipment has been cleaned and put away
- Will compile the photos for future reference

### Director of Recreation – Stephane Millette

- Thank you to recreation staff that supported the breakup activities
- Community centre has now been cleaned up and registration centre put away
- Community spring cleanup is underway
- Youth programs are back on as of today
- Maintenance summer staff started part time with more full-time next week
- Summer Heat leader is working in getting the camp ready for summer
- Human Resources posted ads for Trail Foreman and Lifeguards
- Funding applications are getting submitted
- Summer CAP funding program for \$250K is due May 30<sup>th</sup>
- Vale Island project is being resubmitted for round 2
- Expression of Interest for the Fisherman's Wharf closes on Friday

### Director of Public Works – Mike Auge

- Working on cleanup activities from the flood
- Riverview Drive & Beaver Crescent project had a kick off meeting
- Working through some drainage issues around Town of Hay River
- There is a water leak – we have narrowed down the area
- Curb side clean set to start the week after the long weekend, will be starting in town this year, tags available at town hall
- Street sweeping to start next week
- New labour started on Monday

Deputy Mayor Bouchard – There is major potholes in the Riverview Drive area

### SAO – Glenn Smith

- Going to complete a debrief including an asset assessment from Public Works
- Talked with the Regional Superintendent to see how we can support Fort Smith with the Fort Simpson Flood Evacuees
- There was a press release approving the Water Treatment Plant study for \$450k, more ICIP projects coming
- Policy Committee is meeting to go over the Taxi bylaw, will bring back to Council
- Consulting the Indigenous Governments regarding Vale Island as per the Community Plan



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### 6. NEW BUSINESS

#### a. Tourism and Economic Development Report for April

#### RECOMMENDATION:

#21-145

**MOVED BY: CLLR CHAMBERS  
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 2021.**

**CARRIED**

#### BACKGROUND:

##### **Tourism Activity:**

- Visitor numbers have remained low with the border remaining closed and few events happening in April.
- Back page of upcoming May/June *Up Here Magazine* will promote *Hay-Cation* ideas to predominately Yellowknife visitors and will be supported with two-weeks of radio ads with True North FM. Advertising is meant to keep Hay River top-of-mind for *Staycation* visitors and remind subscribers in other provinces to plan a *Hay-Cation* when the border reopens.
- Information has been gathered from communities in the region and presented to Outcrop to begin work on the creation of a local and regional attraction and daytrip package showcasing Hay River as the Hub for tourism travel.
- A listing of pre-covid events in the community and a listing of local and regional attractions was provided to Spectacular NWT for them to promote through the *Staycation* program.
- *Hay-Cation* radio ads were created and broadcast for the second and third week of March on True North FM Radio.
- ITI Tourism Product Diversification Marketing Program funding proposal approved for \$8 800 toward the preparation of a *Wayfinding Signage Plan*.
- April breakdown of visitor origin YK 6, Fort Smith 11, BC 1 (all out of NWT visitors confirmed that they had self-isolated for 14 days before entering the community).
- There has been interest expressed by Yellowknife campers in booking their camp sites and group camping sites in Hay River. The online booking for Territorial campsites starts in the first week of May.

##### **Economic Development Activity:**

- Economic development stakeholder consultation questions and stakeholders lists were prepared for meetings planned in the coming months as per THR's 2021 Strategic Plan commitments.
- Town of Hay River approved for additional 2 years at \$50 000/yr as part of GNWT Department of Industry, Tourism and Investment's Community Tourism Coordinator program.
- Expression of Interest document was finalized and submitted to the public for running the 2021 Fisherman's Wharf Pavilion Saturday Morning Market Operator contract.
- An hourly and daily rental agreement was finalized for the Fisherman's Wharf Pavilion to promote use of the facility for vendors during weekdays and Sunday.
- First year report submitted the CanNor *Expanding Community Tourism Plan as per reporting requirements*.

##### **Other Activity:**

- *FoodCycler* sales have been strong with 70 of the 100 units sold by the end of April.
- Tourism & Economic Development Coordinator participated in a discussion regarding changes to the Liquor Legislation and how proposed changes would benefit to tourists and businesses.



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- Final questionnaire for CESO Mentorship program was completed and an overview was supplied by the mentor.
- T&ED Coordinator attended a live webinar for Trans Canada Trail moving into the summer months.
- The application to Tree Canada for beautifying Capital Drive and the Hay River Community Centre greenspace was not approved.

## Key Performance Indicators:

### External Funding Success



### Visitor Information Centre Visitation

- Due to COVID restrictions and the borders being closed there is no tire traffic that traditional increases the number of visitors during the summer months.
- April 2021 saw only 18 unique visitors into the VIC, most were visiting from surrounding communities or professionals in town for work.

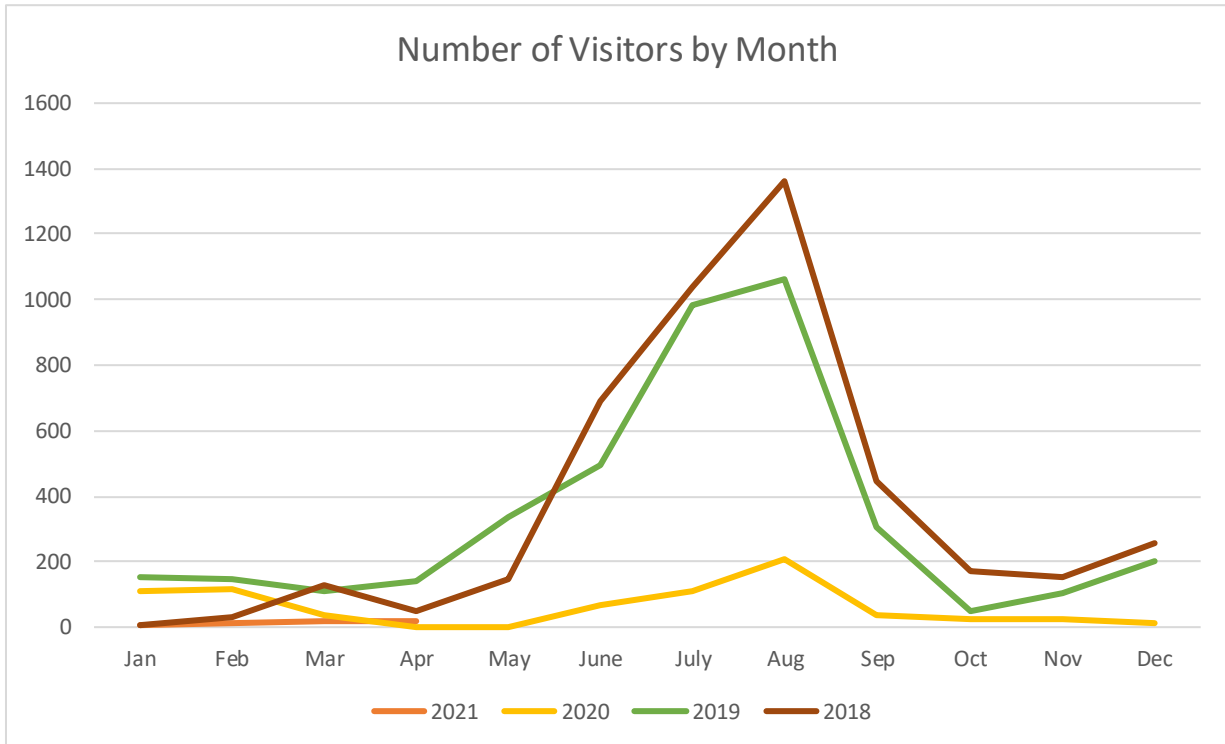




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## Gift Shop Sales

- April traditionally is soft in artisan sales. The lack of visitors into the community continues to hamper the number of sales this month.

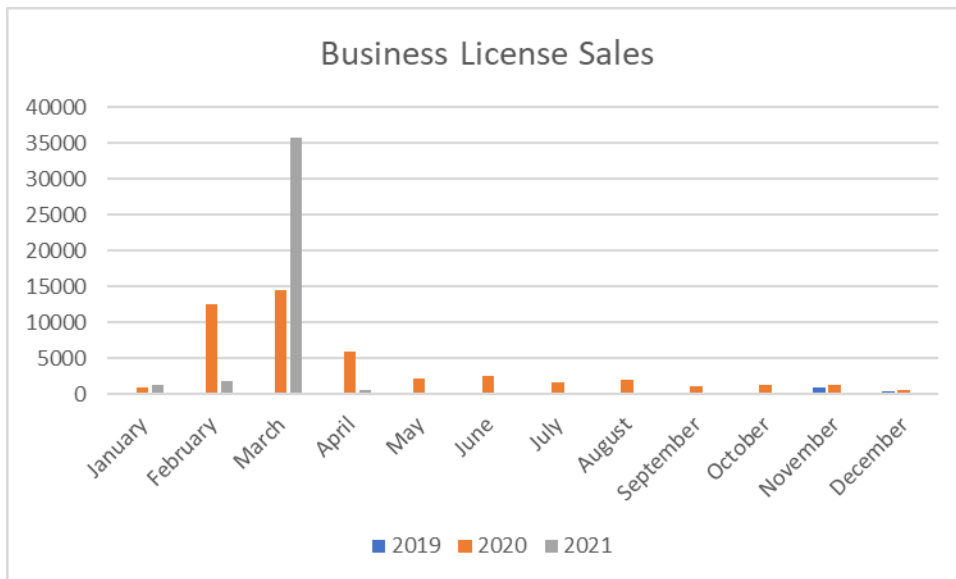
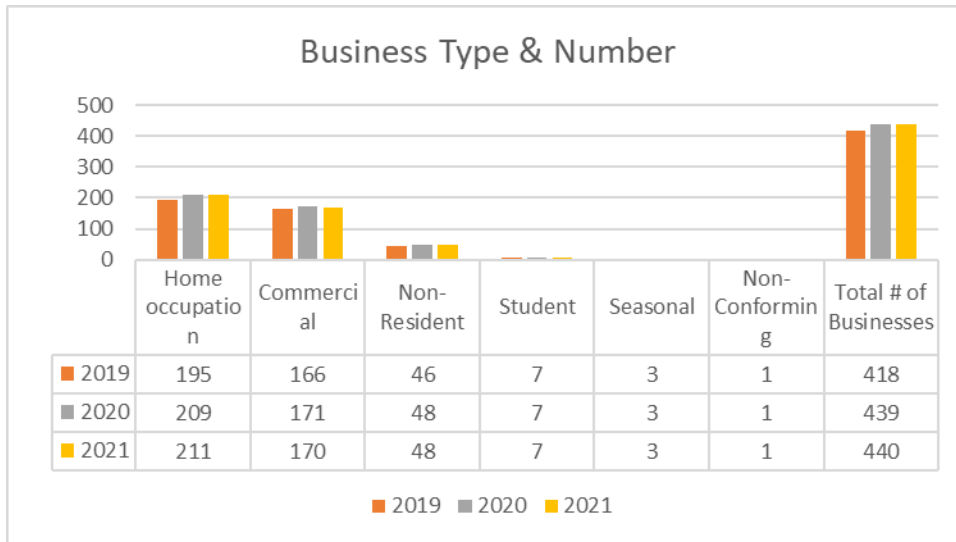




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## Business License Sales, Type and Number

- Business licenses run from April 30 to March 31. This overview is from January to December.
- This graph shows when business licenses are paid and not the number of new business start ups.



## Inbound & Outbound Marketing

- Promotion through social media remains the focus for marketing. There has been an increase in engagement this month.  
*Analytics over the month of April:*



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- [www.facebook.com/hayrivertourism](https://www.facebook.com/hayrivertourism)
  - Page Reach up 23%, Users up 24%, overall post reach peak of 3.6K. No paid promotion
  - Peak organic post reached 4,469 people
  - post engagement down 51% and page followers down 43%
  - Page reach 8.4K up 6.5%
- [www.twitter.com/hayrivertourism](https://www.twitter.com/hayrivertourism)
  - number of impressions 1,854 down from 4,672
  - 199 unique followers and follow 480 accounts
  - Profile visits 253 down 21%
- [www.instagram.com/hayrivertourism](https://www.instagram.com/hayrivertourism)
  - Currently 287 unique followers up 3.6% and follow 323 accounts
  - Accounts reached down 19% and Content Interactions down 35%
- Marketing:
  - [www.hayriver.com](https://www.hayriver.com)
    - Users for April were 4.3K up 24%
    - Sessions 7.2K up 61%
    - Average session duration was 1:47 up 3%
    - Traffic Channel Source - 857 organic engagement, 728 Social Media, 526 Direct Search and 27 Other Site Referrals.
    - Top 10 pages visited – Breakup, Opportunity/Employment, Parks/Recreation, Economic Development/Industry Profile, Planning/Town Lots For Disposal, Council Members/Mayor Message, Alerts/Emergency Measures, Tourism/Attractions, Category/News, Contact/Directory.

### **Visitor Satisfaction Rating**

- Visitors this month were all in town for appointments or business. The most interest was in the Hay River breakup, Alexandra and Louise Falls and trail, Rotary Trail, restaurants, and retail shopping.

### **COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

### **APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:**

N/A

### **FINANCIAL IMPLICATIONS:**

N/A

### **ALTERNATIVES TO RECOMMENDATIONS:**

N/A

### **ATTACHMENTS:**

N/A

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**Prepared by:**  
Peter Magill  
Tourism and Economic Development Coordinator  
Date: May 6, 2021,      Date: May 6, 2021

**Reviewed by:**  
Stephane Millette  
Director of Recreation



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## b. Municipal Services Monthly Report for April

### RECOMMENDATION:

#21-146

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for April 2021 as presented.**

**CARRIED**

### BACKGROUND

OFFENCE	INQUIRY	INVESTIGATED (UNFOUNDED)	WARNINGS (VERBAL, LETTER OR VISUAL)	SHELTER	FINES	TOWED	RETURNED TO OWNER	OTHER ACTION
<b>Animal Control Bylaw</b>								
Animal Abuse/Welfare	1	1						
Barking Dogs	1		1					
Dog Attack								
Dog Bites	1							1
Loose Cat/Dog	7	1	3	2			1	
Sled Dog Complaints								
Miscellaneous	1	1						
<b>Business License</b>								
No Business License								
Operating business not as permitted								
<b>Traffic Bylaw</b>								
Vehicle/Trailer Parking	9	8	1					
ATV/Snow Machine	3	1	1					1
Fail to Stop (Sign or Light)	3		2		1			
Distracted Driving (Includes School Zone)	2				2			
No Seat Belt	7		2		5			
Fail to carry/No valid driver's licence	4		4					
Suspended/Prohibited Driver								
Vehicle Unfit for Road								
Fail to carry/No Insurance	8		6		1	1		
Fail to carry/No registration	8		5		3			
Unsecure Load								
Obstructed Windshield/Windows	2		2					
Fail to drive to road conditions								
Improper use of plate								
Drive w/o lights during low visibility								
No license plate	1		1					
Speeding	9		1		8			
Speeding (School/Construct/Industrial)	15		7		8			
Suspected Impaired Driver	1	1						
Miscellaneous	2	1	1					





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Unsightly Bylaw								
Overgrown Trees								
Long Grass & Weeds								
Garbage/Junked Vehicle	5		4					1
Miscellaneous	1							1
Taxi Bylaw								
Taxi Not Available								
Smoking/Drinking in Taxi								
Fail to carry/No Taxi Permit								
Noise Abatement Bylaw								
Noise Complaint	7	3	4					
Fire Prevention Bylaw								
Burning without permit								
Fireworks without supervision								
Improper Storage of Hazards								
Miscellaneous	2		2					
Unsafe/Hazardous Behaviour								
Walking on railroad tracks	2	1	1					
ATV's on railroad tracks								
Intoxicated- Unable to care for self	4							4
Fighting in Public								
Public Urination/Defecation	1		1					
Loitering	1		1					
Drinking in public								
Vehicle blocking roadway								
Snow Removal Bylaw								
Sidewalks not cleared	1		1					
Snowbanks causing hazard	2	2						
Snow being put on private property	2	2						
Miscellaneous	2	2						
<b>TOTAL</b>	<b>115</b>	<b>24</b>	<b>51</b>	<b>2</b>	<b>28</b>	<b>0</b>	<b>1</b>	<b>8</b>

## Community Beautification

Notices have already begun going out to community members ahead of the spring season to encourage them to start cleaning up their properties. Numerous properties have been observed with large amounts of garbage bags piled on the front of the property—some where garbage has been accumulating for quite some time. There have been other properties sighted with vehicles that do not belong due to the zoning or due to it being a “junked vehicle” as defined in the Unsightly Bylaw.

## School Safety

There are still many people who are speeding in the school zone and continue to use restricted electronic devices. There have been two (2) documented “near misses” in April, which involved both a distracted driver and a speeding driver. Children crossing at the crosswalks with amber lights flashing were almost struck by vehicles due to the driver’s inattention to the road.



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## Community Activities and Partnerships

The Protective Services Specialist continues to work closely with the RCMP and the Hay River Health and Social Services Authority on a variety of issues, most commonly intoxicated persons in public who are unable to care for themselves.

Since the closing of the homeless shelter this past month, it has put a strain on public safety resources to find the most appropriate and safest place for vulnerable persons to go to seek refuge. There have been talks amongst various agencies to consider getting together to come up with alternative solutions to this problem to ensure the safety of all Hay River residents.

## Road Safety

Eight (8) instances of vehicles driving without any liability policy confirmed by insurance providers were found through the routine enforcement of Bylaws, including the investigation of complaints received.

During the whiteout storm conditions on April 10<sup>th</sup>, 2021, the Protective Services Specialist conducted a patrol of Highway 2 to the Golf Course and along Highway 5 to the weigh scale, looking for vehicles in distress who may have gotten stranded due to the weather conditions. Upon traveling down Highway 5 in whiteout conditions and driving well under the maximum posted speed limit due to poor road conditions, a vehicle was observed visually fast and confirmed on radar doing 114km/h in a 70km/h zone. The driver stated they were driving from Fort Smith to Fort Simpson, and their rush was to get home and “beat the weather,” which was already in effect. The driver was issued a fine under the Motor Vehicles Act Section 169(3), which is \$326 and comes with five demerit points.

## Upcoming Goals

With the better weather coming ahead, more foot patrols of the downtown area will be occurring. This is to encourage business owners and persons who use the downtown core businesses to approach the Protective Services Specialist and engage in conversation on any Bylaw infractions, safety issues, or concerns noted in the community to get them addressed.

## Speed Statistics for the Month

*The fastest speeds recorded for this month per zone are as follows;*

- Porritt Landing/Industrial (40km/h Zone)- 66km/h**
- MacKenzie Highway near Hospital (60km/h)- 111km/h**
- Woodland Drive in front of Harry Camsell/PA School during School Time (30km/h)- 60km/h**
- MacKenzie Highway/104<sup>th</sup> Street residential area (40km/h)- 65km/h**
- MacKenzie Highway near Airport (60km/h)- 82km/h**
- Highway 5/Highway 2 Junction (70km)- 114km/h**

<b>COUNCIL POLICY / STRATEGY OR GOAL:</b>	
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Strategy:  
Goal:

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

All applicable Bylaws and Territorial Legislation

## FINANCIAL IMPLICATIONS:

N/A

## ALTERNATIVES TO RECOMMENDATIONS:

N/A

## ATTACHMENTS:



A screengrab from body worn camera footage showing the in-car radar displaying a speed of 114km/h in a 70km/h during whiteout conditions on April 10<sup>th</sup>, 2021 along Highway 5 near the Highway 2 Junction.

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### Prepared by:

Travis Rosborough  
Protective Services Specialist  
Date: May 1st, 2021

### Reviewed By:

Travis Wright  
Director, Protective Services  
Date: May 1st, 2021



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## c. Public Works Monthly Report for April

### RECOMMENDATION:

#21-147

**MOVED BY: CLLR DUFORD**

**SECONDED BY: DEPUTY MAYOR BOUCHARD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for April 2021.**

**CARRIED**

### BACKGROUND:

#### **Capital Projects 2021:**

A list of 2021 Capital Projects along with a brief update of the status of these projects is included in the chart below. More details on those projects that received significant work this month follows the chart.

2021 Capital Projects	
Project	Update
New Town Hall	Applications for funding being worked on, design activities will depend on funding available.
Old Town Hall Demolition (carry over from 2020)	Consultant working on tender documents for hazardous material abatement and demolition.
Sewer Flusher (carry over from 2020)	Flusher arrived in early February and is now in use. Project complete.
New Lift Station	Construction began in August 2020 and continued to mid-October when the project was shut down for the winter. Sheet piling has been installed and excavation work will begin in the spring.
Fraser Place Development	Rezoning and design work for the area has been completed. Project on hold until Fall to accommodate migratory bird seasonal limitations for tree clearing.
Market Garden Road Extension	Options for this project being investigated.
Caribou Crescent Water Sewer and Drainage (carry over from 2020)	Underground infrastructure work completed and backfilled in 2020. Paving work to occur in 2021.
Beaver Crescent Water, Sewer, and Drainage	Contract awarded to Rowe's Construction, work to commence in June.
Riverview Drive Upgrade	Contract awarded to Rowe's Construction, work to commence in June.
Waste Diversion Project - Tire Recycling (carry over from 2020)	Have received clarification from GNWT on eligible expenses for funding. RFP for this work to be put out in May.
Hazardous Waste Removal Project	MACA led project that is contingent on new ICIP funding.
Water Treatment Plant Intake Inspection (carry over from 2020)	Work completed.
Capital Drive Watermain	Design work planned for Q3 or Q4.



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Paradise Road Realignment	Work to take place during summer months.
New Water Licence Requirements	New water licence in place as of January 31. See Water Licence section for more detail.
New Back Hoe	Tender to be completed in Q2.
Water Treatment Plant Feasibility Study and Preliminary Design	Application for funding submitted through ICIP funding stream. Project contingent on funding approval. Detailed plan for further work required at Water Treatment Plant being finalized.
Flood Mitigation	Temporary flood mitigation work being completed at this time. Longer term mitigation work to be designed and implemented this summer.
Subdivision - Sundog	Preliminary planning and design work on this project planned for later in 2021.

### **Fraser Place:**

Rezoning and detailed design work have been completed for the Fraser Place project. Tree clearing during migratory bird nesting season restrictions as well as delays from the GNWT in responding to funding inquiries for the project have delayed the start of the work. Tendering expected to take place towards the end of 2021 with construction work to be completed in 2022.

### **Beaver Crescent and Riverview Drive:**

Contract was awarded to Rowe's Construction with some negotiated changes in order to meet the allocated budget. Construction work expected to commence in early June and continue throughout the summer months.

### **Water Treatment Plant:**

A workplan to address several issues at the Water Treatment Plant arising from recent inspections is being created. Budget for this work will be determined and work is expected to take place during the summer months.

The Town has also applied for Investing in Canada Infrastructure Program for funding to support a feasibility study and potential design options for a new Water Treatment Plant as was recommended in the 2020 MACA report.

### **Flood Mitigation:**

Short term flood mitigation work is being completed in the Oxbow area to reduce flood threat to the West Channel portion of Vale Island. Temporary aquadams being installed to prevent water from backflowing up the Oxbow and onto residential properties. Other long term flood mitigation options will be developed later this summer and moved forward based on feasibility, cost, and benefits.

### **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:



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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 Water & Sewer repairs as necessary Meter replacements Month end water report
Water & Sewer Facilities	Daily rounds of facilities
Roads	Snow clearing Sanding of roads/intersections Sign repairs New sign installation Traffic light maintenance & repairs
Other	Regular fleet maintenance & repairs Funerals

In addition to the regular operations activities, Public Works crews have been busy this month preparing for spring melt and river break-up. This includes removal of snow piles prior to melt, pumping of water from trouble areas, monitoring of lift station levels, inspection and maintenance on gates and valves, steaming of culverts, and clearing of ditches. Crews will continue to monitor trouble areas to ensure any flooding is minimized.

### **Solid Waste Facility Operations:**

The Town's Solid Waste Facility continued regular operations and monitoring activities throughout the month. A small above ground fire occurred at the landfill which was extinguished quickly by operator and through assistance from HRFD. A Fire Report is being written. The new water licence will likely lead to some minor changes in both operations and infrastructure at the Solid Waste Facility. Administration is currently working on updates to the Town's garbage bylaws.

### **Water Licence Activities:**

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

The Town's new water licence (MV2019L3-0010) was signed off by the Minister of Environment and Natural Resources on January 14, 2021. The new water licence went into effect on January 31, 2021.

The Town is preparing to undertake activities required under the new water licence this summer including the installation of additional monitoring wells at the solid waste facility and some additional testing operations.



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### Planning & Zoning:

3 Development Permits and 0 Building Permits have been approved for April 2021. In the month of April 2020, there were 3 Development Permits and 0 Building Permits signed out.

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
April 9/21	D21-017	69 Riverview Drive	Family Support Centre
April 22/21	DH21-018	47118 Mackenzie Highway	Curries Auto Detailing (Auto Detailing Office Only)
April 23/21	DH21-019	30 Miron Drive	Long Lasting Carpentry (all aspects of carpentry)

The Town has awarded the contract for the update of the Zoning and Building Bylaw to Stantec. Administration is working with Stantec to provide all information necessary and coordinate consultation work for this summer. The review and update process is expected to take several months with an updated Zoning and Building bylaw planned to come to Council for approval in Q3 of 2021.

### **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 5, 2021

**Reviewed by:** Glenn Smith  
SAO  
May 6, 2021



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### d. Recreation Monthly Report for April

#### RECOMMENDATION:

**#21-148**                      **MOVED BY: CLLR WILLOWS**  
**SECONDED BY: DUFORD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for March and April 2021 as presented.**

**CARRIED**

#### BACKGROUND:

### Recreational Programming

#### Operational Updates

No significant changes were made to Covid-19 guidelines in March and April. Department of Recreation staff remain in communication with GNWT Environmental Health officials and local recreation partners for all Covid-19 guidelines and allowances.

#### Community Programming

Multi-Sport Drop-In programs and services began this month with great success and much positive feedback from the community. The program opened in the last two weeks of April, offering the public the opportunity to participate in safe, affordable and healthy recreation. Basketball, volleyball, soccer, ball hockey, pickleball, badminton and other sports have been made available for drop-in. The program has been extremely popular, particularly with youth aged 8-16 years of age who can drop-in after-school.

#### Youth Programming

The month of April started with full-day programming during Spring Break for local schools. The program was a great success with registrations at maximum capacity for all 8 days. Supervised lunches were an added service that was very well received. Recreation Programming staff will continue to offer full-day programming on holidays and PD days, providing a valuable service to local families at reasonable rates.

The After-School Club saw an increase in registrations for all days in the program. Several families who normally participated in ice sports enrolled in the program. Youth and staff continue to enjoy the program. Staff have been making full use of the now open Multi-Sport Drop-In program, bringing the kids from the Club to arena ice surfaces to play active games.

The Summer Heat program is fast approaching. Summer student hiring is complete, some funding has been secured for basic materials and equipment and the Programming Supervisor continues to apply on grants to help improve the program. Summer Heat Sport has been added to the plans as a specialized that will give kids the opportunity to learn and practice various sports with help from the Summer Play Leaders.



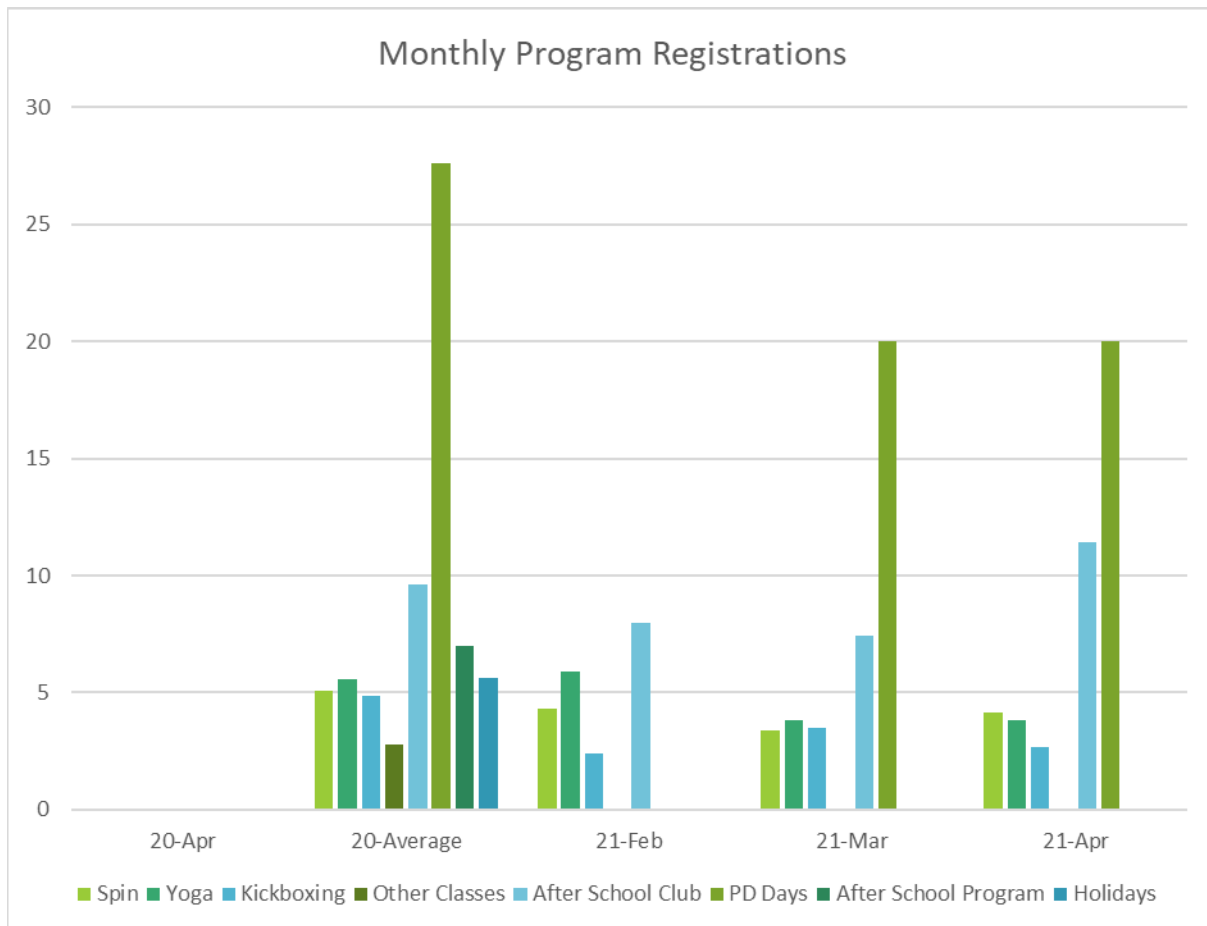


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## Fitness Programming

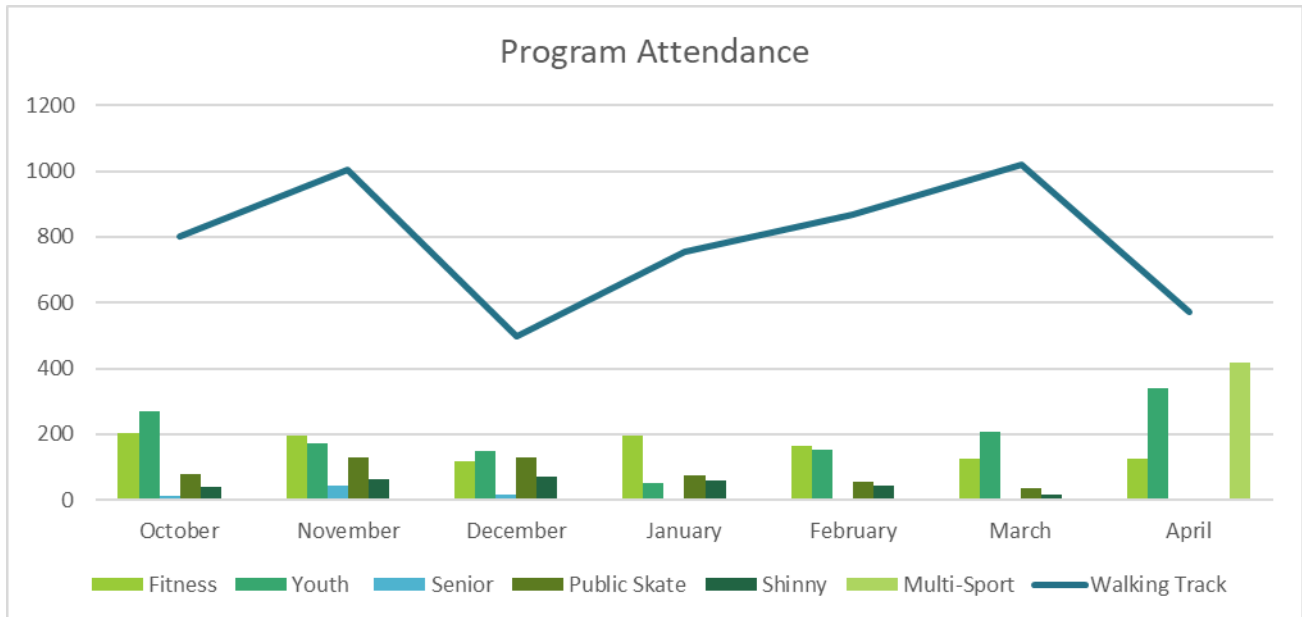
Fitness programming numbers remain similar to previous months. There were increases in attendance to Spin classes, especially the Lunch Spin classes. One of the yoga instructors is leading a new Foam Rolling class, using equipment that was recently purchased as part of the Multipurpose Room fitness equipment project. This is a good way to branch out and diversify programming. Kickboxing is the least attended program and will be removed from the schedule in May, though it will return periodically as part of the Department of Recreation’s seasonal programming calendar.

## Recreation Programming Statistics





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## Aquatics

### Swimming Lessons

The Town of Hay River’s Aquatics Supervisor ran a Lifesaving Society Instructor course for 2 local Lifeguards over the spring break. It was a successful course with all 6 employees completing the course successfully and achieving their certification. Two recently certified Lifeguards are now teaching in the current session. The increased number of certified instructors will allow for more frequent and consistent swimming lesson schedules.

The year’s first set swimming lessons was completed in April with 22 children registered. Due to Covid-19 guidelines, all preschool levels had parents attend in the water with the kids to assist with skills to ensure instructors can teach from the pool deck. Thirty-one youth are registered for the 2<sup>nd</sup> set of lessons which started April 27<sup>th</sup>.

### Staffing

THR’s most senior Lifeguard has moved on to other opportunities, after 5 years of service for the Town of Hay River. That being said the Aquatics team has a full compliment of staff, including 2 additional Junior Lifeguard recruits that were recently hired. Staffing needs are expected to be met via term and casual employees for the foreseeable future, though recruitment is ongoing for permanent full time Senior Lifeguard and Lifeguard positions to ensure adequate staffing in September.



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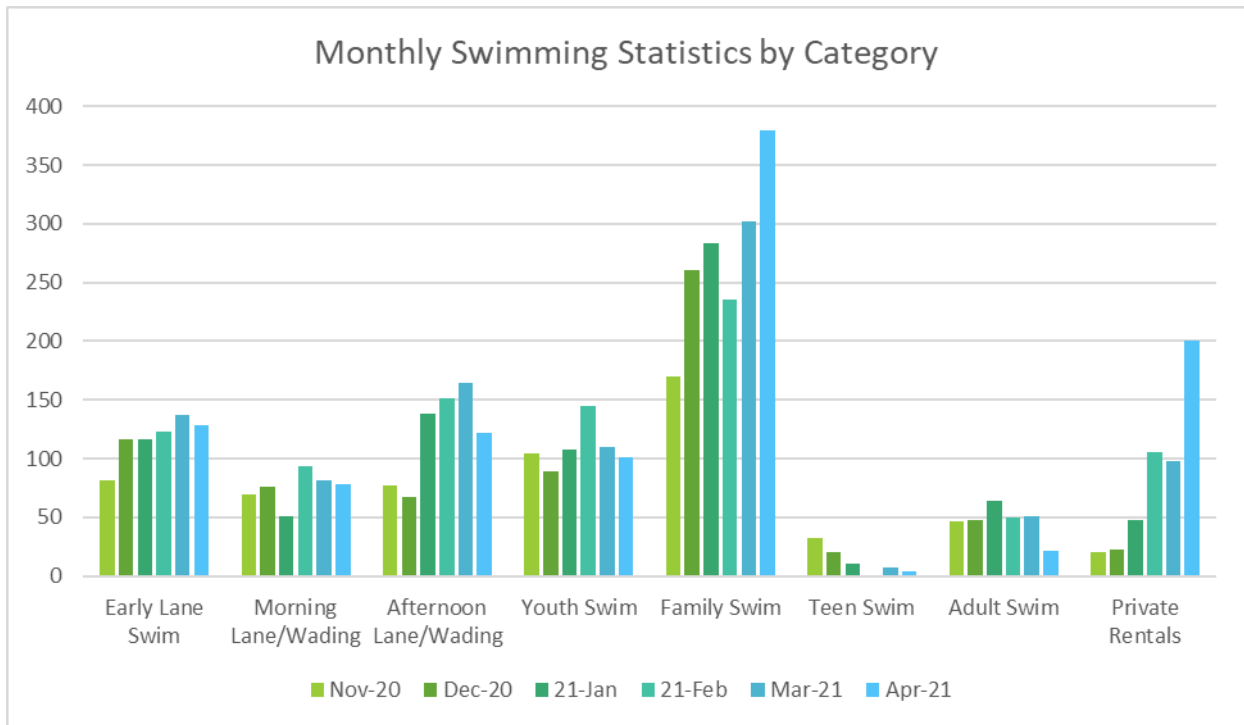
## Attendance

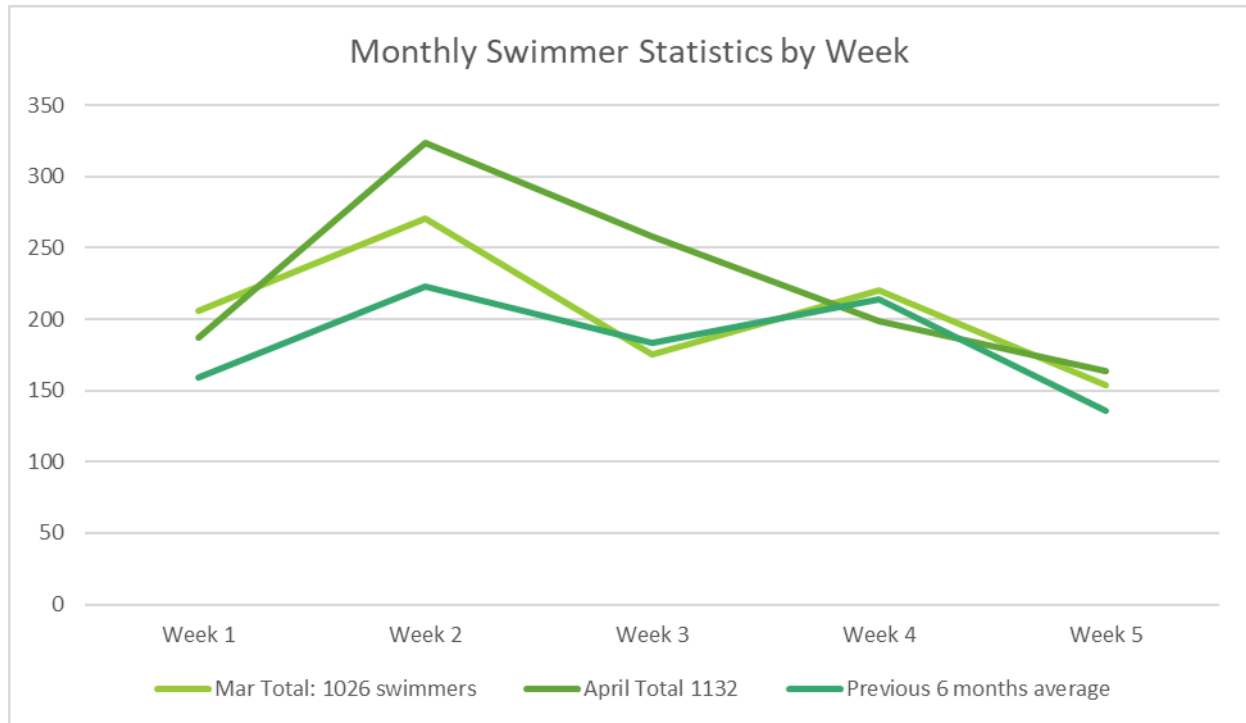
Private rental bookings increased in the beginning of April as did birthday party rentals seem to be keeping steady. These increases paired with the return of swimming lessons helped boost swimmer numbers significantly. THR Department of Recreation will resubmit an Application to Vary from Public Health Order Requirements to request increase occupancies and reducing other restrictions (i.e. use of showers, slide, splash pad equipment, etc.).

## General

Maintenance staff recently upgraded the aquatic centre’s water monitoring system as the previous system was 15 years old and due for a replacement. The new system is more accurate than the previous model which required manual water testing. There have been no major issues to this point and the system seems to be functioning well.

Aquatics staff have also ordered a new colorimeter for improved water testing. The new model has a higher range which allows for more accurate readings of hot tub chlorine levels.





## Facilities and Maintenance

### Aurora Ford Arena and Don Stewart Aquatic Centre:

- Maintenance:
  - Intrusion alarm system trouble shooting via contractor services – system fully repaired and operational as of May 2021;
  - Annual ice plant shutdown occurred on April 5<sup>th</sup>, accommodating for Alberta contractor's Covid-19 travel and isolation requirements;
  - Seasonal maintenance and repairs of arena ice surfaces;
  - Breakup preparedness and evacuation centre preparations in April;
  - Snow removal required on aquatic centre lobby roof due to small leaks;
    - Further investigation and repairs required in spring/summer 2021;
  - Janitorial contract ongoing with additional Covid-19 cleaning and routines;
    - additional contractor fees at Hay River Curling Club's cost;
  - Snow and ice clearing at Community Centre and VIC parking lots and sidewalks;
- Improvements:
  - Pool pumps conversion project ongoing with local contractor;
  - Aquatic centre LED lighting conversion project completed in April;
  - \$35 000 in conferencing equipment received and dispatched as part of CANNOR *Enhancing Community Tourism Opportunities* contribution agreement;
  - \$61 000 in fitness equipment received as part of MACA Recreation and Sport Contributions Program;



## REGULAR MEETING MINUTES May 11<sup>th</sup>, 2021

- \$33 500 in equipment received toward THR's children's activity centre capital project;

### Outdoor sport fields and assets:

- Garbage emptied regularly in downtown core – no other maintenance of greenspaces required in February;
- Maintenance: No maintenance required for sports fields in February;
- Minor snow and ice clearing at parks and green spaces to reduce flooding;

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

**Prepared by:**

Stephane Millette

Director Recreation and Community Services

Date: May 6<sup>th</sup>, 2021

**Reviewed by:**

Glenn Smith

SAO

Date: May 6<sup>th</sup>, 2021

e. Strategic Plan Update

### RECOMMENDATION:

#21-149

**MOVED BY: CLLR DUFORD**

**SECONDED BY: CLLR ANDERSON**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the May 2021 progress update on the 2019-2023 Strategic Plan as presented.**

**CARRIED**

### BACKGROUND:

On February 24<sup>th</sup> and 25<sup>th</sup>, 2019 Council and Administration met with a facilitator and developed a Strategic Plan that articulated a Vision and a roadmap to achieve that vision through strategic initiatives organized under four pillars – Governance, Economy, Social and Culture and Environment. The initial Strategic Plan was approved by Council in May 2019 and covered the period from 2019 to 2023.



## REGULAR MEETING MINUTES May 11<sup>th</sup>, 2021

On August 29, 2020 Town Council and Senior Management attended a facilitated workshop to review, validate and update the 2019-2023 strategic plan. Through this exercise, ten high priority strategies with twenty initiatives were identified for completion or to have significant progress made over the following twelve months.

As part of the communication plan for the Strategic Plan, Administration committed to providing formal progress updates to Council. The attached table summarizes activities that have been completed on the High Priority strategies and initiatives since the update of the Plan to May 2021.

### COUNCIL POLICY / STRATEGY OR GOAL:

2019-2023 Strategic Plan

### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

2019-2023 Strategic Plan May 2021 Progress Update

#### Prepared by:

Glenn Smith

Senior Administrative Officer

Date: May 5, 2021

- f. Letter of Support for the HR Museum

### RECOMMENDATION:

#21-150

**MOVED BY: CLLR WILLOWS**

**SECONDED BY: DUFORD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter supporting the Hay River Museum Society's application for Education, Culture and Employment Heritage Centre Operating Funding.**

**CARRIED**



## REGULAR MEETING MINUTES May 11<sup>th</sup>, 2021

### BACKGROUND:

The Hay River Museum Society is applying to a funding program from ECE called Heritage Centres Operating Funding in the amount of \$60,000. The funding they are seeking will go towards assisting with their operating cost.

There is no conflict with the Town in terms of this funding program as the Town does not submit an application under this program.

### 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 from Hay River Museum Society

**Prepared by:**  
Stacey Barnes  
Council Administrator  
May 7<sup>th</sup>, 2021

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer  
May 7<sup>th</sup>, 2021

g. 2021 Mill Rate Discussion

### RECOMMENDATION:

**#21-151**                      **MOVED BY: CLLR WILLOWS**  
   **SECONDED BY: CLLR DUFORD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accept the Mill Rate information as presented.**

**CARRIED**

### BACKGROUND:

During the budget process every year, Council approves the amount of revenue required to operate the municipality. From this amount they subtract other sources of known revenues such as grants, licenses, user fees, etc. and the difference between those sources of revenues and expenses is the amount to be raised by property taxes.



# REGULAR MEETING MINUTES May 11<sup>th</sup>, 2021

The amount to be raised is divided by the total value of all property in the municipality and multiplied by 1,000 to determine the tax rate, also known as the mill rate. The calculation expressed as an equation is as follows:

<u>Amount to be raised (a)</u>	X 1,000 = mill rate
Total taxable assessment (b)	

- (a) As determined by Council during the O&M budget process
- (b) As determined by the GNWT assessors

The word “Mil” is derived from the Latin word for one thousand. In tax terms, one mil is equal to 1/1,000 of a dollar or \$1.00 in tax for each one thousand dollars (\$1,000) of assessed value.

Other levels of government do not pay property tax however they do pay a “grant in lieu” of tax. Municipal properties are exempt from tax as are a few other properties such as churches, etc.

Property assessments for government land and improvements are categorized according to predominant use property class (e.g., residential, commercial, industrial, institutional, etc.) and calculation of grants in lieu are derived using the same mill rates that apply for taxable properties (by class). Therefore, for the purposes of this paper the revenues earned through grants in lieu are included as a source of revenue derived from property assessments and any recommended increases will apply to properties that are grantable.

The 2021 mill rates are applied to 2020 assessment values to generate the revenue that is approved during the 2021 O&M budget process.

On December 14, 2020, Council approved a targeted 2% increase in property tax revenues, which would equate to a gross increase of \$126,000. Council also agreed to discontinue the 2% “Early payment Discount,” which impacts taxable property owners.

## School Tax Levy

The Town of Hay River administers a school tax levy on behalf of the GNWT. School tax is collected and remitted to the GNWT and the rate is set by the GNWT. On January 26, 2021, the Town received notice (see attached) that the school tax levy would be set at 2.27 for 2021. The 2020 school tax levy was 2.27. School tax applies to all taxable property as well as all non-GNWT grantable property.

The School tax levy is applied in the same manner as the municipal levy and is assessed per \$1,000 of value.





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## Proposed 2021 Mill Rate:

Property Class	Municipal Mill Rate	School Tax Levy Rate	Total Mill Rate
01 Residential	13.08	2.27	15.35
02 Commercial	15.76	2.27	18.03
03 Industrial	17.88	2.27	20.15
04 Institutional	36.13	2.27	38.4
05 Urban Other	13.08	2.27	15.35
06 Rural Residential Developed	11.77	2.27	14.04
07 Rural Residential Non-developed	11.87	2.27	14.14
08 Rural Commercial	11.87	2.27	14.14
09 Rural Industrial Developed	11.87	2.27	14.14
10 Rural Industrial Non-developed	11.87	2.27	14.14
11 Rural Agriculture	11.87	2.27	14.14
12 Rural Quarries and Minerals	11.87	2.27	14.14

## 2020 Mill Rate:

Property Class	Municipal Mill Rate	School Tax Levy Rate	Total Mill Rate
01 Residential	12.950	2.27	15.220
02 Commercial	15.600	2.27	17.870
03 Industrial	17.700	2.27	19.970
04 Institutional	34.250	2.27	36.520
05 Urban Other	12.950	2.27	15.220
06 Rural Residential Developed	11.655	2.27	13.925
07 Rural Residential Non-developed	11.755	2.27	14.025
08 Rural Commercial	11.755	2.27	14.025
09 Rural Industrial Developed	11.755	2.27	14.025
10 Rural Industrial Non-developed	11.755	2.27	14.025
11 Rural Agriculture	11.755	2.27	14.025
12 Rural Quarries and Minerals	11.755	2.27	14.025

This equates to approximate 1.25% increase for all classes, excluding institutional which received a 5% increase. The institutional class was not impacted by the elimination of the Early Payment Discount.

The revenue to be earned from these proposed rates (excluding school tax which is a flow through to the GNWT) is \$6,582,000.

### COUNCIL POLICY/STRATEGY OR GOAL:

To provide appropriate stewardship of Town assets and finances.

### APPLICABLE LEGISLATION, BYLAWS OR STUDIES:

*Cities, Towns and Villages Act, S.N.W.T. 2003, c. 22, Sections 107, 108 and 109*  
 Financial Administration By-law 2252/FIN/11





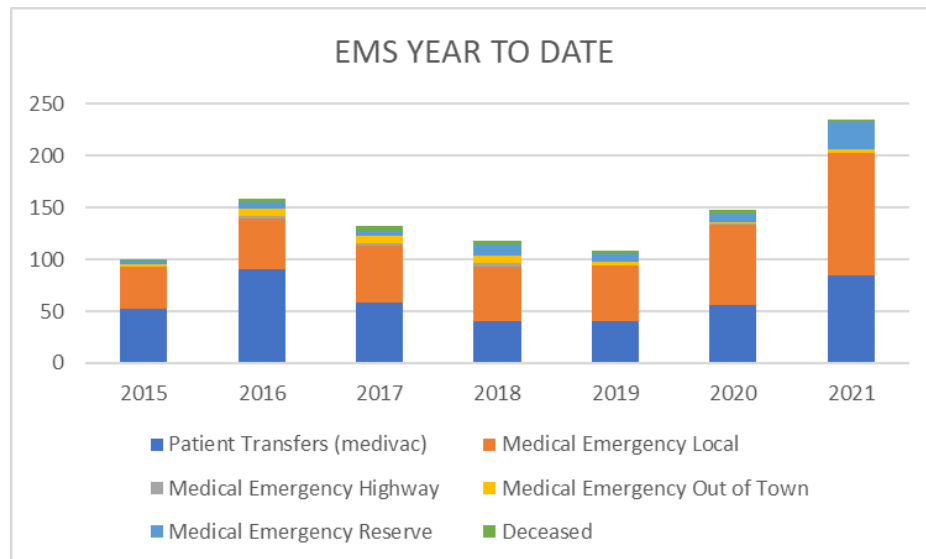
## REGULAR MEETING MINUTES May 11<sup>th</sup>, 2021

The new Protective Services Director started on April 19<sup>th</sup> and has been training on various department duties. Training area's included safety training, Emergency Medical Services, Fire Department operation stat tracking, medical billing, among other things. He has been participating in breakup planning and taking part in breakup-related meetings as well.

A considerable amount of effort has been focused on Breakup preparations for the 2021 season. The new equipment has all been assembled and deployed at all locations.. Testing has revealed that the kit ordered by the town and the cameras supplied by ENR all work very well as a package, and we expect that everything will function well this season. We have identified a couple of problem areas which includes the need for new solar panels and regulator at the falls.

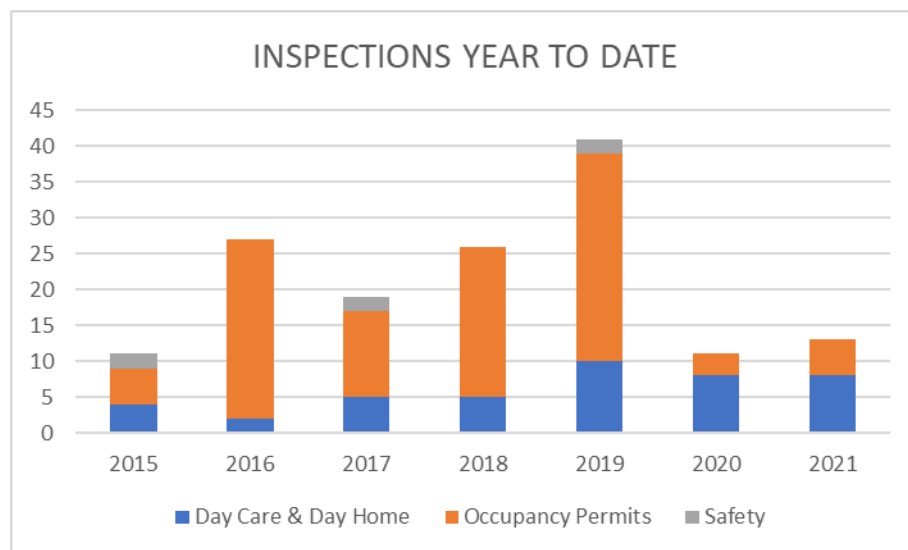
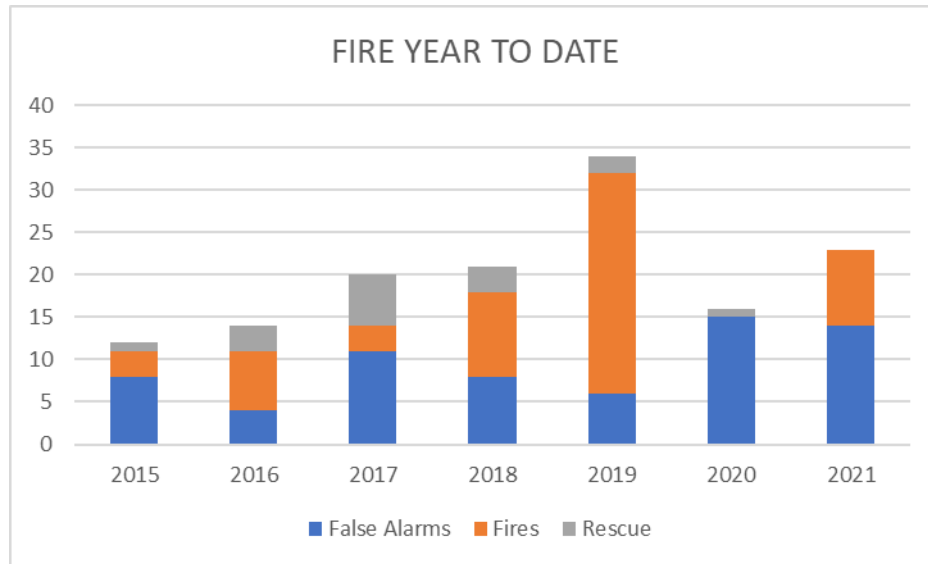
In March, 674 hours were invested by the members of the Protective Services Department, bringing us to a total of 1866 hours YTD. These hours do not include the Town of Hay River Employees who responded during working hours.

### STATISTICS





# REGULAR MEETING MINUTES May 11<sup>th</sup>, 2021





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## MAINTENANCE

1. All daily/weekly/monthly maintenance activities were completed.

### 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:**  
Travis Wright  
Director Protective Services/Fire Chief  
Date: May 9, 2021

**Reviewed By:**  
Glenn Smith  
Senior Administrative Officer  
Date: May 11, 2021



## REGULAR MEETING MINUTES May 11<sup>th</sup>, 2021

i. Excused Absence

**RECOMMENDATION:**

**#21-153**                      **MOVED BY: DEPUTY MAYOR BOUCHARD**  
 **SECONDED BY: CLLR GROENEWEGEN**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllr Dohey from the Regular Meeting of Council, Tuesday May 11<sup>th</sup>, 2021.**

**CARRIED**

### 7. BYLAWS

a) Bylaw 1786k– Utility Bylaw Amendment – Third and Final Reading

**#21-154**                      **MOVED BY: CLLR WILLOWS**  
 **SECONDED BY: CLLR CHAMBERS**

**CARRIED**

b) Bylaw 2429/TAX/21 – Mill Rate Bylaw – First Reading

**#21-155**                      **MOVED BY: DEPUTY MAYOR BOUCHARD**  
 **SECONDED BY: CLLR WILLOWS**

**CARRIED**

Bylaw 2429/TAX/21 – Mill Rate Bylaw – Second Reading

**#21-156**                      **MOVED BY: DEPUTY MAYOR BOUCHARD**  
 **SECONDED BY: CLLR WILLOWS**

**CARRIED**

### 8. 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**

**#21-157**                      **MOVED BY: CLLR DUFORD**  
 **SECONDED BY: DEPUTY MAYOR BOUCHARD**

**That the Council of the Town of Hay River move to In Camera at 7:20pm.**

**CARRIED**



## REGULAR MEETING MINUTES May 11<sup>th</sup>, 2021

#21-158

MOVED BY: CLLR DUFORD  
SECONDED BY: CLLR GROENEWEGEN

That the Council of the Town of Hay River move out of In Camera At 7:28PM.

CARRIED

### 11. ADJOURNMENT

#21-159

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 7:29pm.

CARRIED

Certified Correct as Recorded on the 11<sup>th</sup> Day of May 2021

These minutes were accepted by motion #21-169.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Senior Administrative Officer