



AGENDA

PUBLIC INPUT

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DECLARATION OF INTEREST

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

5. MINUTES

- a. Regular Meeting of Council – May 11th – page 2-32

6. ADMINISTRATIVE ENQUIRIES

7. NEW BUSINESS

- a. 2020 Audited Financial Statements – page 33-73
- b. 2021 Q1 Capital Update – page 74-77
- c. 2021 Q1 O&M Update – page 78-80
- d. Tourism and Economic Development Report for May – page 81-86
- e. Municipal Enforcement Monthly Report for May – page 87-90
- f. Public Works Monthly Report for May – page 91-96
- g. Recreation Monthly Report for May – page 97-102
- h. Emergency Services Monthly Report for May – page 103-106
- i. Asset Disposal Report – page 107-108
- j. Flood Damage Report – page 109-132
- k. Taxi Bylaw Report to Council – page 133-162

8. BYLAWS

- a. Bylaw 2425 – Taxi Bylaw – Third and Final Reading – page 163-185
- b. Bylaw 2427 – Land Disposal Bylaw - First and Second Reading – page 186-190

9. IN CAMERA

- a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)

10. ADJOURNMENT



REGULAR MEETING MINUTES May 11th, 2021

The Regular Meeting of Council was held on Tuesday, May 11th, 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 11th, 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



REGULAR MEETING MINUTES May 11th, 2021

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 30th
- 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



REGULAR MEETING MINUTES May 11th, 2021

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.



REGULAR MEETING MINUTES May 11th, 2021

- 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.

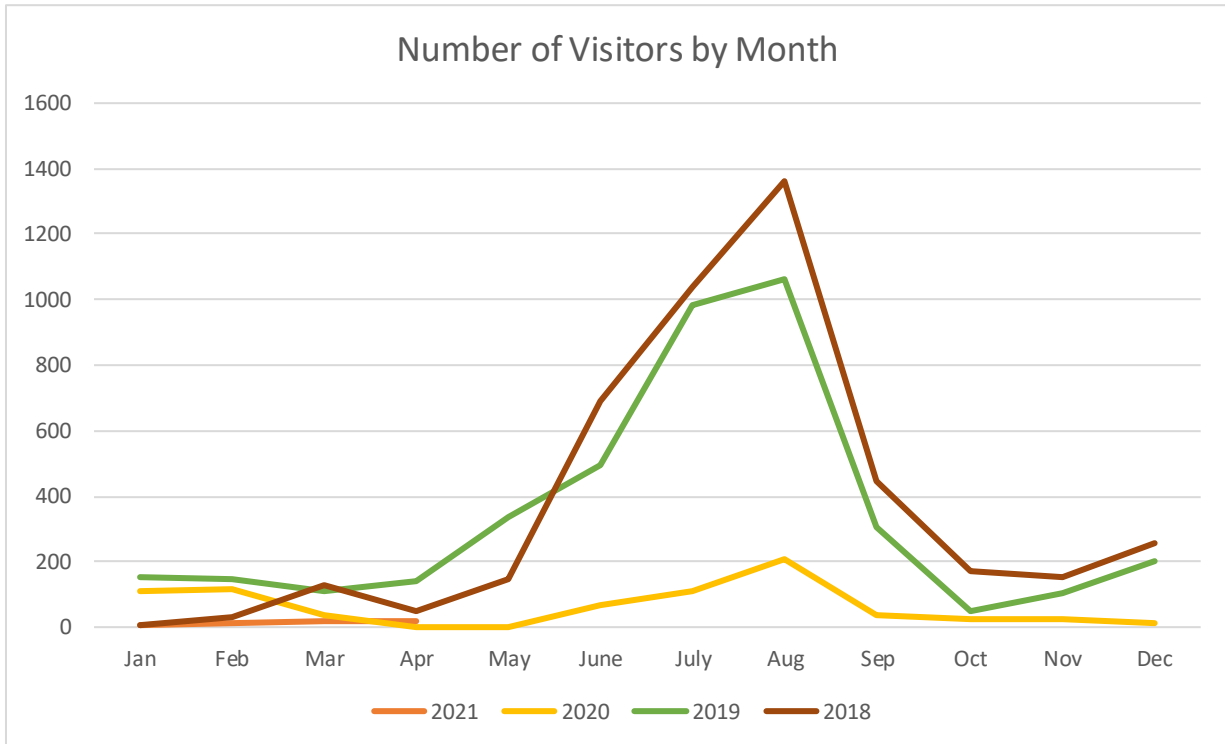




REGULAR MEETING MINUTES May 11th, 2021

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.

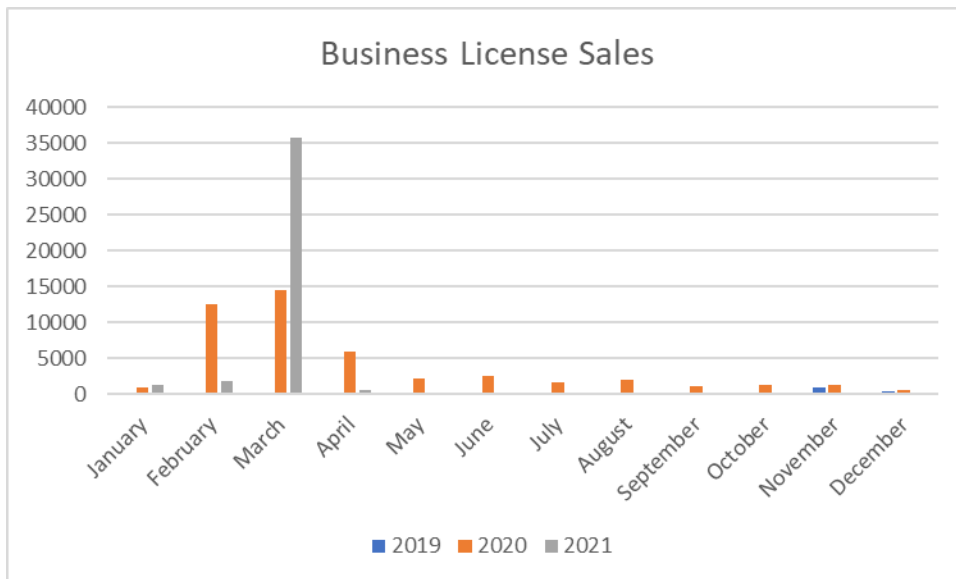
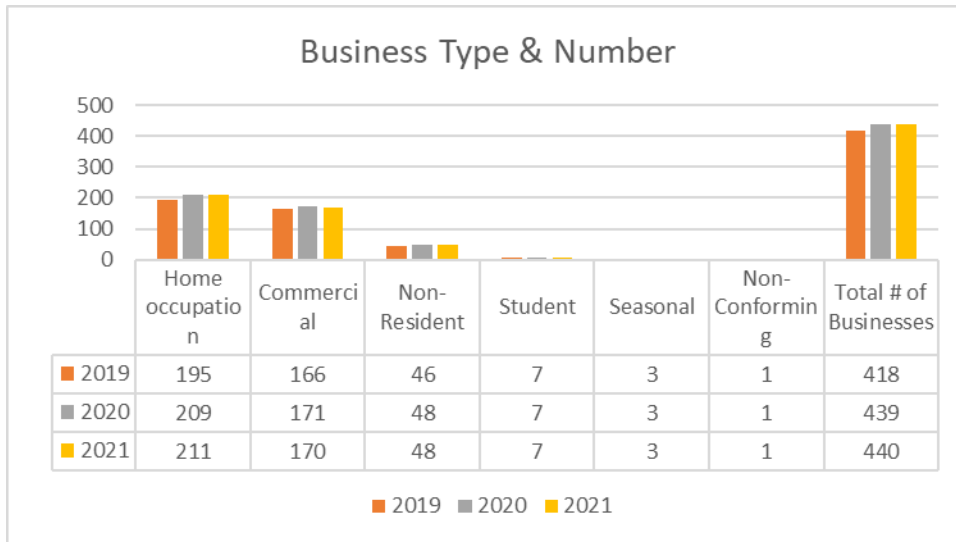




REGULAR MEETING MINUTES May 11th, 2021

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:



REGULAR MEETING MINUTES May 11th, 2021

- 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
 - 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
 - Currently 287 unique followers up 3.6% and follow 323 accounts
 - Accounts reached down 19% and Content Interactions down 35%
- Marketing:
 - 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:
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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 6, 2021, Date: May 6, 2021

Reviewed by:
Stephane Millette
Director of Recreation



REGULAR MEETING MINUTES May 11th, 2021

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
Animal Control Bylaw								
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						
Business License								
No Business License								
Operating business not as permitted								
Traffic Bylaw								
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					



REGULAR MEETING MINUTES May 11th, 2021

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						
TOTAL	115	24	51	2	28	0	1	8

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.



REGULAR MEETING MINUTES May 11th, 2021

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 10th, 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/104th Street residential area (40km/h)- 65km/h**
- MacKenzie Highway near Airport (60km/h)- 82km/h**
- Highway 5/Highway 2 Junction (70km)- 114km/h**

COUNCIL POLICY / STRATEGY OR GOAL:	
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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 10th, 2021 along Highway 5 near the Highway 2 Junction.

Prepared by:

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

Reviewed By:

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



REGULAR MEETING MINUTES May 11th, 2021

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.



REGULAR MEETING MINUTES May 11th, 2021

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:



REGULAR MEETING MINUTES May 11th, 2021

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.



REGULAR MEETING MINUTES May 11th, 2021

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



REGULAR MEETING MINUTES May 11th, 2021

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.

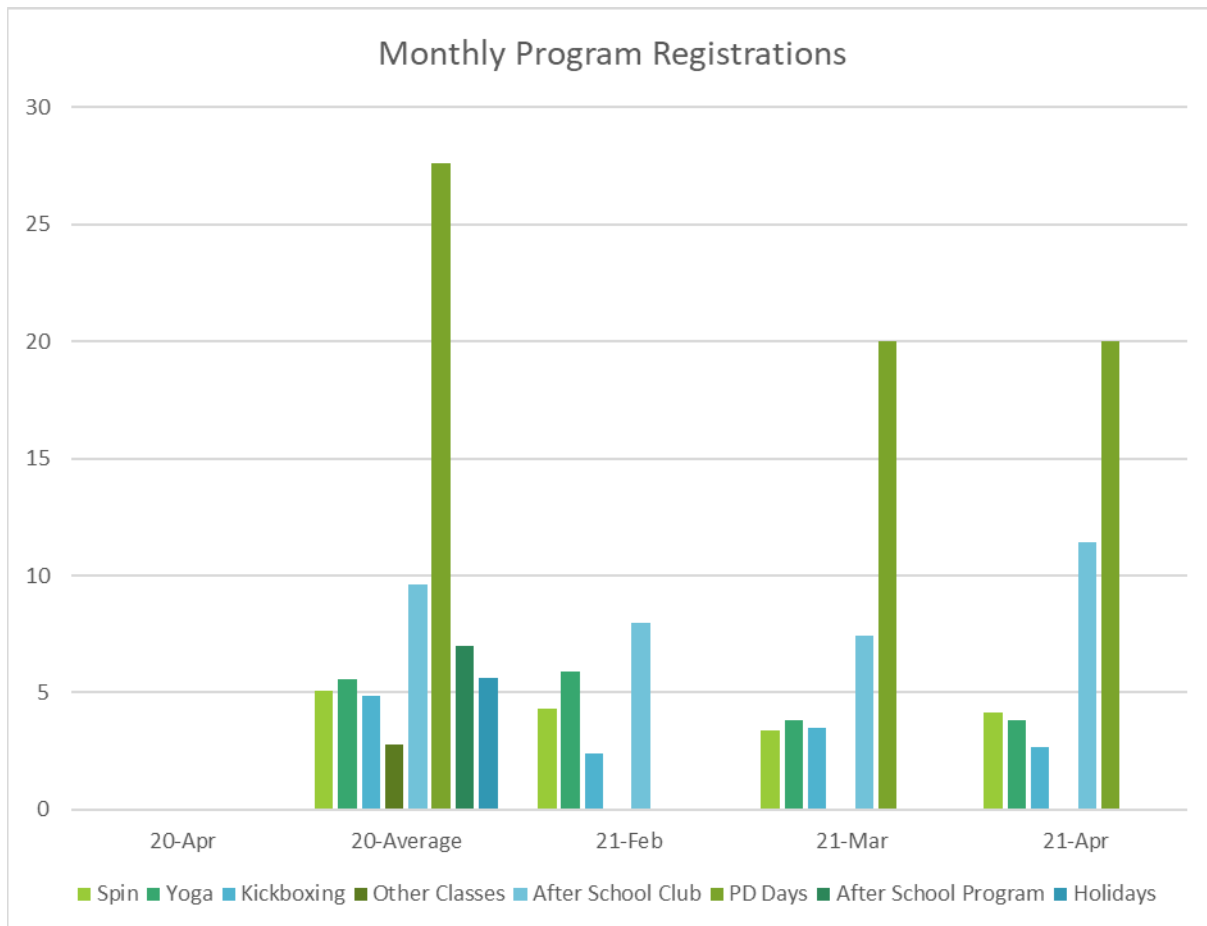


REGULAR MEETING MINUTES May 11th, 2021

Fitness Programming

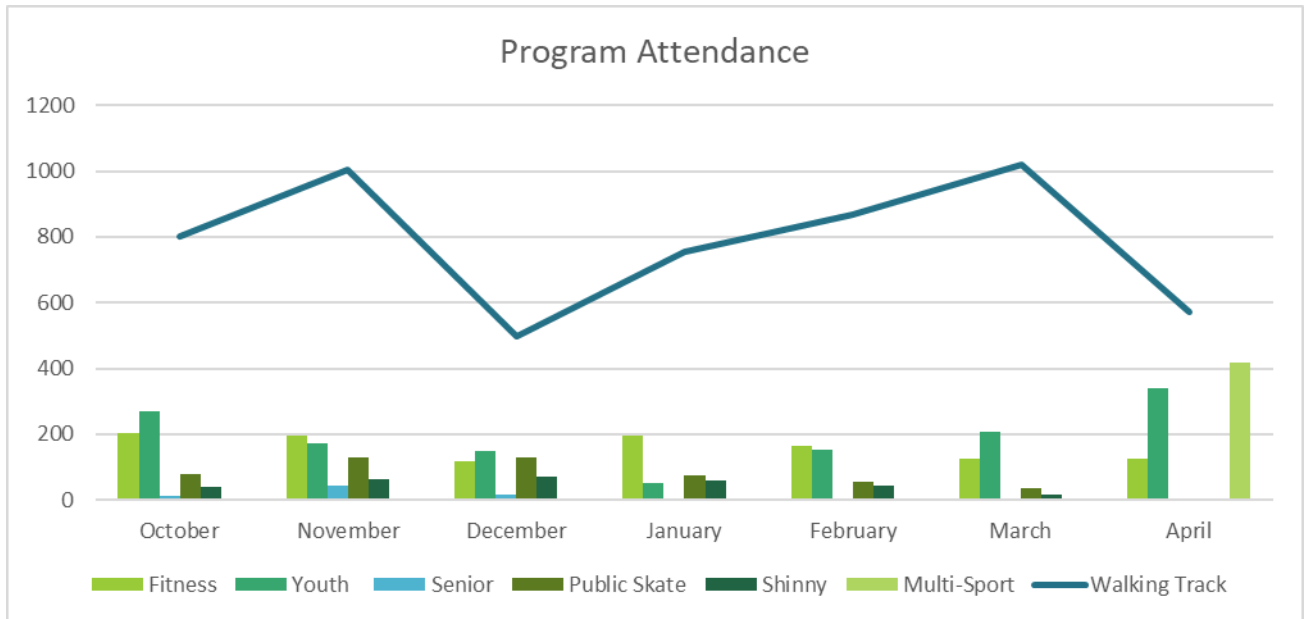
Fitness programming numbers remain similar to previous months. There were increases in attendance to Spin classes, especially the Lunch Spin classes. One of the yoga instructors is leading a new Foam Rolling class, using equipment that was recently purchased as part of the Multipurpose Room fitness equipment 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





REGULAR MEETING MINUTES May 11th, 2021



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 2nd set of lessons which started April 27th.

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.



REGULAR MEETING MINUTES May 11th, 2021

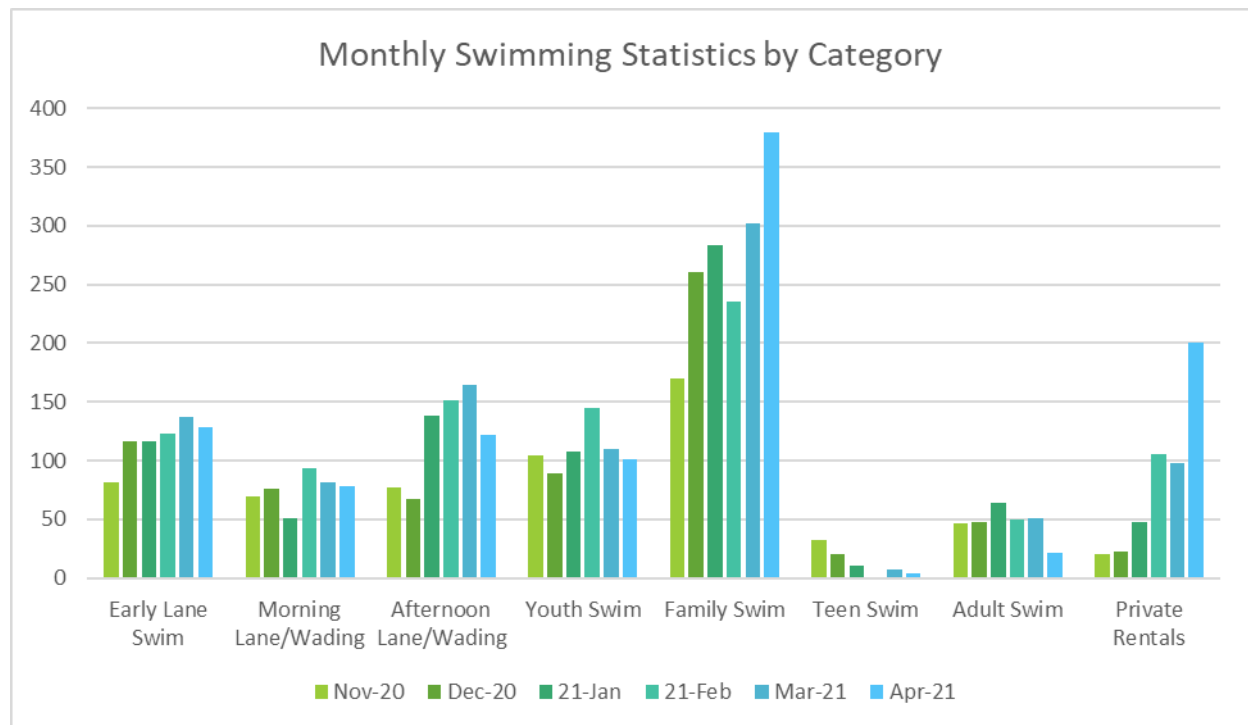
Attendance

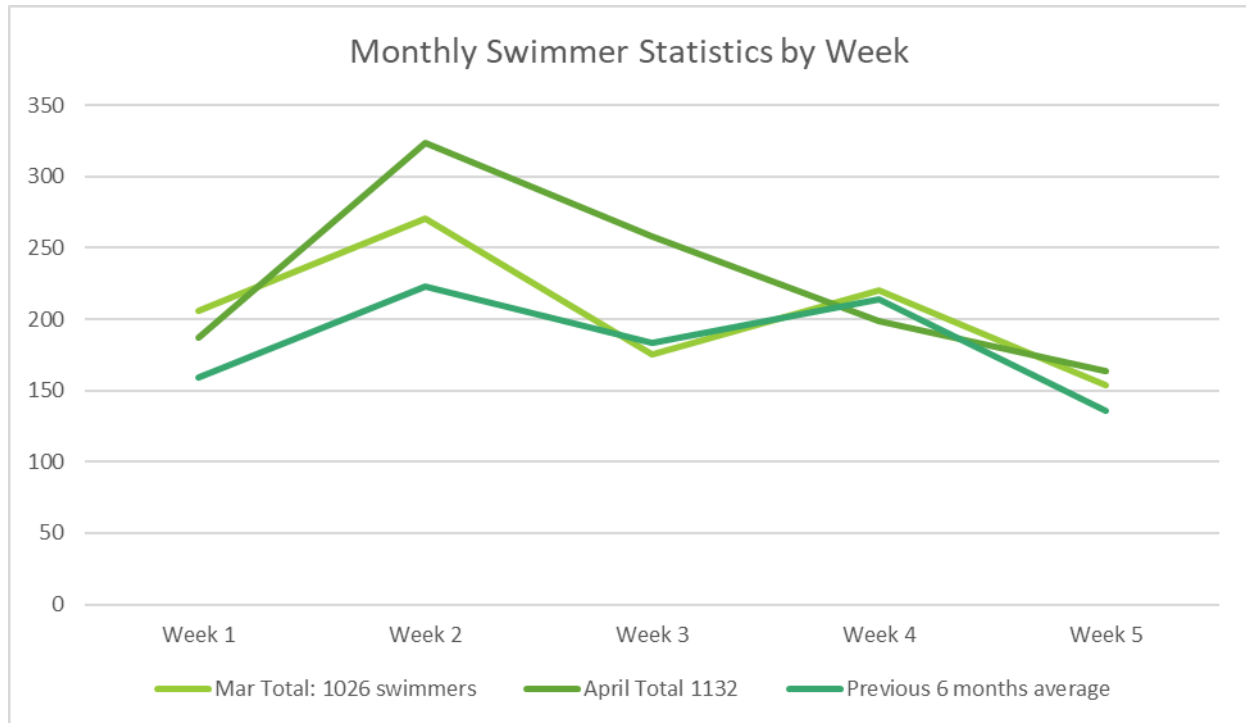
Private rental bookings increased in the beginning of April as did birthday party rentals seem to be keeping steady. These increases paired with the return of swimming lessons helped boost swimmer numbers significantly. THR Department of Recreation will resubmit an Application to Vary from Public Health 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 5th, 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 11th, 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 6th, 2021

Reviewed by:

Glenn Smith
SAO
Date: May 6th, 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 24th and 25th, 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 11th, 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 11th, 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 7th, 2021

Reviewed by:
Glenn Smith
Senior Administrative Officer
May 7th, 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 11th, 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.



REGULAR MEETING MINUTES May 11th, 2021

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 11th, 2021

NWT Property and Assessment Tax Act

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

2021 Education Mill Rates – Hay River

Prepared by:
 Sam Mugford, CPA, CA
 Director of Finance and Administration
 Date: May 11, 2021

Reviewed by:
 Glenn Smith
 SAO
 Date: May 11, 2021

h. Emergency Services Monthly Report for April

RECOMMENDATION:

**#21-152 MOVED BY: CLLR DUFORD
 SECONDED BY: CLLR WILLOWS**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Emergency Services Activity Report for April 2021 as presented.

CARRIED

BACKGROUND:

Summary:

The Protective Services group had a busier month than last, with a total of 67 EMS Responses. At present, our average ambulance response is running at 59 calls per month. As far as fire response is concerned, we had 6 fire responses and 3 false alarms. Notable fire responses were to a car fire and a response to the Hay River Landfill, which was contained and fully extinguished.

The New ambulance was delivered, and equipment was swapped over from the old ambulance to the new ambulance. The new ambulance (Medic 2) is now in service. The new communications tower is Installed and has been tested to be operational. The Wi-Fi will be installed on the tower at a later date in May.

The Fire Department conducted an Ice rescue course from April 30th to May 1st and was taken by 6 members of the HRFD. Work continues with the NFPA 1001 standard training with our 6 students. Topics covered this month included Search/Rescue, Forcible Entry, Ropes, and Fire Extinguishers. We also conducted a special training night on Engine pump operations.



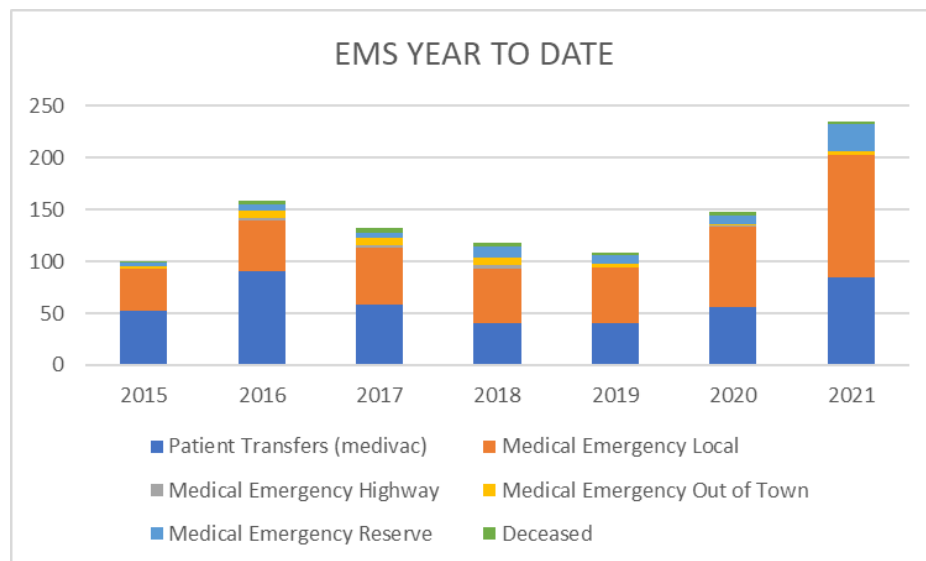
REGULAR MEETING MINUTES May 11th, 2021

The new Protective Services Director started on April 19th 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.

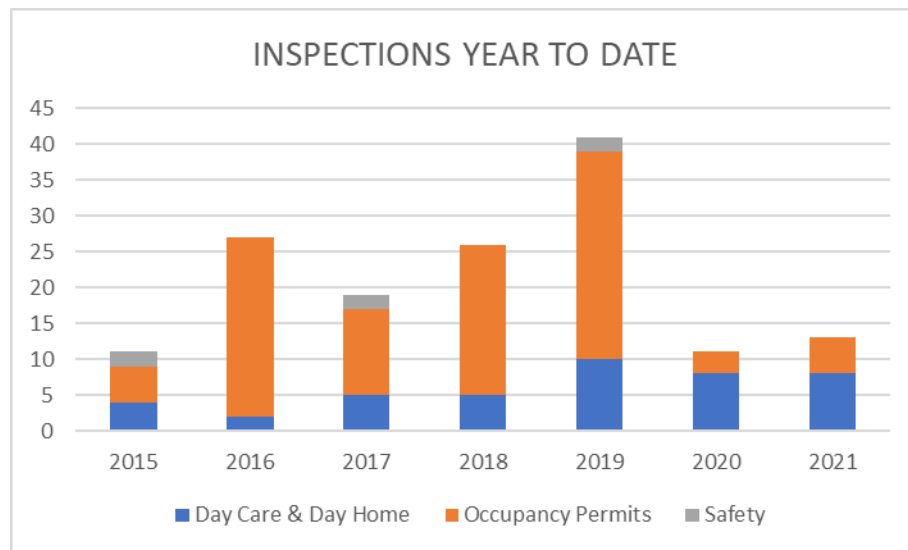
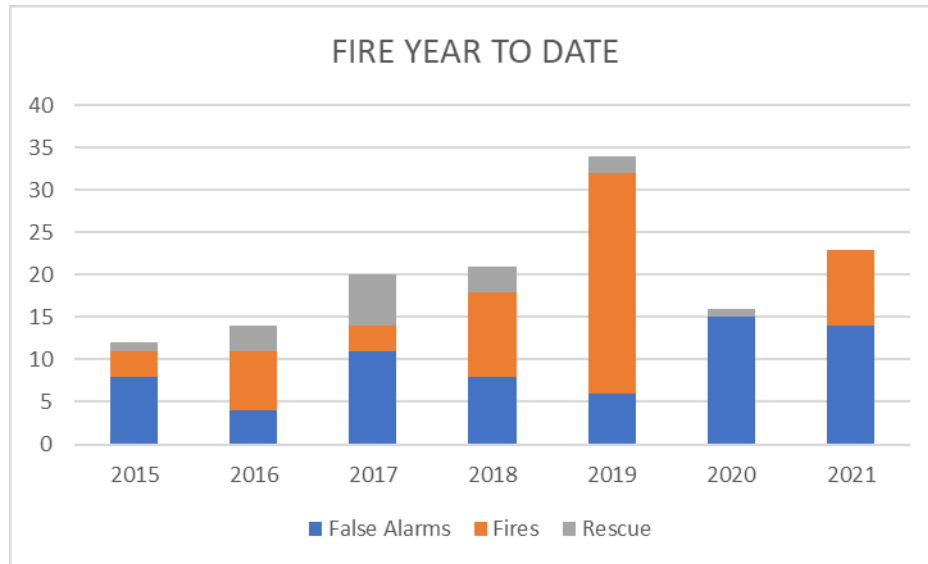
In March, 674 hours were invested by the members of the Protective Services Department, bringing us to a total of 1866 hours YTD. These hours do not include the Town of Hay River Employees who responded during working hours.

STATISTICS





REGULAR MEETING MINUTES May 11th, 2021





REGULAR MEETING MINUTES May 11th, 2021



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 11th, 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 11th, 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 11th, 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 11th Day of May 2021

These minutes were accepted by motion #_____.

Mayor

Senior Administrative Officer



REPORT TO COUNCIL

COMMITTEE:

FINANCE COMMITTEE

DATE: June 8, 2021

SUBJECT:

2020 AUDITED FINANCIAL STATEMENTS

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2020 Audited Financial Statements and the allocation to capital reserves as recommended by the Finance Committee.

BACKGROUND:

In accordance with the *Cities, Towns and Villages Act* and our funding sources from other levels of government and our financial services provider the Town is required to have an annual audit of the financial statements.

On May 31, 2021, Sam Mugford, CPA, CA (Director of Finance) presented draft financial statements to the Finance Committee. At that meeting the Finance Committee recommended that the 2020 Audited Financial Statements be brought forward to Council for approval. Furthermore, the Finance Committee supported the allocation of operational surplus to reserves. Reserves allocated will be vital in supporting the Town's future capital expenditures for municipal and utility infrastructure.

Results from Operations

In the 2020 fiscal year, the community recorded an operating surplus of \$193,013 before net government transfers. Reserves were increased by \$3.55M, calculated from taking the surplus before capital revenue and adding back amortization expense.

Revenues excluding capital transfers decreased from 2019 by \$576,214 due to lower sale of service (recreation center closure), lower water sales, and lower revenue from own sources.

Expenses decreased significantly from 2019. Areas of significant reduction include Environmental and Public Health (dump fire costs in 2019), recreation (rec center closure due to COVID-19), and fiscal and valuation.

Financial assets were \$2.72M higher in 2020 than 2019, due primarily to higher cash level resulting from lower than budgeted spending, and an increase in receivables relating to capital contribution agreements. Liabilities decreased by \$1.1M due to a significant reduction in accounts payable, continued reductions in long term debt, offset by an increase in deferred contributions.



REPORT TO COUNCIL

COMMITTEE:

FINANCE COMMITTEE

DATE: June 8, 2021

SUBJECT:

2020 AUDITED FINANCIAL STATEMENTS

Reserve Allocation

Reserves were consolidated in accordance with the Town's Financial Administration Bylaw in 2020. This eliminated reserve accounts which were no longer deemed necessary and consolidated their balances in the remaining reserves. Interest was allocated on a prorated basis.

For 2020, the reserve allocation was as follows:

- Recreation Infrastructure – Increase of \$150k
- Landfill – Increase of \$100k
- Utility Infrastructure – Increase of \$1M
- Municipal Infrastructure – Increase of \$2.3M

COUNCIL POLICY / STRATEGY OR GOAL:

Fiscal responsibility and transparency

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Cities, Towns and Villages Act

FINANCIAL IMPLICATIONS:

Audited Financial Statements are approved by Council

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Draft 2020 Audited Financial Statements

Prepared by:

Sam Mugford, CPA, CA
Director of Finance
June 4, 2021

Reviewed by:

Glenn Smith
Senior Administrative Officer
June 4, 2021

Financial Statements of

TOWN OF HAY RIVER

December 31, 2020

Approved on Behalf of the Council:

Mayor

Senior Administrative Officer

TOWN OF HAY RIVER

Financial Statements

Year Ended December 31, 2020

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Town of Hay River Management Discussion & Analysis (MD & A) for the year ended December 31, 2020

Purpose

The purpose of the MD&A is to provide Management's summary of how the municipality has performed over the past year- its financial conditions and its future objectives. This MD&A should be read in conjunction with the Audited Financial Statements as of December 31, 2020.

The Year in Review

2020 was a challenging year for the Town of Hay River. The COVID-19 pandemic resulted in several changes to the Town's operational plan. The Town's administrative office was closed to the public from March until July, and service levels in recreation were modified to ensure the health and safety of residents. To mitigate the financial impact of residents, Council deferred budgeted increases to utility rates and directed administration to levy property taxes two months later than in normal years. The Town's application through the Disaster Financial Assistance program for \$1M in cost relief associated with its 2019 landfill fire was denied by the GNWT. Unprecedented high-water levels presented challenges and risks to public infrastructure and services, including the Water Treatment Plant, which was not able to adequately filter high turbidity waters resulting in boil water advisories for most of the summer. The Public Works department's maintenance program was negatively impacted through difficulties in recruiting a Foreman position for the second half of the year.

Despite the challenges of operating during a pandemic, several successes were achieved that strongly position the Town for short- and long-term improvement. The Town successfully negotiated a five-year collective agreement with its Unionized staff, and was able to hire candidates to fill critical vacant roles such as the Civil Manager and the Protective Service Specialist. Key corporate plans were completed or updated including the Corporate Strategic Plan, a detailed 10 Year Capital Plan, and Tourism Marketing and Development plans. Progress on high priority items within the Corporate Strategic Plan have been the Town's focus throughout 2020. Major contribution funding applications were submitted including over twenty million dollars through the Federal Government's ICIP program.

The Town also continued to make progress on execution of its capital plan, however, some anticipated work was deferred until future years.

Highlights of the 2020 capital program include:

- Upgrades to the Town's water and road infrastructure, specifically Caribou Crescent.
- Completion of Wharf Pavilion project.
- Commencement of work on a new Lift Station.
- Procurement of major mobile equipment – Ambulance, Sewer Flusher
- Purchase of portable stage

Results from Operations

In the 2020 fiscal year, the community recorded an operating surplus of \$193,013 before net government transfers. Including the net government transfers for capital the community recorded a surplus at the end of 2020 of \$4,206,893.

Revenues excluding capital transfers decreased from 2019 by \$576,214 due to lower sale of service (recreation center closure), lower water sales, and lower revenue from own sources.

Expenses decreased significantly from 2019. Areas of significant reduction include Environmental and Public Health (dump fire costs in 2019), recreation (rec center closure), and fiscal and valuation.

Financial Position

Financial assets were \$2.81M higher in 2020 than 2019, due primarily to higher cash level resulting from lower than budgeted spending, and an increase in receivables relating to capital contribution agreements. Liabilities decreased by \$.9M due to a significant reduction in accounts payable, continued reductions in long term debt, offset by an increase in deferred contributions.

Looking Forward

The Town has ambitious capital goals over the next few years relating to the approved ICIP projects, which will require continued growth to reserves to fund the Town's portion. Major capital items included in the 2020 capital budget include Fraser Place development, completion of Lift Station #4, road and water infrastructure upgrades to Beaver Crescent and Riverview Drive.

From an operational perspective, the Town will continue to look at improving processes to increase revenues and minimize expenses. This includes refinements to its asset management procedures and systems. Other significant initiatives include creation of a Fees and Charges bylaw, updates to the Utility bylaw, and renewal of several major contracts including trucked water and garbage disposal. The Town will continue to improve its records management process and move towards being a paperless environment.



MANAGEMENT RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The Town Council which is responsible for, among other things, the financial statements of the Town of Hay River, delegates to Administration the responsibility of the financial statements. The Town Council appoints independent auditors to examine and report directly to them on the financial statements. The financial statements were prepared by Administration. Accounting principles have been followed as recommended by the Department of Municipal and Community Affairs, based upon the requirements of the Cities, Towns and Villages Act of the Northwest Territories, and the Public Sector Accounting Board recommendations of the Canadian Institute of Chartered Professional Accountants.

Administration maintains a system of internal controls to ensure that transactions are accurately recorded on a timely basis, are properly approved and result in reliable financial statements. There are limits inherent in all systems based on the recognition that the cost of such systems should not exceed the benefits to be derived. Administration believes its system provides the appropriate balance in this respect.

The Town Council carries out its responsibility for review of the financial statements primarily through the Administration. The Administration reports regularly to Council on financial matters, including the results of the audit examination and any other matters necessary for its consideration in approving the financial statement issuance.

The financial statements have been reported on by Ashton Chartered Professional Accountants. The auditor's report outlines the scope of their audit and their opinion on the presentation of the information included in the financial statements.

Senior Administrative Officer
Town of Hay River

Hay River, NT
June 8, 2021

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council

Opinion

We have audited the financial statements of the Town of Hay River ("the Town"), which comprise the statement of financial position as at December 31, 2020, and the statements of changes in accumulated surplus, operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Independent Auditor's Report to the Members of the Town of Hay River (continued)

- Obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

The logo for Ashton, featuring the word "Ashton" in a stylized, cursive script font.

ASHTON
Chartered Professional Accountants
Business Advisors

Hay River, NT
June 8, 2021

TOWN OF HAY RIVER

Statement I

Statement of Financial Position

December 31, 2020

	2020	2019
Financial Assets		
Cash, Note 2	\$ 13,332,885	\$ 10,033,025
Receivables		
Municipal taxes receivable, Note 3	753,875	1,519,642
Accounts receivable, Note 4	3,331,544	2,871,794
Land inventory for resale	218,405	396,812
Total Financial Assets	17,636,709	14,821,273
Liabilities		
Accounts payable and accrued liabilities, Note 6	1,544,157	2,504,283
School taxes payable, Note 7	1,033,968	1,232,402
Deferred contributions, Note 8	3,640,953	2,826,559
Deposits held	144,545	170,239
Landfill closure liability, Note 9	1,599,173	1,519,311
Long-term debt, Note 10	13,609,493	14,312,373
Total Liabilities	21,572,289	22,565,167
Net Financial Assets (Debt)	\$ (3,935,580)	\$ (7,743,894)
Non-Financial Assets		
Prepaid expenses	\$ 63,430	\$ 79,769
Inventory held for use	41,675	89,150
Tangible capital assets, Note 11		
General fund	52,988,838	54,643,987
Utility fund	25,445,743	23,328,201
Total Non-Financial Assets	\$ 78,539,686	\$ 78,141,107
Accumulated Surplus, Note 12	\$ 74,604,106	\$ 70,397,213

Commitments and contingencies, Notes 14 and 15

TOWN OF HAY RIVER

Statement II

Statement of Operations and Surplus

For the year ended December 31, 2020

	Schedule	Budget (unaudited)	2020	2019
Revenue				
Property taxes	4	\$ 6,309,248	\$ 6,465,209	\$ 6,352,668
Sales of services	4	1,296,150	1,273,905	1,043,871
Other revenue from own sources	4	698,250	735,354	1,312,603
Government transfers for operating	5	2,396,400	2,901,281	3,082,388
Government transfers for water and sewer	2	1,045,000	1,045,000	1,045,000
Water and sewer revenues	2	2,015,000	1,753,499	1,914,420
Land sales, lease and development	3	779,400	487,562	487,074
Total Revenue		14,539,448	14,661,810	15,238,024
Expenses				
General government	6	2,558,182	2,138,321	2,603,475
Protective services	7	1,114,660	882,520	1,090,363
Transportation and public works	8	3,595,280	2,750,910	3,137,300
Environmental and public health services	9	519,300	522,987	1,523,888
Planning and development	10	482,700	438,958	556,468
Recreational and cultural	11	4,219,690	3,638,041	4,667,395
Fiscal and valuation	12	832,500	631,191	1,357,398
Water and sewer expenses	2	3,289,914	3,211,506	3,132,749
Land development	3	612,600	254,363	168,050
Total Expenditures		17,224,826	14,468,797	18,237,086
Annual surplus (deficit), before the undernoted		(2,685,378)	193,013	(2,999,062)
Other revenue (expenditure)				
Net government transfers for capital	5	43,000	4,018,880	3,314,728
Gain (loss) on disposal of capital assets		-	(5,000)	(127,043)
		43,000	4,013,880	3,187,685
Annual Surplus (Deficit)		\$ (2,642,378)	\$ 4,206,893	\$ 188,623
Accumulated surplus, beginning of year		70,397,213	70,397,213	70,208,590
Accumulated surplus, end of year		\$ 67,754,835	\$ 74,604,106	\$ 70,397,213

TOWN OF HAY RIVER

Statement of Changes in Net Financial Assets (Debt)

Statement III

For the year ended December 31, 2020

	Budget (unaudited)	2020	2019
Annual Surplus (Deficit)	\$ (2,642,378)	\$ 4,206,893	\$ 188,623
Amortization expense	3,731,000	3,201,969	3,260,485
Acquisition of tangible capital assets	(43,000)	(3,762,892)	(4,539,845)
(Gain) loss on disposal of capital assets	-	98,529	62,331
Change in prepaid expenses	-	16,339	(9,944)
Change in inventory held for use	-	47,476	33,701
Increase (decrease) in net financial assets	1,045,622	3,808,314	(1,004,649)
Net financial assets (debt), beginning of year	(7,743,894)	(7,743,894)	(6,739,245)
Net financial assets (debt), end of year	\$ (6,698,272)	\$ (3,935,580)	\$ (7,743,894)

TOWN OF HAY RIVER

Statement IV

Statement of Cash Flows

For the year ended December 31, 2020

	2020	2019
Operating Activities		
Annual Surplus (Deficit)	\$ 4,206,893	\$ 188,623
Non-cash charges to operations:		
Amortization expense	3,201,969	3,260,485
(Gain) loss on disposal of capital assets	98,529	62,331
Provision for landfill closure	79,862	74,366
	7,587,253	3,585,805
Change in non-cash working capital balances:		
Municipal taxes receivable	765,767	358,467
Accounts receivable	(459,750)	1,546,101
Land inventory for resale	178,407	7,443
Accounts payable and accrued liabilities	(960,126)	(1,836,156)
School taxes payable	(198,434)	314,673
Deferred contributions	814,394	1,775,644
Deposits held	(25,694)	(38,408)
Prepaid expenses	16,339	(9,944)
Inventory held for use	47,475	33,702
Net change in cash from operations	7,765,631	5,737,327
Financing Activities		
Principal repayment of long-term debt	(702,880)	(659,132)
Proceeds of long-term debt	-	-
Net change in cash from financing activities	(702,880)	(659,132)
Capital Activities		
Purchase of tangible capital assets	(3,762,892)	(4,539,845)
Net change in cash from investing activities	(3,762,892)	(4,539,845)
Increase (decrease) in cash during the year	3,299,859	538,350
Bank accounts, opening	10,033,026	9,494,676
Bank accounts, closing	\$ 13,332,885	\$ 10,033,026

TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2020

Note 1. Significant Accounting Policies

The financial statements of the Town of Hay River are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town of Hay River are as follows:

Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balance and change in financial position of the reporting entity.

The Town of Hay River receives significant funding from the Government of the Northwest Territories in the form of operating grants and capital grants. Administration is of the opinion that discontinuance of funding would significantly disrupt operations.

Fund Accounting

The accounts of the Town are maintained in accordance with fund accounting procedures. The various operations of the Town are segregated into the following funds:

- General Operating Fund
- Utility Operating Fund
- Land Development Fund

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government Transfers

Government transfers are the transfer of monetary assets or tangible capital assets from a government for which the government making the transfer does not:

- receive any goods or services directly in return;
- expect to be repaid in future; or
- expect a direct financial return

Operating transfers are recognized as revenue in the period in which the events giving rise to the transaction occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2020

Note 1. Significant Accounting Policies (continued)

Government Transfers (continued)

Capital transfers or transfers of tangible capital assets are initially recognized as deferred capital contributions and subsequently recognized as revenue when the related tangible capital assets are purchased, constructed or the eligible expense is incurred.

Financial Instruments

Cash and receivables, and current liabilities are recorded at approximate fair market value due to their short term maturities.

Inventory for Resale

Land inventory is stated at the lower of cost or net realizable value where cost is determined on an average basis. Cost includes purchase price, survey costs and all development costs but excludes debenture interest. Related development costs incurred to provide infrastructure such as water and waste water services, roads, sidewalks and street lighting are recorded as tangible capital assets under the respective function.

Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets (debt) for the year.

TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2020

Note 1. Significant Accounting Policies (continued)

Tangible Capital Assets

Tangible capital assets are recorded at the net book value (cost less accumulated amortization) on the statement of financial position. Cost includes all amounts directly attributable to acquisition, construction, development or betterment of the asset. The assets are amortized over their estimated useful lives at the following rates:

Asset	Method	Rate
Land held for town use	Not amortized	
Works of Art	Not amortized	
Buildings	Straight line	15-50 years
Linear Infrastructure	Straight line	10-75 years
Computer Equipment	Straight line	3 years
IT Infrastructure	Straight line	5 years
Furniture and Fixtures	Straight line	10 years
Operating Equipment	Straight line	10 years
Mobile Equipment	Declining balance	24%

The full amount of the annual amortization is charged in the year of acquisition and none in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Donated assets are capitalized and recorded at their estimated fair market value upon acquisition. Certain capital assets for which the historical cost information is not available have been recorded at current fair market value discounted by a relevant inflation factor.

Work-in-Progress

Work-in-progress represents expenditures incurred on projects not complete at the end of the year.

Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Investment in Tangible Capital Assets

Investment in Tangible Capital Assets represents the Town's net investment in its total capital assets, after deducting the portion financed by third parties through debenture, long-term capital borrowings and other capital liabilities.

School Taxes

School taxes are collected by the Town on behalf of the Government of the Northwest Territories. These taxes are payable to the Government of the Northwest Territories upon collection from taxpayers.

TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2020

Note 1. Significant Accounting Policies (continued)

Deferred Revenue

Deferred revenue consists mainly of government transfers for which the events giving rise to the transfer have not yet occurred. The deferred revenue will be recognized in the financial statement as revenue in the period in which the related expenses are incurred.

Liability for Landfill Closure and Post-Closure Costs

The Town is required to fund the closure of its landfill site and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The liability is determined using the estimated total closure costs adjusted for the remaining capacity of the site and the estimated remaining landfill life.

Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

Segmented Information

The Town of Hay River segments its operations for financial reporting purposes based upon areas of managerial responsibility. This information is provided in Schedule 6 through Schedule 12.

TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2020

Note 2. Cash

	2020	2019
<i>Unrestricted</i>		
Operating account	\$ 3,474,057	\$ 407,369
<i>Internally restricted</i>		
General fund reserve account	1,840,555	1,825,767
Utility fund reserve account	1,124,072	1,112,002
<i>Externally restricted</i>		
Gas tax account	4,206,160	4,435,773
Community Public Infrastructure account	2,688,041	2,252,114
	\$ 13,332,885	\$ 10,033,025

Note 3. Municipal Taxes Receivable

	2020	2019
Current taxes and grant in lieu receivable	\$ 351,391	\$ 688,290
Arrears taxes	544,605	1,235,213
	895,996	1,923,503
Allowance for doubtful collection	(142,121)	(403,861)
	\$ 753,875	\$ 1,519,642

Note 4. Accounts Receivable

	Balance	Allowance	2020	2019
<i>Accounts receivable</i>				
General accounts receivable	\$ 168,068	\$ 1,458	\$ 166,610	\$ 646,851
Utility system receivable	178,283	6,353	171,930	242,418
Ambulance receivable	159,039	110,510	48,529	78,661
Lease fees receivable	74,832	-	74,832	828,655
Northland Utilities trust account	654,478	-	654,478	487,596
<i>Capital funding</i>				
CPI amendment	323,000	-	323,000	-
Investing in Canada Infra. Pgm.	1,591,953	-	1,591,953	-
Clean Water and Waste Fund	-	-	-	273,008
<i>Goods and service tax</i>				
Goods and services tax refundable	300,212	-	300,212	314,605
	\$ 3,449,865	\$ 118,321	\$ 3,331,544	\$ 2,871,794

TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2020

Note 5. Supplementary Information

Amounts owed to the Town which are considered doubtful of collection have been recorded as bad debts. The provision for (recovery of) bad debts is comprised of:

	2020		2019
General Operating Fund:			
Property taxes	\$ 207,758	\$	226,347
Ambulance	25,123		36,990
	\$ 232,881	\$	263,337

Note 6. Accounts Payable and Accrued Liabilities

	2020		2019
Trade accounts payable	\$ 1,294,465	\$	2,285,974
Government remittances payable	45,112		42,995
Accrued vacation pay and banked time	204,580		175,314
	\$ 1,544,157	\$	2,504,283

Note 7. School Tax Payable

	2020		2019
Balance consists of:			
Current year levy	\$ 425,125	\$	719,290
Prior year's levy	608,843		513,112
	\$ 1,033,968	\$	1,232,402

School tax levies are recorded as payable in the year they are assessed and are to be remitted to the GNWT as they are collected.

TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2020

Note 8. Deferred Contributions

	2020	2019
Gas Tax Funding, Schedule 16	\$ 2,121,337	\$ 1,957,422
Community Public Infrastructure Funding, Schedule 17	1,478,691	777,137
Community trail improvements	40,925	-
Portable stage funding	-	92,000
	\$ 3,640,953	\$ 2,826,559

Note 9. Landfill Closure Liability

The Town is required to estimate future closure and post-closure costs for its landfill site. The estimated liability is based on the sum of discounted future cash flows for closure and post-closure activities for 25 years after closure using a discount rate of 5.56% and inflation of 2.06%.

The accrued liability portion is based on the capacity used at year end compared to the estimated total capacity. The remaining estimated life of the landfill is 4 years and of the total capacity approximately 2.00% remains.

	2020	2019
Estimated closure costs	\$ 637,686	\$ 637,686
Estimated post-closure costs	993,319	927,274
Estimated total liability	1,631,005	1,564,960
Estimated capacity used	98.0%	97.1%
Accrued liability	\$ 1,599,173	\$ 1,519,311

Note 10. Long-Term Debt

Description	Principal Balance 2020	Principal Balance 2019
Loan agreement facility for the Hay River Recreation Centre	13,609,493	14,312,373
	\$ 13,609,493	\$ 14,312,373

TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2020

Note 10. Long-Term Debt (continued)

As at December 31, 2020, the Town has a bankers' acceptance ["BA"] facility of \$13,609,493 for the Hay River Recreation Centre bearing interest at the treasury rate plus a BA fee of 1.34% per annum. To reduce the interest rate risk on the facility, the Town entered into an interest rate swap contract that entitled the Town to receive interest at floating rates on the principal amount and obliged it to pay interest at a fixed rate of 2.60% per annum plus the BA fee of 0.40%.

The total estimated principal repayments of long-term debt due are as follows:

	Principal
2021	\$ 734,566
2022	753,894
2023	773,730
2024	794,088
2025	814,983
Subsequent	9,738,232
	\$ 13,609,493

Note 11. Tangible Capital Assets

	Cost	Accumulated Amortization	Net Book Value	
			2020	2019
General Fund:				
Linear Structures	\$ 22,541,152	\$ 10,304,722	\$ 12,236,430	\$ 12,896,428
Buildings	45,585,213	9,521,606	36,063,607	36,542,954
Machinery and Equipment	8,339,888	6,592,719	1,747,169	1,694,421
Work in progress	282,302	-	282,302	819,276
Land held for town use	2,588,133	-	2,588,133	2,619,709
Works of Art	71,199	-	71,199	71,199
	\$ 79,407,887	\$ 26,419,047	\$ 52,988,840	\$ 54,643,987
Utility Fund:				
Water and Sewer System	\$ 23,846,796	\$ 5,714,264	\$ 18,132,532	\$ 17,801,642
Buildings	7,854,547	2,773,480	5,081,067	5,081,067
Land	1,000	-	1,000	1,000
Vehicles	324,337	278,753	45,584	10,209
Heavy Equipment	11,241	11,241	-	-
Furniture & Equipment	1,962,046	1,599,083	362,963	352,833
Work in progress	1,822,598	-	1,822,598	81,450
	\$ 35,822,565	\$ 10,376,821	\$ 25,445,744	\$ 23,328,201
Total	\$ 115,230,452	\$ 36,795,868	\$ 78,434,584	\$ 77,972,188

TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2020

Note 12. **Accumulated Surplus**

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2020	2019
Accumulated Surplus per Statement of Financial Position	\$ 74,604,106	\$ 70,397,213
Invested in Tangible Capital Assets		
General Fund	39,379,347	40,331,615
Utility Fund	25,445,744	23,328,202
	64,825,091	63,659,817
Internally restricted reserves		
Reserve for Management Training	-	2,492
Reserve for Mobile Equipment Replacement	-	566,078
Reserve for Recreation Infrastructure	425,638	41,330
Reserve for Municipal Infrastructure	2,848,385	165,897
Reserve for Computer Systems	-	13,662
Reserve for Landfill	947,793	842,102
Reserve for Recreation Center Replacement	-	248,136
Reserve for Utility Infrastructure	1,310,705	308,619
	5,532,521	2,188,316
Unappropriated surplus (deficit)		
General Fund	(4,262,347)	(3,621,398)
Utility Fund	2,680,066	2,574,902
Land Development Fund	5,828,775	5,595,576
	4,246,494	4,549,080
	\$ 74,604,106	\$ 70,397,213

TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2020

Note 13. Reserves and Deferred Contributions

The Financial Administration By-law requires that funds accumulated in reserves are deposited into the General reserve bank account. Interest earned on the account is credited to the appropriate reserve.

	Account Balance	Cash Balance	Receivable	Excess (Shortfall)
Reserves				
Recreation Infrastructure	\$ 425,638	\$		
Municipal Infrastructure	2,848,385			
Landfill	947,793			
	4,221,816	1,840,555	-	(2,381,261)
Utility Infrastructure	1,310,705	1,124,072	-	(186,633)
	\$ 5,532,521	\$ 2,964,627	\$ -	\$ (2,567,894)
Deferred Contributions, Note 8				
Gas Tax Funding	2,121,337	4,206,160	-	2,084,823
Community Public Infrastructure	1,478,691	2,688,041	323,000	1,532,350
	3,600,028	6,894,201	323,000	3,617,173
	\$ 9,132,549	\$ 9,858,828	\$ 323,000	\$ 1,049,279

Note 14. Commitments

The Town has entered into agreements extending beyond one year for the use of equipment and various service contracts which require periodic payments. The minimum payments under existing agreements are as follows:

For the year ending December 31:	
2021	\$ 3,650

Note 15. Contingent Liabilities

Insurance

The Town participates in the Northern Communities Insurance Program. Under this program the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2020

Note 15. **Contingent Liabilities (continued)**

Legal claims

In the normal course of operations, the Town is subject to various legal claims. At the date of the audit report, it is not possible to determine the outcomes of the claims and the amount of the potential liability cannot be reasonably determined. Management has indicated that it is unlikely there will be a material adverse effect on the financial position of the Town.

Note 16. **Retirement Benefits**

Employees of the Town can participate in the RBC Group Advantage retirement savings plan. Union employees make contributions at 5% and management makes contributions at 6.6%. The Town of Hay River makes matching contributions to these amounts. Total contributions by the Town to the program in 2020 were \$115,198 (2019 - \$102,706), which were expensed as incurred.

Note 17. **Financial Instruments**

The Town's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risks arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

Note 18. **Budget**

The budgeted figures are those approved by Council on December 11, 2019 and are unaudited.

Note 19. **Reclassification**

Certain prior year figures have been reclassified to agree with current year presentation.

TOWN OF HAY RIVER

Schedule 1

General Fund
Schedule of Operations and Surplus

For the year ended December 31, 2020

	Schedule	2020 Budget	2020 Actual	2019 Actual
Revenue				
Property taxes	4	\$ 6,309,248	\$ 6,465,209	\$ 6,352,668
Sales of services	4	1,296,150	1,273,905	1,043,871
Other revenue from own sources	4	698,250	735,354	1,312,603
Government transfers for operating	5	2,396,400	2,901,281	3,082,388
Total Revenue		10,700,048	11,375,749	11,791,530
Expenditure				
General government	6	2,558,182	2,138,321	2,603,475
Protective services	7	1,114,660	882,520	1,090,363
Transportation and public works	8	3,595,280	2,750,910	3,137,300
Environmental and public health services	9	519,300	522,987	1,523,888
Planning and development	10	482,700	438,958	556,468
Recreational and cultural	11	4,219,690	3,638,041	4,667,395
Fiscal and valuation	12	832,500	631,191	1,357,398
Total Expenditure		13,322,312	11,002,928	14,936,287
Excess revenues over expenditures before the undernoted		(2,622,264)	372,821	(3,144,757)
Other revenue (expenditure)				
Government transfers for capital	5	43,000	4,018,880	3,314,728
Gain (loss) on disposal of capital assets		-	(5,000)	(127,043)
		43,000	4,013,880	3,187,685
Excess (Deficiency) of revenues over expenditures		\$ (2,579,264)	\$ 4,386,701	\$ 42,928

TOWN OF HAY RIVER

Schedule 2

Utility Fund
Schedule of Operations and Surplus

For the year ended December 31, 2020

	2020 Budget	2020 Actual	2019 Actual
Revenue			
Water and sewer billings	\$ 1,980,000	\$ 1,737,507	\$ 1,871,753
Government transfers for water and sewer operations	1,045,000	1,045,000	1,045,000
Interest on reserves	10,000	12,071	23,088
Utilities receivable penalties	20,000	658	16,950
Maintenance service	5,000	3,263	2,629
Other	-	-	-
	3,060,000	2,798,499	2,959,420
Expenditure			
Administration	185,531	180,350	205,786
Vehicle maintenance	-	-	373
Purification & treatment	60,000	77,213	52,543
Transmission and distribution	1,556,500	1,524,882	1,452,573
Building maintenance	-	7,191	15,291
Mechanical maintenance	-	6,095	43,921
Distribution maintenance	366,883	340,429	258,372
Hydrant maintenance	-	-	-
Sewage system maintenance	70,000	147,091	64,350
Overhead charges (to) from General Fund	150,000	150,000	284,000
	2,388,914	2,433,251	2,377,209
Surplus (deficit), before the undernoted	671,086	365,248	582,211
Other items:			
Amortization of tangible capital assets	901,000	778,255	755,540
Excess (Deficiency) of revenues over expenditures	\$ (229,914)	\$ (413,007)	\$ (173,329)

TOWN OF HAY RIVER

Schedule 3

Land Development Fund
Schedule of Operations and Surplus

For the year ended December 31, 2020

	2020 Budget	2020 Actual	2019 Actual
Revenue			
Land sales	\$ 400,000	\$ 178,406	\$ 123,601
Land leases	375,000	290,508	341,256
Legal and transfer fees recovered	4,600	6,270	7,573
Interest and penalties	(200)	12,378	14,644
	<u>779,400</u>	<u>487,562</u>	<u>487,074</u>
Expenditures			
Administration	78,000	3,161	19,340
Overhead charge (to) from General Fund	40,000	40,000	110,000
Land leases	65,000	1,220	38,710
Cost of land sold	429,600	209,982	-
	<u>612,600</u>	<u>254,363</u>	<u>168,050</u>
Excess (Deficiency) of revenues over expenditures	\$ 166,800	\$ 233,199	\$ 319,024

TOWN OF HAY RIVER

Schedule 4

General Fund
Schedule of Revenue

For the year ended December 31, 2020

	2020 Budget	2020 Actual	2019 Actual
Property taxes	\$ 5,283,918	\$ 4,817,977	\$ 4,857,422
Grants in lieu of taxes			
Federal	138,720	159,665	157,900
Territorial	1,548,360	2,142,380	2,025,375
NWT Power Corporation	38,250	43,183	43,013
Less school taxes	(700,000)	(697,996)	(731,042)
Discounts allowed on school tax	-	-	-
	\$ 6,309,248	\$ 6,465,209	\$ 6,352,668
Sales of Services			
Recreation			
- Pool	\$ 190,500	\$ 68,864	\$ 190,545
- Community center	332,800	203,311	243,577
- Curling club rental	30,000	27,000	27,000
- Ballpark rental	15,000	2,649	7,905
- Other	50,000	86,448	43,972
Collection fee school taxes	5,000	5,000	5,000
Dump tipping fees	15,000	17,375	15,450
Ambulance	468,350	462,844	387,649
Fire calls, inspections, and training	6,000	-	476
Fire hall rental	6,000	-	11,058
Tourism revenue	65,000	94,352	57,445
Other	112,500	306,062	53,794
	\$ 1,296,150	\$ 1,273,905	\$ 1,043,871
Other Revenue from Own Sources			
Franchise fee	\$ 333,000	\$ 319,307	\$ 338,386
Licenses and permits	122,250	97,287	149,672
Fire training revenues	-	-	278,383
Donations to recreation complex	-	-	50,000
Aurora Ford - recreation centre donation	-	100,000	100,000
Fines and dog pound fees	-	5,100	1,215
Interest and penalties	213,000	176,946	266,456
Landfill fire insurance	-	-	100,000
Loss prevention	30,000	36,714	28,491
	\$ 698,250	\$ 735,354	\$ 1,312,603

TOWN OF HAY RIVER

Schedule 5

General Fund
Schedule of Revenue

For the year ended December 31, 2020

	2020 Budget	2020 Actual	2019 Actual
Government Transfers			
General - GNWT			
Operating and Maintenance Block Funding	\$ 2,215,000	\$ 2,215,000	\$ 2,215,000
Sport and Recreation	45,000	50,857	29,000
Children Youth Resiliency	-	18,636	13,636
Ground Ambulance	-	37,000	31,000
SAO Development	-	55,765	55,785
Advancing Local Gov't Administrators Program	-	-	86,098
Hay River Beach Road	-	-	100,000
Community Wildfire Protection	-	-	25,000
Porrit Landing Dredging Project	-	-	9,100
Community Tourism Coordinator	-	50,000	50,000
Comm Ec Dev - Marketing	-	-	4,725
Wildfire Initiative	-	-	50,000
NWT Workers Training Program	-	48,456	40,000
Summer Employment	26,400	16,001	40,000
Beach Upgrade	-	-	15,950
Conferencing Equipment	-	-	8,600
Summer Students	-	-	63,050
COVID Funding	-	315,108	-
Other Grants	85,000	80,000	191,825
General			
Other Non-GNWT Grants	25,000	14,458	6,509
	2,396,400	2,901,281	3,035,278
Transfers (to) from deferred revenues	-	-	47,110
	\$ 2,396,400	\$ 2,901,281	\$ 3,082,388
Utility - GNWT			
Water and Sewer Block Funding	\$ 1,045,000	\$ 1,045,000	\$ 1,045,000
Capital funding			
Community Public Infrastructure Funding	\$ 1,510,000	\$ 1,833,000	\$ 1,510,000
Gas Tax	1,397,000	1,397,000	2,794,000
Investing in Canada Infrastructure Program	-	1,503,441	-
Clean Water and Waste Fund	-	-	273,007
Wharf Pavilion Funding	-	-	95,000
Portable Stage	-	-	115,000
CanNor - Wharf Pavilion	-	-	189,000
	2,907,000	4,733,441	4,976,007
Interest earned on deferred contributions			
Community Public Infrastructure Funding	-	22,529	32,078
Gas Tax	-	39,867	37,397
	-	62,396	69,475
Transfers (to) from deferred contributions			
Community Public Infrastructure Funding	(2,864,000)	(731,579)	(291,236)
Gas Tax	-	(45,378)	(1,439,518)
	(2,864,000)	(776,957)	(1,730,754)
	\$ 43,000	\$ 4,018,880	\$ 3,314,728

TOWN OF HAY RIVER

Schedule 6

General Fund
Schedule of Expenditure

For the year ended December 31, 2020

	2020 Budget	2020 Actual	2019 Actual
General Government			
Mayor's indemnity	\$ 63,507	\$ 54,083	\$ 52,107
Councillors' indemnity	93,545	92,089	89,461
Administration - salaries and benefits	1,392,200	1,140,662	1,312,660
Administration - other	462,830	346,167	431,228
Materials and supplies	13,100	23,652	22,037
Professional services	212,000	197,170	332,527
Insurance	225,000	230,593	219,481
Town hall lease	150,000	155,776	149,330
Town hall operations and maintenance	15,000	6,413	17,146
Conventions, delegations and public relations	5,000	-	4,372
Overhead charge to Utility Fund	(150,000)	(150,000)	(101,000)
Overhead charge to Land Fund	(40,000)	(40,000)	(23,000)
	2,442,182	2,056,605	2,506,349
Other items:			
Amortization of tangible capital assets	116,000	81,716	97,126
	\$ 2,558,182	\$ 2,138,321	\$ 2,603,475

TOWN OF HAY RIVER

Schedule 7

General Fund
Schedule of Expenditure

For the year ended December 31, 2020

	2020 Budget	2020 Actual	2019 Actual
Protective Services			
Bylaw enforcement	\$ 101,255	\$ 6,034	\$ 4,283
Bylaw vehicle maintenance	-	-	100
Fire protection	451,940	487,256	647,039
Fire department vehicle maintenance	34,550	1,944	17,860
Fire department building maintenance	12,400	1,291	7,490
Emergency response training center	-	-	1,203
Civil emergency	35,180	15,124	14,414
Ambulance	57,050	46,399	42,090
Hay River Animal Shelter contribution	49,100	49,009	49,009
Animal and pest control	19,185	10,430	11,403
	760,660	617,487	794,891
Other items:			
Amortization of tangible capital assets	354,000	265,033	295,472
	\$ 1,114,660	\$ 882,520	\$ 1,090,363

TOWN OF HAY RIVER

Schedule 8

General Fund
Schedule of Expenditure

For the year ended December 31, 2020

	2020 Budget	2020 Actual	2019 Actual
Transportation and Public Works			
Public works			
Administration	\$ 598,880	\$ 299,407	\$ 501,035
Vehicle operations & maintenance	50,000	201,705	184,997
Town garage			
Yards	233,400	86,970	110,059
Building maintenance	-	-	6,034
Carpenter shop			
Operating costs	107,900	73,168	117,587
Roads			
Roads and sidewalks	-	-	12,418
Summer roads	815,300	692,030	854,317
Roads brushing	-	-	11,246
Drainage	10,000	-	42,738
Winter roads	377,800	115,219	235,760
Street lighting	260,000	254,239	271,181
Road safety	21,000	951	24,007
	2,474,280	1,723,689	2,371,379
Other items:			
Amortization of tangible capital assets	1,121,000	1,027,221	1,035,921
Utility Fund	-	-	(135,000)
Land Development Fund	-	-	(135,000)
	\$ 3,595,280	\$ 2,750,910	\$ 3,137,300

TOWN OF HAY RIVER

Schedule 9

General Fund
Schedule of Expenditure

For the year ended December 31, 2020

	2020 Budget		2020 Actual		2019 Actual
Environmental and Public Health Services					
Sanitation operations	\$ 385,000	\$	352,038	\$	370,880
Landfill					
Maintenance	89,300		77,595		115,112
Landfill fire	-		-		941,688
Landfill accretion expense	-		79,862		74,363
Cemetery maintenance	29,000		5,930		20,659
	503,300		515,425		1,522,702
Other items:					
Amortization of tangible capital assets	16,000		7,562		1,186
	\$ 519,300	\$	522,987	\$	1,523,888

TOWN OF HAY RIVER

Schedule 10

General Fund
Schedule of Expenditure

For the year ended December 31, 2020

	2020 Budget		2020 Actual		2019 Actual
Planning and Development					
Planning and zoning	\$ 241,500	\$	202,632	\$	309,723
Tourism					
Building and yard maintenance	-		-		3,994
Programs	230,200		225,628		228,584
Amortization of tangible capital assets	11,000		10,698		10,698
Economic development	-		-		3,469
	\$ 482,700	\$	438,958	\$	556,468

TOWN OF HAY RIVER

Schedule 11

General Fund
Schedule of Expenditure

For the year ended December 31, 2020

	2020 Budget	2020 Actual	2019 Actual
Recreational and Cultural			
Recreation administration	\$ 186,900	\$ 193,724	\$ 282,990
Insurance	-	-	41
Vehicle maintenance	-	1,250	17,180
Recreation center operations	901,300	855,810	922,482
Building maintenance	120,000	211,376	199,713
Mechanical maintenance	40,000	-	9,259
Swimming pool operations	904,810	513,240	875,823
Building maintenance	51,900	-	41,763
Mechanical maintenance	-	-	1,109
Curling club operations	57,000	44,745	84,784
Sports fields	41,300	136,150	174,138
Annual town clean-up	22,000	351	34,805
Parkland	6,700	88,728	168,224
Library	179,150	165,000	179,150
Community television and other services	59,200	27,034	59,200
Northern Arts and Culture Centre	5,000	5,000	5,000
Beautification committee	6,000	5,000	7,000
Other economic community development initiatives	10,000	5,000	72,879
Recreation programs	416,430	340,359	467,315
	\$ 3,007,690	\$ 2,592,767	\$ 3,602,855
Other items:			
Amortization of tangible capital assets	1,212,000	1,045,274	1,064,540
	\$ 4,219,690	\$ 3,638,041	\$ 4,667,395

TOWN OF HAY RIVER

Schedule 12

General Fund
Schedule of Expenditure

For the year ended December 31, 2020

	2020 Budget	2020 Actual	2019 Actual
Fiscal and Valuation			
Discount on taxes	\$ 135,000	\$ 52,270	\$ 120,233
Debenture interest	400,000	358,704	406,189
Debenture principal	-	-	-
Bank charges	60,000	77,359	78,134
Interest charges (recovery)	500	(172,974)	216,000
Senior/disabled tax exemptions	187,000	244,009	273,505
Provision for (recovery of) bad debts, Note 5	50,000	71,823	263,337
	\$ 832,500	\$ 631,191	\$ 1,357,398

TOWN OF HAY RIVER
 Schedule of Expenditures by Object

Schedule 13

For the year ended December 31, 2020

	2020 Budget	2020 Actual	2019 Actual
Amortization of tangible capital assets	\$ 3,731,000	\$ 3,216,384	\$ 3,260,486
Interest on long-term debt	400,000	358,704	406,188
Bank charges and interest	60,500	(95,618)	294,177
Contracted and general services	2,076,410	2,122,062	1,953,952
Insurance	261,500	261,686	253,497
Materials and supplies	3,911,335	3,673,772	5,055,350
Mayor and council expenses	156,052	146,022	140,871
Provision for bad debts	50,000	232,882	263,338
Salaries, wages and benefits	4,691,300	3,382,843	4,846,310
Utilities - electricity	1,080,120	773,165	1,159,959
Utilities - fuel	608,095	551,371	602,957
	\$ 17,026,312	\$ 14,623,273	\$ 18,237,085

TOWN OF HAY RIVER

Schedule of Changes in Accumulated Surplus

Schedule 14

December 31, 2020

	General Operating	Utility	Land Development	Reserves	Investment in Tangible Capital Assets	2020	2019
Excess (Deficiency of) revenue over expenditures	\$ 4,386,701	\$ (413,007)	\$ 233,199	\$ -	\$ -	\$ 4,206,893	\$ 188,623
Net interfund transfers							
Amortization	2,438,129	778,255	-	-	(3,216,384)	-	-
Disposals of tangible capital assets	84,114	-	-	-	(84,114)	-	-
Additions to tangible capital assets	(867,094)	(2,895,798)	-	-	3,762,892	-	-
Capital funding used for utility infrastructure	(2,623,643)	2,623,643	-	-	-	-	-
Long-term debt (repayment)	(702,880)	-	-	-	702,880	-	-
Allocations to Reserves	(3,356,276)	12,071	-	3,344,205	-	-	-
Changes in fund balances	(640,949)	105,164	233,199	3,344,205	1,165,274	4,206,893	188,623
Accumulated Surplus (Deficit), beginning of year	\$ (3,621,398)	\$ 2,574,902	\$ 5,595,576	\$ 2,188,316	\$ 63,659,817	\$ 70,397,213	\$ 70,208,590
Accumulated Surplus (Deficit), end of year	\$ (4,262,347)	\$ 2,680,066	\$ 5,828,775	\$ 5,532,521	\$ 64,825,091	\$ 74,604,106	\$ 70,397,213

Reserves	2019	Increase	Decrease	2020
General operating fund	\$ 1,879,697	\$ 2,342,119	\$ -	\$ 4,221,816
Utility infrastructure reserve	308,619	1,002,086	-	1,310,705
	\$ 2,188,316	\$ 3,344,205	\$ -	\$ 5,532,521

TOWN OF HAY RIVER

Schedule of Tangible Capital Assets
December 31, 2020

Schedule 15

	Opening Balance	Additions	Disposals	Closing Balance	Accumulated Amortization Beginning of Year	Net Carrying Amount Beginning of year	Deletions	Amortization	Accumulated Amortization End of Year	Net Carrying Amount
General Fund										
Land	422,625	-	-	422,625	-	422,625	-	-	-	422,625
Land in development	2,197,084	-	31,576	2,165,508	-	2,197,084	-	-	-	2,165,508
Linear Structures	22,175,016	1,354,141	-	23,529,157	9,278,588	12,896,428	-	908,003	10,186,591	13,342,566
Buildings	44,658,379	-	66,953	44,591,426	8,115,425	36,542,954	-	1,214,527	9,329,952	35,261,474
Machinery and Equipment	7,806,101	49,927	-	7,856,028	6,111,680	1,694,421	-	301,184	6,412,864	1,443,164
Work in progress	819,276	-	536,974	282,302	-	819,276	-	-	-	282,302
Art Work	71,199	-	-	71,199	-	71,199	-	-	-	71,199
Tangible Capital Assets - General Fund	\$ 78,149,680	\$ 1,404,068	\$ 635,503	\$ 78,918,245	\$ 23,505,693	\$ 54,643,987	\$ -	\$ 2,423,714	\$ 25,929,407	\$ 52,988,838
Utility Fund										
Water and Sewer System	\$ 22,702,276	\$ 1,144,520	\$ -	\$ 23,846,796	\$ 4,900,635	\$ 17,801,641	\$ -	\$ 517,821	\$ 5,418,456	\$ 18,428,340
Land	1,000	-	-	1,000	-	1,000	-	-	-	1,000
Buildings	7,854,547	-	-	7,854,547	2,773,480	5,081,067	-	197,076	2,970,556	4,883,991
Vehicles	288,962	-	-	288,962	278,753	10,209	-	4,066	282,819	6,143
Heavy Equipment	11,241	-	-	11,241	11,241	-	-	-	11,241	-
Furniture & Equipment	1,951,916	10,130	-	1,962,046	1,599,083	352,833	-	59,292	1,658,375	303,671
Work in progress	81,450	1,741,148	-	1,822,598	-	81,450	-	-	-	1,822,598
Tangible Capital Assets - Utility Fund	\$ 32,891,392	\$ 2,895,798	\$ -	\$ 35,787,190	\$ 9,563,192	\$ 23,328,200	\$ -	\$ 778,255	\$ 10,341,447	\$ 25,445,743
Total Tangible Capital Assets	\$ 111,041,072	\$ 4,299,866	\$ 635,503	\$ 114,705,435	\$ 33,068,885	\$ 77,972,187	\$ -	\$ 3,201,969	\$ 36,270,854	\$ 78,434,581

TOWN OF HAY RIVER

Schedule 16

Gas Tax Agreement
Statement of Revenue, Expenditure and Deferred Contribution

For the year ended December 31, 2020

	2016	2017	2018	2019	2020	Cumulative
	Actual	Actual	Actual	Actual	Actual	
Funding						
Deferred contribution balance, opening	\$ 1,180,972	\$ 367,680	\$ 556,372	\$ 517,905	\$ 1,957,422	\$ 1,180,972
Annual Gas Tax allocation	1,305,000	1,305,000	1,397,000	2,794,000	1,397,000	8,198,000
Interest earned	16,186	8,957	24,533	37,397	39,867	126,940
	2,502,158	1,681,637	1,977,905	3,349,302	3,394,289	9,505,912
Funds Spent						
Pool Pump Upgrades	-	-	-	-	12,137	12,137
Realignment	-	-	-	-	128	128
Water Treatment Plant	121,440	-	-	86,820	16,827	225,087
Reservoir Electrical/Mechanical/Roof Upgrades	-	-	-	87,109	-	87,109
Paradise Road Realignment	-	-	-	680	-	680
Grader Replacement	-	-	-	314,464	-	314,464
Aquatic Facility Boilers	-	-	-	49,769	-	49,769
Fisherman's Wharf Pavillion	-	-	-	50,000	297,041	347,041
Public Beach Upgrades	-	-	-	30,000	-	30,000
Arena front lot paving	-	-	60,000	-	-	60,000
Mansel, Dessy, Morin W&S upgrade	-	-	100,000	773,038	105,912	978,950
Courtoreille St. water/sewer/streets/sidewalks	-	-	1,300,000	-	-	1,300,000
McRorie Rd Water/Sewer Replacement	280,000	581,083	-	-	-	861,083
Caribou Cres. Water, Sewer and Drainage	-	-	-	-	790,984	790,984
Beaver Cres. Water, Sewer and Drainage	-	-	-	-	17,500	17,500
Riverview Road Upgrades	-	-	-	-	32,423	32,423
Ravine brushing	-	16,748	-	-	-	16,748
Industrial area drainage improvements	-	5,066	-	-	-	5,066
Waterline 553 to Service Road	-	138,547	-	-	-	138,547
2017 Asphalt Patching Program	-	340,628	-	-	-	340,628
Vale Island Drainage works	-	43,193	-	-	-	43,193
McBryan Drive Waterline	1,200,000	-	-	-	-	1,200,000
McRorie N.Store water main upgrade	483,734	-	-	-	-	483,734
Vale Island Drainage	49,304	-	-	-	-	49,304
	2,134,478	1,125,265	1,460,000	1,391,880	1,272,952	7,384,575
Deferred contribution balance, closing	\$ 367,680	\$ 556,372	\$ 517,905	\$ 1,957,422	\$ 2,121,337	\$ 2,121,337

TOWN OF HAY RIVER

Community Public Infrastructure Agreement
Statement of Revenue, Expenditure and Deferred Contribution

Schedule 17

For the year ended December 31, 2020

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	Cumulative
Funding						
Deferred contribution balance, opening	\$ 5,227,167	\$ 3,949,756	\$ 519,199	\$ 485,900	\$ 777,137	\$ 5,227,167
Annual CPI allocation	1,260,000	1,260,000	1,260,000	1,510,000	1,833,000	7,123,000
Interest earned	39,405	33,174	23,912	32,078	22,529	151,098
	6,526,572	5,242,930	1,803,111	2,027,978	2,632,666	12,501,265
Funds Spent						
Trenchless Sewer Line Relining	-	-	-	478,655	-	478,655
Water Treatment Plant Roof Replacement	-	-	-	7,427	-	7,427
Sewage Lagoon Upgrade	-	-	-	72,000	-	72,000
Lift Station System Upgrade	-	-	-	29,950	470,950	500,900
Caribou Cres. Water and Sewer and Drainage	-	-	-	7,875	207,760	215,635
Small Capital Recreation Programming	-	-	-	14,294	-	14,294
Day Shelter and Playground Equipment	-	-	-	23,668	-	23,668
Snow Blower - Heavy Duty	-	-	-	118,419	-	118,419
Wright Crescent water & sewer upgrades	-	-	107,393	-	-	107,393
New arena facility concession	-	-	30,714	-	-	30,714
Mansel, Dessy, Morin water and sewer upgrade	-	-	600,000	-	-	600,000
Recreation Centre	-	3,410,946	-	-	-	3,410,946
SCBA Upgrades	-	164,301	-	-	-	164,301
Downtown Sewer Relining	-	317,000	-	-	-	317,000
Downtown Beautification	-	120,000	64,804	-	-	184,804
Generator Replacement - WT Plant	-	105,274	121	-	-	105,395
Waterline 553 to Service Road	-	100,000	-	-	-	100,000
Sidewalk Rehabilitation	-	86,463	-	-	-	86,463
Emergency Main Repairs	-	44,709	-	-	-	44,709
Wildfire Protection Plan	-	25,183	-	-	-	25,183
Town House Renovations	-	7,721	-	-	-	7,721
Water Treatment Plant Upgrades	-	1,020	-	12,997	-	14,017
Debt servicing	207,186	-	452,143	452,143	450,000	1,561,472
Pine Point Ball Park	40,336	-	-	-	-	40,336
Renovations to town hall	23,000	-	-	-	-	23,000
Road/Sidewalk Rehab Program	5,500	-	-	-	-	5,500
Fire hall / Town Hall Demolition	1,570	4,844	-	-	-	6,414
IT annual evergreening	6,898	76,591	-	-	-	83,489
Fire hall AC	27,914	-	-	-	-	27,914
McBryan Waterline Phase II	1,629,218	-	-	-	-	1,629,218
McRorie Rd Water/Sewer Replacement	635,194	203,691	-	-	-	838,885
Porritt Landing Boat Launch	-	55,988	-	-	-	55,988
Computer Replacement Program	-	-	62,036	33,413	25,265	120,714
	2,576,816	4,723,731	1,317,211	1,250,841	1,153,975	11,022,574
Deferred contribution balance, closing	\$ 3,949,756	\$ 519,199	\$ 485,900	\$ 777,137	\$ 1,478,691	\$ 1,478,691

TOWN OF HAY RIVER

Schedule 18

Investing in Canada Infrastructure Program
Statement of Revenue and Expenditure

For the year ended December 31, 2020

	2020	Cumulative
Revenue		
Investing in Canada Infrastructure Program	\$ 1,503,441	\$ 1,503,441
Eligible expenditures		
Wastewater Lift Station Project	1,309,091	1,309,091
Communtiy Roads Upgrades Improvement Project	292,382	292,382
	1,601,473	1,601,473
Surplus / deficit	\$ (98,032)	\$ (98,032)

TOWN OF HAY RIVER

Schedule 19

Schedule of Salaries, Honoraria, and Travel

For the year ended December 31, 2020

	Salaries	Honoraria	Travel
Mayor			
Kandis Jameson	\$ 52,549	\$ -	\$ 1,534
Deputy Mayor			
Robert Bouchard	14,871	-	-
Councillors			
Linda Duford	11,892	-	-
Jeff Groenewegen	11,892	-	-
Steven Anderson	11,892	-	-
Keith Dohey	11,892	-	-
Brian Willows	11,892	-	-
Emily Chambers	11,892	-	-
	\$ 138,772	\$ -	\$ 1,534



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION 2021

DATE: June 8, 2021

SUBJECT: Q1 CAPITAL REPORT

RECOMMENDATION:

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

BACKGROUND:

As at March 31, 2021 the Town of Hay River has spent \$383,417 on capital. Significant changes as at Q1 are summarized below:

- Wharf Pavilion
 - \$53k in additional funded spend. Project completed in March 2021.
- Rec Center External display
 - Project deferred until 2022.
- Dog Park
 - \$16k reduction with dollars allocated to small cap – aquatics for LED light conversion.
- Porritt Landing Marina Enhancements
 - Anticipated additional spend in 2021 of \$197k. The majority of this is due to additional funding identified (\$120k), and moving forward budget from future years (\$77k)
- Children's Activity Center
 - Increase by \$18k to reflect additional third party funding received.
- Multipurpose Fitness Equipment
 - Reduced by \$14k
- Small Cap – Facilities and parks
 - Increased by \$15k due to increased CANNOR funding
- Wayfinder Signage and Electronic Tourism Platform
 - Partial deferral to 2022 due to timing of funding.
- Fraser Place
 - Forecasting a reduction of \$1.8M in 2021 spend due to the timing of when work is anticipated to completed. This budget will be deferred until 2022.
- Riverview Drive and Beaver Crescent Road, Water, Sewer and Drainage replacement
 - Shift \$600k forward from 2022 capital budget to 2021 for each of these projects (total of \$1.2M additional spend in 2021, no additional spend anticipated overall). This change is due to the anticipated timing of when that portion of the work will be completed.
- Ambulance replacement
 - Spend was anticipated for 2020 but was late. Invoice to be received in Q2 2021.

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

COUNCIL POLICY/STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS OR STUDIES:

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

FINANCIAL IMPLICATIONS:

Change in timing of capital work between fiscal years. Additional funding identified on some projects previously approved. No additional draws on reserves identified.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

March (Q1) 2021 Capital Report

Submitted by:

**Sam Mugford, CPA, CA
Director of Finance and Administration
June 4, 2021**

Reviewed by:

**Glenn Smith
Senior Administrative Officer
June 4, 2021**



Town of Hay River
Q1 Capital Report - 2021
Mar 31 2021

Department	Project Name	Actual Spend 2021 -		Director Comments	Expected Completion		Project Phase	% Completed
		Q1	Forecast Changes		Project Start Date (Month - Year)	Date (Month - Year)		
Administration	Computer Equipment Replacement Program 2021+	1,748.47		no expected changes	01-Jan-21	31-Dec-21	Construction	5%
Administration	Debt Service Rec Center - CPI and Donation Portion	-		no expected changes	01-Jan-21	31-Dec-21	not started	0%
Recreation	Fisherman's Wharf Pavilion	52,777.92	53,000	Completed Mar 2021 - Funding from GNWT CAP	01-Jan-18	31-Mar-21	Completed	100%
Recreation	Community Centre External Display Board	-	160,000	no funding identified - defer to 2022 at earliest			not started	0%
Recreation	Pool Pumps Replacement	-		no change - expected completion in July 2021	01-Apr-21	31-Jul-21	Planning	5%
Recreation	Community Centre Security Cameras	-		no change - expected completion in September 2021	01-Apr-21	30-Sep-21	Planning	5%
Recreation	Dog park	-	16,000	reduce budget and reallocate remaining \$16K to Facilities Small Capital Program for Aq Centre LED lighting conversion	01-Jul-21	31-Jul-21	not started	0%
Recreation	Porritt Landing Marina Enhancements	28,276.50	197,000	increased budget due to increased funding. Moved \$120k from future years, remainder from additional GNWT funding.	01-Jan-21	31-Dec-22	Construction	10%
Recreation	Children's Activity Centre	3,225.33	18,000	increase due to United Way funding which was confirmed late in 2020 - spend and reporting completed as of 04/15/2021	01-Jan-21	15-Apr-21	Construction	10%
Recreation	Multipurpose Room Fitness Equipment	29,195.00	14,000	reduce budget - spend completed as of 03/31/2021	01-Jan-21	30-Jun-21	Construction	50%
Recreation	Multisport arena flooring	-		no change - expected completion 09/30/2021	01-Jun-21	30-Sep-21	not started	0%
Recreation	Bingo System	-		no change - no funding identified at this point	01-Dec-21	31-Dec-21	not started	5%
Recreation	Skatepark upgrades	-		no change - no funding identified at this point	01-Oct-21	31-Oct-21	not started	0%
Recreation	Vale Island Multi-Use Recreation Area	-		no change - no funding identified at this point	01-Sep-21	31-Dec-22	not started	0%
Recreation	Small Capital Program - Aquatics	2,429.48	16,000	Gas Tax funding identified for \$10K small cap. Extra \$16K for LED Light Conversion (From Dog Park Project)	01-Jan-21	31-Dec-21	not started	5%
Recreation	Small Capital Program - Programming	-		no change - funding via MACA annual grants	01-Jan-21	31-Dec-21	not started	0%
Recreation	Small Capital Program - Facilities and Parks	35,291.00	15,000	increase for conferencing equipment as part of CANNOR 2020-23 Yr. 1 spending	01-Jan-21	31-Dec-21	Construction	85%
Recreation	Pull Behind Mower	-		no change - funded from Reserves	01-Jun-21	31-Jul-21	not started	0%
Recreation	Hay River Golf Course - Road	-		no change - initial confirmation of funding via GNWT Summer CAP program	01-Oct-21	31-Oct-22	not started	0%
Recreation	Hay River Golf Course - Roof	-		no change - funding likely via local business sponsorships	01-Oct-21	31-Oct-22	not started	0%
Recreation	Hay River Golf Course - Golf Green Replacements	-		likely deferral due to lack of funds	01-Oct-21	31-Oct-22	not started	0%
Tourism and Economic Development	Small Capital Program - Tourism and Economic Development	-		no change	01-Jan-21	31-Dec-21	Not Started	0%
Tourism and Economic Development	Visitor Information Wayfinder Signage Development	-	10,000	deferred to 2022 as per updated CANNOR funding agreement			not started	0%
Tourism and Economic Development	Electronic Tourism Platform	-	22,500	deferred to 2022 as per updated CANNOR funding agreement			not started	0%
Transportation and Public Works	New Town Hall	-		No funding secured to date. Project is contingent on securing funding			not started	0%
Transportation and Public Works	Fire Hall/Town Hall Demolition	-		Work expected to proceed this summer.	01-Jul-21	01-Sep-21	not started	0%

Transportation and Public Works	Sewer Flusher	116,295.00	-	3,705	Flusher has arrived and is in service. May be a couple of additional minor costs.	01-Jan-21	30-Apr-21	Completed	98%
Transportation and Public Works	Lift Station System Upgrade (incl new Lift Station #4)	-			Work will continue during construction season.	Started 2020	28-Feb-22	Construction	25%
Land Development	Fraser Place Development	15,972.60	-	1,769,450	Project on hold, may be deferred to 2022. Detailed design, rezoning, tendering package, surveying expected to be completed in 2021.	Started 2020	28-Feb-22	Planning	5%
Transportation and Public Works	Market Garden Road Extension and New drainage System	-			Design work still planned for Q3 in 2021.	01-Jul-21	30-Sep-22	Planning	0%
Transportation and Public Works	Caribou Cres. Water, Sewer and Drainage Replacement	14,400.00			Work will continue during construction season.	Started 2020	30-Sep-21	Construction	65%
Transportation and Public Works	Beaver Cres. Water, Sewer and Drainage Replacement	17,500.00		600,000	Project combined with Riverview Drive Project. \$1.2Extra coming from 2022 Budget	30-Jun-21	30-Sep-22	Planning	5%
Transportation and Public Works	Riverview Drive Upgrades	66,305.70		600,000	Project combined with Riverview Drive Project. \$1.2Extra coming from 2022 Budget	30-Jun-21	30-Sep-22	Planning	5%
Transportation and Public Works	Capital Drive Watermain, Sidewalk and Roadworks	-			Design work planned for Q3/Q4 2021	30-Sep-21	30-Sep-22	Not Started	0%
Transportation and Public Works	Tire Recycling Program	-			RFP to go out in May/June.	30-May-21	31-Aug-21	not started	0%
Transportation and Public Works	Hazardous Waste Removal	-			Dependant on ICIP Funding. MACA led project. Likely to occur in future year by \$50,000 for project being held back by MACA in 2021.			Not Started	0%
Transportation and Public Works	Treatment Plant Intake Inspection	-			Project completed, remaining costs will be paid to contractor in Q2.	01-Jan-21	30-Apr-21	Completed	100%
Transportation and Public Works	Paradise Road Realignment	-			Work planned for summer months.	01-Jul-21	30-Oct-21	Not Started	0%
Land Development	Subdivision - Sundog	-			Design to be completed Q4 2021	30-Sep-21	31-Dec-21	not started	0%
Transportation and Public Works	New Water Licence Requirements	-			Work still intended to proceed in 2021.	01-Jan-21	31-Dec-21	Not Started	2%
Transportation and Public Works	Back Hoe	-			RFP to go out in May.	01-May-21	30-Sep-21	Not Started	0%
Transportation and Public Works	Asset Management Development	-			System design in Q4 2021	30-Sep-21	31-Dec-21	Not Started	0%
Transportation and Public Works	Infrastructure Planning and Studies	-			Work still planned	30-Sep-21	31-Dec-21	Not Started	0%
Transportation and Public Works	Water Treatment Plant Feasibility Study and Preliminary Design	-			Q3 dependant on ICIP funding approval			Not Started	0%
Transportation and Public Works	Miron Storm Outlets	-			Funding needed for project to proceed.			Not Started	0%
Transportation and Public Works	Flood Mitigation	-			Work on-going.	01-Apr-21	30-Sep-21	Planning	5%
Protective Services	Communications Tower Replacement	-			Work Completed in April 2021. Funded primarily from insurance.	01-Apr-21	30-Apr-21	Design	25%
Protective Services	Multiplexer	-			Will be completed Q2 2021	01-Apr-21	30-Apr-21	Not Started	0%
Protective Services	Ambulance (2020)	-		180,000	Unbudgeted Carry Over from 2020. Delivered April 2021	30-Apr-21	30-Apr-21	Construction	75%
Protective Services	Auto-Pulse	-			Will be completed Q2 2021	01-Apr-21	30-Apr-21	Not Started	0%



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: June 8, 2021

SUBJECT: 2021 Q1 O&M

REPORT

RECOMMENDATION:

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

BACKGROUND:

As at March 31, 2021 the Town of Hay River has incurred a deficit of \$360,801, which is \$781,596 less than the budgeted deficit of \$1,142,397.

Administration is providing no forecast revisions at this point in time but will provide a detailed update as part of the Q2 update anticipated to be provided to Council in August.

COUNCIL POLICY/STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS OR STUDIES:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

March (Q1) 2021 O&M Report

Submitted by:

Reviewed by:

Sam Mugford, CPA, CA
Director of Finance and Administration
June 4, 2021

Glenn Smith
Senior Administrative Officer
June 4, 2021



Town of Hay River
 Statement of Operations
 Period from January 1, 2021 to March 31, 2021

	YTD Budget 2021	Full Year Budget 2021	Mar 2021	Mar 2020
Revenue				
Property taxes	0	6,636,313	0	0
Sales of service	233,925	876,100	389,736	198,892
Other revenue from own sources	182,063	778,250	203,135	41,993
Government transfers for operating	623,350	2,891,400	645,200	663,231
Government transfers for water and sewer	261,250	1,045,000	261,250	261,249
Water and sewer revenues	500,000	2,050,000	416,717	410,413
Land sales, lease and development	87,500	1,950,000	162,557	8,942
	<u>1,888,088</u>	<u>16,227,063</u>	<u>2,078,595</u>	<u>1,584,721</u>
Expenses				
General government	567,388	2,375,552	456,424	638,869
Protective services	186,314	791,232	128,733	129,738
Transportation and public works	481,495	2,380,980	305,858	337,474
Environmental and public health services	120,875	483,500	98,216	33,827
Planning and development	122,575	640,300	102,208	83,735
Recreational and cultural	768,788	3,130,950	604,126	708,873
Fiscal and valuation	125,375	724,500	147,474	108,805
Water and sewer expenses	611,925	2,447,700	588,356	421,646
Land development	45,750	1,783,000	8,000	1,220
	<u>3,030,485</u>	<u>14,757,714</u>	<u>2,439,396</u>	<u>2,464,188</u>
Surplus before undernoted	(1,142,397)	1,469,349	(360,801)	(879,467)
Capital grants	10,750	43,000	75,000	154,866
Amortization of capital assets	(869,000)	(3,476,000)	(869,000)	(869,000)
Surplus (Deficit)	(2,000,647)	(1,963,651)	(1,154,801)	(1,593,601)

	Comments
Property taxes	Revenue budgeted in June/July
Sales of service	Higher Ambulance Billing (\$50k over), timing of rec funding (\$70k unbudgeted)
Other revenue from own sources	Slightly lower due to lower interest on investments and lower building permits.
Government transfers for operating	Trending
Government transfers for water and sewer	Trending
Water and sewer revenues	Lower due to not implementing water rate increase at start of year.
Land sales, lease and development	Higher than budget due to timing of lease fees.

General government	Lower consulting costs, lower than budget legal
Protective services	Lower officers fees, heating fuel
Transportation and public works	Partially under due to budget spreads, timing of invoices
Environmental and public health services	Lower maintenance, monitoring and supplies
Planning and development	Lower than budget on tourism, advertisement.
Recreational and cultural	Lower than budget heat and power, lower wages
Fiscal and valuation	Timing difference on part of municipal tax exemption
Water and sewer expenses	Trending
Land development	Lower professional fees, timing difference on lease fee expense



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: June 8, 2021

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Report for the month of May 2021.

BACKGROUND:

Tourism Activity:

- Visitor numbers have remained low with the border remaining closed, the VIC closed on weekends, and few events happening in May.
- Back page of upcoming June/July *Up Here Magazine* will continue to promote *Hay-Cation* ideas to *Staycation* visitors from the surrounding regions and keep Hay River top-of-mind for subscribers in other provinces to plan a *Hay-Cation* when the borders open to national travel - paid via the Tourism & Economic Development marketing budget.
- *South Slave Golf Getaway* 4-day itinerary package was created in partnership with Fort Smith for the Spectacular NWT and NNSL *Staycation* contest. The winner receives a \$10,000.00 package in a region of their choice. Winners will be announced in August.
- *Hay-Cation* radio advertisements on True North FM Radio have been delayed due to the virus outbreak in Yellowknife. Radio advertisements will begin in June for a two-week rotation. Initiative paid from Tourism & Economic Development budget, with possible NWT Tourism partnership to extend duration of promotion.
- Working with THR agency of record on several products: *Wayfinding Signage Plan* approved through ITI Tourism Product Diversification Marketing Program (TPDMP). *Daytrip* and *Attractions* flat sheets approved in the *Expanding Community Tourism Platform* CanNor funding.
- NWT Parks statistics were received for permit sales at the Hay River Territorial Park and Twin Falls Gorge – Louise Falls Campground for 2019 and 2020. The statistics show a marked increase in 2020 of North Slave residents coming to the South Slave Region for a Staycation (Hay-Cation) during the summer months – see table and summary below.
 - **2019 Statistical Summary**
 - Hay River Territorial Park – 148
 - **29% increase from 2018 in out of region permit sales**
 - Twin Falls Gorge Louise Falls Campground – 118
 - **65% increase from 2018 in out of region permit sales**



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: June 8, 2021

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

2020 Statistics Summary

- Hay River Territorial Park – 367
 - 127% increase from 2019 in out of region permit sales
- Twin Falls Gorge Louise Falls Campground – 158
 - 39% increase from 2019 in out of region permit sales

2020 VS. 2019 PERMITS SOLD TO NWT RESIDENTS - IN-REGION AND OUT-OF-REGION

Campgrounds: Hay River and Twin Falls Gorge - Louise Falls

2020 PERMITS	Total # Permits by NWT Residents	Where do the NWT Residents Live?						Total # Permits by NWT Residents	# Permits Sold to In-Region Residents	# Permits Sold to Out-Region Residents	% Permits Sold to In-Region Residents	% Permits Sold to Out-Region Residents	Change versus 2019 (All Permits Sold to NT residents)	Change versus 2019 (Permits Sold to NT Residents who live outside of Park region)
		Beaufort		North		South								
		Delta	Dehcho	Slave	Slave	Sahtu								
Hay River Territorial Park	827	0	28	367	430	2	827	430	397	52%	48%	38%	127%	
Twin Falls Gorge - Louise Falls Campground	255	0	5	158	90	2	255	90	165	35%	65%	40%	39%	

2019 PERMITS	Total # Permits by NWT Residents	Where do the NWT Residents Live?						Total # Permits by NWT Residents	# Permits Sold to In-Region Residents	# Permits Sold to Out-Region Residents	% Permits Sold to In-Region Residents	% Permits Sold to Out-Region Residents
		Beaufort		North		South						
		Delta	Dehcho	Slave	Slave	Sahtu						
Hay River Territorial Park	599	0	26	148	424	1	599	424	175	71%	29%	
Twin Falls Gorge - Louise Falls Campground	182	0	1	118	63	0	182	63	119	35%	65%	

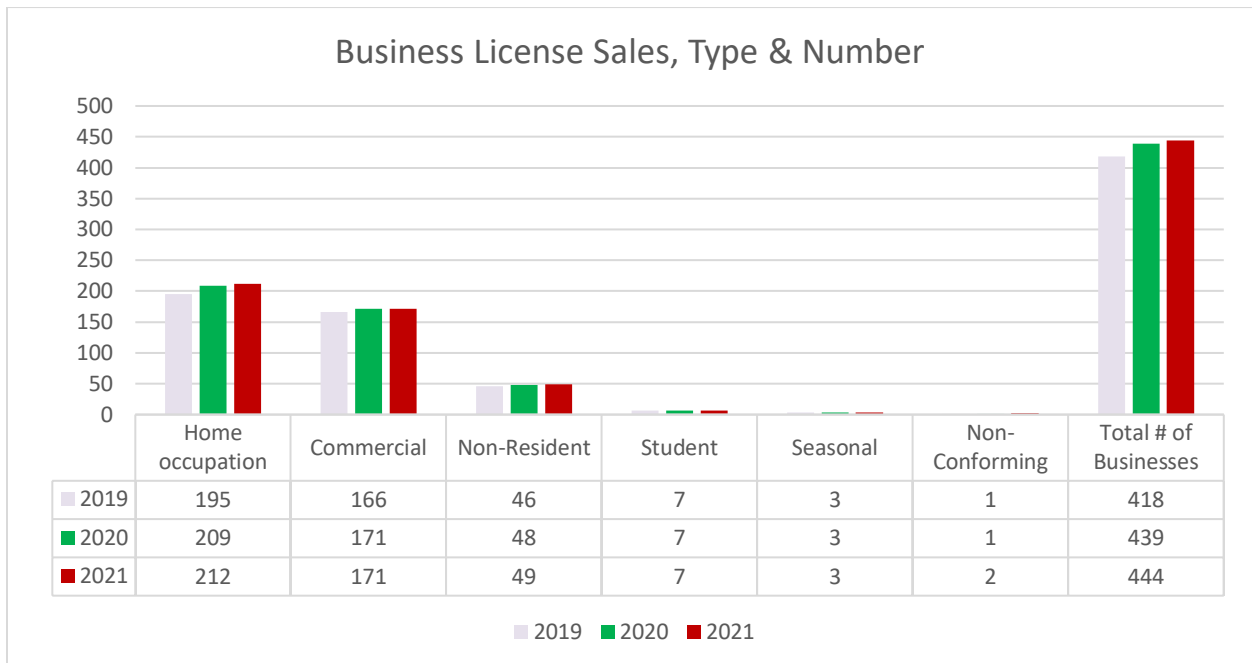
Economic Development Activity:

- A funding application for a spring trail cleanup and repair worth \$3,500.00 was submitted to Trans Canada Trail *Capital Investment Program*.
- A funding application for \$10,000 was submitted to NWTAC for vaccine promotion. The promotion will be directed to the 30-year-old and younger to encourage vaccine uptake in the community.
- Two expression of interest applications were received for contracting the Fisherman's Wharf Market. A Tourism & Economic Development Committee sub committee was formed to review the applications and Growing Together was the successful applicant.



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** June 8, 2021
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT



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 businesses.

Other Activity:

- FoodCycler sales have been strong with only a few units left to sell.
- VIC spring maintenance is ongoing



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: June 8, 2021

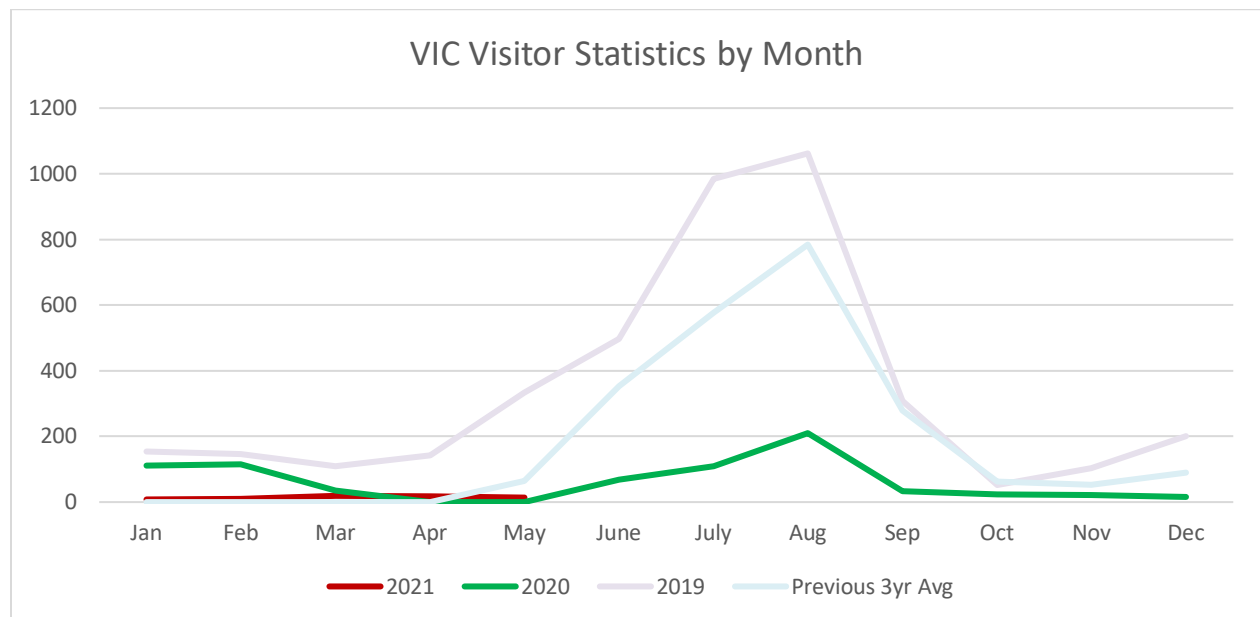
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

- reverse side of *Canada 150* mosaic covered with plywood;
- Garden box frames and new planter boxes have been deployed and ready to be planted in June.

Key Performance Indicators:

Visitor Information Centre Visitation

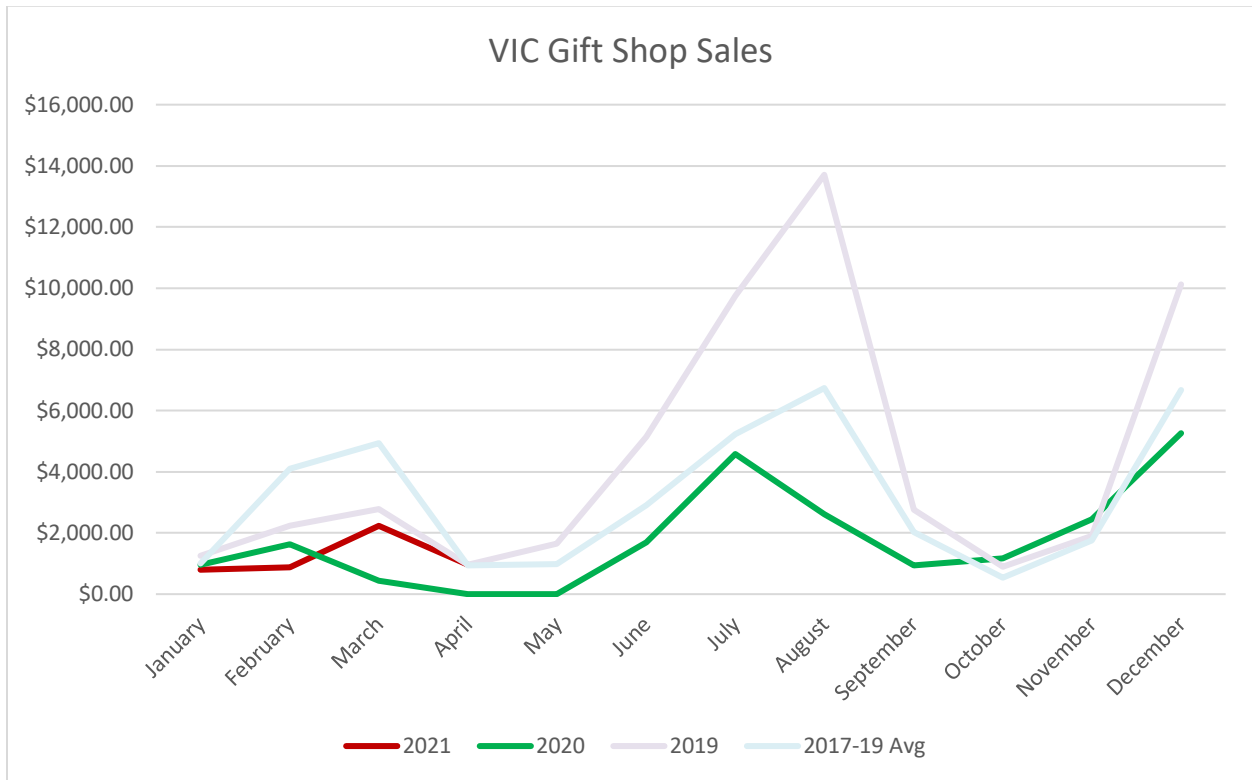
- Due to COVID restrictions and the borders being closed there is little to no tire traffic that traditionally increases the number of visitors during the summer months. With the VIC closed on weekends, there are not statistics for visitors coming to town from surrounding communities.
- May 2021 saw only 13 unique visitors into the VIC. Most were visiting from surrounding communities or professionals in town for work.
- May break down of visitor origin YK 6, Fort Smith 4, Ontario 3 (all out of NWT visitors confirmed that they had self-isolated for 14 days before entering the community).





REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** June 8, 2021
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT



Inbound & Outbound Marketing

- Promotion through social media remains the focus for marketing. There has been an increase in engagement this month.
 - www.facebook.com/hayrivertourism
 - Page Reach down by 11%, Users up 24%, overall post reach peak of 3.6K.
 - Peak organic post reached 7,406 people
 - Post engagement up 23% and page followers up 7%
 - Page reach 7.4K down 11%
 - 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
 - Currently 294 unique followers up 2.4% and follow 334 accounts
 - Reach 366 up 56%
 - www.hayriver.com
 - Users for May were 6.2K up 15%
 - Sessions 15K up 16%
 - Average session duration was 4m 33 sec up 78%



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** June 8, 2021

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT REPORT

- Traffic Channel Source - 502 organic engagement, 34 Social Media, 322 Direct Search and 20 Other Site Referrals.
 - Top 10 pages visited – Breakup, Fire-Emergency-Services/river-breakup, Tourism/live-mts-syncro-lift-web-cam, Opportunity/Employment, Opportunity/Employment-opportunities, Tourism/Attractions, Category/news, Tourism/town of hay river maps, Contact-directory.
- Marketing Items and Content:
 - Hay-Cation, local historical events of interest by date, Fisherman’s Wharf Market, NWT Parks opening and booking, surrounding communities of Fort Smith, Fort Resolution and Fort Providence, and Wood Buffalo National Park have all driven attention to our social media channels.

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

Prepared by:
Peter Magill
Tourism and Economic Development Coordinator
Date: June 3, 2021

Reviewed by:
Stephane Millette
Director of Recreation
Date: June 3, 2021



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: JUNE 8th, 2021

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

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

BACKGROUND

OFFENCE	INQUIRY	INVESTIGATED (NO SUBSTANTIATION)	WARNINGS (VERBAL, LETTER OR VISUAL)	SHELTER	FINES	TOWED	RETURNED TO OWNER	OTHER ACTION
Animal Control Bylaw								
Animal Abuse/Welfare	2	1	1					
Barking Dogs	1		1					
Dog Attack	1	1						
Dog Bites								
Loose Cat/Dog	18	9	5				4	
Sled Dog Complaints								
Miscellaneous	4	1	2					1
Business License								
No Business License								
Operating business not as permitted								
Traffic Bylaw/Motor Vehicles/All-Terrain Vehicles Act								
Vehicle/Trailer Parking	12	6	6					
ATV/Snow Machine	1		1					
Fail to Stop (Sign or Light)	3		1		2			
Distracted Driving								
No Seat Belt	2		1		1			
Fail to carry/No valid driver's licence								
Suspended/Prohibited Driver								
Vehicle Unfit for Road								
Fail to carry/No Insurance	6		6					
Fail to carry/No registration	7		5		2			
Unsecure Load								
Obstructed Windshield/Windows	1		1					
Fail to drive to road conditions								
Improper use of plate								
Drive w/o lights during low visibility								
No license plate								
Speeding	41		26		15			
Speeding (School/Construct/Industrial)	17		13		4			
Suspected Impaired Driver	3	1						2
Miscellaneous	4		1		1			2



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: JUNE 8th, 2021

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

Unsanitary Bylaw							
Overgrown Trees							
Long Grass & Weeds							
Garbage	7	2	5				
Miscellaneous	4		2				2
Taxi Bylaw							
Taxi Not Available	3	2					1
Smoking/Drinking in Taxi							
Fail to carry/No Taxi Permit							
Noise Abatement Bylaw							
Noise Complaint							
Fire Prevention Bylaw							
Burning without permit							
Fireworks without supervision							
Improper Storage of Hazards							
Miscellaneous	2	1					1
Unsafe/Hazardous Behaviour							
Walking on railroad tracks	3		3				
Off-road Vehicles on railroad tracks	3	2	1				
Intoxicated- Unable to care for self	10						10
Fighting in Public	4		3				1
Public Urination/Defecation							
Loitering							
Operate off-road vehicles dangerously	5		5				
Drinking in public	4		4				
Vehicle blocking roadway	2		1				1
Snow Removal Bylaw							
Sidewalks not cleared							
Snowbanks causing hazard							
Snow being put on private property							
Miscellaneous							
TOTAL	170	26	94	0	25	0	21

Community Beautification

Reminder notices and social media education has been sent out to remind residents about the Spring Clean-Up beginning May 25th to prepare to help beautify the town and reduce issues with Unsanitary infractions.

Residents have received notices regarding their unsightly properties. These notices were meant for educational purposes and included information on the Spring Clean-Up dates, tag information, etc. to prepare for the Spring/Summer season.



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: JUNE 8th, 2021

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

School Safety

There has been a noticeable increase in school speed limits being abided by and a reduction in cell phone use in the school zones. This is an ongoing and year round initiative to be monitored for compliance to ensure the safety and well-being of the youth attending school.

Road Safety

There are still lots of complaints being received regarding off-road and all-terrain vehicles using the roadways in town, which have been regarding speeding and noise complaints for use during late hours. Information has been shared with the RCMP to assist with and look at ways to resolve this issue. Education on the use of off-road and all-terrain vehicles is actively ongoing.

A patrol was conducted using All-Terrain Vehicles with the RCMP to stop and educate people also observed using All-Terrain Vehicles and provided resources on how to keep themselves safe and the rules regarding use of these vehicles on town roads and highways. Infractions such as operating on roadways without helmets were addressed through education. Future patrols utilizing all-terrain vehicles are being considered as we move further into the nicer weather.

Upcoming Goals

The goal over the next few months is to focus on Unsightly bylaw infractions and address greenspaces and public areas frequently used by community members to ensure they are kept clean and free of garbage and abandoned vehicles. A few locations have been discovered which are highly unappealing and not a desirable use of the space. Notices and action is being taken to resolve these issues and bring beauty back to these spaces.

Speed Statistics for the Month

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

Porritt Landing/Industrial (40km/h Zone)- **63km/h**
MacKenzie Highway near Hospital (60km/h)- **82km/h**
Woodland Drive in front of Harry Camsell/PA School during School Time (30km/h)- **52km/h**
MacKenzie Highway/104th Street residential area (40km/h)- **65km/h**
MacKenzie Highway near Airport (60km/h)- **76km/h**
Highway 5/Highway 2 Junction (70km)- **127km/h**

COUNCIL POLICY / STRATEGY OR GOAL:	
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Strategy:

Goal:



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: JUNE 8th, 2021

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

All applicable Bylaws and Territorial Legislation; Bylaw Enforcement Priorization Plan

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 127km/h in a 70km/h during on May 27th, 2021 along Highway 5 near the Highway 2 Junction.

Prepared by:

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

Reviewed By:

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



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 8, 2021

SUBJECT: Public Works Monthly Report for May 2021

RECOMMENDATION:

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

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. Tender documents expected to ready by end of June.
New Lift Station	De-watering and excavation work has begun at the worksite. Slab work expected to begin in June with construction continuing throughout 2021.
Fraser Place Development	Rezoning work for area has been completed. Project on hold until fall due to migratory bird issues involved in tree clearing.
Market Garden Road Extension	Options for this project being investigated.
Caribou Crescent Water Sewer and Drainage (carry over from 2020)	Prep work has begun on the base for the curb and gutter. Concrete pouring expected to commence in late June or early July.
Beaver Crescent Water, Sewer, and Drainage	Project start-up meeting has occurred with work expected to begin in June.
Riverview Drive Upgrade	Project start-up meeting has occurred with work expected to begin in June.
Waste Diversion Project - Tire Recycling (carry over from 2020)	Have received clarification from GNWT on eligible expenses for funding. RFP details for this work being finalized and expected to be put out in June.
Hazardous Waste Removal Project	MACA led project that is contingent on new ICIP funding.
Capital Drive Watermain	Design work planned for Q3 or Q4.



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 8, 2021

SUBJECT: Public Works Monthly Report for May 2021

Paradise Road Realignment	Work to take place during summer months.
New Water Licence Requirements	New water licence in place as of January 31.
New Back Hoe	Tender has been prepared and will go out for competition in early June.
Water Treatment Plant Feasibility Study and Preliminary Design	The ICIP application for this project was approved for 50% funding of the \$450,000 proposed project. Administration will work to identify additional funding for the project and proceed with procuring a consultant for the work.
Flood Mitigation	Temporary flood mitigation efforts were put in place for the 2021 spring break-up. These efforts worked as intended. Mid to long term mitigation work to proceed as priority areas are identified.
Subdivision - Sundog	Preliminary work on this project planned for later in 2021.

New Lift Station:

Work on the new lift station has commenced for this construction season. During the month of May, the contractor pumped water from the site to allow work to begin and then proceeded with excavation work. The majority of excavation work has been now been completed and the level is close to final grade. Work will continue in June with base prep, rebar prep, and pouring of concrete for the base slab. The Town’s consultant and contractor have also been moving through the process of shop drawing approvals for several components of the project. The project remains on schedule with expected completion in early 2022.

Caribou Crescent:

The contractor has mobilized equipment to site and begun work on preparing the base for the curb and gutter work on the crescent. The concrete pour is expected to take place in June with yard restoration and asphalt work starting up in July. The project is expected to be completed on schedule this fall.

Beaver Crescent and Riverview Drive:

A start-up meeting has taken place for this project and materials approvals given to the contractor. A letter has been distributed to residents in the area outlining work planned for this summer and providing contact information for any questions and concerns. Work is expected to start in the area in mid-June and be ongoing throughout the summer.

Water Treatment Plant:

The Town’s application for funding under the ICIP funding program for a WTP Feasibility Study and Preliminary Design was approved for 50% funding of the \$450,000 budget identified in the application. The Town had applied for 75% funding for this project. Administration will look to identify funding opportunities for the 25% difference in funding and will move forward with the



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 8, 2021

SUBJECT: Public Works Monthly Report for May 2021

project. Administration will determine the best method for moving forward with procurement of qualified professional consultants for the work and the project is expected to move forward in 2021.

Work that was identified in the 2020 MACA report and other recent inspections has been priced out and is being completed in an effort to improve operations at the existing WTP. Minor equipment improvements and maintenance work will continue as well as additional testing on water quality and treatment options.

Flood Mitigation:

Aquadams were set up near the Oxbow outfall during the spring break-up period. These aquadams worked as designed to hold back water, however, flood waters and ice did cause damage to Town infrastructure in several other areas. Administration will bring forward a report detailing damages and planned reconstruction activities. Longer term flood mitigation measures for various locations will be developed based on available budgets.

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 Water & Sewer repairs as necessary Operation of gates and valves for flooding control Meter replacements Month end water report
Water & Sewer Facilities	Daily rounds of facilities
Roads	Street sweeping of road sands Sign repairs New sign installation Cleaning of ditches Clearing of culverts



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 8, 2021

SUBJECT: Public Works Monthly Report for May 2021

Other	Regular fleet maintenance & repairs Funerals
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Major waterline breaks occurred on Neville Place and Woodland Drive this month. Both repairs were completed in a timely manner without further complications and with little disruption to water service in the area.

The Town did experience a Boil Water Advisory which went into effect shortly after break-up. The BWA was issued by the Chief Environmental Health Officer for the NWT and was in place from May 16th through to June 2nd.

In addition to the regular operations activities, Public Works crews were busy this month preparing for spring melt and river break-up and assisting with flood mitigation efforts. Additional work on reconstruction of areas affected by flood waters began after break-up and will continue through the coming months.

Solid Waste Facility Operations:

The Town’s Solid Waste Facility continued regular operations and monitoring activities throughout the month. No significant issues to note with current landfill operations. 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.

The annual spring Curbside Cleanup event started on May 25th with crews picking up household waste from residential neighbourhoods throughout town. The majority of areas have been completed, with only the corridor residents remaining to be done in early June.

Water Licence Activities:

Regular monitoring programs continue as per the requirements of the Town’s water licence. The Town’s consultant was in town towards the end of the month to perform required surface water, groundwater, and lagoon effluent testing as required under the water licence. The consultant also performed some training of Town staff so that some of these testing requirements can be done in-house in the future.

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.

Planning & Zoning:

9 Development Permits and 1 Building Permits have been approved for May 2021. In the month of May 2020, there were 4 Development Permits and 2 Building Permits signed out.



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 8, 2021

SUBJECT: Public Works Monthly Report for May 2021

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
May 03/21	B21-004	6 Industrial Drive	Finish existing Commercial Building, (Shop and Caretakers)
May 05/21	DH21-022	86 Woodland Drive	RP Enterprises (Consulting, Training and Sales)
May 06/21	D21-021	3-101 st Street	Warehouse Storage Building
May 06/21	D21-020	39-104 th Street	Fireweed Designs (Custom Personalized Products)
May 07/21	D21-023	17-61 Woodland Drive	Complete Rear Fence sections
May 07/21	DH21-024	20 Balsam Drive	GC Consulting and Sales (Fishing Industry and Equipment)
May 13/21	D21-025	Lot 1374 & 1378, Plan 1126	New Stick Built Commercial Fish Processing Plant
May 19/21	DH21-026	101 Miron Drive	Kaed Blake (Carpentry Contracting)
May 26/21	DH21-027	21 Miron Drive	Shine Moment Studio (Photography)
May 31/31	DH21-028	15 Pine Crescent	Deschene Diamond Detailing (Delivery Automotive Detailing)

Work has begun by the Town's consultant on the Zoning bylaw review and update. Consultation on this project will take place throughout the summer with the new bylaw expected to be completed and brought forward to Council in the fall.

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



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 8, 2021

SUBJECT: Public Works Monthly Report for May 2021

ATTACHMENTS:

N/A

Prepared by: Mike Auge
Director of Public Works
June 3, 2021

Reviewed by: Glenn Smith
SAO
June 3, 2021



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** June 8th, 2021

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

RECOMMENDATION:

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

BACKGROUND:

Recreational Programming

Operational Updates

No significant changes were made to Covid-19 guidelines in May however the Department of Recreation recently received confirmation of increased occupancy allowances and relaxation of Covid-19 restrictions for the Hay River Community Centre. These changes will be communicated to staff, local recreation partners and the general public prior to June 7th 2021.

The Department of Recreation recently filled the Head Customer Service Clerk and Recreation Programmer permanent full-time positions with employees who have strong ties to the community and valuable experience. The Department currently has a full compliment of staff, though some permanent lifeguard positions are being filled by term and casual staff.

Fitness Programming

Town of Hay River delivered fitness programming has been reduced given lower registrations and attendance which are likely due to warmer weather and transition to outdoor activities. THR's newly hired Recreation Programmer will take the lead on fitness program and youth sport program planning when she joins the team on June 7th. Program planning will prioritize summer activities while also looking forward to resumption of fitness classes in fall and winter.

Youth Programming

The After-School Club continues to be well attended, as are the Multi-Sport Drop-In activities available on both ice surfaces. Local youth and staff have consistent and safe access to indoor physical activity as well as a wide variety of equipment.

Preparations are underway for the annual Summer Heat camp, with the addition of a Summer Heat Sport camp this year. THR's Summer Play lead coordinator joined the team in May, working with the Recreation Programming Supervisor to plan and organize the program. The Summer Heat and Summer Heat Sport programs have been advertised and approximately 40 families signed up for the program on the first day of registrations.



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** June 8th, 2021

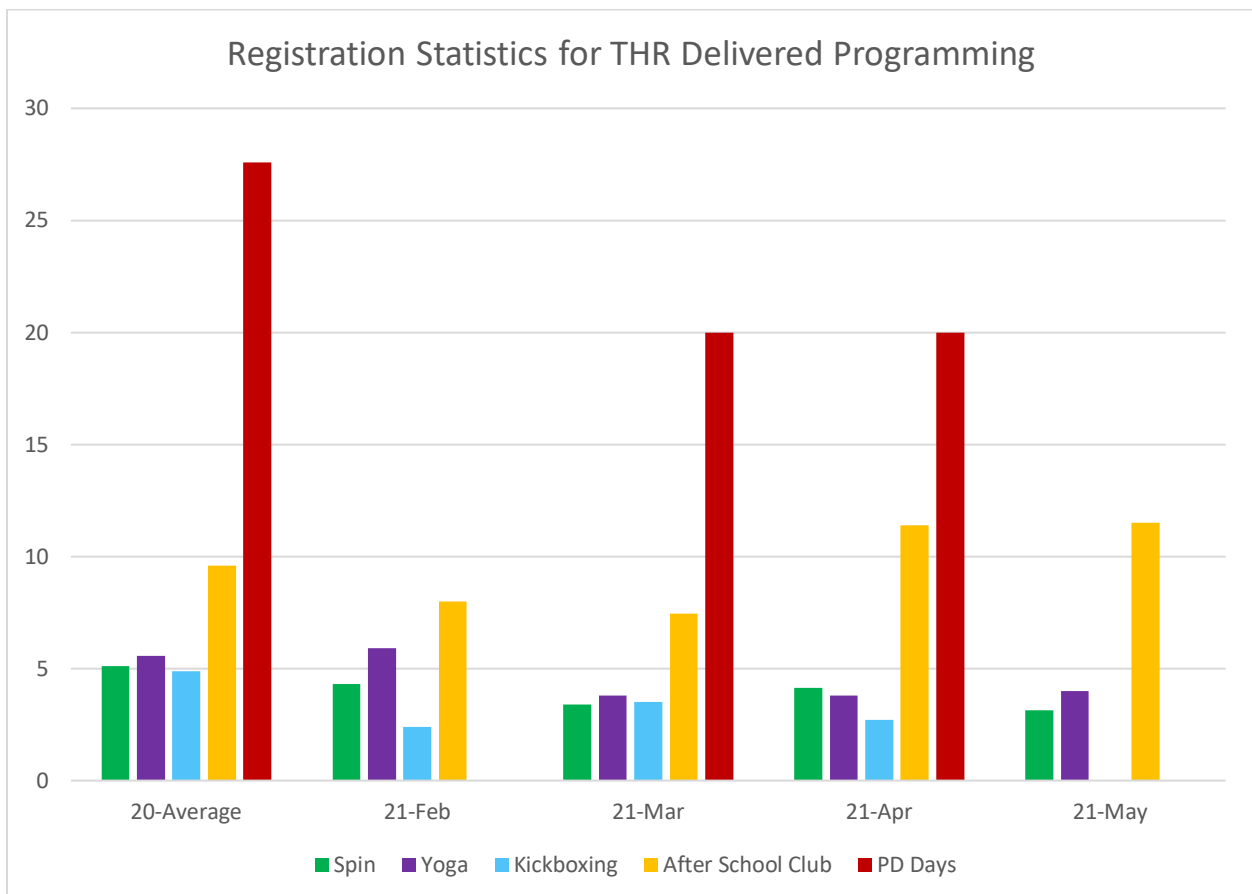
SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Community Programming

The Multi-Sport Drop-In program continues to be well attended by local youth and adults. The Department has assigned a staff member to supervise youth under 12 years of age during peak times. The staff supervises up to 10 youth under 12 ensuring everyone is having fun, being safe, and respecting the facilities and equipment. Senior drop-in sport times for senior soccer and senior ball hockey were very well attended in May. Drop-in soccer times are particularly successful with approximately 30 participants per night on Tuesdays and Thursdays.

The Community Litter Pick-Up Campaign was advertised in May and officially started on May 25th. Most locations were assigned to local community groups, with some groups taking on multiple locations. Garbage bags and gloves were donated by NTPC and are available at the Community Centre.

Recreation Programming Statistics

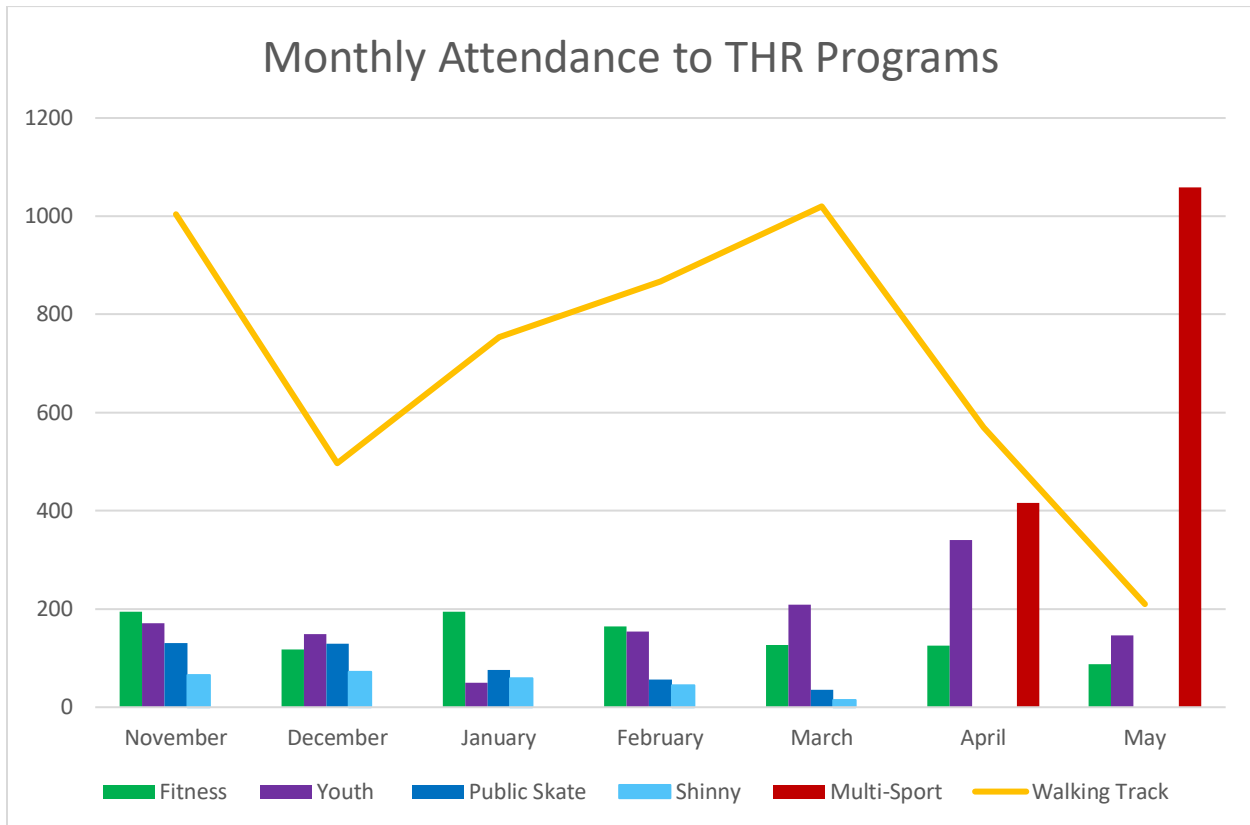




REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: June 8th, 2021

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT



Aquatics

Swimming Lessons

The year's second set of swimming lessons was completed on May 25th with 31 swimmers registered in 6 different groups instructed by 3 lifeguards. The next set of lessons begins June 3rd with similar registration numbers and format. Interest and feedback in lessons have been very positive, likely due to the consistency in lesson offerings and communications in recent months.

Staffing

The Aquatics team maintains a full compliment of staff. Staffing needs are expected to be met via term and casual employees for the remainder of the summer but recruitment is ongoing for permanent full time Senior Lifeguard and Lifeguard positions to ensure adequate staffing in September.



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** June 8th, 2021

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

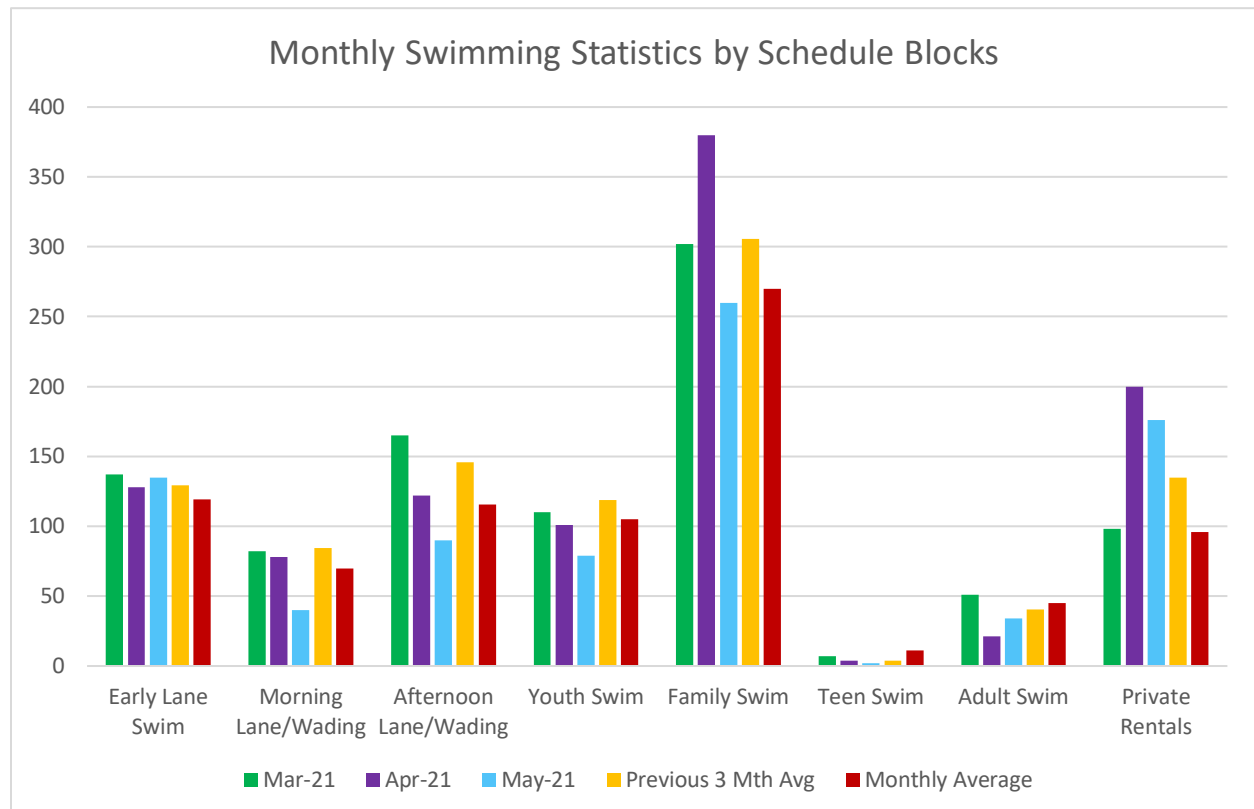
Attendance

Private rental bookings increased progressively in April and May, due to birthday party rentals as well as school and daycare groups making more use of the aquatic centre. These increases paired with the return of swimming lessons helped boost swimmer numbers significantly.

General

As indicated above, the Department of Recreation received approval of its recent Application to Vary from Public Health Order Requirements to request increase occupancies and relax Covid-19 restrictions. Don Stewart Aquatic Centre occupancies have been increased to 35 swimmers in the pool, 8 individuals in the hot tub and 3 swimmers per swimming lane. The Office of the Chief Public Health Officer has also authorized the use of the changeroom showers, splash pad equipment and the waterslide with appropriate operational guidelines.

The Department of Recreation is expecting to renew its Beach Attendant partnership with GNWT Department of Infrastructure, Tourism and Investment. Preliminary discussions indicate similar expectations and commitments as 2020. A formal agreement is expected shortly.

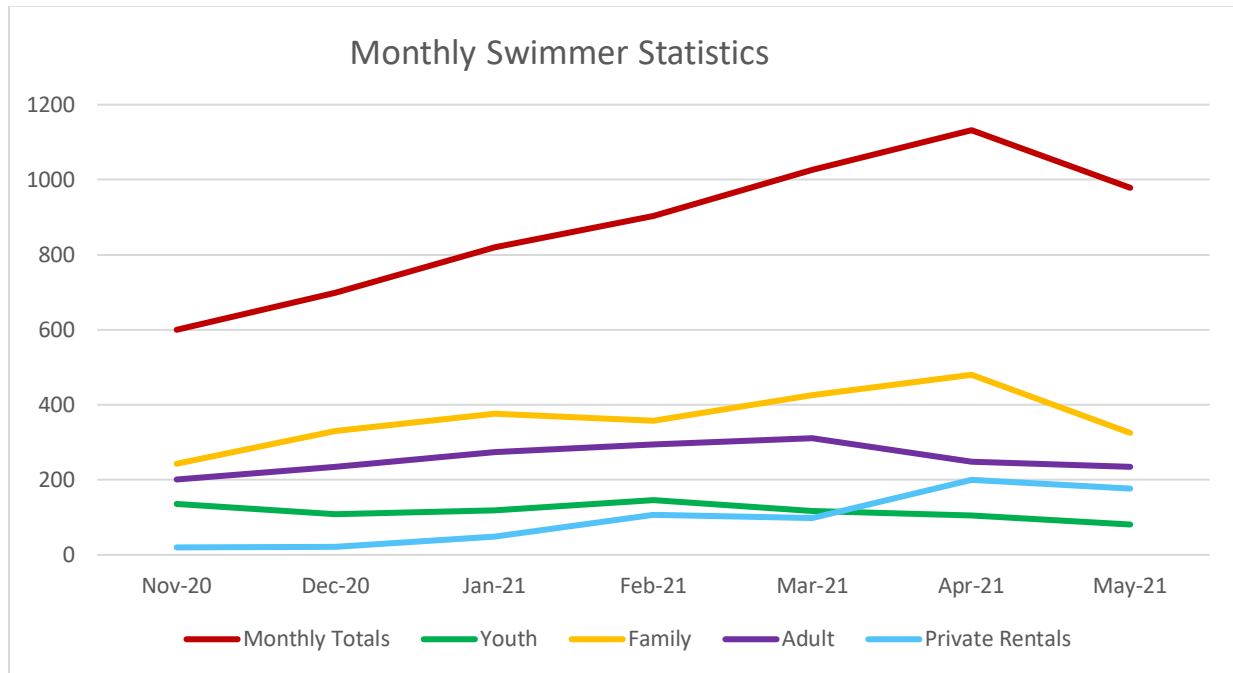




REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: June 8th, 2021

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT



Facilities and Maintenance

Full compliment of summer students was hired as per Canada Summer Jobs grant. Four Summer Parks and Facilities Maintainers started working full time in May, with 2 additional summer employees joining the team in June. Recruitment ongoing for 2021 Trail Improvement project team.

Aurora Ford Arena and Don Stewart Aquatic Centre:

- Maintenance:
 - Increased frequency of room rentals requiring setup (i.e. birthday parties);
 - Hot tub circulation pump required gasket replacement;
 - Wall repairs and paint of Aurora Ford Arena dressing rooms and player benches;
 - Replacement soffit received for Don Stewart Aquatic – installation in June;
 - Intrusion alarm system trouble shooting via contractor services – system fully-repaired and operational as of May 2021;
 - Janitorial contract ongoing with additional Covid-19 cleaning and routines;
 - additional contractor fees at Hay River Curling Club’s cost;
- Improvements:



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** June 8th, 2021

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- Pool pumps conversion project ongoing with local contractor;

Outdoor sport fields and assets:

- Ongoing litter pickup and cleaning of downtown core as well THR maintained parks;
- Annual deployment of benches and bike racks on Courtoreille Street;
- Annual inspection and initial maintenance of parks and greenspaces;
- Organization and clean up of Department of Recreation shop and yard;
- Seasonal preparation of Fishermen's Wharf Pavilion for rentals and market season;
- Preparation of Porritt Landing Marina for seasonal docking season;
- Inventory of THR maintained garbage cans for maintenance purposes as well as relocation and future needs;
- Maintenance:
 - ball diamond maintenance underway with softball leagues starting in June;
 - greenspace checks and preparations of mowing equipment;

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: June 3rd, 2021

Reviewed by:
Glenn Smith
SAO
Date: June 3rd, 2021



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 08, 2021

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

That the Council of the Town of Hay River approves the Emergency Services Activity Report for May 2021 as presented.

BACKGROUND:

Summary:

The Protective Services group had a busier month than last, with a total of 76 EMS Responses. At present, our average ambulance response is running at 62 calls per month and we are currently 98 EMS responses over last year at this point. As far as fire response is concerned, we had 1 structure fire and 3 false alarms. Structure fire was at 44 McBryan Dr, and no occupants were harmed during the event.

The Fire Department hosted 6 members from Fort Smith Fire Department for Phase 1 NFPA 1001 Practical skills testing. The Hay River Fire Department also had 6 students successfully pass the phase 1 practical skills testing. The Subjects of Skills students were tested on included PPE, SCBA, Incident Command, Search/Rescue, Forcible Entry, Ropes, and Fire Extinguishers.

The 2021 Breakup Started on May 4th and was concluded on May 11th. Vale Island was evacuated during the breakup due to high water levels. Minor flooding occurred at West Point, and more significant flooding occurred out towards Two Seasons Adventures and Cast Aways Cabins. Water came up over the docks on Vale Island, but luckily, no homes were affected. During the breakup, a flight was taken to capture photos and videos for historical reference and future use.. A debrief was conducted with the EMO groups on May 21st to review the response actions and to discuss improvements for future events. We have identified a couple of problem areas regarding our monitoring equipment, including the need for new solar panels and a regulator at the Falls.

In May, 800.5 hours were invested by the members of the Protective Services Department, bringing us to a total of 2815 hours YTD. These hours do not include the Town of Hay River Employees who responded during working hours.



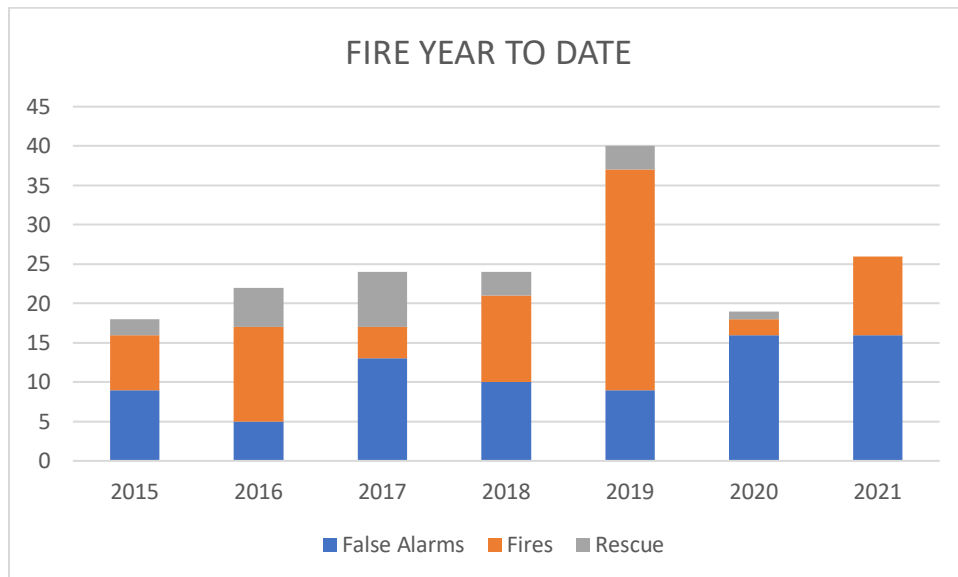
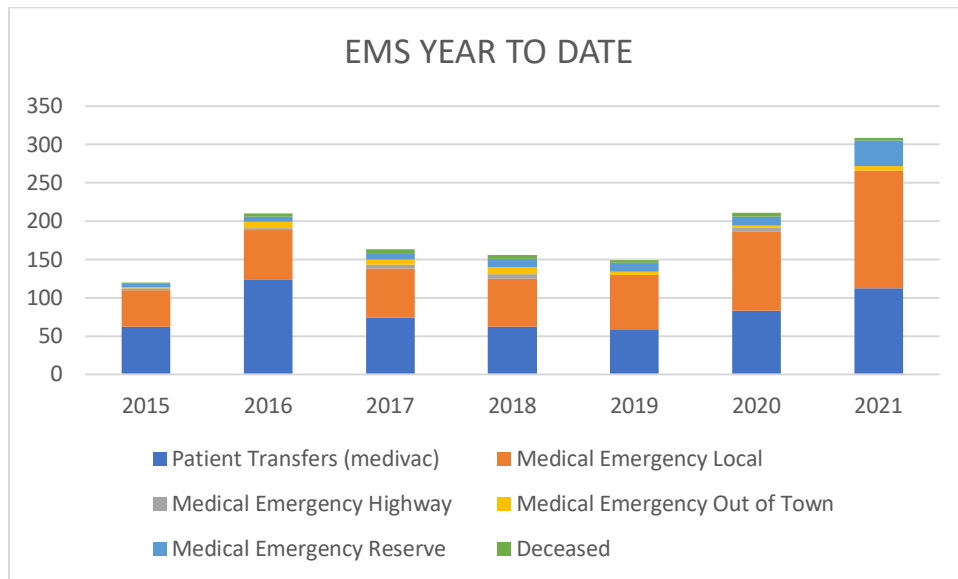
REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 08, 2021

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

STATISTICS



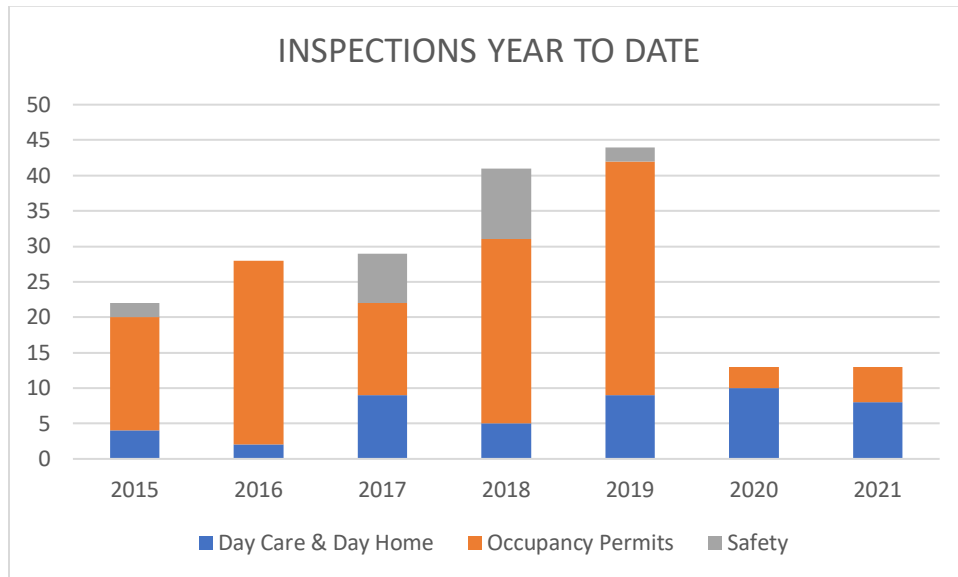


REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 08, 2021

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT





REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 08, 2021

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

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: June 2nd, 2021

Reviewed By:
Glenn Smith
Senior Administrative Officer
Date: June 2, 2021



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION DATE: June 8th, 2021

SUBJECT: DISPOSAL OF ASSETS

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the disposal, through auction approve the disposal, through auction, of a 1986 McCoy Miller Ambulance in accordance with the Town of Hay River's Procurement Bylaw 2388

BACKGROUND:

Administration wishes to dispose of an asset per the attached asset disposal form.

Asset will be sent to local auction will be in accordance with Bylaw 2388 Procedure Bylaw and Policy and will be removed with consideration of environmental, safety and operational regulations and risks.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 2388 Procedures Bylaw and Policy

FINANCIAL IMPLICATIONS:

Ambulance to be disposed of at auction. Revenue generated unknown. Asset is fully amortized.

ALTERNATIVES TO RECOMMENDATIONS:

Keep assets; scrap all assets; donate assets.

ATTACHMENTS:

Asset Disposal Form

Prepared by:
Sam Mugford, CPA, CA
Director of Finance and Admin
Date: May 18, 2021

Reviewed by:
Glenn Smith
Senior Administrative Officer
Date: May 18, 2021



Asset Redeployment/Disposal Form

Date: May 17, 2021

Department: Protective Services

Location: Hay River

Contact: Ross Potter

Telephone/Ext: 874-6522 ext. 244

Item Description: 1986 McCoy Miller Ambulance on Ford E350 Chassis

Recommended for:

Redeployment

Trade-in

Sale

Used for Parts

Scrap

Donation

Storage

Unknown

Condition:

Excellent/good

Fair

Poor/Beyond repair

Stolen

Potentially hazardous*

Reason for Redeployment/Disposal

Unit has been replaced with a new unit due to age and unreliability

Requested by: Ross Potter Date: May 17th, 2021

Department Manager

Approved by: _____

Date: May 17th, 2021

Senior Administrative
Officer

Approved by Council Motion Number: _____



REPORT TO COUNCIL

DATE: June 8, 2021

DEPARTMENT: Public Works

SUBJECT: Flood Damage Report – Public Works Infrastructure

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accept for information the Flood Damage Report as presented.

BACKGROUND:

During spring break-up 2021 some areas of Hay River suffered damages due to flood waters and ice flows. Public Works has put together a report detailing the damages that occurred and the necessary work required to address these issues.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Flood Damage Report - 2021

Prepared by:
Mike Auge
Director of Public Works
June 3, 2021

Reviewed by:
Glenn Smith
SAO
June 3, 2021



REPORT – FLOOD DAMAGE Public Works Infrastructure

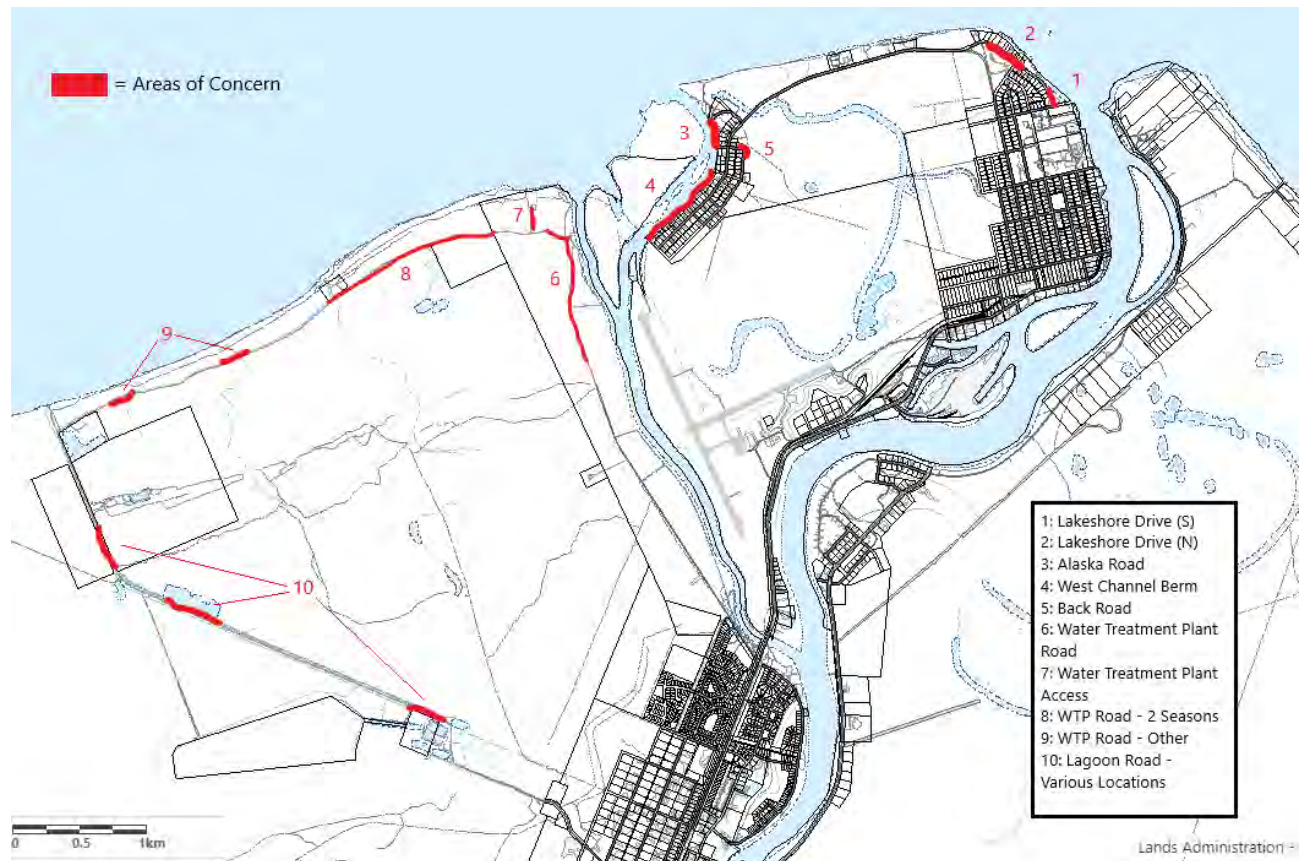
DEPARTMENT: Public Works

DATE: May 25, 2021

SUBJECT: Flood Damage to Public Works Infrastructure

Flooding occurred during the spring river break-up and affected Town of Hay River infrastructure including a number of roads and key access points to Town infrastructure. The following report summarizes the damage sustained to these assets as well as the ongoing work being done to address the issues and return the infrastructure to a pre-flood state. Final costs for all work are not yet known as several areas are still dealing with high water and/or ice buildup and all repairs are not yet completed. More information can be provided as repair work continues and final costs become known.

Most of the damage sustained during the flooding on the Public Works assets was to the Town's road system. In addition, there was also some damage to the berm system located in the West Channel area of Town, although the ice remains high in this area so the full extent of the damage cannot be ascertained at this time. The areas that sustained noticeable damage due to the high waters and flooding are indicated on the map below and the damage sustained, and recovery work, will be detailed in this report.





REPORT – FLOOD DAMAGE Public Works Infrastructure

1. Lakeshore Drive (South)

The south end of Lakeshore Drive provides access to two residences in the area as well as access and parking for the public beach. High waters flooded this access road as shown below in Figure 1 making access to the houses on the road very difficult and eliminating much of the parking for the public beach.



Figure 1: Lakeshore Drive (S) - May 12

Water was subsequently pumped out of the area by a local resident as shown in Figure 2 but a large portion remains along the residential side of the road. The road did not sustain much direct damage but lack of access to the houses and parking lot is an issue that could arise during future flooding events.



REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 2: Lakeshore Drive (S) - May 20

The Town recommends that a better drainage system be implemented in this area allowing flood water to flow directly to the lake and provide drainage to the area. Installing a small catch basin at the north end of this portion of the road which allows drainage under the adjacent boardwalk to the lake would provide an exit point for any water that accumulates in this area, thereby maintaining access to the houses for the residents.

2. Lakeshore Drive (North)

The north portion of Lakeshore Drive experienced high water levels which resulted in severe damage to a portion of the road and there are indications of similar damage occurring in other areas along this stretch of the road. Figure 3 below shows the area on May 12th when a large portion of the road was submerged. Figures 4 – 6 show the road on May 20th after water has been pumped out from the area and Public Works crews have placed crush to try and mitigate the worst of the damage and allow vehicles to pass through.

REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 3: Lakeshore Drive (N) - May 12



Figure 4: Lakeshore Drive (N) - May 20



REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 5 & 6: Lakeshore Drive (N) – May 20

This section of Lakeshore Drive was impassable at times and will need to be reconstructed. Town crews are waiting for the roadway material to dry out further and then will be working with local contractors to dig up this portion of the road and rebuild it with a better base and road materials. There are other portions of the road along Lakeshore Drive that are also showing signs of failure due to the water in the area and these sections will be assessed to determine if they need to be replaced at this time as well.

The Town will also be looking to relocate a mailbox that is located at the end of this section of Lakeshore Drive to a location closer to the access from the highway in order to allow access to the mailbox to be maintained during periods of high water on the road.

3. Alaska Road

Alaska Road is built along the top of the berm in the West Channel area of Town and provides access to a number of residential properties as well as the West Point First Nations band office. During the flooding, this section of the road sustained damage due to high water levels and ice flow in the channel. The result of this damage is that the road is sloughing away and in danger of falling into the west channel. Figures 7 and 8 show the shoulder of the road and the cracking on the road on May 12th, while figures 9 and 10 show the further damage that has occurred a week later on May 20th.

REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 7 & 8: Alaska Road – May 12



Figure 9 & 10: Alaska Road – May 20



REPORT – FLOOD DAMAGE Public Works Infrastructure

As the pictures show, the road has gotten worse in this area since the initial damage and portions have fallen completely into the channel. The cracking on the road surface has also become progressively worse with additional sections threatening to break off and cause further damage to the road surface. The Town is working with our engineering consultant to develop a solution to this problem and stabilize the road. This work will likely involve work in the channel which will involve obtaining environmental and other federal and territorial approvals. This approval process will likely prolong the project and require additional work in order to proceed.

4. West Channel Berm

Water and ice levels threatened to breach the berm in several locations along its length and ice remains packed up against the berm throughout the area. This accumulation of ice prevents any assessment of the damage sustained by the berm but given the amount of ice and the flow of water here during the flood period it is likely that repair work will be necessary in several areas along the berm. Figures 11 through 13 show the ice alongside the berm as well as several locations where trees and bushes on the berm were damaged.



Figure 11: Ice Along Berm - May 20

REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 12: Ice Along Berm - May 20



Figure 13: Ice Along Berm - May 20



REPORT – FLOOD DAMAGE Public Works Infrastructure

5. Back Road

High water along the Back Road resulted in flooding of several lots and driveway accesses in the area. A number of houses were inaccessible to water delivery and sewer pump-out vehicles resulting in water and sewer issues for these residents. The water had receded somewhat by the time pictures were taken on May 20th but the pooling water and the driveway damage is shown below in figures 14 and 15.



Figure 14: Back Road Water



Figure 15: Back Road Driveway Damage



REPORT – FLOOD DAMAGE Public Works Infrastructure

6. Water Treatment Plant Road

The Water Treatment Plant Road experienced flooding in several locations. The first location is along the eastern portion of the road alongside the west channel of the Hay River. This portion of the road was impassable for a large portion of the duration of the flooding and remains difficult to pass in smaller vehicles. The road is used as an important access road to the Town's Water Treatment Plant as well as providing access to the 2 Seasons Adventures campsites and Castaways Cottages and Campgrounds located further along the road. Figure 16 shows the large flow of water across the road on May 10th when the road was impassable. Figure 17 shows the opposite of this corner on May 10th with more water flowing across the road and several large ice chunks in the area.



Figure 16: Water Treatment Plant Road - May 10



REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 17: Water Treatment Plant Road - May 10

The flow of water in the area has subsided since this time and Public Works crew have done work on clearing the road of ice and making initial repairs to some of the damage that has been done. The water remains deep alongside the road and continues to breach the road providing a hazard to users and causing further damage to the road. Figures 18 and 19 show a section of the road that remains under water and the ditch alongside this section containing a large amount of water.



Figure 18: Water Treatment Plant Road - May 20

REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 19: Water Treatment Plant Road Ditch - May 20

The road throughout this area will need significant repairs both to fix the damage that was caused by this year's flooding and also to ensure that access to the water treatment plant is maintained in future years during high water events.

7. Water Treatment Plant Access Road

The access road into the water treatment plant had water flowing across it for an extended period of time during the flooding. This water threatened to cut off access to this key piece of the Town's water infrastructure which would affect the water supply to all residents of Hay River as well as surrounding communities (KFN, Enterprise, Kakisa). While the water treatment plant itself is on high ground and therefore less susceptible to flood damage, the access road is key to ensuring operators can continue to provide water to residents. Figures 20 through 23 show the access road on May 6th, 7th, 10th, and 20th respectively. The water is no longer flowing across the road however there was some damage to the road that has since been fixed and it is vital that this access be maintained through future events.

REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 20: Water Treatment Plant Access - May 6



Figure 21: Water Treatment Plant Access - May 7

REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 22: Water Treatment Plant Access - May 10



Figure 23: Water Treatment Plant Access - May 20



REPORT – FLOOD DAMAGE Public Works Infrastructure

8. Water Treatment Plant Road – 2 Seasons Access

Water in this area was very high in the initial stages of the flooding making the road here impassable. The water levels did drop later on as the flooding moved to other areas along the Water Treatment Plant Road (#6 on the list). Damage was done to this road which will need repairs as well as damage being done to both campsites that are located along this road. The Town will be working on repairs to the road this summer as time and resources permit and will be looking to install additional culverts and ditching in order to facilitate better drainage in the future. Figures 24 through 26 show the water on the road on May 7th when it covered a large section of the road. Figure 27 shows the same section on May 10th after the water had receded to a degree, and figure 28 shows the section again on May 20th after an additional culvert had been installed (at the far pylons in the picture) to facilitate better drainage and water flow. Figures 29 and 30 show a closer view of the added culvert on top of the original culvert in this location which did not provide enough flow.



Figure 24: Water Treatment Plant Road - May 7

REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 25: Water Treatment Plant Road - May 7

REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 26: Water Treatment Plant Road - May 7



Figure 27: Water Treatment Plant Road - May 10

REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 28: Water Treatment Plant Road - May 20



Figure 29: Water Treatment Plant Road - Additional Culvert - May 20



Figure 30: Water Treatment Plant Road - Additional Culvert - May 20

Town of Hay River crews have already completed some restoration work on this portion of the road including the installation of the noted culvert. More work will be required in order to return the road to its pre-flood condition. Additional drainage work, including larger culverts, may be required to ensure that flooding damage is minimized during future flood events and to ensure that access to the water treatment plant is maintained.

9. Water Treatment Plant Road – Other Locations

A few other locations along the Water Treatment Plant Road were noted where water was flowing freely across the road. The water damage in these locations was not as significant as in the areas noted above, however, some minor repair work will be necessary. In addition, these areas indicate locations along the road where improved drainage and additional culvert installation would be beneficial in preventing flooding and future washouts of the road.



REPORT – FLOOD DAMAGE Public Works Infrastructure

Figures 31 and 32 show a couple of these additional areas that where water flowed across the road throughout the flooding period.



Figure 31: Water Treatment Plant Road - May 7



Figure 32: Water Treatment Plant Road - May 10



REPORT – FLOOD DAMAGE Public Works Infrastructure

10. Lagoon Road

The Lagoon Road is not intended to be used regularly; it was originally extended to its current length to provide the Town with back-up access to the water treatment plant in case of emergency if the normal access is impassable. This road saw a drastic increase in traffic for the duration of the flooding of areas of the Water Treatment Plant Road as residents used this road instead of the normal Water Treatment Plant Road. This increase in traffic resulted in severe damage to the road in numerous places. Figures 33 through 36 show the damage that has occurred including significant rutting, potholes, and areas of deterioration.



Figure 33: Lagoon Road – May 20

REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 34: Lagoon Road – May 20



Figure 35: Lagoon Road - May 20

REPORT – FLOOD DAMAGE Public Works Infrastructure



Figure 36: Lagoon Road - May 20

This road will require repairs along the entire length due to the increased usage and will need to be monitored throughout the summer to ensure no further deterioration occurs. This road should be upgraded to provide a higher quality roadway as a back-up access to the water treatment plant. As this year has demonstrated, flooding of the normal access road can quickly remove the regular access to the plant and this road becomes a vital piece of Town infrastructure when this happens. Providing a higher quality roadway in this location would help reduce the risk of all access to the plant being lost during a flood event.

Summary

As this report has detailed, locations throughout the Town of Hay River have suffered damage due to the flooding and high waters that occurred this spring. Work has begun to repair the damage and restore all of the Town infrastructure but plenty of work still remains. Work is likely to continue in all of these areas throughout the summer as conditions dry out and repairs can be made.



REPORT TO COUNCIL

COMMITTEE: POLICY AND BYLAW

DATE: June 8th, 2021

SUBJECT: Bylaw No. 2425 – Taxi Licence By-law

RECOMMENDATION:

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

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 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 attempted to better balance taxi supply requirements with current consumer demand. The existing bylaw requirement is that for each Taxi Brokerage (dispatch) license there be a minimum of two licensed taxis and 24/7 dispatch service. Coming out of the March 18th, 2021 Committee meeting, the recommendation of the Policy and Bylaw Committee to Council was that the following minimum requirements for Taxi Brokerage services be:

- 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;



REPORT TO COUNCIL

COMMITTEE: POLICY AND BYLAW

DATE: June 8th, 2021

SUBJECT: Bylaw No. 2425 – Taxi Licence By-law

- 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 during these hours. Taxi Brokerage License holders are permitted to extend their hours and to match any increase in demand.

On March 29, 2021 Council moved First and Second reading of the revised Taxi Bylaw No. 2425 that included the Policy and Bylaw Committee's recommended service level changes to Taxi Brokerage licensing. However, direction was given to Administration to invite the public to submit written input to the proposed changes ahead of Third and final reading of the bylaw. On March 30th, 2021 the public was invited to submit input by April 14th 2021. Three written responses were received and are summarized as follows (complete written submissions attached):

1. Vince Mckay – Westech Fire and Safety

- a. People want to go out and enjoy an evening but lack of service and knowing there is a safe and reliable ride home impacts people's choice to go out.
- b. Poor service is an impact on many of our local establishments and visitors.
- c. Believe it's very important that Taxi Brokers provide a 24-hour phone service. Shutting down a service at 2am when local bars and pubs are open until 2am defeats the purpose of getting the patrons and safe a reliable way home.
- d. The option should be at least one taxi is available 24-hours a day, 7 days a week.
- e. Taxi providers are not putting enough effort into their business, which includes attracting and keeping staff.
- f. Many times the hospital staff are not able to get a hold of a taxi for medical travel reasons and depending on the request of the patient they are required to call for an ambulance or request RCMP assistance to get a patient to the hospital.
- g. If a company cannot operate and provide a service, then maybe someone else can. Maybe new blood is needed to get things going again.



REPORT TO COUNCIL

COMMITTEE: POLICY AND BYLAW

DATE: June 8th, 2021

SUBJECT: Bylaw No. 2425 – Taxi Licence By-law

2. Jeff Brockway – Taxi Permit Holder (“Chauffer’s License”)

- a. Demand in Hay River for taxi services has declined over the years - businesses have closed, including 2 bars, 1 Motel and some smaller businesses. You no longer see 24 slo-pitch teams, 300 golf memberships, bowling Monday to Friday, Curling Monday to Friday, Broomball, 8 Rec Hockey teams, 8 Rusty Blade teams, etc.
- b. If you force companies to put more cars on the road, it is my belief you will do more harm than good. My only night to make reasonable money is Friday, if I am forced to share Fridays income, I would most likely quit driving taxi.

3. Erin Griffiths – CEO Hay River Health and Social Services Authority

- a. Recognizing that HRHSSA provides services to the communities of Hay River, Enterprise, Kakisa and the Katlodeeche First Nation 24/7, we are requesting the Town of Hay River to reconsider the proposed change in hours.
- b. We are recommending that the Town work with the local provider(s) to discuss alternative service options to cover taxi services 24/7, such as on-call hours during the evenings/nights with the driver at home until dispatched.

On May 18, 2021 the Town of Hay River Bylaw and Policy Committee met to discuss the public input received on the proposed changes to the bylaw. Administration presented an addition option for consideration that outlined 24 hour service with peak and off peak periods of operation. Peak periods would require a minimum of two taxis per Brokerage License and off peak hours would require one taxi. Through discussion, the Committee concluded that it was important to require a 24 hour service within the bylaw to ensure transportation can be provided to support access to services within the community at all times. They also concluded that only a minimum of one taxi should be required at all times and that trust can be put in the market for operators to meet any demand for additional taxis.

Other recommended changes to the bylaw include:

- i) Improved definitions for Corrupt Public Morals, Obstruction, and Officer
- ii) Strengthen position on Criminal Code convictions
- iii) Added Vulnerable Sector Criminal Records Check requirements
- iv) Wording change from “Taxi Permit” to “Chauffer’s Permit”
- v) Minimum licensed Taxis for Brokerage License from 3 to 2
- vi) Corrections to language and forms so that only 1 Taxi per Taxi Licence
- vii) Defined renewal date for licenses and permits (August 31st)



REPORT TO COUNCIL

COMMITTEE: POLICY AND BYLAW

DATE: June 8th, 2021

SUBJECT: Bylaw No. 2425 – Taxi Licence By-law

viii) Change of vehicle age allowance from 8 years to 12 years

ix) 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:

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

Prepared by:

Glenn Smith

SAO

June 3, 2021

February 19, 2021

TOWN OF HAY RIVER

Protective Services Department , SAO, Town Council

**ATTENTION: ROSS POTTER
GLENN SMITH**

We are submitting this letter with respect to the Hay River Taxi business and to request some changes to the current Bylaw. Both Reliable Cabs and Island Taxi owners have had discussions with the Town of Hay River regarding the current bylaw and we feel change is necessary in some of the areas of concern.

We have come away from those discussions and have come together to request a few changes to the Bylaw. We feel these changes are necessary to better serve the community of Hay River and area and most importantly will ensure that both taxi drivers and patrons are as safe as possible and that the public in general will be able to access our services. We would like to propose the following changes to the Taxi Bylaw:

1) HOURS OF SERVICE:

The current Bylaw requires 24/7 service from taxi companies, the fact is 24 hour service is not required in Hay River, the demand is just not there and most importantly there is a safety factor with middle of the night service. It's a proven fact that the most dangerous hours for drivers are between the hours of 6pm and 6am, Hay River Is no exception to that fact.

We would propose the following hours of operation, stressing service during the average working hours in the town as it relates to most business activity and evening service for the licensed establishments as warranted by demand and at the discretion of the driver

Monday – Thursday 6:30am to 6pm (airport, hotels, work, shopping)

6pm to 2am (driver discretion based on demand)

Monday to Thursday evenings are generally very quiet, for example the legion will most likely be closed at 8pm with the odd exception. Super A is closed at 8pm, the Rooster is closed at 11

Friday – Saturday 6:30am to 6pm (covers all regular daily needs)

6pm to 2am , until bars are finished and cleared out

Weekends are where we hope to be busy although many weekends throughout the year can be very quiet as well,. Services will be available until bars are closed. Patrons should arrange transportation with a Taxi driver or otherwise if they will be requiring a ride later into the evening/morning.

Sunday 10am to 6pm,

Long weekends/tournaments available until midnight, driver discretion

Sundays are usually very quiet, a good day to take a break, clean vehicles after weekend or do maintenance

* Taxi companies will have control over the number of vehicles on the road, based on demand and driver availability. Between the 2 companies and by utilizing social media to keep patrons informed of our availability we feel confident people will be picked up in a timely manner. In the event of large gatherings people need to be proactive in communicating with drivers for getting picked up and keeping the flow of transportation going smoothly.

*Drivers can work later hours if they so choose depending on special events, tournaments, etc.

*Communication from organizations and groups holding functions to the Taxi companies will ensure service will be provided as necessary.

*The public need to be aware and make plans regardless of taxi service to ensure they get home safely

2) **DRIVER TAXI PERMITS:**

In order to ensure the safety of patrons we agree persons driving TAXIS must have proper documentation submitted to the Town in order to get a driving permit . We would however like to see a 30 day probationary period where potential drivers can work while the permitting process takes place. The Bylaw Officer shall be notified of start date of the driver and the necessary personal information of the driver on probationary period. A driver looking to start a probationary period must submit a criminal records check prior to starting.

Finding drivers is very hard and we feel that 30 days is a good period for potential drivers to get documented while also getting to know the job.

3) **2 WAY RADIOS:**

The majority of all dispatch communication is now done via cell phone, we would request that 2 way radios be optional and up to the Taxi companies . Currently RELIABLE CABS has radios and cell phones, ISLAND TAXI uses cell phones only. As it pertains to safety in an emergency situation cell phones can have an emergency number called at the push of a button, cell phones can also be programmed with location tracking services.

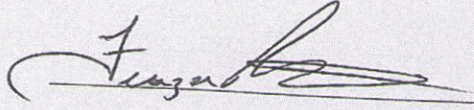
Taxi owners need to have the flexibility to run our companies to the best of our abilities in order to remain viable. We look forward to working with you to ensure that these and any future challenges are addressed and taken care of.

We are available to appear before council if requested to do so if you have any questions.

Thank you,

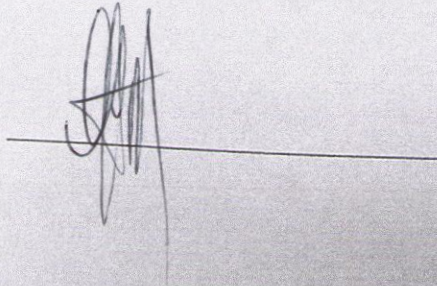
Frazer Pike

Owner: RELIABLE CABS

A handwritten signature in black ink, appearing to read 'Frazer Pike', written over a horizontal line.

Garth Mackie

Owner: ISLAND TAXI

A handwritten signature in black ink, appearing to read 'Garth Mackie', written over a horizontal line.

The Town of Hay River

Northwest Territories



Bylaw No. 2425

Taxi Licence Bylaw

BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER

A BY-LAW of the Council of the Municipal Corporation of the Town of Hay River, in the Northwest Territories, to provide for the supervision, licensing and regulation of Taxis.

PURSUANT TO the provisions of the Cities, Towns and Villages Act, R.S.N.W.T., 2003, c.22, s.48;

WHEREAS the Municipal Corporation of the Town of Hay River deems it necessary to Supervise, Licence and Regulate the Operation of Taxis;

NOW THEREFORE, the Council of the Town of Hay River, in regular session duly assembled, enacts as follows:

SHORT TITLE

1. This By-Law may be cited as the "Taxi Licence By-Law"

INTERPRETATION

2. In this By-Law;

- (a) "Chauffer's Permit" means a permit to operate a Taxi issued by the Town pursuant to this Bylaw;
- ~~(a)(b)~~ "Corrupt Public Morals means a variety of offences that are sexual in nature which include but are not limited to offences such as, prostitution, distribution of obscenity, child pornography, and similar charges"
- ~~(b)(c)~~ "Council" means the Council of the Town;
- ~~(bd)~~ "Driver" means the holder of a valid and subsisting Chauffer's Permit issued pursuant to Sections 8 to 16 of this By-law;
- ~~(ee)~~ "Driver's Licence" or "Licence" means a class a valid Class 1, 2, 3 or 4 Driver's Licence issued under the Motor Vehicles Act of the Northwest Territories;
- ~~(df)~~ "Motor Vehicle" means a motor vehicle as defined in the Motor Vehicles Act, R.S.N.W.T. 1988, c. M-16;
- ~~(g)~~ Obstruct means to hinder willfully, delay, restrict, interfere, obstruct, prevent, molest, harass, provide false or misleading information, or fail to follow lawful direction from an Officer immediately
- ~~(h)~~ Officer means a By-law Officer or Constable appointed by Council and any member of the Royal Canadian Mounted Police;
- ~~(ie)~~ "Person" means an individual, partnership or corporation;
- ~~(if)~~ "Protective Services Officer" means a person who is appointed in accordance with the Cities, Towns and Villages Act as a By-Law Officer to enforce the By-Laws of the Town of Hay River, and any Peace Officer who is authorized to enforce the By-Laws of the Town of Hay River;
- ~~(kg)~~ "Senior Administrative Officer" means the Senior Administrative Officer of the Town, appointed pursuant to Section 43 of the Cities, Towns and Villages Act, R.S.N.W.T. 2003, c.22, s.48, or his delegate;
- ~~(lh)~~ "Taxes" means the Goods and Services Tax as levied by the Government of Canada; or any other applicable taxes;
- ~~(mi)~~ "Taxi" means a Motor Vehicle that is used to carry for hire or reward, not more than twelve (12) passengers, excluding the Driver thereof, but does not include a bus or truck;
- ~~(nj)~~ "Taxi Brokerage Business" means a person, partnership or corporation which dispatches licensed Taxis;
- ~~(ok)~~ "Taxi Brokerage Licence" means a license issued pursuant to section 6 of this Bylaw;
- ~~(pl)~~ "Taxi Licence" means a licence issued pursuant to Section 5 of this Bylaw;

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**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

- (gm) "Taxi Meter" means an approved device visible in a Taxi, which computes and shows the fare payable for each taxi trip, calculated on the distance travelled, or on waiting time elapsed, or both;
- (fl) "Taxi Operator" means a person who holds a valid and subsisting Taxi Licence issued pursuant to this By-Law; and
- (se) "Town" means the Municipal Corporation of the Town of Hay River and, where the circumstances require, refer to the area within the geographic boundaries of the Town.

3. No person shall operate a Motor Vehicle of any type for the purpose of conveying passengers for hire or reward within the Town of Hay River unless that person holds a valid Chauffer's Permit and there is a valid and subsisting Taxi Licence for such Motor Vehicle, issued pursuant to this By-Law.
4. No person shall operate a Taxi Brokerage Business, within the Town of Hay River, unless there is a valid and subsisting Taxi Brokerage Licence issued to the Taxi Brokerage Business pursuant to this By-Law.

TAXI LICENCE

5. (1) An application for a Taxi Licence shall be submitted in writing to the Senior Administrative Officer in Form "B1" and shall include the following information:
 - (a) vehicle description outlining make, year, model and serial number;
 - (b) a mechanical inspection certificate issued no more than six (6) months prior to the application;
 - (c) a fee as prescribed in Schedule A .
- (2) Upon being satisfied that Subsection 5 (1) has been complied with, and that the applicant has provided satisfactory proof of the following:
 - (a) valid Business Licence;
 - (b) valid public service vehicle registration and insurance;
 - (c) the vehicle is equipped with a properly functioning hands free two-way radio or other form of communication licensed and approved by the Government of Canada Department of Communications
 - (d) the vehicle is equipped with a properly functioning Taxi Meter; and
 - (e) that the applicant has entered into a written contract with a Taxi Brokerage Business for the provision of dispatch service, or that the applicant holds a valid Taxi Brokerage Licence.

the Senior Administrative Officer may issue a Taxi Licence to the applicant.

- (3) Every Taxi Licence holder shall notify the Senior Administrative Officer in writing in the event that a Taxi identified in his or her Taxi Licence is out of operation for more than forty-eight consecutive hours due to mechanical breakdown or for any other reason, providing particulars of:
 - (a) the reason that the Taxi is out of operation;
 - (b) the date and time that the Taxi was taken out of operation; and
 - (c) the date on which the Taxi Owner expects the Taxi to be returned to operation.
- (4) No Taxi Licence holder shall allow a Taxi identified in his or her Licence to remain out of operation for more than 30 consecutive days, whether for reasons of mechanical fitness or otherwise, without securing the prior written consent of the Senior Administrative

**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

Officer on application, providing such particulars and evidence as the Senior Administrative Officer may require. The Senior Administrative Officer may consent to the Taxi being out of operation for a further period of time subject to conditions or may refuse such request.

- (5) In the event that a Taxi is out of operation for a period in excess of 30 days or such longer period as may be authorized by the Senior Administrative Officer or in the event that the Taxi Owner does not comply with subsection (3) or (4), the Senior Administrative Officer may Suspend or Revoke the Taxi Licence.

TAXI LICENCE TRANSFER

- (6) No Taxi Licence shall be transferred except in compliance with the terms of this By-law and with the prior written approval of the Senior Administrative Officer.
- (7) An application to transfer a Taxi Licence in Form "C" or "C1" attached to this By-Law shall be completed by each applicant and shall be accompanied by a fee as prescribed in Schedule A
- (8) Upon being satisfied:
- (a) with respect to an application in Form "C" or "C1" that the applicant has provided proof that the Taxi to which the Taxi Licence is being transferred has met the applicable parts of Section 5 of this By-Law; and
 - (b) with respect to an application in Form "C" that the vehicle of which the Taxi Licence was issued, is withdrawn from use as a Taxi, the two-way radio equipment and Taxi Meter must be immediately removed from that Taxi;

the Senior Administrative Officer may approve the transfer, cancel the existing Taxi Licence, and issue a new one to the applicant.

- (9) A Taxi Licence shall be valid for a period of no longer than one year and expire on the last day of August following its effective date.
- (10) A Taxi Licence in the form of Form "B", and a plate in the form of Form "B2" shall be issued to the applicant and displayed prominently in the Taxi at all times.

TAXI BROKERAGE LICENCE

6. (1) An application for a Taxi Brokerage Licence shall be submitted, in writing, to the Senior Administrative Officer in Form "A", and shall include the following information:
- (a) the name of the proprietor, or, if a partnership or corporation, the names of all partners, shareholders, officers or directors;
 - (b) location and description of dispatch service, and a complete list of equipment to be used in operating the Taxi Brokerage Business;
 - (c) a fee as prescribed in Schedule A
- (2) Upon being satisfied that Subsection 6 (1) has been complied with, and that the applicant has provided proof of the following:
- (a) valid Business Licence;

**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

- (b) a properly functioning two way radio system or other form of communication licensed and approved by the Government of Canada Department of Communications.
- (c) that the applicant has entered into written contracts with Taxi Licence holders ~~for the supply of 24 hour taxi response in accordance with the weekly schedule with the minimum requirements of:~~
 - i) ~~One (1) taxi between 10:00 a.m. and 6:00 p.m. Sundays and statutory holidays;~~
 - ii) ~~Two (2) taxis between the hours of 6:30 a.m. and 6:00 p.m. 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 a.m. Friday and Saturday~~

the Senior Administrative Officer may issue a Taxi Brokerage Licence to the applicant.

- (3) A Taxi Brokerage Licence shall be valid for a period of no longer than one year and expire on the last day of August following its date of issue).
- (4) The holder of a Taxi Brokerage Licence is required to immediately notify the Senior Administrative Officer in writing when:
 - (a) there are fewer than ~~two~~ one (21) licensed Taxis associated with the Company at any time; or
 - (b) The Taxi Brokerage Business can no longer provide minimum service levels required by Subsection 6 (2) (c) for any reason; or
 - (c) any licensed Taxi begins or ceases their association with the holder of the Brokerage Licence.
- (5) Every business with a Taxi Brokerage Licence shall maintain dispatch records for a period of twelve (12) months, which records shall be available for inspection within twenty-four (24) hours of the Senior Administrative Officer's written request.
- (6) Dispatch records shall include:
 - (a) the name and start and stop times where a driver is on duty and the unit number he or she is operating; and,
 - (b) a record of each call for service including: the name, telephone number or description of the passengers, the pickup location, the time of service request, pickup time, and the taxi unit number assigned to the call.
- (7) A Taxi Brokerage Licence may be deemed cancelled whenever the minimum requirements of this By-Law cannot be met.

TAXI BROKERAGE LICENCE TRANSFER

- 7. (1) No Taxi Brokerage Licence shall be transferred except with the prior written approval of the Senior Administrative Officer.
- (2) An application to transfer a Taxi Brokerage Licence in Form "C3" of this By-Law shall be completed by each applicant, and shall be accompanied by the fee prescribed in Schedule A
- (3) Upon being satisfied that the applicant has provided proof that the transferee has met the conditions of Section 6, the Senior Administrative Officer may approve the transfer, cancel the existing Taxi Brokerage Licence, and issue a new one to the transferee.

**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

CHAUFFER'S PERMIT

8. No person shall operate a Taxi without a valid Chauffer's Permit issued under this By-Law.
9. No person shall be issued a Chauffer's Permit unless the person:
 - (a) has attained the full age of eighteen (18) years;
 - (b) has a valid Driver's Licence, or has an equivalent valid driver's licence from another Canadian province or territory; in which case the person must provide satisfactory proof to the Senior Administrative Office within ninety (90) days of the date of the application for the Chauffer's Permit of having a valid Class 1, 2, 3 or 4 Northwest Territories driver's licence;
 - (c) has completed an application and statutory declaration as set out in Form "D";
 - (d) has a thorough knowledge of the locations, streets, public buildings, points of interest in Hay River, of the provisions of this By-Law and other Town By-Laws, Territorial Statutes and Regulations relating to motor vehicle traffic, and the operation of a motor vehicle;
 - (e) has provided a current, certified true copy of his/her Driver's Licence Abstract no older than 30 days from the date of application;
 - (f) can speak, read and write the English language
 - (g) has received a Record Check Consent including Vulnerable Sector Screening no older than 30 days from the date of application from the local Royal Canadian Mounted Police Detachment that the person meets the requirements set out in Section 10 of this By-Law.
10. No Chauffer's Permit or renewal thereof shall be issued to any person who:
 - (1) has been convicted under the Criminal Code of Canada of:
 - (a) a sexual offence or offence relating to corrupt public morals; or
 - (b) who is prohibited from possessing firearms or any explosive substance; or
 - (c) an offence relating to criminal negligence causing death, homicide, assault causing bodily harm, aggravated assault, assault with a weapon, kidnapping, abduction, extortion, any offence where a weapon was used, or;
 - (d) three (3) total offences of blood alcohol content over .08; or
 - (e) any offence while on duty as a taxi driver
 - (2) has been convicted under the Criminal Code of Canada within a five (5) year period immediately preceding the date of application of:
 - (a) an offence relating to criminal negligence, assault, homicide, assault causing bodily harm, kidnapping and abducting; or
 - (b) an offence relating to robbery or
 - (c) Dangerous Driving; or
 - (d) blood alcohol content over .08-extortion.
 - (3) has been convicted under the Controlled Drugs and Substances Act within the five (5) year period immediately preceding the date of application of any offence not described in subsections 10 (1) or 10 (2).
 - (4) has been convicted under the Liquor Act for the unlawful sale and supply of liquor within a period of three (3) years immediately preceding the application; or

**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

- (5) has been convicted of a total of five offences under the Motor Vehicles Act or any By-Law of the Town regulating taxis or traffic or: a combination thereof within a period of ~~one-two~~ (2) years immediately preceding the application.

11. The Senior Administrative Officer, upon:

- (a) receipt of an application for a Chauffer's Permit as prescribed in Form "D" of this By-Law;
- (b) payment of the Chauffer's Permit Fee as prescribed in Schedule A;
- (c) being satisfied that the conditions of this By-Law have been met;

may issue a Chauffer's Permit to the applicant as Form "E" of this By-Law.

12. The Senior Administrative Officer or designate may request a Criminal Record Check with Vulnerable Sector Screening at any time that information becomes available where a criminal record may exist to ensure compliance with the Bylaw

~~13.~~ Any application containing false information, or failure to provide any required information under this By-Law, constitutes grounds to refuse, suspend or cancel a Chauffer's Permit.

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~~14.~~ A Chauffer's Permit shall be valid for a period of no longer than one (1) year and shall expire on the last day of August following its effective date.

~~15.~~ A Driver shall display his or her Chauffer's Permit on the passenger side visor of the Taxi which he or she is operating, so that it is visible to any passenger.

~~16.~~ (1) A Chauffer's Permit or renewal thereof shall be immediately revoked or suspended by the Senior Administrative Officer, if:

- (a) the Taxi Operator's Driver's Licence is revoked or suspended;
- (b) the Taxi Operator's application was approved based on a driver's license issued outside the Northwest Territories, and the Taxi Operation fails to provide the required Northwest Territories Driver's License within 90 days of the date of issue of the Chauffer's Permit; or
- (c) the Taxi Operator has been convicted of any of the offenses referred to in Section 10.

(2) All Chauffer's Permits issued by the Town remain the property of the Town, and shall be immediately surrendered to the Protective Services Specialist or the Senior Administrative Officer:

- (a) within twenty-four (24) hours of suspension or revocation pursuant to this By-Law; or
- (b) upon the expiration date.

~~17.~~ Notwithstanding any other provision of this By-Law, a Chauffer's Permit shall be issued, or reinstated, by the Senior Administrative Officer upon the direction of Council where, following an appeal filed in accordance with Section 24 of this By-Law, Council is satisfied that the driving record and criminal record of the appellant is such that the Permit should, pursuant to this By-law, be properly issued or reinstated, as the case may be.

APPEALS

~~18.~~ An applicant for or holder of a Chauffer's Permit, Taxi Brokerage Licence, or Taxi Licence may appeal to Council the decision of the Senior Administrative Officer to refuse, revoke, or suspend a Chauffer's Permit, Taxi Brokerage Licence or Taxi Licence within ten (10) days of the date of

**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

notice of such refusal, revocation, or suspension, and a decision of Council on such appeal shall be final.

~~18~~19. Any person may appeal to Council any decision of the Senior Administrative Officer to grant a Chauffeur's Permit, Taxi Brokerage Licence, or Taxi Licence within ten (10) days of the date of issue, and a decision of Council on such appeal shall be final.

~~19~~20. An appeal made under Sections 17 or 18 shall:

- (a) be in writing, stating reasons for the appeal;
- (b) be delivered to the Senior Administrative Officer;
- (c) be heard by Council at a regular or special Council meeting within twenty-one (21) days from the date it is received; and
- (d) be accompanied by a fee as described in the Fees and Charges Bylaw.

DRIVERS

~~20~~21. A Driver shall not:

- (a) smoke in the Taxi or permit any other person to smoke in the Taxi;
- (b) use abusive or insulting language;
- (c) permit a greater number of passengers to be carried in the Taxi than the number of seats and number of seat belts provided;
- (d) set the Taxi in motion while a passenger is entering or leaving the Taxi;
- (e) collect fees, or give change, while the Taxi is in motion;
- (f) take on additional passengers after the Taxi has departed, unless with the consent of the passengers already in the Taxi;
- (g) discriminate in any way against any person while on duty because of sex, race, religion, colour or creed;
- (h) refuse to convey within the Town any orderly persons upon request, unless the Taxi is engaged, or the Driver is prohibited by law from, or incapable of, conveying such person, or unless the person is an unaccompanied child under the age of eight (8) years; or
- (i) consume alcohol or non-prescription drugs in the Taxi or allow any person to consume alcohol or non-prescription drugs in the Taxi.

~~21~~22. A Driver shall:

- (a) extend taxi service from curb to curb;
- (b) unless otherwise directed by a passenger, drive the most direct practicable route to the destination;
- (c) pull to the side of the road or into a reasonably safe spot and not drop off passengers in the middle of intersections or roadways
- (c) upon request by a passenger, issue a receipt of the fare paid;

~~22~~23. A Driver shall, when so requested, assist any Officer, member of the R.C.M.P., or member of the Hay River Fire Department, by conveying any person to any place within the Town, and the Driver shall be entitled, after the performance of such service, to receive the prescribed fare which shall be paid by the responsible party.

~~23~~24. (1) No Taxi Operator or Driver shall operate, or permit to be operated, any Taxi unless:

- (a) such Taxi is clean, in good repair, and in safe mechanical condition;
- (b) the Taxi is inspected by an independent licensed mechanic twice yearly,
- (c) the Taxi has a mechanical inspection certificate issued by an independent licensed mechanic once a year on vehicles up to five years of age and twice each year after 5 years of age as specified in the Taxi Licence.

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- (d) the Taxi is over twelve (12) years old
- (e) the company name and unit number of the Taxi are conspicuously displayed on the exterior of the Taxi in letters of a minimum of three (3) inches in height, on each side of the Taxi, or each side of the Taxi roof light;
- (f) the Taxi has a properly operating Taxi Meter;
- (g) the Taxi has effective two-way communications device with a dispatcher; and
- (h) the Taxi has a functional spare tire and jack properly stored;
- (i) the side windows which are intended to open and close are in good repair and working order; and
- (j) every door or trunk lid closes securely

- (2) For the purpose of this Section, "Unit Number" means a number assigned by a Taxi Brokerage Business to a Taxi for identification.

2425. Every Taxi Operator and every Driver shall, upon demand, by an Officer;

- (a) permit the Officer to inspect any Taxi and the contents thereof; and
- (b) submit and deliver each Taxi, under the control of such Taxi Operator and such Driver, to an Officer for testing and inspection, the full cost of which shall be borne by the Taxi Operator.

2526. (1) Every Taxi Operator and every Driver shall, not less than once a year, submit and deliver each Taxi under the control of such Taxi Operator and such Driver, to an Officer for the testing and inspection of the Taxi Meter. If the testing and inspection of the Taxi Meter indicates that the rates are other than those published in accordance with this, the Taxi Meter shall be repaired. Any Taxi in which the Taxi Meter has previously indicated rates other than those published in accordance with this By-Law shall be subject to further inspection, upon demand.

- (2) No person shall remove, or tamper with a seal affixed to a Taxi Meter without prior written approval from the Senior Administrative Officer.

2627. Every Taxi Meter in a Taxi shall:

- (a) be so located and so illuminated as to permit the fare to be read at all times by a passenger in the front or in the rear seat of the Taxi;
- (b) be programmed or set to the fares set by the Taxi Brokerage Business; and
- (c) have the G.S.T. payable on the metered portion of the fare included in the illuminated display on the Taxi Meter.

2728. No person shall operate a motor vehicle within the Town of Hay River that is equipped with a Taxi Meter, taxi sign, or any other type of taxi markings, unless a valid Taxi Licence has been issued for such vehicle, pursuant to this By-Law.

TAXI FARES

2829. Rates are to be set by Taxi Brokerage Businesses with notice given at least thirty (30) days prior to implementation and rates must be published at Town Hall.

2930. A legible schedule of fare rates, as authorized by this By-Law, shall be prominently displayed at all times in each Taxi, and in the Office of each Taxi Brokerage Business.

PENALTIES

3031. Any person violating any provision of this By-Law is guilty of an offence, and is liable, upon Summary Conviction, to a fine not exceeding:

**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

- (a) Two Thousand (\$2,000.00) Dollars for an individual;
- (b) Ten Thousand (\$10,000.00) Dollars for a corporation; and
- (c) Imprisonment for a period not exceeding six (6) months, in default of payment of a fine.

3132. An Officer may issue a Summary Offence Ticket Information, in the form prescribed by the Summary Conviction Procedures Act and Regulations, to any person who violates any provision of this By-Law:

- (a) setting out a specified penalty of:
 - (i) One Hundred (\$150.00) Dollars for an individual; and
 - (ii) Two Hundred (\$300.00) Dollars for a corporation;

which may, in lieu of prosecution, be paid voluntarily prior to the court date specified on the ticket; or

- (b) Which requires a court appearance without a specified penalty.

REPEAL

3233. Bylaw 2165 and the amendments thereto are hereby repealed.

EFFECT

3334. This By-Law shall come into effect upon receiving Third Reading, and otherwise meets the requires of Section 58 of the Cities, Towns and Villages Act.

READ A FIRST AND SECOND TIME this day of

MAYOR

READ A THIRD AND FINAL TIME this day of and passed with the consent of Council.

MAYOR

CERTIFIED that this bylaw has been made in accordance with the requirements of the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22, s48 and the bylaws of the Municipal Corporation of the Town of Hay River on this day of

SENIOR ADMINISTRATIVE OFFICER

FORM "A"
PAGE 1 OF 2

APPLICATION FOR A TAXI BROKERAGE LICENCE

Name of Applicant _____

Ltd. Company _____ Partnership _____

Proprietorship _____

Names and Addresses and Occupations of Officers, Partners or Owners:

Location of Office _____ Telephone No. _____

I, _____, of the Town of Hay River, declare that the applicant:

- i) holds a valid and subsisting Business Licence issued pursuant to the Business Licence By-Law of the Town of Hay River;
- ii) has entered into written contracts for the provision of at least ~~two~~ one (21) Taxis;
- iii) is able to provide and maintain service in accordance with the schedule defined in section 6.2(c) with telephone, two-way radio and/or dispatcher, licensed by the Government of Canada, Department of Communications; and
- iv) that the applicant has received and read a copy of the current Town of Hay River Taxi License By-Law and agrees to operate in accordance with the provisions thereof.

List of operating equipment for the dispatch service, submitted with this application:

Date

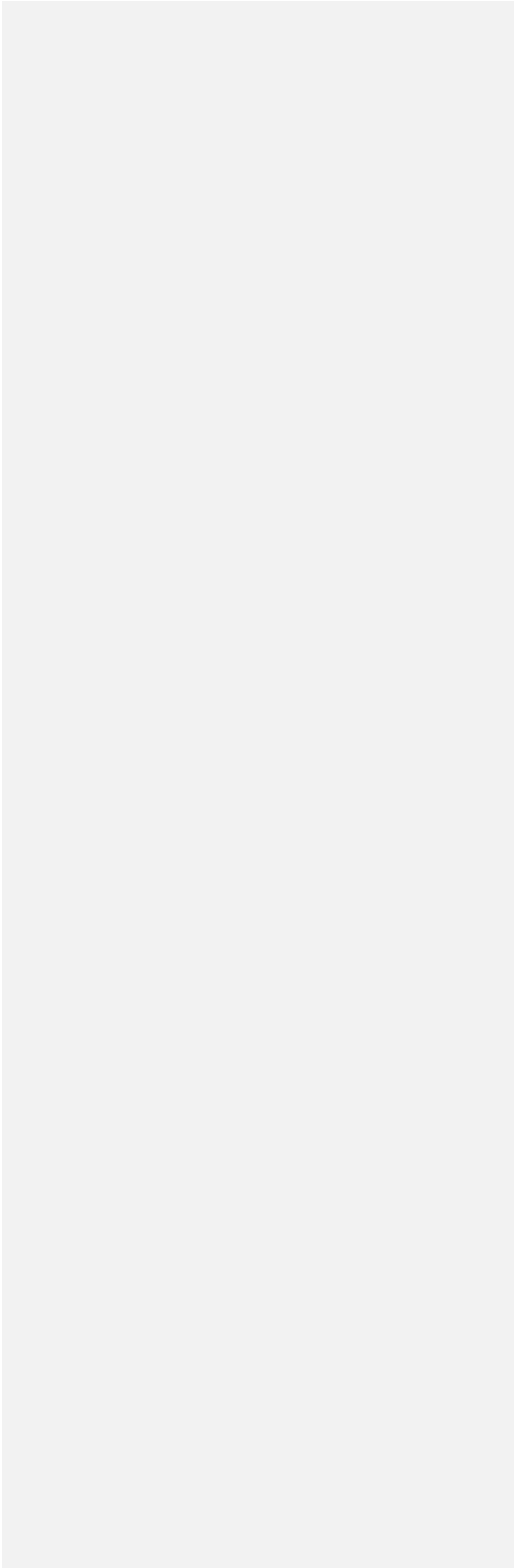
DECLARED before a Commissioner of)
Oaths at the Town of Hay River in the)
Northwest Territories, this _____ day of)
_____, 2_____.)
_____) **APPLICANT**

BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER

A Commissioner in and for the Northwest
Territories

Please print name:

My Commission expires:



**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

**FORM "B"
TAXI LICENCE**

Date: _____

This is to certify that _____ of _____
(Company) (Address)

Hay River, of the Northwest Territories, having complied with the requirements of the Taxi By-law, and having paid the prescribed fee thereunder, is licensed to operate the following vehicle as a Taxi within the Town of Hay River:

MAKE	YEAR	MODEL	SERIAL No.	NWT LICENCE NO.	TAXI LICENCE NO.
------	------	-------	------------	-----------------	------------------

This licence expires at midnight (2400 hours) on the 31st day of August, 20____.

Senior Administrative Officer

**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

**FORM "B1"
APPLICATION FOR A TAXI LICENCE**

Name of Company: _____

Ltd. Company: _____ Partnership: _____

Proprietorship: _____

Director or Agent: _____ Address: _____

Location of Office: _____ Telephone No. _____

I, _____ representing _____
(Agent) (Company)

of _____, declare that the company:

- i) holds a valid and subsisting Licence issued pursuant to the Business By-Law of the Town of Hay River;
- ii) has had a certified mechanical inspection by a certified, licensed mechanic completed within six (6) months of the date of this application;
- iii) holds a valid and legally binding contract with a licensed Taxi Brokerage Business for dispatcher service (copy attached hereto);
- iv) holds a valid Public Service Registration and property insurance coverage applicable for the company's taxi for the current licensing year;
- v) has a properly functioning hands free two-way radio or other form of communication licensed and approved by the Government of Canada Department of Communications in the Taxi; and
- vi) has a properly functioning Taxi Meter in the Taxi.

Taxi described as follows:

MAKE	YEAR SERIAL NO. LICENCE NO.	MODEL
------	-----------------------------------	-------

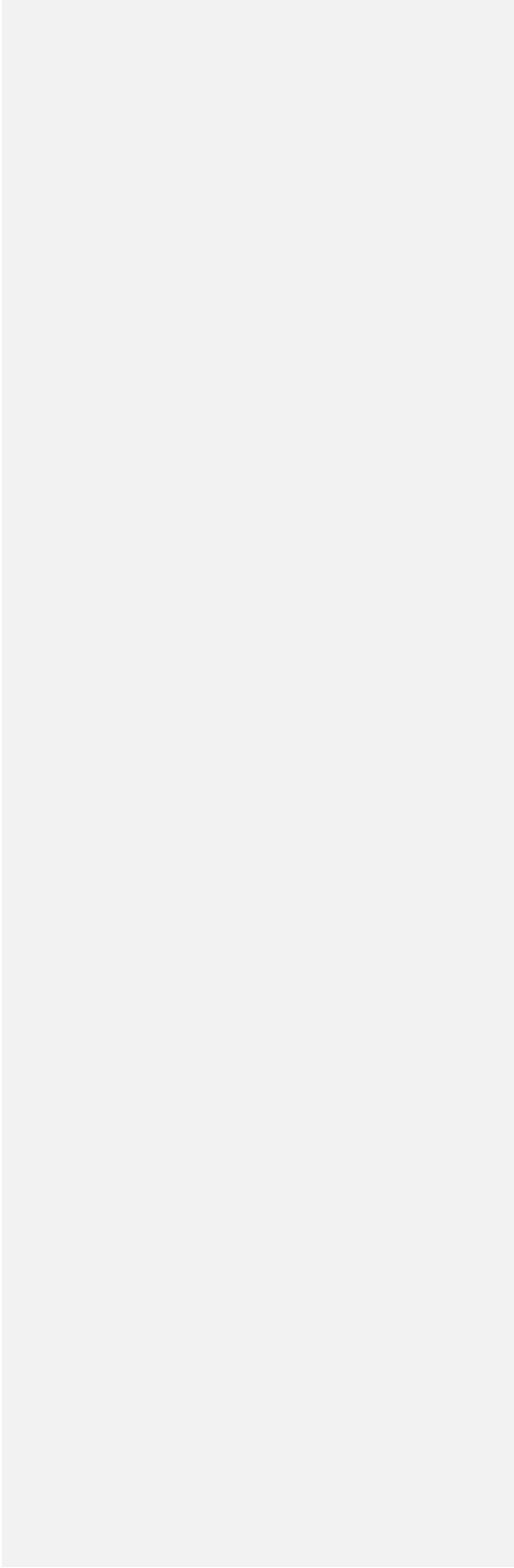
(Applicant)

(Date)

**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

FORM "B2"

SAMPLE TAXI PLATE WITH VALIDATION



**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

FORM "C"

APPLICATION TO TRANSFER LICENCE PLATE
(Must be accompanied by Mechanical Inspection Form)

I, _____ of _____
(Company) (Address)

represented by _____, of _____
(Agent) (Address)

make application to transfer my Taxi Licence No. _____ for the
current year of _____.

FROM:

MAKE YEAR MODEL SERIAL No. TAXI LICENCE NO.

TO:

MAKE YEAR MODEL SERIAL No. TAXI LICENCE NO.

Signature of Applicant

Date

FORM "C1"

APPLICATION TO TRANSFER OWNERSHIP OF TAXI LICENCE

I, _____ of _____
(Company) (Address)

represented by _____ of _____
(Agent) (Address)

make application to transfer my Taxi Licence No. _____ for the current
year of _____ to _____ of _____
(Company)

_____ represented by _____
(Agent)

of _____ having met all the requirements under
Section 5 of the Taxi Licence _____.

Taxi is described as follows:

MAKE	YEAR	MODEL	SERIAL No.	TAXI LICENCE NO.
------	------	-------	------------	------------------

Signature of Applicant

Date

**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

FORM "C3"

APPLICATION FOR TRANSFER OF TAXI BROKERAGE LICENCE

I, _____ of _____ represented by
(Company) (Address)

_____ of _____ make
(Agent) (Address)

application to obtain the Taxi Brokerage Licence for the current year of

_____ of _____
(Company) (Address)

represented by _____ of _____
(Agent) (Address)

having obtained the following requirements:

- i) holds a valid and subsisting Licence issued pursuant to the Business Licence By-Law of the Town of Hay River;
- ii) has written contracts for the provision of at least two (2) Taxis
- iii) is able to provide and maintain a the service levels required by the bylaw with telephone, two-way radio and/or dispatcher, licensed by the Government of Canada, Department of Communications; and that the applicant has received and read a copy of the current Town of Hay River Taxi Licence By-Law, and agrees to operate in accordance with the provisions thereof.

List of operating equipment for the dispatch services, submitted with this application:

Date

DECLARED before a Commissioner of)
Oaths at the Town of Hay River in the)
Northwest Territories, this _____ day of)
_____, _____)

APPLICANT

A Commissioner in and for the Northwest

Territories

Please print name:

My Commission expires:

FORM "D"

APPLICATION FOR CHAUFFER'S PERMIT

Name of Applicant: _____

Address: _____ Telephone No. _____

I, _____, of the Town of Hay River,
declare that I:



- i) am eighteen (18) years of age or more;
- ii) speak, read and write the English language;
- iii) have a thorough knowledge of the location of streets, public buildings and points of interest in the Hay River area;
- iv) am the holder of a valid and subsisting Northwest Territories Motor Vehicle Driver's Licence of a class that permits me to operate a taxi; and
- v) have received and read a copy of the current Town of Hay River Taxi By-Law and agree to operate Taxis in accordance with the provisions of this and other By-Laws of the Town of Hay River, as well as Acts and Regulations of the Governments of the Northwest Territories and Canada.

Date

DECLARED before a Commissioner of)
Oaths at the Town of Hay River in the)
Northwest Territories, this _____ day of)
_____, _____)
_____) **APPLICANT**

A Commissioner in and for the Northwest
Territories
Please print name:
My Commission expires:

FORM "D"
CHAUFFER'S PERMIT

CHAUFFER'S PERMIT	
	TOWN OF HAY RIVER
	<u>NAME</u> Name
	<u>PERMIT NUMBER</u> Permit Number
	<u>EXPIRY DATE</u> Expiry Date
	<i>Ross & Pottier</i> APPROVED BY
	

**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

Schedule A

Item	Fee
Appeal Fee	\$50.00
Chauffer's Permit	\$40.00/ year
Taxi Brokerage Licence	\$75.00 / year
Taxi Licence	\$40.00 / year
Taxi Licence Transfer	\$35.00



Bylaw No. 2425

8. a) Taxi Licence Bylaw

The Town of Hay River

Northwest Territories



Bylaw No. 2425

Taxi Licence Bylaw

BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER

A BY-LAW of the Council of the Municipal Corporation of the Town of Hay River, in the Northwest Territories, to provide for the supervision, licensing and regulation of Taxis.

PURSUANT TO the provisions of the Cities, Towns and Villages Act, R.S.N.W.T., 2003, c.22, s.48;

WHEREAS the Municipal Corporation of the Town of Hay River deems it necessary to Supervise, Licence and Regulate the Operation of Taxis;

NOW THEREFORE, the Council of the Town of Hay River, in regular session duly assembled, enacts as follows:

SHORT TITLE

1. This By-Law may be cited as the "Taxi Licence By-Law"

INTERPRETATION

2. In this By-Law;
 - (a) "Chauffer's Permit" means a permit to operate a Taxi issued by the Town pursuant to this Bylaw;
 - (b) "Corrupt Public Morals" means a variety of offences that are sexual in nature which include but are not limited to offences such as, prostitution, distribution of obscenity, child pornography, and similar charges
 - (c) "Council" means the Council of the Town;
 - (d) "Driver" means the holder of a valid and subsisting Chauffer's Permit issued pursuant to Sections 8 to 16 of this By-law;
 - (e) "Driver's Licence" or "Licence" means a class a valid Class 1, 2, 3 or 4 Driver's Licence issued under the Motor Vehicles Act of the Northwest Territories;
 - (f) "Motor Vehicle" means a motor vehicle as defined in the Motor Vehicles Act, R.S.N.W.T. 1988, c. M-16;
 - (g) Obstruct means to hinder willfully, delay, restrict, interfere, obstruct, prevent, molest, harass, provide false or misleading information, or fail to follow lawful direction from an Officer immediately;
 - (h) Officer means a By-law Officer or Constable appointed by Council and any member of the Royal Canadian Mounted Police;
 - (i) "Person" means an individual, partnership or corporation;
 - (j) "Protective Services Officer" means a person who is appointed in accordance with the Cities, Towns and Villages Act as a By-Law Officer to enforce the By-Laws of the Town of Hay River, and any Peace Officer who is authorized to enforce the By-Laws of the Town of Hay River;
 - (k) "Senior Administrative Officer" means the Senior Administrative Officer of the Town, appointed pursuant to Section 43 of the Cities, Towns and Villages Act, R.S.N.W.T. 2003, c.22, s.48, or his delegate;
 - (l) "Taxes" means the Goods and Services Tax as levied by the Government of Canada; or any other applicable taxes;
 - (m) "Taxi" means a Motor Vehicle that is used to carry for hire or reward, not more than twelve (12) passengers, excluding the Driver thereof, but does not include a bus or truck;
 - (n) "Taxi Brokerage Business" means a person, partnership or corporation which dispatches licensed Taxis;
 - (o) "Taxi Brokerage Licence" means a license issued pursuant to section 6 of this Bylaw;
 - (p) "Taxi Licence" means a licence issued pursuant to Section 5 of this Bylaw;

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CORPORATION OF THE MUNICIPALITY OF HAY RIVER

- (q) "Taxi Meter" means an approved device visible in a Taxi, which computes and shows the fare payable for each taxi trip, calculated on the distance travelled, or on waiting time elapsed, or both;
 - (r) "Taxi Operator" means a person who holds a valid and subsisting Taxi Licence issued pursuant to this By-Law; and
 - (s) "Town" means the Municipal Corporation of the Town of Hay River and, where the circumstances require, refer to the area within the geographic boundaries of the Town.
3. No person shall operate a Motor Vehicle of any type for the purpose of conveying passengers for hire or reward within the Town of Hay River unless that person holds a valid Chauffeur's Permit and there is a valid and subsisting Taxi Licence for such Motor Vehicle, issued pursuant to this By-Law.
4. No person shall operate a Taxi Brokerage Business, within the Town of Hay River, unless there is a valid and subsisting Taxi Brokerage Licence issued to the Taxi Brokerage Business pursuant to this By-Law.

TAXI LICENCE

5. (1) An application for a Taxi Licence shall be submitted in writing to the Senior Administrative Officer in Form "B1" and shall include the following information:
- (a) vehicle description outlining make, year, model and serial number;
 - (b) a mechanical inspection certificate issued no more than six (6) months prior to the application;
 - (c) a fee as prescribed in Schedule A .
- (2) Upon being satisfied that Subsection 5 (1) has been complied with, and that the applicant has provided satisfactory proof of the following:
- (a) valid Business Licence;
 - (b) valid public service vehicle registration and insurance;
 - (c) the vehicle is equipped with a properly functioning hands free two-way radio or other form of communication licensed and approved by the Government of Canada Department of Communications
 - (d) the vehicle is equipped with a properly functioning Taxi Meter; and
 - (e) that the applicant has entered into a written contract with a Taxi Brokerage Business for the provision of dispatch service, or that the applicant holds a valid Taxi Brokerage Licence.

the Senior Administrative Officer may issue a Taxi Licence to the applicant.

- (3) Every Taxi Licence holder shall notify the Senior Administrative Officer in writing in the event that a Taxi identified in his or her Taxi Licence is out of operation for more than forty-eight consecutive hours due to mechanical breakdown or for any other reason, providing particulars of:
- (a) the reason that the Taxi is out of operation;
 - (b) the date and time that the Taxi was taken out of operation; and
 - (c) the date on which the Taxi Owner expects the Taxi to be returned to operation.
- (4) No Taxi Licence holder shall allow a Taxi identified in his or her Licence to remain out of operation for more than 30 consecutive days, whether for reasons of mechanical fitness or otherwise, without securing the prior written consent of the Senior Administrative

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CORPORATION OF THE MUNICIPALITY OF HAY RIVER

Officer on application, providing such particulars and evidence as the Senior Administrative Officer may require. The Senior Administrative Officer may consent to the Taxi being out of operation for a further period of time subject to conditions or may refuse such request.

- (5) In the event that a Taxi is out of operation for a period in excess of 30 days or such longer period as may be authorized by the Senior Administrative Officer or in the event that the Taxi Owner does not comply with subsection (3) or (4), the Senior Administrative Officer may Suspend or Revoke the Taxi Licence.

TAXI LICENCE TRANSFER

- (6) No Taxi Licence shall be transferred except in compliance with the terms of this By-law and with the prior written approval of the Senior Administrative Officer.
- (7) An application to transfer a Taxi Licence in Form "C" or "C1" attached to this By-Law shall be completed by each applicant and shall be accompanied by a fee as prescribed in Schedule A
- (8) Upon being satisfied:
- (a) with respect to an application in Form "C" or "C1" that the applicant has provided proof that the Taxi to which the Taxi Licence is being transferred has met the applicable parts of Section 5 of this By-Law; and
 - (b) with respect to an application in Form "C" that the vehicle of which the Taxi Licence was issued, is withdrawn from use as a Taxi, the two-way radio equipment and Taxi Meter must be immediately removed from that Taxi;

the Senior Administrative Officer may approve the transfer, cancel the existing Taxi Licence, and issue a new one to the applicant.

- (9) A Taxi Licence shall be valid for a period of no longer than one year and expire on the last day of August following its effective date.
- (10) A Taxi Licence in the form of Form "B", and a plate in the form of Form "B2" shall be issued to the applicant and displayed prominently in the Taxi at all times.

TAXI BROKERAGE LICENCE

6. (1) An application for a Taxi Brokerage Licence shall be submitted, in writing, to the Senior Administrative Officer in Form "A", and shall include the following information:
- (a) the name of the proprietor, or, if a partnership or corporation, the names of all partners, shareholders, officers or directors;
 - (b) location and description of dispatch service, and a complete list of equipment to be used in operating the Taxi Brokerage Business;
 - (c) a fee as prescribed in Schedule A
- (2) Upon being satisfied that Subsection 6 (1) has been complied with, and that the applicant has provided proof of the following:
- (a) valid Business Licence;

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- (b) a properly functioning two way radio system or other form of communication licensed and approved by the Government of Canada Department of Communications.
- (c) that the applicant has entered into written contracts with Taxi Licence holders for the supply of 24 hour taxi response

the Senior Administrative Officer may issue a Taxi Brokerage Licence to the applicant.

- (3) A Taxi Brokerage Licence shall be valid for a period of no longer than one year and expire on the last day of August following its date of issue).
- (4) The holder of a Taxi Brokerage Licence is required to immediately notify the Senior Administrative Officer in writing when:
 - (a) there are fewer than one (1) licensed Taxis associated with the Company at any time; or
 - (b) The Taxi Brokerage Business can no longer provide minimum service levels required by Subsection 6 (2) (c) for any reason; or
 - (c) any licensed Taxi begins or ceases their association with the holder of the Brokerage Licence.
- (5) Every business with a Taxi Brokerage Licence shall maintain dispatch records for a period of twelve (12) months, which records shall be available for inspection within twenty-four (24) hours of the Senior Administrative Officer's written request.
- (6) Dispatch records shall include:
 - (a) the name and start and stop times where a driver is on duty and the unit number he or she is operating; and,
 - (b) a record of each call for service including: the name, telephone number or description of the passengers, the pickup location, the time of service request, pickup time, and the taxi unit number assigned to the call.
- (7) A Taxi Brokerage Licence may be deemed cancelled whenever the minimum requirements of this By-Law cannot be met.

TAXI BROKERAGE LICENCE TRANSFER

- 7. (1) No Taxi Brokerage Licence shall be transferred except with the prior written approval of the Senior Administrative Officer.
- (2) An application to transfer a Taxi Brokerage Licence in Form "C3" of this By-Law shall be completed by each applicant, and shall be accompanied by the fee prescribed in Schedule A
- (3) Upon being satisfied that the applicant has provided proof that the transferee has met the conditions of Section 6, the Senior Administrative Officer may approve the transfer, cancel the existing Taxi Brokerage Licence, and issue a new one to the transferee.

CHAUFFER'S PERMIT

- 8. No person shall operate a Taxi without a valid Chauffer's Permit issued under this By-Law.
- 9. No person shall be issued a Chauffer's Permit unless the person:
 - (a) has attained the full age of eighteen (18) years;

BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER

- (b) has a valid Driver's Licence, or has an equivalent valid driver's licence from another Canadian province or territory; in which case the person must provide satisfactory proof to the Senior Administrative Office within ninety (90) days of the date of the application for the Chauffeur's Permit of having a valid Class 1,2, 3 or 4 Northwest Territories driver's licence;
- (c) has completed an application and statutory declaration as set out in Form "D";
- (d) has a thorough knowledge of the locations, streets, public buildings, points of interest in Hay River, of the provisions of this By-Law and other Town By-Laws, Territorial Statutes and Regulations relating to motor vehicle traffic, and the operation of a motor vehicle;
- (e) has provided a current, certified true copy of his/her Driver's Licence Abstract no older than 30 days from the date of application;
- (f) can speak, read and write the English language
- (g) has received a Record Check Consent including Vulnerable Sector Screening no older than 30 days from the date of application from the local Royal Canadian Mounted Police Detachment that the person meets the requirements set out in Section 10 of this By-Law.

10. No Chauffeur's Permit or renewal thereof shall be issued to any person who:

- (1) has been convicted under the Criminal Code of Canada of:
 - (a) a sexual offence or offence relating to corrupt public morals; or
 - (b) who is prohibited from possessing firearms or any explosive substance; or
 - (c) an offence relating to criminal negligence causing death, homicide, assault causing bodily harm, aggravated assault, assault with a weapon, kidnapping, abduction, extortion, any offence where a weapon was used, or;
 - (d) three (3) total offences of blood alcohol content over .08; or
 - (e) any offence while on duty as a taxi driver
- (2) has been convicted under the Criminal Code of Canada within a five (5) year period immediately preceding the date of application of:
 - (a) an offence relating to criminal negligence, assault,; or
 - (b) an offence relating to robbery or
 - (c) Dangerous Driving; or
 - (d) blood alcohol content over .08.
- (3) has been convicted under the Controlled Drugs and Substances Act within the five (5) year period immediately preceding the date of application of any offence not described in subsections 10 (1) or 10 (2).
- (4) has been convicted under the Liquor Act for the unlawful sale and supply of liquor within a period of three (3) years immediately preceding the application; or
- (5) has been convicted of a total of five offences under the Motor Vehicles Act or any By-Law of the Town regulating taxis or traffic or; a combination thereof within a period of two (2) years immediately preceding the application.

11. The Senior Administrative Officer, upon:

- (a) receipt of an application for a Chauffeur's Permit as prescribed in Form "D" of this By-Law;
- (b) payment of the Chauffeur's Permit Fee as prescribed in Schedule A;

BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER

- (c) being satisfied that the conditions of this By-Law have been met;
- may issue a Chauffer's Permit to the applicant as Form "E" of this By-Law.
12. The Senior Administrative Officer or designate may request a Criminal Record Check with Vulnerable Sector Screening at any time that information becomes available where a criminal record may exist to ensure compliance with the Bylaw
13. Any application containing false information, or failure to provide any required information under this By-Law, constitutes grounds to refuse, suspend or cancel a Chauffer's Permit.
14. A Chauffer's Permit shall be valid for a period of no longer than one (1) year and shall expire on the last day of August following its effective date.
15. A Driver shall display his or her Chauffer's Permit on the passenger side visor of the Taxi which he or she is operating, so that it is visible to any passenger.
16. (1) A Chauffer's Permit or renewal thereof shall be immediately revoked or suspended by the Senior Administrative Officer, if:
- (a) the Taxi Operator's Driver's Licence is revoked or suspended;
 - (b) the Taxi Operator's application was approved based on a driver's license issued outside the Northwest Territories, and the Taxi Operation fails to provide the required Northwest Territories Driver's License within 90 days of the date of issue of the Chauffer's Permit; or
 - (c) the Taxi Operator has been convicted of any of the offenses referred to in Section 10.
- (2) All Chauffer's Permits issued by the Town remain the property of the Town, and shall be immediately surrendered to the Protective Services Specialist or the Senior Administrative Officer:
- (a) within twenty-four (24) hours of suspension or revocation pursuant to this By-Law; or
 - (b) upon the expiration date.
17. Notwithstanding any other provision of this By-Law, a Chauffer's Permit shall be issued, or reinstated, by the Senior Administrative Officer upon the direction of Council where, following an appeal filed in accordance with Section 24 of this By-Law, Council is satisfied that the driving record and criminal record of the appellant is such that the Permit should, pursuant to this By-law, be properly issued or reinstated, as the case may be.

APPEALS

18. An applicant for or holder of a Chauffer's Permit, Taxi Brokerage Licence, or Taxi Licence may appeal to Council the decision of the Senior Administrative Officer to refuse, revoke, or suspend a Chauffer's Permit, Taxi Brokerage Licence or Taxi Licence within ten (10) days of the date of notice of such refusal, revocation, or suspension, and a decision of Council on such appeal shall be final.
19. Any person may appeal to Council any decision of the Senior Administrative Officer to grant a Chauffer's Permit, Taxi Brokerage Licence, or Taxi Licence within ten (10) days of the date of issue, and a decision of Council on such appeal shall be final.
20. An appeal made under Sections 17 or 18 shall:
- (a) be in writing, stating reasons for the appeal;

**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

- (b) be delivered to the Senior Administrative Officer;
- (c) be heard by Council at a regular or special Council meeting within twenty-one (21) days from the date it is received; and
- (d) be accompanied by a fee as described in the Fees and Charges Bylaw.

DRIVERS

21. A Driver shall not:

- (a) smoke in the Taxi or permit any other person to smoke in the Taxi;
- (b) use abusive or insulting language;
- (c) permit a greater number of passengers to be carried in the Taxi than the number of seats and number of seat belts provided;
- (d) set the Taxi in motion while a passenger is entering or leaving the Taxi;
- (e) collect fees, or give change, while the Taxi is in motion;
- (f) take on additional passengers after the Taxi has departed, unless with the consent of the passengers already in the Taxi;
- (g) discriminate in any way against any person while on duty because of sex, race, religion, colour or creed;
- (h) refuse to convey within the Town any orderly persons upon request, unless the Taxi is engaged, or the Driver is prohibited by law from, or incapable of, conveying such person, or unless the person is an unaccompanied child under the age of eight (8) years; or
- (i) consume alcohol or non-prescription drugs in the Taxi or allow any person to consume alcohol or non-prescription drugs in the Taxi.

22. A Driver shall:

- (a) extend taxi service from curb to curb;
- (b) unless otherwise directed by a passenger, drive the most direct practicable route to the destination;
- (c) pull to the side of the road or into a reasonably safe spot and not drop off passengers in the middle of intersections or roadways
- (c) upon request by a passenger, issue a receipt of the fare paid;

23. A Driver shall, when so requested, assist any Officer, member of the R.C.M.P., or member of the Hay River Fire Department, by conveying any person to any place within the Town, and the Driver shall be entitled, after the performance of such service, to receive the prescribed fare which shall be paid by the responsible party.

24. (1) No Taxi Operator or Driver shall operate, or permit to be operated, any Taxi unless:

- (a) such Taxi is clean, in good repair, and in safe mechanical condition;
- (b) the Taxi is inspected by an independent licensed mechanic twice yearly,
- (c) the Taxi has a mechanical inspection certificate issued by an independent licensed mechanic once a year on vehicles up to five years of age and twice each year after 5 years of age as specified in the Taxi Licence.
- (d) the Taxi is over twelve (12) years old
- (e) the company name and unit number of the Taxi are conspicuously displayed on the exterior of the Taxi in letters of a minimum of three (3) inches in height, on each side of the Taxi, or each side of the Taxi roof light;
- (f) the Taxi has a properly operating Taxi Meter;
- (g) the Taxi has effective two-way communications device with a dispatcher; and
- (h) the Taxi has a functional spare tire and jack properly stored;
- (i) the side windows which are intended to open and close are in good repair and working order; and
- (j) every door or trunk lid closes securely

BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER

- (2) For the purpose of this Section, "Unit Number" means a number assigned by a Taxi Brokerage Business to a Taxi for identification.
25. Every Taxi Operator and every Driver shall, upon demand, by an Officer;
- (a) permit the Officer to inspect any Taxi and the contents thereof; and
 - (b) submit and deliver each Taxi, under the control of such Taxi Operator and such Driver, to an Officer for testing and inspection, the full cost of which shall be borne by the Taxi Operator.
26. (1) Every Taxi Operator and every Driver shall, not less than once a year, submit and deliver each Taxi under the control of such Taxi Operator and such Driver, to an Officer for the testing and inspection of the Taxi Meter. If the testing and inspection of the Taxi Meter indicates that the rates are other than those published in accordance with this, the Taxi Meter shall be repaired. Any Taxi in which the Taxi Meter has previously indicated rates other than those published in accordance with this By-Law shall be subject to further inspection, upon demand.
- (2) No person shall remove, or tamper with a seal affixed to a Taxi Meter without prior written approval from the Senior Administrative Officer.
27. Every Taxi Meter in a Taxi shall:
- (a) be so located and so illuminated as to permit the fare to be read at all times by a passenger in the front or in the rear seat of the Taxi;
 - (b) be programmed or set to the fares set by the Taxi Brokerage Business; and
 - (c) have the G.S.T. payable on the metered portion of the fare included in the illuminated display on the Taxi Meter.
28. No person shall operate a motor vehicle within the Town of Hay River that is equipped with a Taxi Meter, taxi sign, or any other type of taxi markings, unless a valid Taxi Licence has been issued for such vehicle, pursuant to this By-Law.

TAXI FARES

29. Rates are to be set by Taxi Brokerage Businesses with notice given at least thirty (30) days prior to implementation and rates must be published at Town Hall.
30. A legible schedule of fare rates, as authorized by this By-Law, shall be prominently displayed at all times in each Taxi, and in the Office of each Taxi Brokerage Business.

PENALTIES

31. Any person violating any provision of this By-Law is guilty of an offence, and is liable, upon Summary Conviction, to a fine not exceeding:
- (a) Two Thousand (\$2,000.00) Dollars for an individual;
 - (b) Ten Thousand (\$10,000.00) Dollars for a corporation; and
 - (c) Imprisonment for a period not exceeding six (6) months, in default of payment of a fine.
32. An Officer may issue a Summary Offence Ticket Information, in the form prescribed by the Summary Conviction Procedures Act and Regulations, to any person who violates any provision of this By-Law:

**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

- (a) setting out a specified penalty of:
 - (i) One Hundred (\$150.00) Dollars for an individual; and
 - (ii) Two Hundred (\$300.00) Dollars for a corporation;

which may, in lieu of prosecution, be paid voluntarily prior to the court date specified on the ticket; or

- (b) Which requires a court appearance without a specified penalty.

REPEAL

- 33. Bylaw 2165 and the amendments thereto are hereby repealed.

EFFECT

- 34. This By-Law shall come into effect upon receiving Third Reading, and otherwise meets the requires of Section 58 of the Cities, Towns and Villages Act.

READ A FIRST AND SECOND TIME this day of

MAYOR

READ A THIRD AND FINAL TIME this day of and passed with the consent of Council.

MAYOR

CERTIFIED that this bylaw has been made in accordance with the requirements of the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22, s48 and the bylaws of the Municipal Corporation of the Town of Hay River on this day of

SENIOR ADMINISTRATIVE OFFICER

**FORM "A"
PAGE 1 OF 2**

APPLICATION FOR A TAXI BROKERAGE LICENCE

Name of Applicant _____

Ltd. Company _____ Partnership _____

Proprietorship _____

Names and Addresses and Occupations of Officers, Partners or Owners:

Location of Office _____ Telephone No. _____

I, _____, of the Town of Hay River, declare that the applicant:

- i) holds a valid and subsisting Business Licence issued pursuant to the Business Licence By-Law of the Town of Hay River;
- ii) has entered into written contracts for the provision of at least one (1)Taxi;
- iii) is able to provide and maintain service in accordance with the schedule defined in section 6.2(c) with telephone, two-way radio and/or dispatcher, licensed by the Government of Canada, Department of Communications; and
- iv) that the applicant has received and read a copy of the current Town of Hay River Taxi License By-Law and agrees to operate in accordance with the provisions thereof.

List of operating equipment for the dispatch service, submitted with this application:

Date

DECLARED before a Commissioner of)
Oaths at the Town of Hay River in the)
Northwest Territories, this _____ day of)
_____, 2____.)

) **APPLICANT**

BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER

A Commissioner in and for the Northwest
Territories

Please print name:

My Commission expires:

FORM "B"
TAXI LICENCE

Date: _____

This is to certify that _____ of _____
(Company) (Address)

Hay River, of the Northwest Territories, having complied with the requirements of the Taxi By-law, and having paid the prescribed fee thereunder, is licensed to operate the following vehicle as a Taxi within the Town of Hay River:

MAKE	YEAR	MODEL	SERIAL No.	NWT LICENCE NO.	TAXI LICENCE NO.
------	------	-------	------------	-----------------	------------------

This licence expires at midnight (2400 hours) on the 31st day of August, 20____.

Senior Administrative Officer

**FORM "B1"
APPLICATION FOR A TAXI LICENCE**

Name of Company: _____

Ltd. Company: _____ Partnership: _____

Proprietorship: _____

Director or Agent: _____ Address: _____

Location of Office: _____ Telephone No. _____

I, _____ representing _____
(Agent) (Company)

of _____, declare that the company:

- i) holds a valid and subsisting Licence issued pursuant to the Business By-Law of the Town of Hay River;
- ii) has had a certified mechanical inspection by a certified, licensed mechanic completed within six (6) months of the date of this application;
- iii) holds a valid and legally binding contract with a licensed Taxi Brokerage Business for dispatcher service (copy attached hereto);
- iv) holds a valid Public Service Registration and property insurance coverage applicable for the company's taxi for the current licensing year;
- v) has a properly functioning hands free two-way radio or other form of communication licensed and approved by the Government of Canada Department of Communications in the Taxi; and
- vi) has a properly functioning Taxi Meter in the Taxi.

Taxi described as follows:

MAKE	YEAR SERIAL NO. LICENCE NO.	MODEL
------	-----------------------------------	-------

(Applicant)

(Date)

FORM "B2"

SAMPLE TAXI PLATE WITH VALIDATION

FORM "C"

APPLICATION TO TRANSFER LICENCE PLATE
(Must be accompanied by Mechanical Inspection Form)

I, _____ of _____
(Company) (Address)

represented by _____, of _____
(Agent) (Address)

make application to transfer my Taxi Licence No. _____ for the
current year of _____.

FROM:

MAKE	YEAR	MODEL	SERIAL No.	TAXI LICENCE NO.

TO:

MAKE	YEAR	MODEL	SERIAL No.	TAXI LICENCE NO.

Signature of Applicant

Date

FORM "C1"

APPLICATION TO TRANSFER OWNERSHIP OF TAXI LICENCE

I, _____ of _____
(Company) (Address)

represented by _____ of _____
(Agent) (Address)

make application to transfer my Taxi Licence No. _____ for the current
year of _____ to _____ of _____
(Company)

_____ represented by _____
(Agent)

of _____ having met all the requirements under
Section 5 of the Taxi Licence _____.

Taxi is described as follows:

MAKE	YEAR	MODEL	SERIAL No.	TAXI LICENCE NO.
------	------	-------	------------	------------------

Signature of Applicant

Date

FORM "C3"

APPLICATION FOR TRANSFER OF TAXI BROKERAGE LICENCE

I, _____ of _____ represented by
(Company) (Address)

_____ of _____ make
(Agent) (Address)

application to obtain the Taxi Brokerage Licence for the current year of

_____ of _____
(Company) (Address)

represented by _____ of _____
(Agent) (Address)

having obtained the following requirements:

- i) holds a valid and subsisting Licence issued pursuant to the Business Licence By-Law of the Town of Hay River;
- ii) has written contracts for the provision of at least two (2) Taxis
- iii) is able to provide and maintain a the service levels required by the bylaw with telephone, two-way radio and/or dispatcher, licensed by the Government of Canada, Department of Communications; and that the applicant has received and read a copy of the current Town of Hay River Taxi Licence By-Law, and agrees to operate in accordance with the provisions thereof.

List of operating equipment for the dispatch services, submitted with this application:

Date

DECLARED before a Commissioner of)
Oaths at the Town of Hay River in the)
Northwest Territories, this _____ day of)
_____, _____)

) **APPLICANT**

A Commissioner in and for the Northwest Territories

Please print name:

My Commission expires:

FORM "D"

APPLICATION FOR CHAUFFER'S PERMIT

Name of Applicant: _____

Address: _____ Telephone No. _____

I, _____, of the Town of Hay River,
declare that I:

- i) am eighteen (18) years of age or more;
- ii) speak, read and write the English language;
- iii) have a thorough knowledge of the location of streets, public buildings and points of interest in the Hay River area;
- iv) am the holder of a valid and subsisting Northwest Territories Motor Vehicle Driver's Licence of a class that permits me to operate a taxi; and
- v) have received and read a copy of the current Town of Hay River Taxi By-Law and agree to operate Taxis in accordance with the provisions of this and other By-Laws of the Town of Hay River, as well as Acts and Regulations of the Governments of the Northwest Territories and Canada.

Date

DECLARED before a Commissioner of)
Oaths at the Town of Hay River in the)
Northwest Territories, this _____ day of)
_____, _____)
_____) **APPLICANT**

A Commissioner in and for the Northwest
Territories
Please print name:
My Commission expires:

FORM "D"

CHAUFFER'S PERMIT

CHAUFFER'S PERMIT



TOWN OF HAY RIVER

NAME

Name

PERMIT NUMBER

Permit Number

EXPIRY DATE

Expiry Date

Ross & Potts

APPROVED BY



**BY-LAW NO. 2425
CORPORATION OF THE MUNICIPALITY OF HAY RIVER**

Schedule A

Item	Fee
Appeal Fee	\$50.00
Chauffer's Permit	\$40.00/ year
Taxi Brokerage Licence	\$75.00 / year
Taxi Licence	\$40.00 / year
Taxi Licence Transfer	\$35.00



Bylaw No. 2427

8. b) Land Disposal Bylaw

**BYLAW NO. 2427LND/21
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

A BYLAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES, TO PROVIDE FOR THE SALE OF LAND.

WHEREAS pursuant to the Cities, Towns and Villages S.N.W.T., 2003, c.22, in force April 1, 2004, Section 54 (2) which states:

54. (2) A municipal corporation may only dispose of its real property if
- (a) Council has made a land administration bylaw and disposition is made in accordance with the land administration bylaw; or
 - (b) The disposition is specifically authorized or approved by a bylaw.

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Town of Hay River in the Northwest Territories in regular meeting of Council duly assembled enacts as follows:

1. THAT the Municipal Corporation of the Town of Hay River is hereby authorized to dispose of a freehold interest in the following parcels of land:

Lots 2147 and 2148
PLAN 4552
HAY RIVER

in the Northwest Territories, according to a plan of survey filed in the Land Titles Office for the Northwest Territories.

2. That the price of each lot is outlined in the attached Schedule "A"; and
3. That these lots be first disposed of by ballot draw and upon conclusion of the ballot draw, that the lots be available for disposal to the Public by first come first serve basis.
4. That the Mayor or Deputy Mayor and the Senior Administrative Officer of the said Town of Hay River are hereby authorized to execute the transfer of land conveying the said lot to the said purchaser.
5. This bylaw will take force and effect upon its final reading.

THIS BY-LAW READ a First Time this day of , 2021 A.D.

Mayor

BYLAW NO. 2427LND/21
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

THIS BY-LAW READ a Second Time this day of , 2021 A.D.

Mayor

THIS BY-LAW READ a Third and Final Time this day of , 2021 A.D.

Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the Cities, Towns and Villages Act, S.N.W.T., 2003, and the bylaws of the Municipal Corporation of the Town of Hay River this day of , 2021.

Senior Administrative Officer

**BYLAW NO. 2427LND/21
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

Schedule "A"

Lot Price – Cameron Crescent

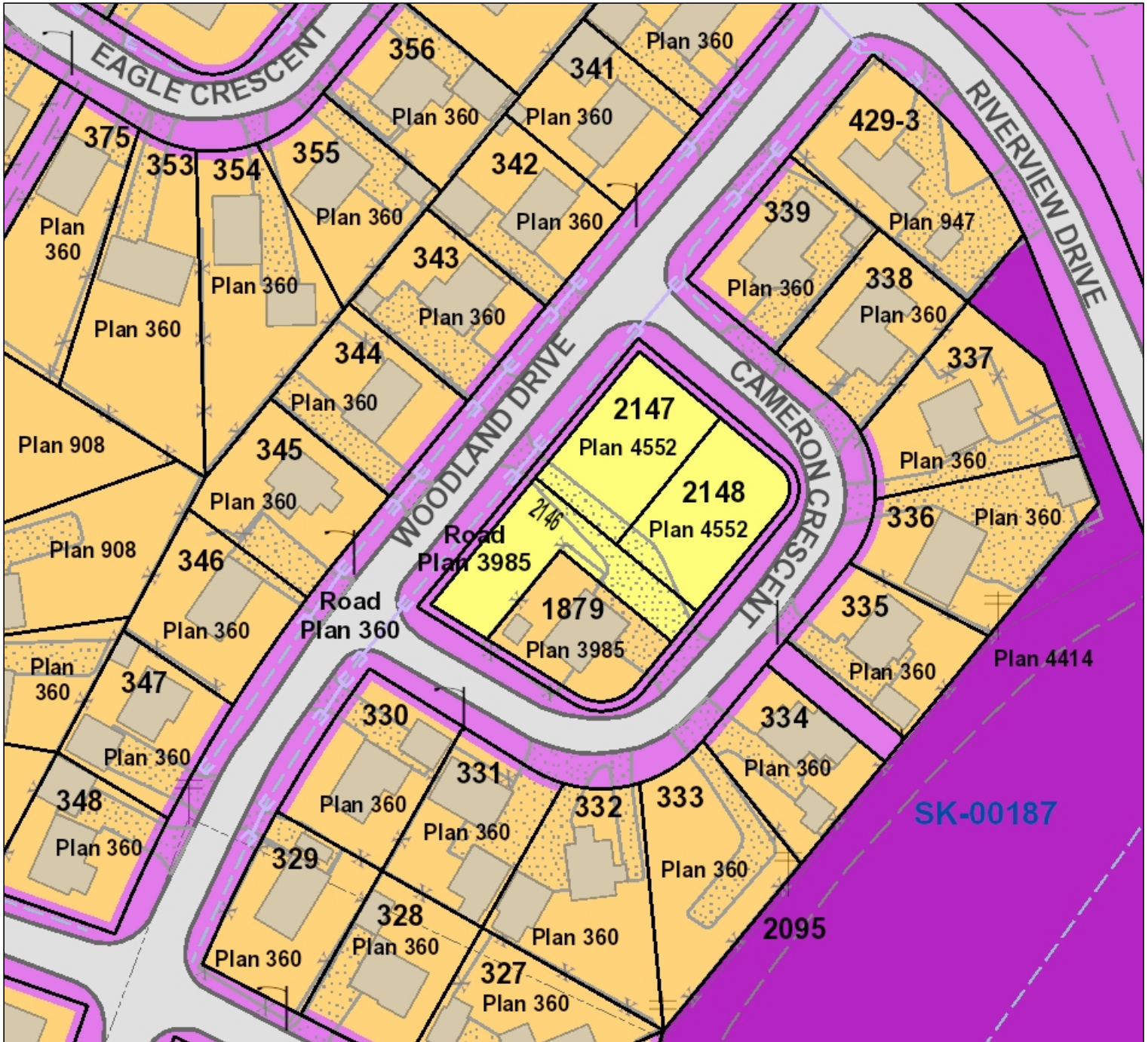
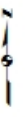
Civic Address	Lot #	Plan #	Lot Price Not including GST
15 Cameron Crescent	2147	4552	\$51,758.00
17 Cameron Crescent	2148	4552	\$51,298.00



ATLAS

Government of Northwest Territories

Cameron Crescent, Hay River NT Lot 2147 & Lot 2148



January 22, 2021

Legend

- Block Land Transfer Boundaries
- Development Areas
- Building Footprints
- Line Approximately 31m from O.H.W.M.
- Tenured Commissioner's Land
- Land Application
- Federal Land
- Commissioner's Land
- Territorial Protected Area
- Municipal Land
- Hay River Reserve
- Municipal Boundaries
- Surveyed Parcels
- Surveyed Easements
- Surface Land Withdrawal
- Land Application
- Tenured Territorial Land
- Indian Affairs Branch (IAB) Land
- Territorial Land
- Public Highway
- Private Land

Scale 1: 1,128

25 metres



UTM Zone: 11

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Department of Lands.