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## AGENDA

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### 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 – August 25<sup>th</sup> 2020 – page 2-13

#### 6. BUSINESS ARISING

#### 7. ADMINISTRATIVE ENQUIRIES

#### 8. COMMITTEE REPORTS

- a. Tourism and Economic Development Report for August – page 14-17
- b. Emergency Services Monthly Report for August – page 18-20
- c. Municipal Enforcement Monthly Report for August – page 21-22
- d. Public Works Monthly Report for August – page 23-26
- e. Community Centre Operational Update and Reopening Plan – page 27-28

#### 9. NEW BUSINESS

- a. KFN Sign Application – page 29-35
- b. FCM Asset Management Funding Application – page 36-46

#### 10. BYLAWS

- a. Bylaw 2411 – Protective Services Specialist Appointment – First and Second Reading – page 47-49

#### 11. NOTICES OF MOTIONS

#### 12. IN CAMERA

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

#### 13. ADJOURNMENT



## REGULAR MEETING MINUTES August 25<sup>th</sup>, 2020

The Regular Meeting of Council was held on Tuesday, August 25<sup>th</sup>, 2020 at 6:30pm By Video Conference Call

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

Staff: SAO – Glenn Smith, Director of Recreation – Stephane Millette, Director of Public Works – Mike Auge, Director of Protective Services – Ross Potter, Director of Finance – Sam Mugford, Council Administrator – Stacey Barnes

**1. CALL TO ORDER:**

This Meeting was called to order at 6:30pm with Mayor Jameson presiding.

**2. ADOPTION OF AGENDA**

**#20-208**

**MOVED BY CLLR DOHEY**

**SECONDED BY: CLLR ANDERSON**

Swap 7 & 8 in the agenda order

**3. DECLARATION OF INTEREST**

There were no declarations of interest at the Regular Meeting of Council on Tuesday, August 25<sup>th</sup>, 2020.

**4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS**

Mayor Jameson – Hay River Heritage Centre celebrated their 20<sup>th</sup> anniversary this past weekend, Congratulations and Thank you for developing the centre over the years

Deputy Mayor Bouchard – Congratulations to all the Community in Bloom participants and winners – great creativity of your yards.

**5. MINUTES**

a. Regular Meeting of Council – August 11<sup>th</sup>, 2020

**#20-209**

**MOVED BY: CLLR DOHEY**

**SECONDED BY: DEPUTY MAYOR BOUCHARD**

**CARRIED**

**6. BUSINESS ARISING**

There were no business arising at the Regular Meeting of Council on Tuesday, August 11<sup>th</sup>, 2020.

**7. DELEGATIONS**

- a. Food Cycler Program Presentation – Hay River Seniors Society
- b. Fort Providence /Kakisa Transmission Line Presentation



## REGULAR MEETING MINUTES August 25<sup>th</sup>, 2020

### 8. ADMINISTRATIVE ENQUIRIES

Director of Finance – Sam Mugford

- Quarter 2 reports are on the agenda for today after coming back from the finance committee
- Payroll/Payables position has been filled, we will be advertising the reception position
- 2021 budget will be starting next month

Director of Protective Services – Ross Potter

- Bylaw Officer starting on Sept. 14

Director of Recreation – Stephane Millette

- Moving from summer to fall programming
- Summer Heat is completed, and Beach attendants are done on Monday
- Trail work continues
- Working with the COPH for user groups returning to play

DM Bouchard – will open like Yellowknife's facility?

SAO Smith – Yellowknife incorporated a bylaw to wear facemasks in public facilities and on transportation.

Director of Public Works – Mike Auge

- Caribou Crescent project is wrapping up
- Lift Station project is underway
- Fraser Place Geotech – they had equipment issues, will continue once fixed
- Asphalt patching starting next week
- Line painting to finish next week
- Water Licensing public hearing presentations will be Sept 8-10
- Hired a new Heavy Equipment Operator that started on Monday

Deputy Mayor Bouchard – How did the water line intake inspection go?

Auge – They were 3 days in the water, difficult to find, they will be sending reports on the work that was completed including the reservoirs.

Cllr Groenewegen – Clarity on what did they find?

Auge – Could not locate the intake line at all, cost will come in lower.

Mayor Jameson – Why is the line painting so late this year?

Auge – Staffing and weather issues early on

Deputy Mayor Bouchard – if so late in the year, why not wait till next year

Auge – It is more visible in the spring, and right now have the staff and time



## REGULAR MEETING MINUTES August 25<sup>th</sup>, 2020

Senior Administrative Officer – Glenn Smith

- Strategic plan workshop this weekend
- Planning ICIP funding for this winter
- IT contract is completed and amended to move to the cloud
- In talks with FCM regarding a new town hall construction funding for design and study along with an asset management program funding
- Collective Bargaining starts on September 8

### 9. NEW BUSINESS

- a. Public Works Monthly Report for July

#### RECOMMENDATION:

#20-210

**MOVED BY: CLLR ANDERSON**

**SECONDED BY: CLLR CHAMBERS**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for July 2020.**

**CARRIED**

#### BACKGROUND:

##### Public Works Daily Operations:

Public Works staff continued with regular operations and maintenance work on the Town's water, sewer, roads & sidewalks, vehicles, and infrastructure. The following is a summary of the work completed this month:

Regular Operations and Maintenance Items	
Item	Activity
Water & Sewer	Water shut offs and turn ons as requested Water and Sewer inspections of areas of concern Water and Sewer locates as required Meter readings taken Flushing of lines Meter replacements Month end water report
Water & Sewer Facilities	Water Treatment Plant inspection
Roads	Grading of roads Clearing of ditches Street sweeping Sign repairs as needed Line painting Patching of minor holes in roads
Other	Regular fleet maintenance Funerals



## REGULAR MEETING MINUTES August 25<sup>th</sup>, 2020

### **Landfill Operations:**

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

The ICIP funding agreement for removal of tires has been finalized. Currently working to develop plan to have tires removed from site as soon as possible in 2020.

Soil on biotreatment pad was tested and half of the remaining material is good to be removed. Remainder expected to be removed by September.

### **Water Licence Activities:**

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

The Town's water licence renewal application was submitted to the Mackenzie Valley Land and Water Board on September 16<sup>th</sup>. In June, the MVLWB applied for an additional 60-day extension to the Town's existing water licence in order to provide more time to complete the renewal process due to delays associated with COVID-19. The next major step in the process is the public hearing which is scheduled for September 8-10. The renewal process is now expected to continue until the end of 2020 with a new licence being issued in early 2021.

### **Capital Projects 2020:**

A list of 2020 Capital Projects along with an update of the status of these projects is included below. Any capital projects from 2019 that were not completed have been carried over and are included on this list.

2020 Capital Projects	
Project	Update
Lift Station System Upgrade	Tender for construction awarded to Rowe's construction. Awaiting land acquisition from GNWT Lands.
Fraser Place Development	Geotechnical work scheduled for August 11th. Design and clearing work will follow in 2020 with more development work in 2021.
Caribou Crescent Water, Sewer, and Drainage	Work progressing on underground infrastructure. Expected to be completed year 1 of the two year project in August. Paving work to occur in 2021.
Water Treatment Plant and Reservoir Roof Upgrades	Project has been completed.
Water Licence Renewal	Ongoing - See Water Licence section
Commercial Water Meter upgrade	Majority of meters have been purchased and a portion have been installed. Remainder to be done as time permits.
Landfill Waste Projects (Tires and others)	Exploring a variety of options for removal of tires from the landfill including local options. Expect work to proceed this year and tires to be removed.
Paradise Road Realignment	Planned for August or September 2020.



## REGULAR MEETING MINUTES August 25<sup>th</sup>, 2020

Lift Station #2 Demolition	Project has been completed.
Sewer Flusher (Equipment)	Tender for this equipment is being finalized and should be ready to go out in August.
Beaver Crescent Water, Sewer, and Drainage	Surveying and design to be completed in 2020, construction in 2021.
Riverview Drive Upgrade	Surveying and design to be done in 2020.
Capital Drive Watermain	Surveying and design work to be completed in 2020.
Treatment Plant Intake Inspection	Work to take place the week of August 17 - 21, 2020. Working with contractor to ensure COVID procedures are approved and in place prior to project work.
Old Town Hall Demolition	Town Hall has been cleared of items, have reached out to consultant on removal of hazardous materials.

### **Planning:**

10 Development Permits and 13 Building Permits have been approved for July 2020. In the month of July 2019, there were 8 Development Permits and 4 Building Permits signed out. The monthly Development and Building report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
July 7/20	D20-042	2-105 <sup>th</sup> Street	Renovate Existing House and Exterior Decks.
July 7/20	D20-043, B20-021	16 Wright Crescent	Screen Walls and Roof on existing Deck and Fencing.
July 7/20	D20-044, B20-008	31 Fir Crescent	Build new Residential Wheelchair Ramp.
July 8/20	D20-045	15-101 <sup>st</sup> Street	Build new Front and Rear Fence.
July 7/20	D20-046	10 Camsell Crescent	Build new Rear Fence.
July 9/20	B20-009	11 Balsam Drive	Set up New 22 X 76 Manufactured Home.
July 10/20	D20-047	107 Woodland Drive	Build new Rear Fence.
July 17/20	D20-048	28 Wright Crescent	Move Side Yard Fence.
July 17/20	D20-049	19 Wright Crescent	Build Side Yard Fence.
July 17/20	D20-050	25 Caribou Crescent	Replace chain link fence with new Taller Wood Fence, (entire yard).
July 17/20	D20-051	7 John Mapes Crescent	Demolish Burnt Single Family Residence.
July 20/20	B20-010	6 Dessy Place	Stick Build 30 X 40 Single Family Residence.
July 20/20	B20-011	8 Dessy Place	Sick Build 30 X 40 Single Family Residence.
July 20/20	B20-012	7 Dessy Place	Stick Build 30 X 40 Single Family Residence.
July 20/20	B20-013	9 Riverbend Road	Re-Roofing Residence.
July 23/20	B20-014	2-105 <sup>th</sup> Street	Re-Building Decks and Renovations.



## REGULAR MEETING MINUTES August 25<sup>th</sup>, 2020

July 24/20	B20-016	12 Cranberry Crescent	Re-Building Existing Decks.
July 28/20	B20-017	7 Mansell Place	Stick Build 46 X 28 Single Family Residence.
July 28/20	B20-018	6 Mansell Place	Stick Build 40 X 32 Single Family Residence.
July 28/30	B20-019	5 Mansell Place	Sick Build 46 X 28 Single Family Residence.
July 30/20	B20-020	24 Balsam Drive	Replacing existing Fence.

### 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  
August 6, 2020

**Reviewed by:** Glenn Smith  
SAO  
August 6, 2020

- b. Letter of Support for Pine Point Mining

### RECOMMENDATION:

**#20-211**                      **MOVED BY: DEPUTY MAYOR BOUCHARD**  
                                    **SECONDED BY: CLLR ANDERSON**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter support for Pine Point Mining Limited/Osisko Metals to accompany their applications.**

**CARRIED**

### BACKGROUND:

See attachment for the background information supporting this letter of support.



## REGULAR MEETING MINUTES August 25<sup>th</sup>, 2020

### 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 of support form – Pine Point Project Confirmation and Exploration Program  
Letter of support form – Pine Point Project Environmental Assessment

**Prepared by:**  
Stacey Barnes  
Council Administrator  
August 21, 2020

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer  
August 21, 2020

#### c. Asset Disposal for Fisherman's Wharf Booths

### RECOMMENDATION:

**#20-212**

**MOVED BY: CLLR CHAMBERS  
SECONDED BY: CLLR ANDERSON**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the disposal, through a call for expressions of interest in repurposing, of the old Fisherman's Wharf Pavilion booths. If no feasible interests are expressed, the facility can be scrapped with some materials salvaged for future Town use or sale.**

**CARRIED**

### BACKGROUND:

The Town of Hay River has constructed a new Fisherman's Wharf Pavilion which opened in March 2020. The Pavilion was designed as a replacement to the market vendor booths located at the Commercial Docks property owned by the Federal Government and operated through the Hay River Harbour Association.

The old market vendor booths were initially constructed in 2005 with enhancements to the facility conducted in 2012. Combined construction costs were approximately \$17,000. Some assets (sea





## REGULAR MEETING MINUTES August 25<sup>th</sup>, 2020

can, hot water system, water tank, signage) from the vendor booths were repurposed for the new Pavilion build. The remaining book value of the facility is approximately \$3500.

The Town of Hay River has not identified an internal purpose for reuse of the facility but would have an interest in salvaging some of the materials for future use.

It is recommended that a call for expression of interest be made to determine if public or private interest in the repurposing, through relocation, of the facility or a portion of. If no feasible interests are expressed, the Town of Hay River would salvage some materials and dispose of the facility with consideration of environmental, safety and operational regulations and risks.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

Bylaw 2388 Procurement Bylaw and Policy

### FINANCIAL IMPLICATIONS:

- Write off remaining book value: ~\$3500
- Disposal cost/revenue dependent on expressions of interest (full scrap = ~\$5000)

### ALTERNATIVES TO RECOMMENDATIONS:

Option 1: Dispose of buildings through scrapping with salvage of some materials

- Cost: ~\$5000
- Pros: assets are disposed in a timely fashion and with consideration of proper disposal techniques

Option 2: Advertise for sale

- Cost: \$0
- Pros: no cost of disposal; potential revenue
- Cons: does not consider potential interests of non-profit community groups

### ATTACHMENTS:

Asset Disposal Form – Fisherman's Wharf Market Booths

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#### Prepared by:

Glenn Smith

Senior Administrative Officer

Date: August 21<sup>st</sup>, 2020



## REGULAR MEETING MINUTES August 25<sup>th</sup>, 2020

### d. 2020 Q2 Capital Update

#### RECOMMENDATION:

#20-213

**MOVED BY: CLLR ANDERSON**

**SECONDED BY: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Q2 Report on Capital as presented as recommended by the Finance Committee.**

**CARRIED**

#### BACKGROUND:

As at June 30, 2020 the Town of Hay River has spent \$1,021,834 on capital. Requested forecast adjustments at Q2 relate to the following projects:

- Computer equipment replacement 2020- Reduction of \$10k due to cost savings associated with cloud migration.
- Fisherman's Wharf Pavilion- Increase of \$113k- flooring, signage, landscaping, parking enhancements. All funded by third parties, no reserve impact.
- Pool Pump Replacement- Reduction of \$40k- Estimate came in lower than expected.
- Porritt Landing Expansion – Increase of \$29k – Additional funding secured through CAP.
- Several projects budgeted on a continent basis delayed until 2021:
  - Children's Activity Center - \$150k
  - Multipurpose Room Fitness Equipment - \$25k
  - Skatepark Upgrades - \$10k
- Lift Station System Upgrades – Forecasted reduction of spend in 2020 of \$3,973,500, all of which will be carried forward to 2021.
- Ambulance purchase- forecast reduction of \$24k- under budget as hydraulic cot was excluded.

#### New Projects Requested for 2020:

- Tourism Enhancements
  - CANNOR application submitted for multi element project (capital and O&M). Total project over multiyear is \$360k, \$89k of which is anticipated to be spent in 2020. 80/20 funding split between third party and THR. Project includes funding for: Downtown Beautification, Marketing Plan Execution, Visitor Signage, Conference Equipment, Mobile Washrooms, Electronic Tourism Platform, Outdoor Digital Signage. 2020 impact on reserves- \$17,800.
- Spring Breakup equipment
  - Sensors and cameras- \$18,000 to be funded from gas tax- pursuing other third-party funding.

#### COUNCIL POLICY/STRATEGY OR GOAL:

N/A

#### APPLICABLE LEGISLATION, BYLAWS OR STUDIES:

Bylaw #2388 Procurement Bylaw and Policy



## REGULAR MEETING MINUTES August 25<sup>th</sup>, 2020

### FINANCIAL IMPLICATIONS:

Decrease in forecasted spend for 2020 of \$3,909,565, the majority of which will be carried forward to future years. Overall impact of changes had no impact to reserves on a net basis.

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

June (Q2) 2020 Capital Report

Submitted by:  
Sam Mugford, CPA, CA  
Director of Finance and Administration

Reviewed by:  
Glenn Smith  
Senior Administrative Officer

e. 2020 Q2 O&M update

### RECOMMENDATION:

#20-214

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Q2 Report on O&M as presented as recommended by the Finance Committee.**

**CARRIED**

### BACKGROUND:

As at June 30, 2020 the Town of Hay River has incurred a deficit of \$619,000. Budgeted surplus for the period was \$3.53M. The primary driver of this difference due to the timing of levying property taxes. As such, significant transactions which were anticipated to have occurred by June 30<sup>th</sup> won't happen until Q3.

Revenues:

- Property taxes were under budget due to timing of levy. At June 30<sup>th</sup> only Territorial GIL was billed.
- Sale of service down from budget due to reduction in programming, advertising, and grant revenue (budgeted with expense offset). Reduction slightly offset by higher than budgeted ambulance revenues.
  - Forecast reduction to reflect lower revenues from advertising, programing, and lower grant revenues.
- Other revenue from own sources lower than budget due to lower interest revenue
- No changes to forecasted government transfer for operating and water.



## REGULAR MEETING MINUTES August 25<sup>th</sup>, 2020

- Water and sewer revenues continue to be forecasted lower than budget, due to a delay in implementing budgeted rate increases and lower commercial sales.

### Expenses:

- General Government costs higher than budget due to the timing of insurance payment (budgeted over full year, fully paid in April), and higher than anticipated legal and consulting costs due to COVID-19.
- Protective Service lower than budget as bylaw position as vacant for the first half of the year, and reduced training anticipated.
- Transportation and Public works is under budget as some items were budgeted straight line (asphalt, calcium, gravel) resulting in \$300k underspent at June, which will be caught up as road paving season continues.
- Environmental and Public Health Services under budget partially due lower maintenance and engineering (35k) and no cemetery mapping costs (10k). Forecasting higher costs due to flood costs (which were reimbursed under other revenue).
- Recreation and Culture expecting lower expenses due to elimination of several expenses budgeted contingent with revenue also expenses forecasted lower due to salary expense. currently we are investigating why our heating costs appear to be so high, as we had anticipated a larger reduction in expenses.
- Fiscal and Valuation lower than budget due to delay in early payment discount, municipal tax exemption, school tax exemption, and AFDA (150k total)

### COUNCIL POLICY/STRATEGY OR GOAL:

N/A

### APPLICABLE LEGISLATION, BYLAWS OR STUDIES:

Bylaw #2388 Procurement Bylaw and Policy

### FINANCIAL IMPLICATIONS:

Administration has estimated the preliminary impact of COVID-19 and provided forecast adjustments to reflect the impact. Overall, we are forecasting a reduction of surplus before undernoted of \$67,000.

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

June (Q2) 2020 O&M Report

**Submitted by:**  
**Sam Mugford, CPA, CA**  
**Director of Finance and Administration**

**Reviewed by:**  
**Glenn Smith**  
**Senior Administrative Officer**



## REGULAR MEETING MINUTES August 25<sup>th</sup>, 2020

### 10. NOTICE OF MOTIONS

There we no notice of motions for the Regular Meeting of Council, Tuesday, August 25<sup>th</sup>, 2020.

### 11. IN CAMERA

#20-215

MOVED BY: CLLR ANDERSON

SECONDED BY: DEPUTY MAYOR BOUCHARD

That the Council of the Town of Hay River move to In Camera at 7:54pm.

CARRIED

#20-216

MOVED BY: CLLR DUFORD

SECONDED BY: CLLR ANDERSON

That the Council of the Town of Hay River move out of In Camera At 9:01PM.

CARRIED

### 12. ADJOURNMENT

#20-217

MOVED BY: CLLR ANDERSON

That the Regular Meeting of Council be adjourned at 9:02pm.

CARRIED

Certified Correct as Recorded on the 25<sup>th</sup> Day of AUGUST 2020

These minutes were accepted by motion #\_\_\_\_\_.

\_\_\_\_\_  
Mayor

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



# REPORT TO COMMITTEE

**COMMITTEE:** STANDING COMMITTEE OF COUNCIL      **DATE:** September 1, 2020

**DEPARTMENT:** TOURISM AND ECONOMIC DEVELOPMENT

**SUBJECT:** TOURISM AND ECONOMIC DEVELOPMENT REPORT

## RECOMMENDATION:

**MOVED BY: CLLR ANDERSON**  
**SECONDED BY: CLLR CHAMBERS**

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

## BACKGROUND:

### Tourism Activity:

- Hay-Cation marketing has been attracting NWT & Nunavut tourists to town and the South Slave Region. Posted regular social media posts for our Hay-Cation program throughout the month and attracted and engaged many new followers.
- Visitor Information Centre registered visitors by location: YK 183, Ft. Smith 9, NU 4, ON 3 (Wedding and a locum Dr. at Hospital), NFLD 1 (visiting mother working here), NB 2 (parents visiting children & grandchildren), BC 1 (working at hospital), AB 7 (4 heading to Taltson River power dam to work, 3 checking town water intake) .
- Working with Outcrop Communications and Manager of NWT Conference & Business Partnerships on creating travel itineraries, conference and accommodation flatsheets.
- Created a new Hay-Cation ad for the Sept/Oct issue of Up Here Magazine and an online ad block on Up Here website.
- Met with The Hub to promote and discuss the Hay-Cation marketing program. Online articles in The Hub and News North published on August 13, 2020. Also interviewed with the Recreation Director for the Trans Canada Trail work, published in The Hub on August 19, 2020.
- Attended a virtual presentation for a new tourism product called Firecircle. The product allows tourism operators to work through a virtual workshop that assists them with creating a stable business. At the end of the workshops the tourism operator will have a complete business plan.
- Provided photos of a few restaurants and facilities for Spectacular NWT's China marketing to feather Hay River as a tourist destination once travel is allowed.
- 

### Economic Development Activity:

- Arranged for 5-day rental (~\$4500) of Fisherman's Wharf Pavilion for ITI workshop; The Dope Experience.
- Prepared and submitted a new Trans Canada Trail funding application for work on joining the Old Town Connector Trail to the Oxbow Trailhead.



# REPORT TO COMMITTEE

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**COMMITTEE:** STANDING COMMITTEE OF COUNCIL      **DATE:** September 1, 2020

**DEPARTMENT:** TOURISM AND ECONOMIC DEVELOPMENT

**SUBJECT:** TOURISM AND ECONOMIC DEVELOPMENT REPORT

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## Other Activity:

- Met with new Tourism Development Officer, Eric Chalker, about funding opportunities and mentorship program. Peter has applied for the mentorship program.
- Provided Trans Canada Trail with a progress report for the work on the Oxbow Trail and installation of interpretive signage. Extreme wet conditions have continued to not allow the installation of the sign frames and signs. Installation has been rescheduled for July of 2021.
- Working on getting some of the 50<sup>th</sup> anniversary of the Mackenzie Highway artwork panels from the old recreation centre put up on the back of the Fisherman's Wharf Pavilion. We should see them up at the beginning of September.
- Assisted NACC with arranging permission to film local artists out at Escarpment Creek Park. NACC is filming artists performing in nature to promote art and artists during the pandemic.
- Invited to attend the 20<sup>th</sup> Anniversary of the Hay River Heritage Museum. Wonderful celebration and the museum and property are looking amazing.

## Key Performance Indicators:

*External Funding Success*



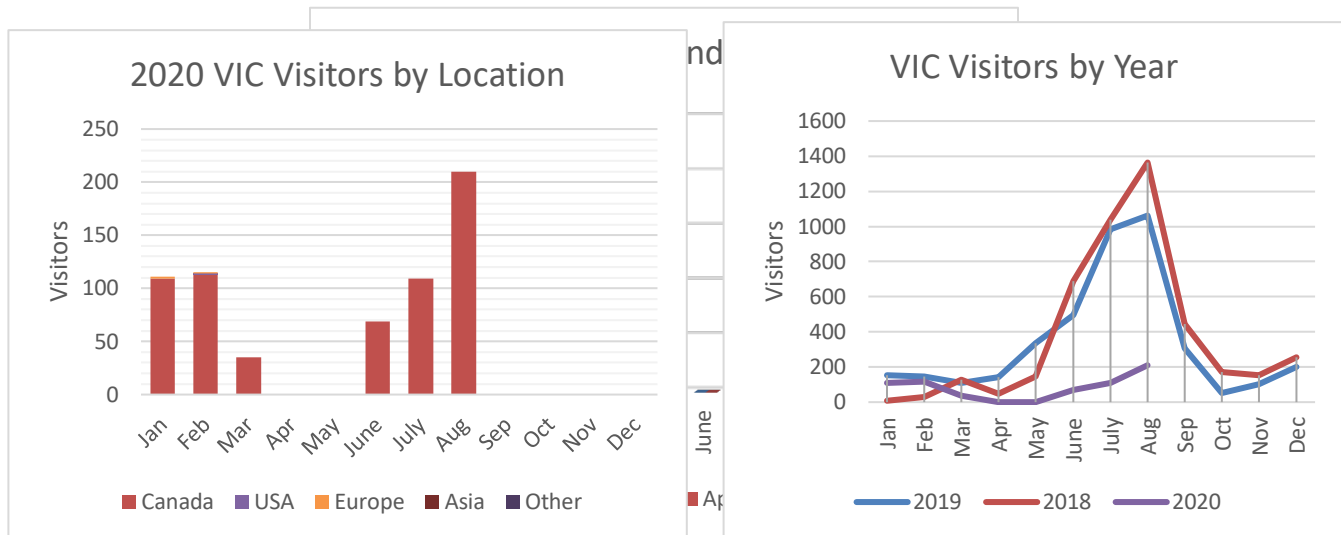
# REPORT TO COMMITTEE

**COMMITTEE:** STANDING COMMITTEE OF COUNCIL      **DATE:** September 1, 2020

**DEPARTMENT:** TOURISM AND ECONOMIC DEVELOPMENT

**SUBJECT:** TOURISM AND ECONOMIC DEVELOPMENT REPORT

- Submitted a new Trans Canada Trail funding proposal to connect the Old Town Connector Trail to the trailhead of the Oxbow Trail.



Visitor Information Centre Visitation

## Gift Shop Sales







# REPORT TO COMMITTEE

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**COMMITTEE:** STANDING COMMITTEE OF COUNCIL      **DATE:** September 1, 2020

**DEPARTMENT:** TOURISM AND ECONOMIC DEVELOPMENT

**SUBJECT:** TOURISM AND ECONOMIC DEVELOPMENT REPORT

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## ***Inbound Marketing***

- Promotion through social media still remains the focus for marketing. Hay-Cation promotion is creating an added buzz for Hay River and the South Slave communities with the Spectacular NWT Northern Staycation marketing program. Continue advertising tourism in Up Here Magazine.

## ***Visitor Satisfaction Rating***

- We have been working with ITI, NWT Parks and Spectacular NWT to create an NWT wide visitor metrics that will be of value to all involved. Currently in discussion.
- COVID protocol does not allow tourists to sign the guest book but we are taking down information on where they are from, what brings them here, what are they doing here, etc.
- Feedback from tourists coming into the VIC is extremely positive and Hay-Cation marketing is the reason most tourists say they are visiting Hay River and the South Slave Region.

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

N/A

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

N/A

## **FINANCIAL IMPLICATIONS:**

N/A

## **ALTERNATIVES TO RECOMMENDATIONS:**

N/A

## **ATTACHMENTS:**

N/A

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

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**Reviewed by:**  
Glenn Smith  
ASAO  
Date: August 28, 2020



# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: SEPTEMBER 1 2020

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

## RECOMMENDATION:

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

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

## BACKGROUND:

### Summary:

The Protective Services group had another busy month with a total of 54 emergency responses that were either medical or fire-related. The agility of the department continues to be tested with multiple responses happening at the same time.

This month's practical training was focused on NFPA 1001 skills and included Deployment and Drafting from Portatanks, Ropes, Knots, Hitches, and Hoisting and finally Live Fire Evolutions. The live-fire evolutions were new to a couple of rookie members, so a unique experience for them with live fire attack in an enclosed area.

EMO and Fire Department personnel started working on all the monitoring stations for breakup. The first stage was the disassembly of all sites and shipping the data loggers out for overhaul and calibration. The data loggers are expected back in the first week of September. We are presently working on specifications and purchasing new sensors and cameras for all sites. We are shooting for a completion date for all areas to be back up and running late September, early October.

### Meetings:

From July 28 to August 26, 2020, 229, paid-on-call hours were served by the members of the Fire Department for a year to date, a total of 2,311.5 hours.

## STATISTICS

FUNCTION	AUGUST 2018	AUGUST 2019	AUGUST 2020	AUGUST 2018 YTD	AUGUST 2019 YTD	AUGUST 2020 YTD
Patient Transfers	11	18	17	101	100	146



# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: SEPTEMBER 1 2020

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

Medical Emergency Local	12	11	23	113	104	159
Medical Emergency Reserve	2	2	2	13	12	20
Medical Emergency Highway	0	0	0	6	1	6
Medical Emergency Out of Town Patients	1	0	8	12	7	19
Body Transfer	1	1	1	6	4	7
Fires & Rescues	1	1	0	16	14	10
False Alarms	6	1	3	24	13	35
Training	4	4	3	31	35	21
Special Training	0	10	1	16	29	1
Maintenance	4	3	3	30	28	18
Fire Permits	1	0	2	17	6	6
Fireworks Permits	3	0	2	6	0	3
Public Safety	2	0	2	22	16	11
Inspections	5	7	5	52	67	22

## MAINTENANCE

1. All daily/weekly/monthly maintenance activities were completed.
2. Rescue 5 had emergency lights replaced due to the total malfunction of old lights.
3. Ambulance 1 electrical failure repaired inhouse.

**COUNCIL POLICY / STRATEGY OR GOAL:**



# REPORT TO COMMITTEE

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: SEPTEMBER 1 2020**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

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N/A

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

Fire Prevention Bylaw

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

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**Prepared by:**

Ross Potter

Director Protective Services/Fire Chief

Date: August 26, 2020

**Reviewed By:**

Glenn Smith

Senior Administrative Officer

Date: August 28<sup>th</sup>, 2020



# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: SEPTEMBER 1 2020

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

## RECOMMENDATION:

MOVED BY: CLLR DOHEY  
SECONDED BY: CLLR WILLOWS

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

## BACKGROUND

OFFENCE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	OFFENCES	WARNINGS	SHELTER	FINES	TOWED	RETURNED TO OWNER	CLEANED UP
<b>Animal Control Bylaw</b>									
Animal Abuse									
Barking Dogs									
Dog Attack									
Dog Bites									
Loose Cat	1			1					
Loose Dogs	5	3		2					
Sled Dog Complaints									
<b>Business License</b>									
No Business License									
<b>Traffic Bylaw</b>									
Vehicle Parking									
Trailer Parking			9	9					6
ATV									
Misc									
<b>Unightly Bylaw</b>									
Overgrown Trees									
Long Grass & Weeds			1	1					1
Miscellaneous	1		1						
Garbage									
<b>Development Related</b>									
Infringing on Property									
Development No Permit									
<b>Fire Prevention Bylaw</b>									
Burn Garbage									
Smoke									
<b>Porritt Landing</b>									
Vessel Parking Issues			4	4					
<b>Snow Removal</b>									
Not Clearing Sidewalks									
Dumping Snow on Neighbors Property									

## Unightly Properties: 0

The Director, Protective Services is presently acting as the Bylaw Enforcement Officer due to a shortage of staff. Patrols have been reduced from the 2 patrols per day, but we are still



# REPORT TO COMMITTEE

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: SEPTEMBER 1 2020**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

---

responding to complaints. The new Protective Services Specialist will be starting with the town on September 14, 2020.

With the recruitment of a new Protective Service Specialist, a bylaw enforcement prioritization plan will be developed and shared with Council in September. The plan will guide the direction of the department and is intended to create alignment with the goals and strategies of various Town operation and strategic plans.

<b>COUNCIL POLICY / STRATEGY OR GOAL:</b>	
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N/A

<b>APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:</b>
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Bylaws as applicable

<b>FINANCIAL IMPLICATIONS:</b>
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N/A

<b>ALTERNATIVES TO RECOMMENDATIONS:</b>
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N/A

<b>ATTACHMENTS:</b>
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N/A

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**Prepared by:**  
Ross Potter  
Director, Protective Services  
Date August 28, 2020

**Reviewed By:**  
Glenn Smith  
Senior Administrative Officer  
Date: August 28, 2020



# REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: September 1, 2020

SUBJECT: Public Works Monthly Report for August 2020

## RECOMMENDATION:

MOVED BY: CLLR CHAMBERS  
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for August 2020.

## BACKGROUND:

### Public Works Daily Operations:

Public Works staff continued with regular operations and maintenance work on the Town's water, sewer, roads & sidewalks, vehicles, and infrastructure. The following is a summary of the work completed this month:

Regular Operations and Maintenance Items	
Item	Activity
Water & Sewer	Water shut offs and turn ons as requested Water and Sewer inspections of areas of concern Water and Sewer locates as required Meter readings taken Flushing of lines Meter replacements Month end water report
Water & Sewer Facilities	Inspection of Town reservoirs
Roads	Grading of roads Clearing of ditches Street sweeping Sign repairs as needed Line painting Patching of minor holes in roads
Other	Regular fleet maintenance Funerals

### Landfill Operations:

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



# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** September 1, 2020

**SUBJECT:** Public Works Monthly Report for August 2020

The ICIP funding agreement for removal of tires has been finalized. Currently working to explore various options and develop a plan to have tires removed from site as soon as possible in 2020.

Soil on biotreatment pad was tested and half of the remaining material is good to be removed. Remainder expected to be removed by September.

## **Water Licence Activities:**

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

The Town's water licence renewal application was submitted to the Mackenzie Valley Land and Water Board on September 16<sup>th</sup>. In June, the MVLWB applied for an additional 60-day extension to the Town's existing water licence in order to provide more time to complete the renewal process due to delays associated with COVID-19. The next major step in the process is the public hearing which is scheduled for September 8-10. The renewal process is now expected to continue until the end of 2020 with a new licence being issued in early 2021.

## **Capital Projects 2020:**

A list of 2020 Capital Projects along with an update of the status of these projects is included below. Any capital projects from 2019 that were not completed have been carried over and are included on this list.

2020 Capital Projects	
Project	Update
Lift Station System Upgrade	Construction has begun. Clearing, dewatering and excavation activities taking place on the lot. Tie-ins and concrete work expected to take place in September.
Fraser Place Development	Geotechnical work started in August, issues with the drill. Work to be completed in September. Design and clearing work will follow in 2020 with more development work in 2021.
Caribou Crescent Water, Sewer, and Drainage	Underground infrastructure work completed and backfilled. Paving work to occur in 2021.
Water Treatment Plant and Reservoir Roof Upgrades	Project has been completed.
Water Licence Renewal	Ongoing - See Water Licence section
Commercial Water Meter upgrade	Majority of meters have been purchased and a portion have been installed. Remainder to be done as time permits.





# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** September 1, 2020

**SUBJECT:** Public Works Monthly Report for August 2020

Landfill Waste Projects (Tires and others)	Exploring a variety of options for removal of tires from the landfill including local options. Options to be presented to council in September.
Paradise Road Realignment	Planned for the fall of 2020. Need telecomm infrastructure moved before work can begin.
Lift Station #2 Demolition	Project has been completed.
Sewer Flusher (Equipment)	Tender for this equipment is being finalized and should be ready to go out in September.
Beaver Crescent Water, Sewer, and Drainage	Surveying and design to be completed in 2020, construction in 2021.
Riverview Drive Upgrade	Surveying and design to be completed in 2020, construction in 2021.
Capital Drive Watermain	Surveying and design work to be completed in 2020.
Treatment Plant Intake Inspection	Contractor attempted to perform intake inspection but was unable to locate intake due to turbidity and uncertainty in information. Reservoirs were inspected and solutions for intake inspection to be included in final report.
Old Town Hall Demolition	Town Hall has been cleared of items, have reached out to consultant on removal of hazardous materials. Will move forward with tendering of hazardous material removal and demolition work.

## **Planning:**

3 Development Permits and 1 Building Permits have been approved for August 2020. In the month of August 2019, there were 15 Development Permits and 1 Building Permits signed out. The monthly Development and Building report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Aug 4/20	D20-052	24 Balsam Drive	New Fence entire yard
Aug 20/20	B20-024	9 McMeekin Crescent	New 14'X20' Shed
Aug 25/20	D20-053	28 Stewart Drive	New 16'X20' Garage
Aug 26/20	DH20-054	35 John Mapes Crescent	Babes and Tots Dayhome



## REPORT TO COMMITTEE

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**DEPARTMENT:** Public Works

**DATE:** September 1, 2020

**SUBJECT:** Public Works Monthly Report for August 2020

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**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

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**Prepared by:** Mike Auge  
Director of Public Works  
August 28, 2020

**Reviewed by:** Glenn Smith  
SAO  
August 28, 2020



# REPORT TO COMMITTEE

**DEPARTMENT: RECREATION**

**DATE: September 1<sup>st</sup> 2020**

**SUBJECT: Hay River Recreation Centre Operational Update and Reopening Plan**

## **RECOMMENDATION:**

**MOVED BY: CLLR DOHEY  
SECONDED BY: CLLR ANDERSON**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accept the Hay River Community Centre Operational Update and Reopening Plan as information.**

## **BACKGROUND:**

The GNWT's *Emerging Wisley* plan provides guidelines and regulations for community centres and most recreational activities. Reopening of recreational complexes such as the Hay River Community Centre require consultation with GNWT Environmental Health officials and ultimately approval from local EHO.

The Department of Recreation had previously received GNWT for operation of outdoor programming at local parks, playgrounds and greenspaces. The Hay River Community Centre Operational Update and Reopening Plan provides an update to current Department of Recreation operations while also proposing a phased approach to the reopening of THR indoor recreation facilities which would allow resumption of fall/winter programming.

Department of Recreation staff have consulted local user groups, GNWT Environmental Health officials and other NWT communities. THR's Recreation Committee will also be consulted prior to the public communication of the plan.

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

- n/a

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

- GNWT Emerging Wisely Plan;
- NWT Safety Act;
- NWT OH&S Regulations
- WSCC Workplace Safety Planning for COVID-19 documents;



# REPORT TO COMMITTEE

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**DEPARTMENT: RECREATION**

**DATE: September 1<sup>st</sup> 2020**

**SUBJECT: Hay River Recreation Centre Operational Update and Reopening Plan**

**FINANCIAL IMPLICATIONS:**

**ALTERNATIVES TO RECOMMENDATIONS:**

- Request further review and updates to the document.

**ATTACHMENTS:**

- Hay River Community Centre Operational Update and Reopening Plan

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**Prepared by:**  
Stephane Millette  
Director of Recreation  
August 27, 2020

**Reviewed by:**  
Glenn Smith  
ASAO  
August 27, 2020



# REPORT TO COUNCIL

**DEPARTMENT:** ADMINISTRATION

**Date:** September 15<sup>th</sup>, 2018

**SUBJECT:** SUPPORT KFN HIGHWAY SIGN

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER support the Katl'odeeche First Nations (KFN) for their application to the GNWT for the installation of signage at the junction of highways #2 and #5.**

## BACKGROUND:

On September 2<sup>nd</sup> the Town of Hay River received an email from KFN with a design and plan for installation of highway signage. The signage is planned to be installed on the right-of-way of the eastbound traffic on the southside of highway #5 at the junction of highways #2 and #5. KFN is asking for the Town of Hay River's support of the placement of the signage.

In the attachments, KFN has indicated that the printing and installation of the sign and will be completed by Poison Painting. KFN is intending to have the sign installation completed this Fall.

On August 7, 2018 Town of Hay River Council passed a resolution to support the Northwest Territory Metis Nation's installation of highway signage of a similar design and installation location as the proposed KFN signage.

## COUNCIL POLICY / STRATEGY OR GOAL:

N/A

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

## FINANCIAL IMPLICATIONS:

N/A

## ALTERNATIVES TO RECOMMENDATIONS:

N/A

## ATTACHMENTS:

- KFN Sign Location
- KFN Sign Graphic
- KFN Highway Sign Application to the GNWT



# REPORT TO COUNCIL

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**DEPARTMENT:**      **ADMINISTRATION**

**Date:**   **September 15<sup>th</sup>, 2018**

**SUBJECT:**            **SUPPORT KFN HIGHWAY SIGN**

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**Prepared by:**

Stacey Barnes

Council Administrator

Date: September 10, 2020

**Reviewed by:**

Glenn Smith

Senior Administrative Officer

Date: September 10, 2020



## APPLICATION TO ERECT A SIGN WITHIN A N.W.T. PUBLIC HIGHWAY RIGHT-OF-WAY INCLUDING WITHIN MUNICIPAL CORPORATE BOUNDARIES

In accordance with the Public Highways Act – Highway Signs Regulations, I hereby apply for a permit to erect and have installed a sign as described below and as illustrated on the attached drawing(s).

Applicant/Business Name <b>Kátt'odeeche First Nation</b>		
Contact Person <b>Debbie Miller, CEO</b>		
Address <b>PO Box 3060</b>	Community <b>Hay River Aene Reserve</b>	
Phone <b>867-874-6701</b>	Email <b>ktceo@kattodeeche.com</b>	
Purpose of Sign <b>Informational / Tourism</b>	<input checked="" type="checkbox"/> Permanent Sign <input type="checkbox"/> Temporary Sign In case of Temporary Sign: Installation Date: _____ Removal Date: _____	
Message/Display <b>See attached graphic &amp; sign descriptions</b>		
<small>Submit a sketch, drawing or photograph of the proposed sign showing all graphics and messages. Include overall dimensions, font size(s), sign substrate and finishes. Include a secondary sketch providing details of the stand for the sign including the total height from ground, post type, and size, any stiffeners or bracing and in ground installation methods. Samples of typical drawing have been included.</small>		
Location Highway No. or Road name <b>Highway 5</b>	Location (km or distance to landmark) <b>See attached site location</b>	Landmark description if applicable <b>→</b>
Direction of travel/Right of Way Description <b>Sign will be on south side of Hwy 5 facing eastbound traffic</b>		
Submit a site plan/map that includes the location information <b>see attached site location map</b>		

I agree to the conditions listed in the Highway Signs Regulations and Guidelines for  
Installing Commercial or Non-Commercial Signs Within a Public Highway Right-of-Way.

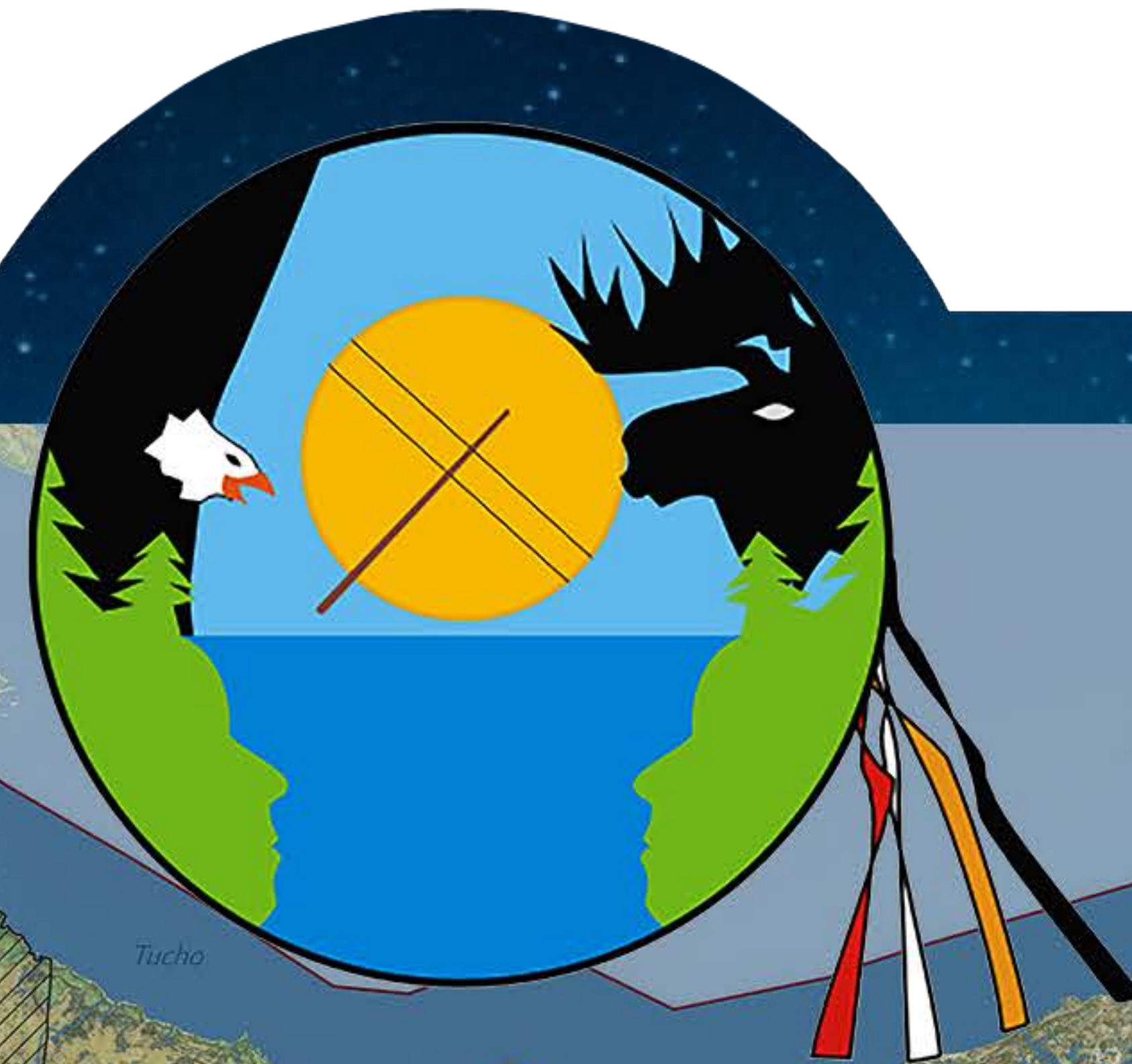
Signature of Applicant

Date of Application

Approved:	Date:
Senior Municipal Officer (If applicable - include Motion in Council)	
Regional Superintendent, INF	
Director of Transportation, INF	
Deputy Minister, INF	



**WELCOME**



**You are in Kátł'odeeche Got'je Ndee,  
the Traditional Territory of the Kátł'odeeche First Nation.**

**Honour our inherent Aboriginal and Treaty 8 rights  
by respecting the land, water, and wildlife in this Territory.**

**[www.katlodeeche.com](http://www.katlodeeche.com)  
1-867-874-6701**

**Mahsi**



KFN sign

KFN sign location

Legend

- 60.765457999999995, -115.8526248
- Feature 1

Fork Smith Hwy

5

60.765457999999995, -115.8526248

22 meters

78.3 meters

2

Hay River Hwy

Google Earth

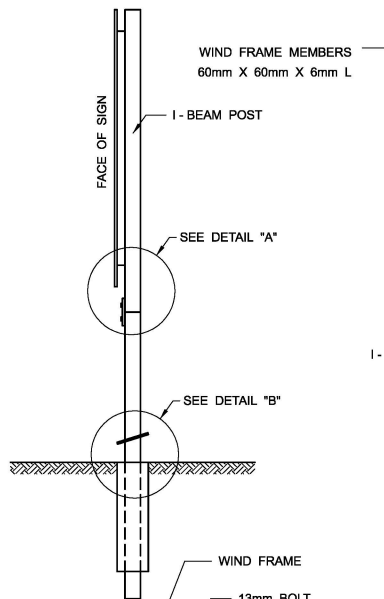
© 2020 Google  
Image Landsat / Copernicus  
Image © 2020 CNES / Airbus

90 m

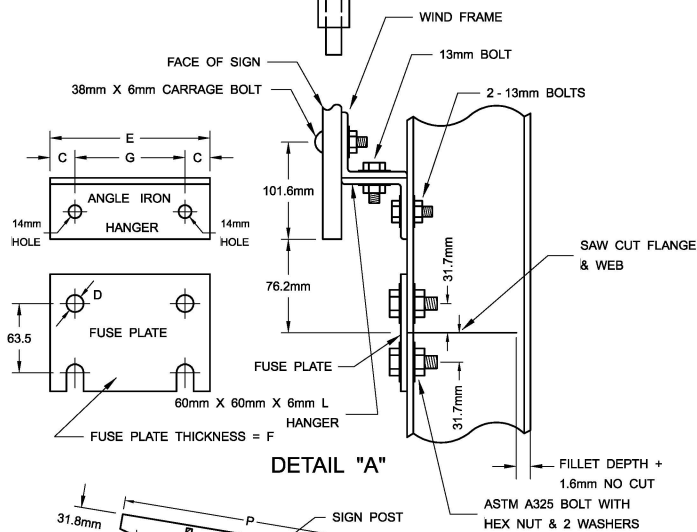
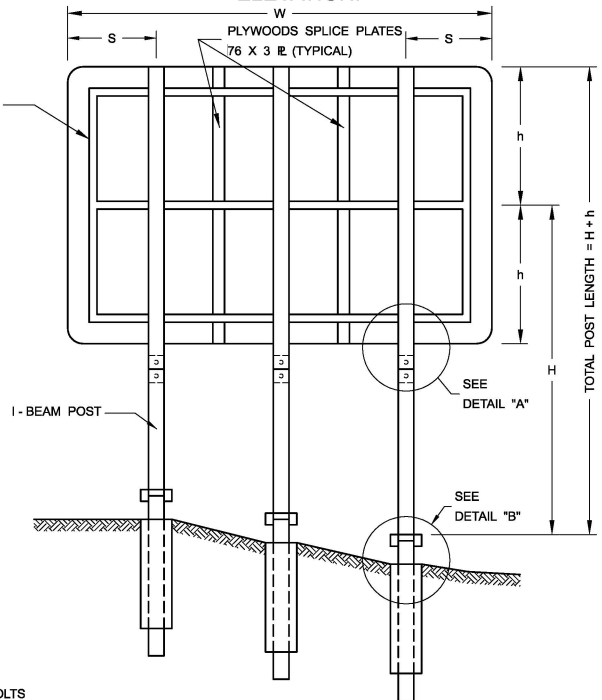




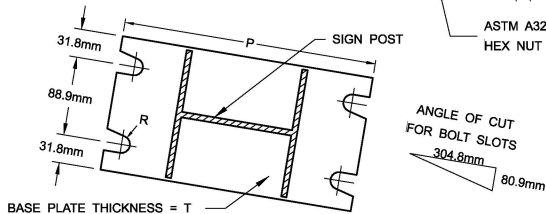
# SIDE VIEW:



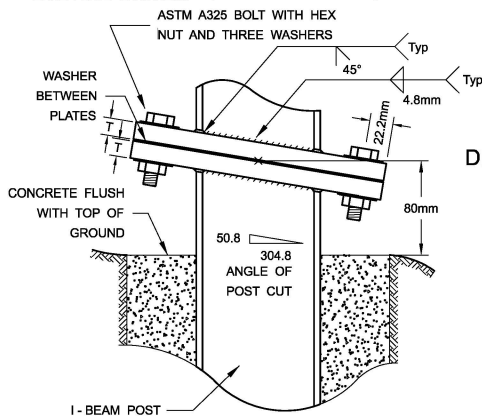
# ELEVATION:



DETAIL "A"



DETAIL "B"



(H)	POST TYPE			
	W 150x14 (W 6x9)	W 200x15 (W 8x10)	W 150x22 (W 6x15)	W 200x27 (W 8x18)
	1/2 AREA OF SIGN (W x h) m²			
2.74	6.32	9.66	12.54	
3.05	5.76	8.64	11.24	
3.35	5.20	7.99	10.22	
3.66	4.83	7.25	9.38	13.47
3.96	4.46	6.69	8.64	12.36
4.27	3.99	6.22	8.08	11.43
4.57	3.81	5.76	7.62	10.59
4.88	3.53	5.39	7.15	9.94
5.18	3.34	5.11	6.69	9.29
5.49	3.16	4.83	6.32	8.64
5.79	3.07	4.55	5.95	8.27

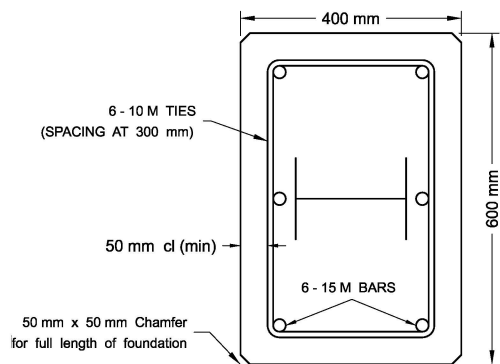
## GENERAL NOTES:

1. ALL UNSPECIFIED DIMENSIONS ARE IN mm.
2. PERMANENT HIGHWAY SIGNS WITH SIGN FACE GREATER THAN 3m² SHALL BE INSTALLED WITH BREAKAWAY GROUND MOUNT SIGN SUPPORT ASSEMBLY.
3. S = 20% OF W FOR SIGNS LESS THAN 5.5m.
4. S = 15% OF W FOR SIGNS GREATER THAN 5.5m.
5. SIGNS GREATER THAN 5.5m WIDTH REQUIRE 3 POST MOUNTING.

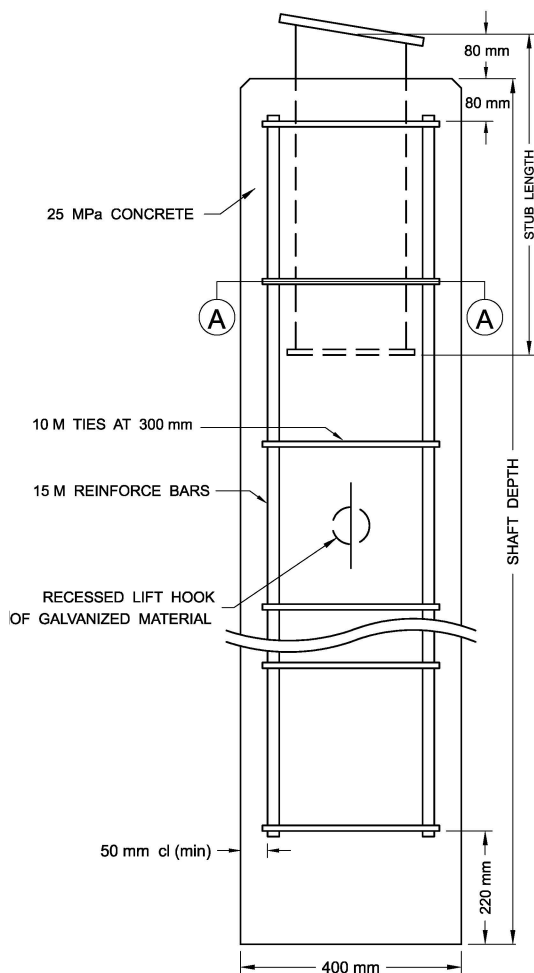
ALL BOLTS SHALL BE TIGHTENED AS FOLLOWS		
BOLT SIZE	TORQUE	RESIDUAL TENSION
13mm (1/2")	136.9 N.m	5 465.8 kg
16mm (5/8")	271.2 N.m	8 709.0 kg
19mm (3/4")	482.7 N.m	12 882.0 kg

POST SIZE	BASE CONNECTION DATA				FUSE PLATE & HANGER DATA					
	BOLT SIZE	P	T	R	BOLT SIZE	E	F	G	C	D
W 150x14 (W 6x9)	13	266.7	19.05	7.14	13	101.6	6.35	57.15	22.23	14.29
W 200x15 (W 8x10)	16	317.5	19.05	8.73	16	101.6	6.35	57.15	22.23	17.46
W 150x22 (W 6x15)	16	266.7	25.4	8.73	16	152.4	9.53	88.9	31.75	17.46
W 200x27 (W 8x18)	19	317.5	28.58	10.32	19	133.35	9.53	69.9	31.75	20.64

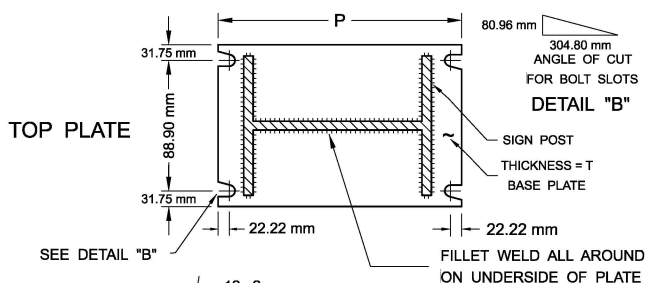
No.	DESCRIPTION	BY	DATE
		DRAWING TCS-A4-310	
		Date: October 2006	
BREAKAWAY GROUND MOUNTED SIGNS ON I-BEAM POSTS			
Prepared By: MM	Checked By: SM	Scale: N.T.S.	SECTION A4



DETAIL A-A



FOUNDATION

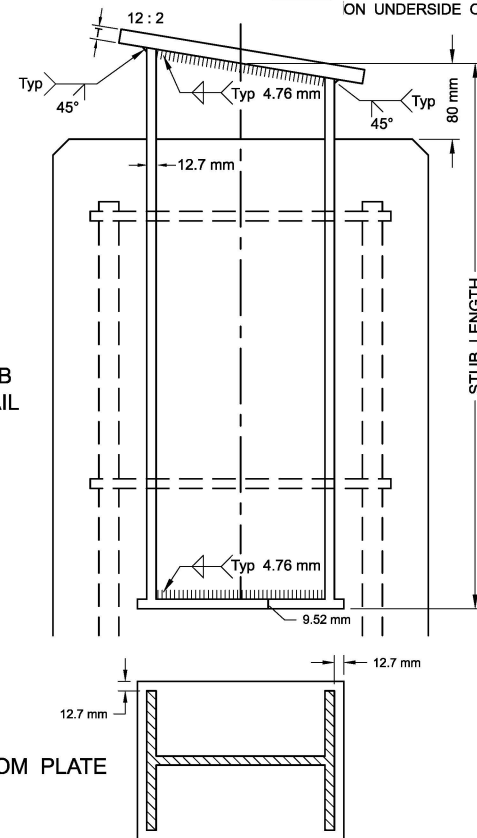


TOP PLATE

SEE DETAIL "B"

STUB DETAIL

BOTTOM PLATE



FOUNDATION DATA				
POST SIZE		STUB LENGTH	SHAFT DEPTH	REINF. BARS
METRIC	IMPERIAL			
W150 x 14	W 6x9	600 mm	1800 mm	15 M
W200 x 15	W 8x10	600 mm	1800 mm	15 M
W150 x 22	W 6x15	800 mm	1800 mm	15 M
W200 x 27	W 8x18	800 mm	1800 mm	15 M

BASE CONNECTION DATA					
POST SIZE		BOLT SIZE	P	T	R
METRIC	IMPERIAL				
W150 x 14	W 6x9	13	266.7	19.05	7.14
W200 x 15	W 8x10	16	317.5	19.05	8.73
W150 x 22	W 6x15	16	266.7	25.4	8.73
W200 x 27	W 8x18	19	317.5	28.58	10.32

## GENERAL NOTES:


### DESIGN

AASHO Specification for Design and Construction of Structural Supports for Highway Signs and National Building Code.

### MATERIAL

Structural Steel and Plates shall conform to ASTM Specification A36.

- \* All steel shall be Blast Cleaned after fabrication in accordance with Specification SSPC - SP - 6 - 63 of the Steel Structural Painting Council.
- \* All welds shall Conform to CSA Specification W - 59.
- \* Fabricators shall be approved by the Canadian Welding Bureau.
- \* Fabricator shall submit a weld procedure, listing all parameters for approval.
- \* Provide weld all around, on both sides, to avoid a zipper failure and provide a safety factor.
- \* Welding to be inspected during fabrication, at random, by a qualified inspector.
- \* Stubs shall be galvanized and conform to CSA G164.
- \* All footings to have a recessed lift hook.

No.	DESCRIPTION	BY	DATE
			
		<b>DRAWING</b> <b>TCS-A4-315</b> Date: October 2006	
<b>BREAKAWAY GROUND MOUNTED BASES</b> <b>STEEL I - BEAM POSTS</b>			
Prepared By: MM	Checked By: SM	Scale: N.T.S.	SECTION A4



# REPORT TO COUNCIL

**DEPARTMENT:** ADMINISTRATION

**Date:** September 15<sup>th</sup>, 2018

**SUBJECT:** Federation of Canadian Municipalities Asset Management Program Funding

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER** directs Administration to apply for a grant opportunity in the amount of \$47,000 from the Federation of Canadian Municipalities's Municipal Asset Management Program for its "Advancing Municipal Asset Management Program". The Town's financial contribution for the grant will be up to \$9500.

## BACKGROUND:

Asset management is a systematic process that is used by organizations to optimize spend and performance of its core assets. Effective application of asset management principles improves decision making related to the operation, maintenance, replacement and disposing of its assets. The Town of Hay River can benefit from more formalized governance, procedures and tools to enhance activities and decisions tied to asset management.

As part of the GNWTs agreement with Canada for accessing Federal Gas Tax funding used for municipal infrastructure replacement, the GNWT and its municipalities have committed to improving asset management programs. The Town has entered into an agreement in 2019 with MACA for implementation of their asset management software. While the software will provide a platform the Town can use for managing asset management data, several steps are needed to prepare the organization for successful adoption of the system. These steps are best implemented through a defined project and using principles of project and change management.

The Town of Hay River will focus on improving several elements of its asset management system through this project and FCM funding opportunity. The Town will increase its understanding and subsequent performance of its assets to ensure cost effective decisions are made including those related to asset maintenance and replacement.

The finalization of an asset management policy will guide the organization on the principles and expectations for asset management. A roadmap will be developed that aligns the various departments and Council through the next several years of organizational asset management improvements. THR will be able to measure and quantify program progress and adjust activities where necessary.

A cross-functional project team will be established to provide a full perspective of organizational processes and to help facilitate adoption of the project goals. Accountability will be driven through defined roles and responsibilities for employees and performance management.

An expanded asset inventory will be developed with an indication of asset condition for critical assets. Staff will understand how assets are performing and information will be used to support reporting on service level expectations and in supporting decisions related to maintenance



# REPORT TO COUNCIL

**DEPARTMENT:** ADMINISTRATION

**Date:** September 15<sup>th</sup>, 2018

**SUBJECT:** Federation of Canadian Municipalities Asset Management Program Funding

versus replacement. Long term capital plans will be developed using assessments of the assets' performance.

Appropriate training will be executed so staff understand their roles and how to work through the asset management system. Staff will share information through the system to improve on maintenance activities and reduce risks of knowledge loss. Some asset information will be shared with the public for their understanding on how assets are performing and what the future needs of the organization look like.

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

Town Strategic Plan – Strategy to Improve Asset Management Practices

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

N/A

## **FINANCIAL IMPLICATIONS:**

- \$9500 from 2020 and 2021 operating budgets

## **ALTERNATIVES TO RECOMMENDATIONS:**

- Do not apply for FCM funding and rely on MACA and Town human resources to develop AM program

## **ATTACHMENTS:**

FCM Application

## **Prepared by:**

Glenn Smith

Senior Administrative Officer

Date: September 13, 2020



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

# Municipal Asset Management Program Application Form

## FCM's Municipal Asset Management Program Application Form

**IMPORTANT:** Before filling out this application form, please read the Municipal Asset Management Program (MAMP) [application guide](#), available on the FCM website.

Please save or download this form to your computer before completing it. If you see a dialog box requesting that you trust the links to FCM, please click "trust".

**We encourage you to contact FCM before you submit your application.** FCM advisors can help determine if your project is eligible, answer questions and help you prepare a successful application. Contact us at:

[programs@fcm.ca](mailto:programs@fcm.ca)

Tel.: 613-907-6208 or 1-877-997-9926

### Part A: Applicant information

There are two eligible lead applicant categories:

- » Municipal governments (e.g. towns, cities, regions, districts, etc., and local boards thereof)
  - » Quebec applicants must first submit their application through Quebec's Ministère des Affaires municipales et de l'Occupation du territoire (MAMOT). See details below.
- » Municipal partners applying in association with a municipal government

A municipal partner is one of the following entities:

- a. a municipally owned corporation
- b. a regional, provincial or territorial organization delivering municipal services
- c. an Indigenous community
  - » *Certain Indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.*
- d. a not-for-profit organization with a focus on municipal services

**Please note that private-sector entities are not eligible as municipal partners.**





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## 1. Lead applicant information

Please select your organization type from the list below. If you are unsure, please review the [application guide](#), or contact FCM: email [programs@fcm.ca](mailto:programs@fcm.ca) or call 613-907-6208 or 1-877-997-9926.

- ☒ Municipal government (e.g. towns, cities, regions, districts, etc., and local boards thereof)

### Municipal partner

- ☐ a municipally owned corporation
- ☐ a regional, provincial or territorial organization delivering municipal services
- ☐ an Indigenous community
- » *Certain Indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.*
- ☐ a not-for-profit organization with a focus on municipal services
- ☐ Other, please describe

If other is selected, please provide your organization type

## 2. Lead applicant contact information

Organization name

Town of Hay River

### Mailing address

Address

100-62 Woodland Drive

City

Hay River

Province/territory

Northwest Territories

Postal code

X0E 1G1

General Telephone

(867) 874-6522

General Email



### Lead applicant primary contact information

Salutation (optional) Mr. ▼	First name Glenn	Last name Smith	Middle initial (optional)
Title SAO		Email sao@hayriver.com	
Tel. (work) (867) 874-6522	Ext.	Cell (optional) (area) number	

### 3. Additional information

The following information will help FCM understand the reach and results of the Municipal Asset Management Program:

Lead applicant annual operating budget	\$12,000,000.00
Number of administrative staff that manage the municipality or lead organization (e.g. senior administrators, finance, public works, planners and other administrative staff)	11 – 20 ▼

☐ This applicant has previously received funding from MAMP (second-time applicants).

☐ This application is in collaboration with others communities/municipalities.

FCM will allow groups of peer municipalities to apply for funding using a collaborative approach.

## Part B: Self-assessment

### 5. Self-assessment summary – Current State

Please complete a self-assessment using the [Asset Management Readiness Scale assessment tool](#). The self-assessment should be reflective of your organization as a whole, and not a division or an asset class within the organization.

## Part C: Project description

### 6. Working title

What is the project's working title? This title will be used publically to identify the project. Please ensure that the working title provided matches that in the Workplan/Budget.

Advancing Municipal Asset Management Program





## 7. Description

Provide a high-level description of the activities you will complete within your project. Summarize what you will do and what the project will achieve in 100 words or less. If your application is accepted, this section will be used as the public description of your project.

Through completion of the Town of Hay River's Advancing Municipal Asset Management Program, the organization will enhance its application of relevant best practice asset management procedures and policies. The Town of Hay River will define short and long term expectations for asset management, improve its understanding of the organization's assets and how to effectively manage, and educate employees on their responsibilities for use of the asset management program.

## 8. Activities and deliverables

What are the proposed activities that you want FCM to fund? Please identify one to three activities.

What deliverables do you plan to submit to FCM at the end of this project that will demonstrate you have completed the activities? Please identify **at least one** deliverable per activity.

Please see the [application guide](#) for additional guidance on the level of detail expected.

Activity		Deliverable
Please identify one to three asset management related activities.		Please identify specific items you will send to FCM to demonstrate completion of each activity.
Examples:		Examples:
<ul style="list-style-type: none"> <li>conduct a needs assessment</li> <li>collect data on the condition of 200 km of roads</li> <li>set up a cross-functional asset management committee</li> <li>training for cross-functional team of managers</li> <li>update job descriptions to include asset management responsibilities</li> </ul>		<ul style="list-style-type: none"> <li>needs assessment report</li> <li>condition assessment report for 200 km of roads</li> <li>asset management committee terms of reference and minutes from first two meetings</li> <li>training attendance record and copy of training materials</li> <li>updated job descriptions, and minutes from job description workshop with cross-functional team</li> </ul>
Add		
Remove	1. Policy and Governance Development	An Asset Management policy, an AM road map document, AM procedures, roles and responsibilities document
Remove	2. Data Development	Asset listing, core asset condition report, preventative maintenance procedure document, sample asset maintenance report
Remove	3. System Training	training materials, training records

Note: Please use these same activities to complete the workplan and budget template. In the [workplan and budget template](#), you will be required to break each of these activities down into tasks.



## 9. Outcomes

Describe how your proposed activities will improve your asset management capacity and why these activities are the priority for your municipality at this time. How will these outcomes move you along the Asset Management Readiness Scale? List the specific outcomes in the scale that are likely to be achieved through your proposed activities.

In addition to the immediate outcomes, you can also describe the long-term impact these activities will ultimately have on your municipality or community.

The Town of Hay River will focus on improving several elements of its asset management system through this project and FCM funding opportunity. The Town will increase its understanding and subsequent performance of its assets to ensure cost effective decisions are made including those related to asset maintenance and replacement.

The finalization of an asset management policy will guide the organization on the principles and expectations for asset management. A roadmap will be developed that aligns the various departments and Council through the next several years of organizational asset management improvements. THR will be able to measure and quantify program progress and adjust activities where necessary.

A cross-functional project team will be established to provide a full perspective of organizational processes and to help facilitate adoption of the project goals. Accountability will be driven through defined roles and responsibilities for employees and performance management. Council will support asset management development through appropriate allocation of financial resources.

An expanded asset inventory will be developed with an indication of asset condition for critical assets. Staff will understand how assets are performing and information will be used to support reporting on service level expectations and in supporting decisions related to maintenance versus replacement. Long term capital plans will be developed using assessments of the assets' performance.

Appropriate training will be executed so staff understand their roles and how to work through the asset management system. Staff will share information through the system to improve on maintenance activities and reduce risks of knowledge loss. Some asset information will be shared with the public for their understanding on how assets are performing and what the future needs of the organization look like.

Please use the [Asset Management Readiness Scale assessment tool](#) to identify your desired future state. Complete the Desired Future State column below to indicate your intended readiness levels at the end of the funded project.

**Note:** Progression in asset management practices takes time and ongoing effort. Your “desired future state” should reflect the levels you realistically anticipate reaching by the end of the project. In some cases, the asset management activities that are most important for you may not result in a full level change on the readiness scale. That is okay — any progress is important.





## 10. Human resources

Identify the internal human resources who will complete the proposed activities. Please list who will lead the project and who will carry out the project activities? Summarize the relevant experience of your proposed project team.

The THR's project will be led the Senior Administrative Officer through support from a project management consultant. Each functional department will have one representative assigned to the project - typically the Director. Our project team has a mixed level of AM systems, training and system development experience. The SAO has 15 years of practical experience in use, design and development of asset management systems and sits on the FCM MAMP's Technical Working Group. The Director of Public Works and Services has participated in formal municipal asset management training and has practical experience in program use at a municipal government level. The Director of Finance brings technical knowledge and experience with capital planning, budgeting, and financial system integration.

Describe the external human resources (consultant, etc.) who will complete the proposed activities. Please list who will lead the project and who will carry out the project activities? Summarize the relevant experience of your proposed project team.

External consulting services will be used throughout the project implementation. Consultants will provide subject matter expertise on the various asset management elements as well as provide project management experience. They will be a dedicated resource that ensures appropriate focus is directed to the development of the system in accordance with defined outcomes and goals. The GNWT's Department of Municipal and Community Affairs (MACA) will also provide human resources to support data collection and input, maintenance procedure development, and system training.

## 11. Fit with provincial or territorial approach

Describe how this project fits within the asset management approach being implemented within your province or territory.

The project is in strong alignment with Territorial Government expectations on asset management system development. MACA will be part of the project team and provide direct resources to support the program. MACA will be providing software to the Town and will govern its use and program development. Contribution funding for infrastructure replacement through the Territorial Government will be tied to the advancement of the Town's asset management program and reporting.

## 12. Challenges and mitigations

What are the one to three most important risks or challenges that could impede the delivery of this project? How will you mitigate these challenges?

Challenge		Mitigation
Add		
Remove	1. Financial Resources	Apply for contribution funding to support program development. Program budgets supported by Council.



Remove	2. System Adoption	Change management principles will be executed through the project. Multi department involvement. Project champions identified.
Remove	3. Project Team Availability	Each department will sign off on employee assignment to the project. Council will be given notice of human resource assignments and roles.

## Part D: Required attachments

Please submit the following with your application

Supporting document	Comments and reference pages
A resolution from council, band council or board of directors, using the <a href="#">sample</a> provided	
Attach File	
Remove	
A completed workplan and budget document, using the template provided. <a href="#">workplan and budget template</a>	
Attach File	
Remove	
A completed Asset Management Readiness Scale assessment tool, using the template provided. <a href="#">AMRS assessment tool</a>	
Attach File	
Remove	
For collaborative project between municipalities: A letter of commitment signed by each collaborating municipality, using the <a href="#">template</a> provided.	
Attach File	
Remove	
<b>For municipal partners:</b> A letter of support from your partner municipal government, using the <a href="#">template</a> provided	
Attach File	
Remove	

## Part E: Declaration and signature

Please review this declaration and have it executed by an authorized signatory of the applicant. This declaration confirms that: a) the Applicant understands and will abide by the Federation of Canadian Municipalities' ("FCM") requirements, including those related to funding; and b) the information provided in and appended to the application is accurate and complete.

By typing my name below and submitting this application, I am providing my signature for the declaration above.

I, name \_\_\_\_\_, title \_\_\_\_\_ of  
 name of organization \_\_\_\_\_ (herein called the "**Applicant**"), hereby declare, without personal  
 liability and in my capacity as title \_\_\_\_\_ of the Applicant, as follows:



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1. That the Applicant will not be able to receive funding from FCM prior to entering into a legally binding agreement with FCM (the “**Agreement**”) in respect of the project being applied for (the “**Initiative**”) and that the said Agreement will contain pre-conditions to funding, all of which the Applicant must comply with, including without limitation:
  - a. the Applicant having obtained all authorizations required to enter into the Agreement and carry out the Initiative;
  - b. the Applicant having obtained assignments of copyright and waivers of moral rights from any consultants or third-parties who have contributed or will contribute to reports prepared on the Applicant’s behalf, such that the Applicant will hold the copyright in all reports related to the Initiative;
  - c. the Applicant providing reports and consenting to FCM sharing the lessons learned and experience gained from the Initiative with other communities across Canada by allowing FCM to publish reports, such as project completion and final reports, on the FCM website;
  - d. the Applicant having incurred costs in connection with the Initiative, which costs must be invoiced to and paid for by the Lead Applicant; and
  - e. the Applicant claiming reimbursement for in-kind costs only, all in accordance with FCM’s restrictions regarding such claims.
2. That the Applicant will carry out the Initiative in compliance with all applicable laws and regulations.
3. That the Applicant will confirm to FCM all sources of funding prior to executing the Agreement.
4. That all of the information contained in this application and in the accompanying documents is true, accurate and complete as of the date of submission.
5. That if any of the information contained in this application and in the accompanying documents becomes inaccurate, incomplete or incorrect, the Applicant will provide updated information and/or accompanying documents.
6. That the Applicant acknowledges and agrees that changes in scope to the Initiative after this date of application may not be accepted by FCM.
7. If the Applicant has engaged or intends to engage (a) consultant(s) who will communicate with FCM on behalf of the Applicant, that the Applicant hereby confirms that the consultant(s) are authorized to do so.

Name of authorized agent (consultant): \_\_\_\_\_

Organization: \_\_\_\_\_





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*Note: The information provided in this application, including all attachments, will be kept confidential. Access to this information will be limited to:*

- » FCM employees and professional representatives who are involved with your Initiative
- » persons to whom the applicant has granted access and persons authorized by law

*The information provided in applications, including attachments, is subject to FCM's Privacy Policy.*

The system will highlight any incomplete questions

**Review**

## **BYLAW NO. 2411**

### **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 appoint a Protective Services Specialist for the Town of Hay River pursuant to the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22.**

WHEREAS the CITIES, TOWNS AND VILLAGES ACT, Sections 48, 137 and 138 provides that the Council may by bylaw appoint officers and authorize them to perform any duties the Council considers necessary,

AND WHEREAS, the Council of Town of Hay River considers that it is in the public interest to appoint a Protective Services Specialist as an Officer of the Town of Hay River for the enforcement of Municipal By-Laws in the Town of Hay River.

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

#### **SHORT TITLE**

1. This bylaw may be cited as the Protective Services Specialist By-Law.

#### **INTERPRETATION**

2. In this Bylaw,
  - (a) "Council" means the Council of the Town of Hay River.
  - (b) "Protective Services Specialist/By-Law Officer" means a person who is appointed in accordance with the Cities, Town and Villages Act as an Officer to enforce the By-Laws of the Town of Hay River, and any Peace Officer who is entitled by law to enforce the By-Laws of the Town of Hay River.
  - (c) "Town" means the Town of Hay River, in the Northwest Territories.

#### **APPLICATION**

3. That the person(s) named in Schedule 1, attached to and forming part of this By-Law, is/are hereby appointed Protective Services Specialist(s).
4. That Protective Services Specialist so appointed shall assume the rank of Constable.
5. That the Protective Services Specialist so appointed shall carry out the duties specified in Section 137 and 138 of the Cities, Towns and Villages Act, R.S.N.W.T., 2003, c.22.
6. That the term of appointment shall expire upon termination of employment with the Town as a Protective Services Specialist.

**BYLAW NO. 2411**  
**MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

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INDEMNIFICATION

7. That the Town will indemnify and save harmless any Protective Services Specialist for any action, Claim, cause or demand whatsoever, that may be made or arise out of the Protective Services Specialist carrying out his official duties as an employee of the Town of Hay River.

REPEALS

8. That By-Law 2411 is hereby amended.

EFFECT

9. That this By-Law shall come into full force and effect upon Third and Final Reading thereof.

READ a First time this    day of                      2020

\_\_\_\_\_  
Mayor

READ a Second time this    day of,                      2020

\_\_\_\_\_  
Mayor

READ a Third and Final time this    day of                      , 2020, 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, s42 (1) (a & b) and the bylaws of the Municipal Corporation of the Town of Hay River on this                      day of                      , 2020.

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



**BYLAW NO. 2411**  
**MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

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SCHEDULE "1"

Schedule "1" to By-Law No. 2411, passed this      day of      , 2020.

The following individual is appointed as Chief Protective Services Specialist:

**Ross Potter**

The following individual is appointed as Protective Services Specialist:

**Travis Rosborough**

Effective Date of Appointment:      2020