



AGENDA

PUBLIC INPUT

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2. ADOPTION OF AGENDA
3. DECLARATION OF INTEREST
4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS
5. MINUTES
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9. NEW BUSINESS
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 - b. Tender Award – Replacement Pickup Truck for HRFD - page 81
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 - e. Bio Pad Termination – page 89-91
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 - k. Procurement Approval 2 – page 107-108
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10. BYLAW

- a. Bylaw 1811 – Community Plan – 1st Reading – page 111-153

11. NOTICES OF MOTIONS

12. IN CAMERA

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

13. ADJOURNMENT



COUNCIL MINUTES – August 28th, 2018

The Regular Meeting of Council was held on Tuesday, August 28th, 2018 at 6:30pm in the Council Chambers.

Present: Mayor Mapes, Councilors McKay, Anderson, Dohey & Jameson

Staff: Judy Goucher – Senior Administrative Officer, Glenn Smith - Assistant Senior Administrative Officer, Ruth Boden - Director of Finance and Administration, Earle Dumas – Director of Public Works, Ross Potter – Director of Protective Services, Stacey Barnes – Council Administrator

1. CALL TO ORDER:

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

2. ADOPTION OF AGENDA

#18-293

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR DOHEY

CARRIED

3. DECLARATION OF INTEREST

There were no Declaration of Interest for the Regular Meeting of Council on Tuesday, August 28th, 2018.

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

Cllr Anderson – Welcome to all the Teachers from across the North to Hay River, And the trade show will be taking place on September 7 & 8, which hosted by the Chamber of Commerce.

5. ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

a) July 31st, 2018 – Regular Meeting of Council

#18-294

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR ANDERSON

CARRIED

b) August 7th, 2018 – Special Meeting of Council

#18-295

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR JAMESON

CARRIED



COUNCIL MINUTES – August 28th, 2018

c) August 14th, 2018 – Special Meeting of Council

#18-296

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR JAMESON

CARRIED

6. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

7. ADMINISTRATIVE ENQUIRIES

SAO – Judy Goucher

- Residents have been coming in to the office on various items, such as land & developments. Most activities are on the agenda.

DPW – Earle Dumas

- Courtiorielle Street is 95% complete, Riverview lodge is complete, sidewalk panels are coming along, however no date for the asphalt yet.
- Ceder Road had 375 meters drilled in by Sunday morning, then the truck fill can be hooked up once again.
- Fir Crescent had a water break so the lift station is getting extra hours
- CAP Funding tender closes on September 5th for Wharf and Beach road.

DOF – Ruth Boden

- N/A

DPS – Ross Potter

- Travis Wright from the Fire Marshalls office walked through the highrise and found 31 outstanding deficiencies. There will be a new Fire Marshalls order coming

Recreation – ASAO Glenn Smith

- The ice is ready to go but will be coming out on Thursday to address the board system deficiencies.
- 3rd of September regular programming will start, as the ice will be back in.
- Minor Hockey camp went well with 95 participants
- Dene National Assembly was held in the Recreation Centre on short notice
- Summer Heat ended on August 25th
- Director of Recreation competition closed, now scheduling interviews
- Pond hockey is in support of a permanent structure at the wharf - more information to follow

Councilor McKay – With paving on Courtiorielle street and the 553 dig up, will they patch it?

Dumas – Patching program starts tomorrow, will be patching water breaks

Councilor Anderson – Thank you to the Recreation Dept for hosting the Dene National Assembly on short notice.



COUNCIL MINUTES – August 28th, 2018

Mayor Mapes – Thanks to Judy and Glenn for everything with getting the Assembly set up.

Cllr Anderson – It's great for Hay River

Mayor Mapes – Cllrs Anderson and Jameson came out and helped serve meals.

8. COMMITTEE REPORTS

a. Public works Monthly report for July 2018

RECOMMENDATION:

#18-297 **MOVED BY: CLLR ANDERSON**
 SECONDE BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the monthly report from Public Works for the month of July 2018.

CARRIED

BACKGROUND:

- Water Treatment Plant, Water Reservoir, Lagoon and Lift Stations operations and inspections.
- Sewer Main Flushing of troubled areas
- Vehicle and Equipment maintenance servicing
- Street sweeping on-going
- Cold mix pot hole filling
- Repair and replacement of miscellaneous road signs
- Soil mixing at Bio Treatment Pad
- Lay out gravel and dust suppressant through out Old Town, New Town and Corridor Roads
- Start on manhole adjustments due to frost heaving
- Weekly project meetings have commenced.
- Preparation and paving of Wright Cres on-going
- Paving of Mansell Place
- Courtoreille Street. construction, Watermain tested and flushed, road subgrade on going.
- Comments for Annual Report submitted to Mackenzie Valley Land Water Board
- Comments due August 16 for Porritt Landing Water License.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Mackenzie Valley Land and Water Board (MV2009L3-0005)
- Environment and Natural Resources Waste Management Guidelines
- Bylaw 1574/GEN/16 Town of Hay River Purchasing Policy

FINANCIAL IMPLICATIONS:



COUNCIL MINUTES – August 28th, 2018

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by: Earle Dumas
Director of Projects and Planning
ASAO

Reviewed by:
Glenn Smith

B) Development & Building Report for July 2018

RECOMMENDATION:

#18-298 **MOVED BY: CLLR DOHEY**
SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of July 2018.

CARRIED

BACKGROUND:

SUMMARY

- 12 Development Permits and 4 Building Permit have been approved for the month of July 2018. In the month of July 2017, we had 11 Development Permits and 5 Building Permits signed out.

Background

- The July 2018 Development and Building Permit Report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
June 20/18	DH18-045	13 McRorie Road	Home Occupation Collaborative Innovations (Consulting)
July 3/18	D18-048	47086 Mackenzie Highway	New Rear 6 foot Fence
July 5/18	D18-049	3-61 Miron drive	New Rear Privacy Fence
July 4/18	DH18-050	101-46 Woodland Drive	Home Occupation Caretaker Contracting
July 6/18	D18-058, B18-011	132 Miron Drive	Freestanding Mounted Solar System
July 6/18	D18-051, B18-012	1-47031 Mackenzie Highway	West Point First Nation New Boat Storage Garage



COUNCIL MINUTES – August 28th, 2018

July 9/18	DH18-052	6 Menzie Place	Home Occupation Carroll Consulting
July 11/18	D18-053	39143 Mackenzie Highway	New Storage Shed
July 18/18	D18-054, B18-014	23 Rose Hill,	New Master Bedroom Ensuite Addition
July 20/18	D18-055	29 Riverview Drive	New 26'X36' Garage
July 20/18	DH18-057	103-3 Mackenzie Place	Home Occupation, Janitorial Services
July 27/18	D18-059, B18-015	21 Garden Road	New 30'X60 Barn/Shop

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

CONSIDERATIONS OR FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Randy Froese
DO

Reviewed by:
Glenn Smith
ASAO

Date: August 2, 2018

Date: August 2, 2018

c) Mayors Monthly report for July 2018

RECOMMENDATION:

#18-299

MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the “Mayors Report” for July 2018 as presented.

CARRIED



COUNCIL MINUTES – August 28th, 2018

BACKGROUND:

Mayor's July 2018 Meetings

Date	Meeting With	Location
July 10/2018	Tom Colloismo Update ITI programs	Mayor office
July 23/2018	Slim Courtorielle Update Harbour	Mayor office

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:

Brad Mapes

Mayor

Date: August 2nd, 2018

d) Excused Absence

RECOMMENDATION:

#18-300

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Jameson from the Public Works Committee Meeting on Tuesday, August 7th, 2018

CARRIED

BACKGROUND:



COUNCIL MINUTES – August 28th, 2018

Councillor Jameson has asked to be excused from the Public Works Committee Meeting on Tuesday, August 7th, 2018

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:
Stacey Barnes
Executive Assistant
Date: August 7th, 2018

Prepared by:
Glenn Smith
ASAO
Date: August 7th, 2018

e) Emergency Services Monthly Report for July 2018

RECOMMENDATION:

#18-301 **MOVED BY: CLLR DOHEY**
 SEONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Protective Services Activity Report for July 2018 as presented.

CARRIED

BACKGROUND:

Summary:

Training this month included two streams of facilitation; one for experienced firefighters and one for the rookies. We will be taking this tact until F/F Safety, PPE, SCBA and basic training has been completed with new members. The NFPA 1001 program has been shut down this year due to timing issues. Our new members will receive Community Based training until the 1001 program opens back up in January. Topics of interest this month were: SCBA, Advanced Hose



COUNCIL MINUTES – August 28th, 2018

Training, Communications and Air Brake training. We had three members challenge and pass their Air Brake Certification.

Pump testing was completed this month, and all our pumps passed the test as they all pumped above capacity. Only minor repairs were required on valves and cabling.

Rescue 5 was taken in to be looked at for engine problems (poor starting, running rough) and diagnoses was performed on the unit including changing some sensors and many hours on diagnosis. The work completed so far has not revealed what the problem is, and the truck has been removed from service until further notice.

We held two Fire Extinguisher courses, a Home Alone Course with 13 students and a babysitter's course for 12 students. Due to the public interest on these programs, we will be doing more in August.

We attended a confined space course/demonstration at Aurora Manufacturing so that we are prepared to help them if something should go wrong. It looks like they have put together an excellent program for their staff and have invested in the proper equipment to take care of their employees.

Meetings:

PWS Committee Meeting
Municipal Services Meeting
Council Meeting
Fire Meetings
Management Meetings
JOH&S Meeting
Office of the Fire Marshal Meeting – High Rise
NFPA 1001 Meeting
Climate Change Meeting
SAO Meeting

During the month of July 400 Volunteer hours were served by the members of the HRFD for a year to date total of 3,014 hours.

STATISTICS

	July 2016	July 2017	July 2018	2018 YTD
Patient Transfers	13	15	8	90
Medical Emergency Local	11	20	21	101
Medical Emergency Reserve	3	2	0	11
Medical Emergency Highway	0	0	0	6



COUNCIL MINUTES – August 28th, 2018

Medical Emergency Out of Town Patients	2	3	0	11
Body Transfer	2	0	0	5
Fires & Rescues	8	3	1	15
False Alarms	1	0	5	18
Training	4	4	4	27
Special Training	0	0	0	16
Cleanup & Maintenance	4	2	5	26
Fire Permits	1	0	1	16
Fireworks Permits	1	1	0	3
Public Safety	1	4	7	20
Inspections	16	7	8	47

MAINTENANCE

Ambulance 1	Weekly Checks
Medic 1	Weekly Checks
Pump 1	Weekly Checks, Pump Test
Pump 2	Weekly Checks, Pump Test
Pump 3	Weekly Checks, Pump Test
Tanker 1	Weekly Checks, Pump Test
Rescue 1	Weekly Checks
Rescue 2	Weekly Checks
Rescue 5	Weekly Checks, Fuel System Problems, Truck is down

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A



COUNCIL MINUTES – August 28th, 2018

ATTACHMENTS:

N/A

Prepared by:

Ross Potter
Director Protective Services/Fire Chief

Reviewed By:

Glenn Smith
Assistant Senior Administrative Officer

Date: August 14, 2018

Date: August 14, 2018

f) Municipal Enforcement Activity Report for July 2018

RECOMMENDATION:

#18-302

**MOVED BY: CLLR JAMESON
SECONDED BY: CLLR ANDERSON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report July 2018 as presented.

CARRIED

BACKGROUND:

NWT Offences	Complaints Received	Warnings Issued	Tickets Issued
Motor Vehicle Act	0	0	0
"ATV" Act	N/A	N/A	N/A

02/07/2018		Abandoned Vehicle on Taylor Place	Working with RCMP to figure out ownership as Bylaw doesn't have access on Drives
05/07/2018	15:00	Dog bit another dog	Xxxx called to let me know his dog attacked xxxx dog when she was providing care for it. Went looking for both xxxx dog and xxxx dog and was unable to find either one.
05/07/2018	18:18	Dog captured	Contacted xxxx to pick up dog. Warning that dog is to be quarantined for minimum 10 days no contact with other animals. Report to me July 16 or before if any ill signs. xxxx injured dog still not found.



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10/07/2018	9:30	Barking Dog complaint	Called owner of house and he is going to ensure the dog is kept quiet
11/07/2018	19:30	Mean loose dog running loose	Found dog tied up at 1A Park Place. The dog once belonged to a neighbor but had been given to the people at 1A. Dog very nice natured not an issue did ask that they pick up a dog licence as soon as possible.
12/07/2018	10:00	Abandoned Vehicle on Taylor Place	Called Carters to remove and store vehicle. Letter being sent to owner (address on registration likely no good)
16/07/2018	10:40	Barking Dog complaint	Emailed to find out address of offending dog
16/07/2018	15:00	Abandoned Vehicle on Taylor Place	Letter sent to vehicle owner
17/07/2018	11:44	Noise Complaint	Warning Letter
17/07/2018	13:20	Barking Dog complaint	Warning Letter
17/07/2018	13:20	Barking Dog complaint	Warning Letter
18/07/2018	20:00	Loose Dog Attack 10 YO	Verbal Warning and owner told to keep dog quarantined for 10 days
22/07/2018		Barking Dog complaint	Written warning
23/07/2018	17:00	Possible Loose Dog	Dog was tied up
24/07/2018	11:30	Dogs barking and person afraid of dog	Talked to owner of dog and the dogs were in their own yard and on a lead when complainant walked through the property.

Dog Attack Complaints Received	1
Cat Attack Complaints Received	0

Number of Dogs Caught	0
Number of Cats Caught	0

Unsightly Properties: 1

When time permits patrols were implemented in areas where there have been complaints of barking and lose dogs. The timing of these patrols varies from day to day to keep from setting a pattern which enables us to provide better service to the affected areas.



COUNCIL MINUTES – August 28th, 2018

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaws as applicable

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ross Potter
Director of Protective Services

Reviewed By:

Glenn Smith
Assistant Senior Administrative Officer

Date: August 14, 2018

Date: August 14, 2018

g) Recreation Activity Report for July 2018

RECOMMENDATION:

#18-303

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled
"Recreation and Community Services Monthly Report" for July 2018 as presented
CARRIED**

BACKGROUND:

The month of July was a busy and productive month for Recreation and Community Services. Summer Students have become much more comfortable with their roles and are working more independently. In addition, we successfully recruited the Lead Hand - Facility Maintenance position who will provide strong leadership and team support. Parks and greenspaces saw improvements in maintenance quality throughout the month. The popular Summer Heat program kicked off with youth attendance around 35 per day and will run through August. An ice user group meeting was held as well as a planning meeting for ice making in August. The Visitor Information Centre has reached peak visitor numbers for the summer which have been higher than recent years.



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The Porritt Landing improvement project continued through June. A bylaw to support day use and seasonal slip rentals was put into place and 14 of the available 15 slips have been purchased – major milestones for the development of Hay River's marina.

Recreational Programming

Recreation programming included outdoor events such as social paddle (each week has been full), Table Tennis, Rotating Parks program, Summer Heat, special events such as Canada Day Celebrations and Family Beach Day. As well as a successful Archery Clinic was held.

Canada Day Celebrations were very successful with over 800 participants attending despite a quick change in location from the Chamber Park to the Curling Rink Ice Surface.

Summer Heat is now in full swing. We had a successful first month of programming sitting at approximately 35 campers daily out of 45 registered.

Daily bookings of the Recreation Centre facilities are in effect with usage from various user groups for meetings and programming. Discussions and planning are under way toward an early ice season in August.

Recreation Programming Statistics

Regular Programs:

- Walking Track: 163 uses
- Table Tennis Drop-in: 3 participants / day

Special Programming and Events:

- Table Tennis Drop-in: 3 participants / day
- Rotating Parks Program: 12-20 participants / day
- Social Paddle: 10 participants / day
- Summer Heat: 30-35 / day
- Canada Day: 800 participants
- Family Beach Day: 25 participants
- Archery Clinic (2 dates): 14 participants; 20 participants

Visitors Information Centre (VIC)

July was a strong month for both visitors and gift shop sales at the VIC. Visitors and sales numbers were double the recorded values from the previous July (2017). An article appeared in the Hub on July 25th discussing the increase in numbers. It was



COUNCIL MINUTES – August 28th, 2018

reprinted in the News North issue the following week. The articles provided good exposure for the VIC, Hay River and our tourism industry.

Work continued throughout the month on preparation for installation of the 8-sided information sign to be erected outside the VIC. West End Enterprises was awarded the installation contract and the removal of the old signage that will be donated to the Museum. Content for the new signage was drafted and will be approved in early August. Other site improvement work at the VIC is being completed alongside the 8-sided sign.

Peter attended a China Tourist seminar and workshop presented by Spectacular NWT and ITI. A wealth of knowledge was presented about Chinese tourists and how to prepare for their arrival and make their stay memorable. Spectacular NWT did a presentation about market ready, business ready and trade ready businesses and how to get there as a business. There was much discussion about the lack of tourists and lack of outfitters and how to untangle the 'catch 22' that surrounds these problems.

VIC Statistics

VIC Visitors:

1040 approximately (86% - Canada; 4% - US; 8% - Europe; 2% - Other)

Previous Month: 690 approximately

Gift Shop Sales:

Total Sales: \$4120

Previous Month: \$3250

Total Artists/Retailers: 24

Previous Month: 24

Aquatic Centre

July was a busy month for the Aquatic Centre with the start of various summer camps. National Drowning Prevention Week was recognized through free information programming to help inform swimmers of safe practices when playing, working and living in and around water. Approximately 50 people participated in the events. An article on the event was featured in The Hub.

Staffing reductions are anticipated in August with the departure of four regular staff including one senior lifeguard. It is anticipated that this will have an impact on operating hours for the Aquatic Centre in August. A Lifeguard Training program was



COUNCIL MINUTES – August 28th, 2018

offered at the end of the month and into early August in part to help with identifying prospective employees. Other recruitment activities are planned for August.

Department Statistics

** Statistics not available for July by report deadline **

Facilities and Parks

Many gains were made with respect to the quality of maintenance within Town parks and greenspaces in July. We have been able to increase the number of sites and type of maintenance work completed throughout the month. Our workforce was strengthened as summer students increased their comfort and understanding of responsibilities, and through the successful recruitment of the Lead Hand – Facility Maintainer.

The Porritt Landing project made great strides through the introduction of a bylaw that supports day use, season slip rentals and penalties assigned to site infractions. A lottery was ran in July to allocate the 15 seasonal pass slips. 14 of the 15 slips have been purchased. Improvements to site including installation of playground equipment is planned through August.

Parks and Maintenance staff supported several large recreational events through July that included Canada Day activities, Hay Days, and two softball tournaments.

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:

Glenn Smith

Acting Director Recreation and Community Services

Date: 9 August 2018



COUNCIL MINUTES – August 28th, 2018

h) Excused Absence

RECOMMENDATION:

#18-304

MOVED BY: CLLR JAMESON

SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Deputy Mayor Jungkind from the Regular Meeting of Council on Tuesday, August 28th.

CARRIED

BACKGROUND:

Deputy Mayor Jungkind has asked to be excused from the Regular Meeting of Council on Tuesday, August 28th, 2018.

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:

Stacey Barnes

Executive Assistant

Date: August 10th, 2018

9. NEW BUSINESS



COUNCIL MINUTES – August 28th, 2018

a) Appointment of Returning Officer

RECOMMENDATION:

#18-305

MOVED BY: CLLR JAMESON
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints Heather Coakwell as the Returning Officer for the 2018 Municipal Election for the Town of Hay River.

CARRIED

BACKGROUND:

In order to conduct the Municipal Election for the Town of Hay River being held on October 15th, 2018, it is necessary to appoint a Returning Officer.

According to the Local Authorities Elections Act R.S.N.W.T. 1988, c.L-10, Section 27 (1) *A local authority shall appoint a person as returning officer.*

The Town advertised for expressions of interest and received one respondent. Heather Coakwell has significant experience as a returning officer for both municipal and territorial elections. The Returning Officer will be supported by a Deputy Returning Officer and several election clerks.

The Town did not budget for an election however due to several Councilor vacancies there are sufficient funds within the Governance department to fund the anticipated cost of the election which is projected to cost between \$18,000 and \$20,000.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Local Authorities Election Act

FINANCIAL IMPLICATIONS:

\$18,000 to \$20,000 to be funded from the Councillor Indemnities due to vacancies. With comparisons from the last 3 elections taken into consideration.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A



COUNCIL MINUTES – August 28th, 2018

Prepared by:
Stacey Barnes
Council Administrator
Date: August 24th, 2018

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: August 24th, 2018

b) Accountability Framework

RECOMMENDATION:

#18-306

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR ANDERSON

THE COUNCIL OF THE TOWN OF HAY RIVER approves the Accountability Framework report for 2017 - 18 for submission to the Government of the Northwest Territories, Department of Municipal and Community Affairs.

CARRIED

BACKGROUND:

The NWT Community Government Accountability Framework defines a way to document and report on the provision of municipal governance, programs and services. As well, the Accountability Framework provides all community governments with an important tool to use to monitor the performance of their organizations. Finally, the Accountability Framework provides MACA with a mechanism to monitor the performance of individual communities and to report on the overall performance of community governments in the delivery of municipal programs and services across the NWT.

The Accountability Framework has been designed to reflect the core areas of municipal responsibility that are described in legislation and through agreements. These core responsibilities are:

- Good governance;
- Comprehensive planning;
- Sound financial management and administration; and
- Safe, healthy and vibrant communities.

For each of the core areas of responsibility, The Accountability Framework lists several key indicators which will be used to assess the community government and designated authority performance.

The Accountability Framework requires acceptance of community government through a motion of Council.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A



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FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

NWT Community Accountability Framework 2017 – 2018 Reporting Cycle

Prepared by:

Judy Goucher

SAO

Date: August 24, 2018

c) Recreation Centre Ice Rakes

RECOMMENDATION:

#18-307

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR MCKAY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves a sole source contract in the amount of \$62,584 for Clark Builders to undertake the installation of ice rakes on the Hay River arena roof.

CARRIED

BACKGROUND:

The need for ice rakes on the new arena roof was identified during the 2018 Capital Budget process and a budget in the amount of \$60,000 was approved by Council. The scope of work to complete installation of ice rakes on the arena roof was not included in the arena project. The additional \$2,584 will be funded from the general reserve.

The Town has a 5-year warranty with Behlen and Clark Metals for the new arena building envelop. Contracting with a third party to complete the ice rake installation could negatively impact the warranty.

The following provisions of the Bylaw 1574-GEN-16 Property Procedures allow for a sole source

3. When it is decided to approach only one supplier this decision should be duly recorded with the justification for selection of the sole source supplier and shall be done with the approval of the appropriate committee of Council prior to awarding the contract. Justifying circumstances per the contract regulations are limited to the following:



COUNCIL MINUTES – August 28th, 2018

- a) The requirements of a very small order that does not warrant the expense of a tender call;
- b) There is clearly only one qualified firm/contractor available when all factors and pertinent policies are taken in account;
- c) The work is one of pressing emergency in which delay would be injurious to the public interest.

Given the warranty implications, a sole source contract for the ice rake installation would meet the test of 3b).

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:

1. Tender for the ice rake project with the understanding that the new work may void warranty of other metal work on the new arena roof.

ATTACHMENTS:

Prepared by:

Judy Goucher

Senior Administrative Officer

Date: August 23, 2018

Reviewed By:

d) Replacement of Fire Dept Pickup

RECOMMENDATION:

#18-308

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves a capital project in the amount of \$60,000 for the purchase of a replacement pickup for the Hay River Fire Department, to be purchased in accordance with Bylaw 1574-GEN-16 Property Procedures and Procurement Bylaw and funded from Equipment Reserves.

CARRIED



COUNCIL MINUTES – August 28th, 2018

BACKGROUND:

The Protective Services Department presently has a 2003 F350 Ford Crew Cab Super Duty diesel pickup truck which has 65,000 km. The truck is used for inspections, hauling hose and equipment to and from fires, breakup patrols, crewing at responses, pulling the MCU trailer, and other assorted duties.

From December of 2016 to date, we spent \$11,148.41 on repairs and services. The unit is operable but extremely unreliable. The dealership has informed us that if we plan on continued use of the truck the oil cooler will need replacing and they suspect that we are going to see more and more repairs required on the fuel system and engine.

The typical value of a 2003 F350 Pickup is around \$8,000.00 to \$12,000.00 which indicates that any further repairs would not be advisable.

In consideration of the use of the pickup, the Fire Department has determined that a gas vehicle is better suited for the intended use of the vehicle and F250 or equivalent is sufficient (as opposed to the current diesel F350).

The intent is to reuse all emergency equipment that is on the present unit and move it to the new vehicle. This will include: emergency lights, siren, control panel, radio, driving lights and winch as this equipment is still functioning correctly and meets the Fire Department's needs.

The funds for this purchase would come from the Equipment Reserves which presently has a balance of \$1,012,765.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures

FINANCIAL IMPLICATIONS:

This is an unplanned capital expense that can be accommodated from the equipment reserve.

ALTERNATIVES TO RECOMMENDATIONS:

1. Continue with the diagnostics/repairs as required on the truck and hope for the best case scenario.
2. Purchase a new truck, trading in the old one.
3. Purchase a used truck, trading in the old one.



COUNCIL MINUTES – August 28th, 2018

ATTACHMENTS:

N/A

Prepared by:

Ross Potter

Director Protective Services/Fire Chief

Date: August 23, 2018

Reviewed By:

Judy Goucher

Senior Administrative Officer

Date: August 23, 2018

e) Life Station System Assessment

RECOMMENDATION:

#18-309

MOVED BY: CLLR JAMESON

SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report on the Town of Hay River lift station assessment as presented.

CARRIED

BACKGROUND:

The Town of Hay River was approached by the Department of Industry, Tourism and Investment (ITI) as they are proposing to construct a fish plant in the community. The location of the plant is in the industrial area on Commissioner's land by the water fill station.

As part of the due diligence for this project, the Town commissioned a review of the lift station system to confirm that the fish plant could be accommodated at the proposed location. ITI provided contribution funding for the study and the Town contracted Stantec to complete the assessment. The closest lift station to the proposed fish plant location is Lift Station #3.

The lift stations work as a system and as a result, the assessment considered the entire system and the following conclusions and recommendations were made:

- The capacity of the existing Lift Station #3 is not sufficient to accommodate the flow requirements for the proposed fish plant or for future residential and industrial development.
- The configuration of the existing lift station, which includes submersible pumps, will create issues for operation and maintenance.
- A dry well / wet well configuration similar to Lift Station #1 is recommended.
- To improve hydraulic and overall performance of the wastewater collection and transmission system, it is recommended to construct a main lift station to collect sewage from Lift Stations #1, #2, #5 and in a new Lift Station #3 and then pump to the lagoon.
- Site survey and detailed hydraulic modeling shall be completed to confirm the hydraulic requirement for new Lift Station #3.



COUNCIL MINUTES – August 28th, 2018

Four options were presented in the report and in terms of hydraulic and overall improvement of the sewage collection system of the Town of Hay River Stantec recommended Option #4.

Option #4 (estimated cost of approximately \$4.5 M excluding contingency and engineering services) - to construct a new lift station to pump all the sewage collected from the three lift stations and the future development area.

Pros

- It will increase the hydraulic capacity of Lift Stations #1, #2 and #5;
- It will not have lower capacity issues for each lift station when any or all the lift stations are in service;
- The gravity line can be used to collect the sewage from the north end of the industrial area and will reduce the construction cost of future development (e.g. Aspen Heights).
- This option will eliminate the need to upgrade the capacity of Lift Station #5, resulting in a cost saving

Cons

- It is the most expensive option in terms of capital cost;

Administration is working with ITI to identify possible sources of funding for the lift station project. A separate paper will be presented to Council addressing the financing options for this project.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

To be presented under separate paper at a later date.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Stantec report on Town of Hay River lift station system



COUNCIL MINUTES – August 28th, 2018

Prepared by:
Earle Dumas
Public Works
Date: August 24th, 2018

Reviewed by:
Judy Goucher
Senior Administrative Officer
Date: August 24th, 2018

f) Procurement Approval

RECOMMENDATION:

#18-310 **MOVED BY: CLLR ANDERSON**
 SECONDED BY: CCLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$43,762.85 as outlined in the attached list.

CARRIED

BACKGROUND:

In accordance with Bylaw No. 1574/GEN/2016 sec. 4, and Schedule "A" of the bylaw which states:

Council delegates to the SAO the authority to commit or expend funds from the operations budget of the Town to a limitation of \$25,000.00. the SAO may, in writing, delegating his authority to commit or expand funds to other Town Staff at his discretion, up to \$5,000.00 such delegation will enable staff to initiate expenditures against the budget for which they are accountable.

For expenditures in excess of \$25,000.00 a resolution of Council authorizing the expenditure shall be required.

Administration has compiled a listing of expenditures exceeding the SAO authorization limit and is requesting Council approve the attached listing of expenditures for payment.

All items have been verified for accuracy, validity and budget inclusion by Administration.

COUNCIL POLICY / STRATEGY OR GOAL:

Town of Hay River Purchasing Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures or Procurement Bylaw

FINANCIAL IMPLICATIONS:

2018 O&M Budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A



COUNCIL MINUTES – August 28th, 2018

ATTACHMENTS:

Expenditures in Excess of \$25,000 listing

Prepared by:

Ruth Boden
Director of Finance and Administration
August 24th, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer
August 24th, 2018

g) Commissioner Land Inspection Report

RECOMMENDATION:

#18-311

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR JAMSON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Commissioner's Land Report as presented

CARRIED

BACKGROUND:

The GNWT completed an inspection on July 25th, 2018 on Commissioner's land in the Municipal Boundaries of Hay River. A report was given to the Town as a courtesy and to encourage cooperation in monitoring compliance with land use regulations.

Materials, debris and stock pile of old vehicles has been placed on the land with no authorization from the Commissioner. The occupant does not have land tenure and has been advised on more than one occasion to remove the materials.

There is a two-storey cabin that is 4.35mX4.35m is being constructed. Along with a smoker made out of wood that is 1.3mX1m. The construction of these improvements were unauthorized and are asked to be removed. The GNWT posted three Notice of Trespassing around the site.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A



COUNCIL MINUTES – August 28th, 2018

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Commissioners Land Inspection Report

Prepared by:

Stacey Barnes

Council Administrator

Date: August 24th, 2018

Reviewed by:

Judy Goucher

Senior Administrative Officer

Date: August 24th, 2018

h) Fisherman's Wharf Pavilion

RECOMMENDATION:

#18-312

MOVED BY: CLLR JAMESON

SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves a two-year capital project in the amount of \$440,000 to construct a permanent pavilion on Town property adjacent to the Fisherman's Wharf that would host events in support of local economic, recreation, and arts programs. This approval is conditional of the Town securing a minimum of 75% of the project cost through contribution funding.

CARRIED

BACKGROUND:

The Town has been approached by the Polar Pond Hockey Association seeking support for a location and partnership for a permanent structure that would be used to host the annual Polar Pond Hockey tournament and for other local activities and events including the Fisherman's Wharf market.

The capital project would see the construction of a large open concept pavilion and market vendor booths with the capacity to accommodate 300 - 400 people. The pavilion will be fully accessible with open air features during summer months to accommodate vendors and visitors to the weekly Fisherman's Wharf Market. Other events such as outdoor concerts will be accommodated by the pavilion as there will be access to power and water.

The Fisherman's Wharf Market is one of Hay River's biggest summer tourist draws. Situated along the commercial fishing docks, it averages 150-200 visitors per operating day. Currently the Fisherman's Wharf Market is at maximum capacity with a waiting list for booth rentals and requests for booth rentals now coming from out of town vendors. The Market currently has 14 booths with estimated combined weekly sales revenues of \$9,000 to \$12,000. Expanding the capacity of the facility as well as the length of the operating system through the project is expected to increase yearly revenues for the Market by \$45,000 to \$55,000.



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In the winter months, the pavilion will be enclosed through fire rated walls. The heated pavilion will extend the market season when it is enclosed and will be used to host, amongst other tourism events, the annual Polar Pond hockey tournament. The Polar Pond Hockey tournament attracts teams from across the NWT and Alberta, and participants from throughout Canada. It typically sees registration from 30-40 teams using 8-10 rinks prepared on the Hay River. The event includes musical performers and food vendors throughout the weekend. The event has outgrown their tented infrastructure and now requires a more permanent facility to meet participant demand and National Building Code and requirements of the NWT Fire Marshal Office. The new infrastructure will allow for increased participants and revenue generation.

The pavilion can also be used by locals and tourists to have access to local fisherman's products, support jet boat racing and other boating activities, tours up the river and out onto Great Slave Lake, aurora viewing, and other options. The pavilion would create a main area where a wide variety of products, services and activities could be staged and facilitated.

The Town, working with the well-established Polar Pond Hockey Association as a construction partner, will prepare and develop the site which has been identified as a town-owned lot adjacent to the current Fisherman's Wharf location. The current contracted operator of the Wharf, The West Channel Heritage Society, and the Harbour Association which manages the adjacent area for commercial fishing, will provide valuable insight into design and functionality of the facility. Both organizations have indicated their support of the initiative. The project will consist of:

- Site preparation which is primarily clearing and leveling;
- Civil geotechnical work to prepare the footings for the building;
- Construction of the building using local carpenters and volunteers from the Pond Hockey Association;
- Electrical and mechanical work to provide lighting, a source of heat and electricity for wharf vendors. Alternative energy such as pellet heat is being considered as well as radiant heaters.

The Town will take responsibility for the operations and maintenance of the asset post construction. The facility will be included in the Town's asset management program and operating and maintenance budgets will accommodate annual expenses. These expenses are not thought to bring material impacts to the Town budgets in consideration of revenues recovered through rental of the facility. Conditions for use of the facility will be developed with consideration of capital investments in the facility by partners such as Polar Pond Hockey.



COUNCIL POLICY / STRATEGY OR GOAL:

n/a

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- 2018 Capital Budget and 2018 – 2027 Ten Year Capital Plan
- Hay River Agriculture Plan – A Comprehensive Strategy for Sustainable Agricultural Development
- Hay River Tourism Development Plan - 2012

FINANCIAL IMPLICATIONS:

Capital: Up to \$110,000 (25% of \$440,000)



COUNCIL MINUTES – August 28th, 2018

Operations and Maintenance Expense Increase: \$4000/yr
Revenue Increase: \$3000/yr

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

- Permanent Structure Plan and Elevations
- Fisherman's Wharf Pavilion and Expansion - Construction Estimate
- Fisherman's Wharf Pavilion and Expansion Project – Project Schedule

Prepared by:
Glenn Smith
Assistant Senior Administrative Officer
Aug 23rd, 2018

Reviewed by:
Judy Goucher
SAO
Aug 24th, 2018

10. NOTICES OF MOTIONS

#18-313 **MOVED BY: CLLR DOHEY**
 SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a Bylaw for Council approval prohibiting the consumption of cannabis in public areas within Municipal Boundaries.

CARRIED

11. IN CAMERA

#18-314 **MOVED BY: CLLR JAMESON**
 SECONDED BY: CLLR ANDERSON

That the Council of the Town of Hay River move to In Camera at 6:52pm.

CARRIED

#18-315 **MOVED BY: CLLR JAMESON**
 SECONDED BY: CLLR MCKAY

That the Council of the Town of Hay River move out of In Camera At 7:37PM.

CARRIED



COUNCIL MINUTES – August 28th, 2018

12. Progress Claim # 22

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves payment of progress claim #22 in the amount of \$116, 566.58 plus GST to Clark Builders pending confirmation from the project manager that the work was completed as claimed and that there is sufficient residual value in the contract to find any uncompleted deficiency work.

13. ADJOURNMENT

#18-317

MOVED BY: CLLR ANDERSON

That the Regular Meeting of Council be adjourned at 7:39pm.

CARRIED

Certified Correct as Recorded on the 28th day of August 2018.

These minutes were accepted by motion #_____.

Mayor

Senior Administrative Officer



SPECIAL MEETING MINUTES SEPTEMBER 11TH, 2018

The Special Meeting of Council was held on Tuesday, September 11th, 2018 at 6:42pm in the Council Chambers.

Present: Mayor Mapes, Deputy Mayor Jungkind, Councilors McKay, Anderson, Dohey & Jameson

Staff: SAO – Judy Goucher, ASAO Glenn Smith, Director of Public Works – Earle Dumas, Director of Protective Services – Ross Potter & Stacey Barnes – Council Administrator & Recording Secretary

1. CALL TO ORDER:

This Meeting was called to order at 6:42pm with Mayor Mapes presiding.

2. ADOPTION OF AGENDA

#18-318

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR JAMESON

CARRIED

3. DECLARATION OF INTEREST

Cllr Jameson declared interest in item 4a) as it involves her company

Cllr Dohey declared interest in item 4b) as it involves his employer

SAO and ASAO declared interest in item 5) as it involves their previous employer

4. NEW BUSINESS

a) Procurement Approval # 1

RECOMMENDATION:

#18-319

MOVE BY: DEPUTY MAYOR JUNGKIND

SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$32,927.06 as outlined in the attached list.

CARRIED

BACKGROUND:

In accordance with Bylaw No. 1574/GEN/2016 sec. 4, and Schedule "A" of the bylaw which states:
Council delegates to the SAO the authority to commit or expend funds from the operations budget of the Town to a limitation of \$25,000.00. the SAO may, in writing, delegating his authority to commit or expand funds to other Town Staff at his discretion, up to \$5,000.00 such delegation will



SPECIAL MEETING MINUTES SEPTEMBER 11TH, 2018

enable staff to initiate expenditures against the budget for which they are accountable.

For expenditures in excess of \$25,000.00 a resolution of Council authorizing the expenditure shall be required.

Administration has compiled a listing of expenditures exceeding the SAO authorization limit and is requesting Council approve the attached listing of expenditures for payment.

All items have been verified for accuracy, validity and budget inclusion by Administration.

COUNCIL POLICY / STRATEGY OR GOAL:

Town of Hay River Purchasing Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures or Procurement Bylaw

FINANCIAL IMPLICATIONS:

2018 O&M Budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Expenditures in Excess of \$25,000 listing

Prepared by:

Ruth Boden

Director of Finance and Administration

September 6th, 2018

Reviewed by:

Judy Goucher

Senior Administrative Officer

September 6th, 2018

b) Procurement Approval #2

RECOMMENDATION:

#18-320

MOVED BY: DEPUTY MAYOR JUNGKIND

SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$161,469.67 as outlined in the attached list.

CARRIED

BACKGROUND:

In accordance with Bylaw No. 1574/GEN/2016 sec. 4, and Schedule "A" of the bylaw which states:

Council delegates to the SAO the authority to commit or expend funds from the operations budget



SPECIAL MEETING MINUTES SEPTEMBER 11TH, 2018

of the Town to a limitation of \$25,000.00. the SAO may, in writing, delegating his authority to commit or expand funds to other Town Staff at his discretion, up to \$5,000.00 such delegation will enable staff to initiate expenditures against the budget for which they are accountable.

For expenditures in excess of \$25,000.00 a resolution of Council authorizing the expenditure shall be required.

Administration has compiled a listing of expenditures exceeding the SAO authorization limit and is requesting Council approve the attached listing of expenditures for payment.

All items have been verified for accuracy, validity and budget inclusion by Administration.

COUNCIL POLICY / STRATEGY OR GOAL:

Town of Hay River Purchasing Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures or Procurement Bylaw

FINANCIAL IMPLICATIONS:

2018 O&M Budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Expenditures in Excess of \$25,000 listing

Prepared by:

Ruth Boden

Director of Finance and Administration

September 6th, 2018

Reviewed by:

Judy Goucher

Senior Administrative Officer

September 6th, 2018

c) Arctic Winter Games Host Society Report

RECOMMENDATION:

#18-321

MOVED BY: CLLR ANDERSON

SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report from the Arctic Winter Games Host Society as presented.

CARRIED



SPECIAL MEETING MINUTES SEPTEMBER 11TH, 2018

BACKGROUND:

In accordance with the Arctic Winter Games Hosting Agreement, attached is the final report from the Arctic Winter Games Host Society to the International Committee.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

AWG Host Society Report to International Committee

Prepared by:

Judy Goucher

Date: September 6, 2018

d) Arctic Winter Games Post Games Survey Report

RECOMMENDATION:

#18-322

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report on the post-games review as presented.

CARRIED

BACKGROUND:

The Government of the Northwest Territories commissioned a survey by ProActive to assess the 2018 Arctic Winter Games and provide an overview of results, lessons learned, and recommendations for future games. The report was compiled from survey submissions and interviews of key stakeholders in the 2018 AWG.



SPECIAL MEETING MINUTES SEPTEMBER 11TH, 2018

Based on the most recent review, the Project Manager has advised that the Town should release a further \$139,359.49 against the residual claims which will leave \$90,186.75 to be paid once more work is assessed complete.

As of claim #23, the assessed value of work to be completed at the new recreation centre was \$173,169.84.

The unpaid amount from claims 21, 22 and 23 (\$90,186.75) plus the unclaimed (yet to be billed) amount (\$115,319.85) leaves sufficient value in the contract to cover the value of work to be done.

COUNCIL POLICY / STRATEGY OR GOAL:

To make informed decisions and mitigate risk to the Town of Hay River

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Property and Procurement By-Law No. 1574/GEN/2016.

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:

N/A.

ATTACHMENTS:

Prepared by:

Ruth Boden
Director of Finance & Administration

Reviewed by:

Judy Goucher
Senior Administrative Officer

f) Community Assess Program Tender Award

RECOMMENDATION:

#18-324

MOVED BY: CLLR JAMESON
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER Awards the Beach and Wharf Road Improvements Tender to Carter Industries for the sum of \$91,260.00.

CARRIED

BACKGROUND:

This project is funded by the CAP (Community Access Program) for the road and drainage improvements on the Beach Road as well as the Wharf Road.



SPECIAL MEETING MINUTES SEPTEMBER 11TH, 2018

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:

Earle Dumas
Director of Public Works
Date: September 7th, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer
Date: September 7th, 2018

g) Recreation Centre Paving

RECOMMENDATION:

**#18-325 MOVED BY: CLLR ANDERSON
 SECONDED BY: CLLR DOHEY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves a capital project in the amount of \$300,000 to pave the recreation centre back and side parking lot.

CARRIED

BACKGROUND:

The new recreation centre opened in March 2018. Asphalt for the parking lot and side area of the building was not included in the contract pricing. Until all heavy equipment work was completed, it was not advisable to pave the parking lot as the new asphalt would be at risk of damage from equipment.

The contractor is continuing to work on outstanding items within the arena and Clark Builders Metals will be onsite September 11th to complete the exterior metal work that did not get completed in the



SPECIAL MEETING MINUTES SEPTEMBER 11TH, 2018

spring. When CB Metals completes their work there will not be any heavy equipment required in proximity to the new arena.

It is estimated that the cost to pave the parking area could be between \$300,000 and \$350,000 based on the area to be paved and the most recent paving costs per square meter of asphalt (area includes the east side parking lot and Zamboni entrance side of the recreation centre). Administration has reviewed the 2018 Capital program and the following items are identified as possible funding sources for the asphalt paving project if Council approves the project for 2018:

Source	Amount	Comments
Fire Training Centre	\$180,000	Defer to 2019 as 2018 construction season is almost over.
Lift Station #1 roof replacement	\$70,000	Change roof replacement to roof sealing project using tar. This will extend the life of the roof for up to 5 years.
McBryan Drive walking path across from Visitor Information Centre	\$15,000	Defer to 2019 as season is almost over and the path will get the most use during summer months when more people are walking
Community Access Program	\$30,000	Tenders came in lower than approved contribution funding. Pending approval from GNWT.
General Reserves	\$75,000	Offset by capping the asphalt patching O&M project. (see below)
Total	\$370,000	

Depending on the quotes received for the work, the remainder of the project funding would need to come from the General Reserve. To mitigate the impact on the General Reserve, the asphalt patching program which is budgeted in 2018 at \$425,000 in O&M will be capped at \$350,000, creating a \$75,000 surplus that can be transferred to reserves at year end.

A paved parking lot will help to maintain the inside of the building as there will be less gravel and mud tracked into the building during spring/fall when the current parking area is frequently wet and muddy.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A



SPECIAL MEETING MINUTES SEPTEMBER 11TH, 2018

FINANCIAL IMPLICATIONS:

Incremental funding identified from various sources in 2018 budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:

Earle Dumas

Date: September 7, 2018

Reviewed by:

Judy Goucher

September 7, 2018

**Let it be noted that Councillor McKay was opposed.

6. IN CAMERA

#18-326

**MOVED BY: CLLR JAMESON
SECONDED BY: CLLR DOHEY**

That the Council of the Town of Hay River move to In Camera at 7:04pm.

CARRIED

#18-327

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

That the Council of the Town of Hay River move out of In Camera At 8:29PM.

CARRIED

5. ADJOURNMENT

#18-328

MOVED BY: CLLR ANDERSON

CARRIED

That the Special meeting of Council be adjourned at 8:30pm.

Certified Correct as Recorded on the 11th Day of September 2018



SPECIAL MEETING MINUTES SEPTEMBER 11TH, 2018

These minutes were accepted by motion #_____.

Mayor

Senior Administrative Officer



SPECIAL MEETING MINUTES September 17th, 2018

The Special Meeting of Council was held on Monday, September 17th, 2018 at 7:05pm in the Council Chambers.

Present: Mayor Mapes, Deputy Mayor Jungkind, Councilors McKay, Anderson, Dohey & Jameson

Staff: SAO - Judy Goucher, ASAO – Glenn Smith, Director of Public Works – Earle Dumas, Director of Finance and Administration – Ruth Boden, Director of Protective Services – Ross Potter & Council Administrator – Stacey Barnes

This Meeting was called to order at 7:05pm with Mayor Mapes presiding.

2. ADOPTION OF AGENDA

#18-329

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR ANDERSON

CARRIED

**Let it be noted, Mayor Mapes asked Councillor Anderson to chair the meeting for item #4b

3. DECLARATION OF INTEREST

Cllr Jameson declared an interest in item #5 as it involves her company

4. NEW BUSINESS

a) Hay River Poultry Farms Development Application #18-067

RECOMMENDATION:

#18-330

MOVED BY: DEPUTY MAYOR JUNGKIND

SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER Review and Approve at their discretion Development Permit Application No. D18-067, To build a new 48'X400' barn and 8500 sq.ft. grading station. Tying all three buildings together to modernize and build one seamless farm complex at Lots 584 and 593, Group 814, Plan 437 subject to the following conditions:

- That all Requirements of the Zoning and Building Bylaws 1812 are met.
- As well the applicant undertakes to conform to all relevant Municipal, Territorial and Federal policies and regulations.

CARRIED

BACKGROUND:

The Town has received an application from Hay River Poultry Farms Ltd/Choice North Farms to add a new barn, add a new grading station and keep the existing building as shop/storage/maintenance



SPECIAL MEETING MINUTES September 17th, 2018

to upgrade and modernize the existing Commercial Scale Poultry Operation at 52 Wildrose Drive, Lots 584, 593, Block 814, Plan 437.

The Zone is MG Market Gardening,

Permitted Uses

j) A commercial scale poultry operation on Lots 593 and 584, Group 814 Delancey Estates

The current operation occupies a site of approximately 17.8 acres on the two lots, the current facility covers about 4 per cent of the property. The proposed development would cover about 8 per cent. For context, maximum site coverage for residential is 40 per cent and industrial is 60 percent.

The Town's Planner has reviewed this application and had no significant issues. A copy of his report is attached for reference.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Environmental Health Officer
Planning Act R.S.N.W.T. 1988, c.P-7
Zoning & Building Bylaw No. 1812

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Application for Development #D18-067
Proposal letter and maps from Hay River Poultry Farms Ltd.
Planning Report 18-01 from David Klippenstein

Prepared by:

Randy Froese
Development Officer
Date: September 13, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer
Date: September 13, 2018



SPECIAL MEETING MINUTES September 17th, 2018

b) Sale of Old Town Fire Hall

RECOMMENDATION:

#18-331

**MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR JAMESON**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to sell the Vale Island Firehall if a buyer can be found for appraised value or higher and return to Council with a detailed plan for storage space for Emergency Services assets that cannot be accommodated within the new fire hall.

CARRIED

BACKGROUND:

History

When the Emergency Services Building was designed and built it was identified that the building with only 5 bays wide by 2 deep would leave a deficit in storage and space to park units and ancillary equipment. At that time, it was decided by Council that the Fire Hall on Vale Island would work for storing extra supplies and equipment.

At present the Mass Casualty Trailer, 2 Skidoos with toboggan, cots and blankets for EMO, extra bunker gear, boots, dragging equipment and several other items are stored in the Vale Island fire hall.

Other than storage, the fire hall on Vale Island is surplus to the Town's needs and would normally be identified for disposal.

Decisions Required

Due to a need to store items that are required for the Protective Services Department to be able to function properly, a decision needs to be made as to the best storage solution. As part of the decision, we need to ascertain if heated storage is required or if cold storage will be sufficient to meet the needs of the department.

Current Status

The Protective Services Department presently uses the ex-Fire Hall on Vale Island to house many different items. There are 150 cots and blankets for our Emergency Measures Organization, a Mass Casualty Trailer which houses first aid supplies, backboards, blankets, signage which is required for a response to a mass casualty incident, two snowmobiles, spare personal protective wear, some building supplies that will be used at the burn tower over time and many other odds and ends.

There is no space within the Emergency Services Building to house goods that are presently stored in this facility. Budget constraints when building the ESB did not allow the Town to build it with the sixth bay as was originally recommended. At the time, the Vale Island firehall was available for storage.



SPECIAL MEETING MINUTES September 17th, 2018

The current storage area is heated which not only provides shelter for the mass casualty trailer and contents but keeps all this equipment warm which is what is required in the event of a large transportation incident in the area particularly during winter months where hypothermia would be a huge consideration.

There are storage lockers that protect goods that are stored in them from sunlight. Bunker Gear should be protected from sunlight when it is being stored, or it can deteriorate over time.

The Doors on the building need painting, other than that the building is in fair condition.

Options

Option 1 - Continue to use the ex-Fire Hall on Vale Island to store equipment belonging to the Town of Hay River.

Pros:

- No need to move any of the items presently being stored in the facility
- The facility is not currently but could be shared between departments to allow for storage of other town assets.
- Relatively inexpensive heated storage (about \$10,000/Year).
- Emergency Measures Assets will be properly protected giving them a longer lifespan.
- Mass Casualty Trailer leaks so it needs to be stored inside (a possible solution to this problem would be to replace the trailer).

Cons:

- Lose the opportunity to sell the building and the resultant revenue and the building will continue to age.
- O&M expense for heat, power, and maintenance.

Option 2 – Sell the Vale Island firehall building and find alternative storage for Protective Service Assets.

Pros:

- Potential revenue of \$210,000 or greater if the fire hall sells for appraised value.
- No ongoing O&M costs for the building.
- Ability to collect property tax once sold privately.

Cons:

- No available space in any town own buildings for items currently stored in the Vale Island fire hall.
- Renting enclosed heated storage space could potentially cost more than the current O&M for the Vale Island fire hall.
- Outside storage of the Mass Casualty Trailer would present problems during winter months as equipment would be cold in the event of a disaster.



SPECIAL MEETING MINUTES September 17th, 2018

Option 3 – Sell the building and build a Storage Garage on Town property in the industrial area of Hay River.

Pros:

- Potential revenue of \$210,000.00 or greater if the fire hall sells for appraised value.
- The Town is not obligated to accept offers to purchase and would only sell the Vale Island fire hall if an acceptable offer was received.
- No ongoing O&M costs for an old building.
- Ability to collect property tax.
- New building could be sized to meet storage needs of multiple town departments.
- Ability to incorporate energy efficiency into the design of a new storage building, lowering O&M costs.

Cons:

- Cost of building a new storage building with proper foundation.
- O&M to support the building.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ross A Potter

Director Protective Services/Fire Chief

Date: September 14th, 2018

Reviewed by:

Judy Goucher

Senior Administrative Officer

Date: September 14th, 2018

**5. IN CAMERA
#18-332**

**MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR JAMESON**

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

CARRIED



SPECIAL MEETING MINUTES September 17th, 2018

#18-333

**MOVED BY: DEPUTY MAYOR JUNGKIND
SECONDED BY: CLLR ANDERON**

That the Council of the Town of Hay River move out of In Camera At 7:57PM.

CARRIED

6. ADJOURNMENT

#18-334

MOVED BY: CLLR ANDERSON

CARRIED

That the Special meeting of Council be adjourned at 7:58pm.

Certified Correct as Recorded on the 17^h Day of September 2018

These minutes were accepted by motion #_____.

Mayor

Senior Administrative Officer



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 11 , 2018

DEPARTMENT: PUBLIC WORKS

SUBJECT: PUBLIC WORKS MONTHLY REPORT

RECOMMENDATION:

MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the monthly report from Public Works for the month of August 2018.

BACKGROUND:

- Water Treatment Plant, Water Reservoir, Lagoon and Lift Stations operations and inspections.
- Repair Cell #3 over flow piping as noted on E&R Spring Inspection Report
- Sewer Main Flushing of troubled areas
- Vehicle and Equipment maintenance servicing
- Tender Issued for Beach Road and Wharf Road Upgrades (Aug 22nd)
- Repairs of Irma Miron Trail
- Water Main Repair on Fir Cres.
- Sampling of 5 Stock Piles on Bio Treatment Pad (Aug 20th)
- Sediment sampling of river bottom for Porritt Landing Dredging Project (Aug 17)
- Asphalt Patching RFQ closed (Aug 17)
- Asphalt Patching prep work started Aug 29th
- Inspection from Environmental Health Aug 21st for Public Sewage Regulations (no violations or public complaints)
- Inspection from Environmental Health Aug 21st for General Sanitation Regulations (no violations or public complaints) Bear Fence was damaged during mowing maintenance, repairs to be completed 1st week in Sept.
- Removal of refrigerants from appliances at landfill completed (Aug 29th)
- Forrest Dr. road re-alignment completed (Aug 15th)

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Mackenzie Valley Land and Water Board (MV2009L3-0005)
- Environment and Natural Resources Waste Management Guidelines



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 11 , 2018

DEPARTMENT: PUBLIC WORKS

SUBJECT: PUBLIC WORKS MONTHLY REPORT

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

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Earle Dumas
Director of Projects and Planning

Reviewed by:
Judy Goucher
Senior Administrative Officer

Date: Sept 5, 2018



REPORT TO COMMITTEE

COMMITTEE: PUBLIC WORKS COMMITTEE **DATE:** September 11, 2018

DEPARTMENT: PUBLIC WORKS

SUBJECT: DEVELOPMENT AND BUILDING PERMIT REPORT

RECOMMENDATION:

MOVED BY: CLLR DOHEY
SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of August 2018.

BACKGROUND:

SUMMARY

- 2 Development Permits and 4 Building Permit have been approved for the month of August 2018. In the month of August 2017, we had 8 Development Permits and 3 Building Permits signed out.

Background

- The August 2018 Development and Building Permit Report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Aug 18/18	D18-061, B18-016	458 Miron Drive	Remove Old and build New Stairs and Wheelchair Ramp
Aug 17/18	D18-062, B18-017	6 McRorie Road	Build Roof over existing Deck

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

CONSIDERATIONS OR FINANCIAL IMPLICATIONS:

N/A



REPORT TO COMMITTEE

COMMITTEE: PUBLIC WORKS COMMITTEE **DATE:** September 11, 2018

DEPARTMENT: PUBLIC WORKS

SUBJECT: DEVELOPMENT AND BUILDING PERMIT REPORT

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Randy Froese
Development Officer

Date: September 5th, 2018

Reviewed by:
Judy Goucher
Senior Administrative Officer

Date: September 5th, 2018



REPORT TO COMMITTEE

COMMITTEE: PUBLIC WORKS COMMITTEE

DATE: September 11, 2018

DEPARTMENT: ADMINISTRATION

SUBJECT: MAYORS MONTHLY REPORT

RECOMMENDATION:

MOVED BY: CLLR JAMESON
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the “Mayors Report” for August 2018 as presented.

BACKGROUND:

Mayor's August 2018 Meetings

<u>Date</u>	<u>Meeting With</u>	<u>Location</u>
August 10/2018	Mattie McNeil Update on Soup Kitchen	Mayor office
August 14/2018	Tom Colosimo Town Funding	Mayors Office
August 30/2018	Lilia Alcos Run For Our Lives campaign	Mayors Office

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:



REPORT TO COMMITTEE

COMMITTEE: PUBLIC WORKS COMMITTEE **DATE:** September 11, 2018

DEPARTMENT: ADMINISTRATION

SUBJECT: MAYORS MONTHLY REPORT

N/A

Prepared by:
Brad Mapes
Mayor
Date: September 5th, 2018



REPORT TO COMMITTEE

COMMITTEE: PUBLIC WORKS COMMITTEE

DATE: September 11, 2018

DEPARTMENT: ADMINISTRATION

SUBJECT: ADVANCED POLLING

RECOMMENDATION:

MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs the appointed Returning Officer to provide an advanced poll on Wednesday, October 3rd, 2018.

BACKGROUND:

Advanced polls are frequently established for elections to accommodate voters who are unable to vote on election day. Sections 59 and 60 of the *Local Authorities Elections Act* outlines the process for advanced polls as outlined in the excerpt from the *Act*, below:

ADVANCE VOTING

Advance vote 59. The returning officer shall, if the local authority so directs, provide for an advance vote for the purpose of receiving the ballots of voters who expect to be absent, incapacitated or otherwise unable to vote in the electoral district on election day.

Date and time of advance vote 60. If an advance vote is to be held, the local authority shall
(a) fix the date for the advance vote on a day that is not a holiday but is at least seven days but not more than 14 days before election day; and

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(b) specify the hours during which the voting station will be open, being not less than five and not more than nine hours.

S.N.W.T. 2011, c.15, s.28.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



REPORT TO COMMITTEE

COMMITTEE: PUBLIC WORKS COMMITTEE

DATE: September 11, 2018

DEPARTMENT: ADMINISTRATION

SUBJECT: ADVANCED POLLING

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Local Authorities Elections Act

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by: Stacey Barnes
Council Administrator

Review by: Judy Goucher
SAO

Date: September 5, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

Date: September 11, 2018

SUBJECT: COMMUNITY PLAN

RECOMMENDATION:

MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the draft Community Plan for deliberation and provide direction to Administration on suggested changes prior to bringing the Community Plan bylaw for first reading.

BACKGROUND:

Under the NWT's *Community Planning and Development Act*, municipalities have the authority to pass bylaws that control the use and development of land within their boundaries.

Background - General Plan, Bylaw 1811.

The current General Plan, Bylaw 1811 was adopted in 2002. It had been previously reviewed, updated and approved in 1994.

The current General Plan Bylaw 1811 features an expansive growth management strategy for an urban footprint for a population of 20,000 population. This was done in response to land claim negotiations and optimism about resource development at that time.

The General Plan was reviewed in 2010 resulting in a draft document. However, the updated General Plan was not approved by Council. Hence the 2002 General Plan remains in place as the approved General Plan.

The draft 2010 General Plan features several key changes from the adopted 2002 General Plan, including the following:

- it reflects key proposals of Integrated Community Sustainability Plan (ICSP), adopted in 2009 especially with respect to more compact urban form through infill and higher density development;
- it proposes a reduced target population and urban footprint to 5000 based on population projections, realistic assessment of growth prospects and the integration of Smart Growth principles; and
- it proposes substantial editorial changes to the document resulting in improved clarity and organization.

Many of the policy statements from the adopted General Plan, Bylaw 1811 were retained in the draft 2010 General Plan.



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

Date: September 11, 2018

SUBJECT: COMMUNITY PLAN

Council agreed that the draft 2010 General Plan provided a good basis from which to develop an updated Community Plan and David Klippenstein, RPP was hired to lead the drafting the update incorporating events and trends since 2010 including:

1. A new *Community Planning and Development Act* (SNWT. 2011. c22) came into effect in 2013. The requirements for a Community Plan are presented in Appendix A. The term 'Community Plan' replaces the previous term 'General Plan'
2. The new *Community Planning and Development Act* requires that the Community Plan be prepared "on the basis of surveys and studies of land use, population growth, the economic base of the municipality and its needs relating to transportation, communication, public services and social services".

This requirement was met through a Council workshop that was held in November 2017 and the preparation of a 'Community Plan – Background Report', a separate document containing the survey and analysis requirements of the *Act* and which was submitted to Council in February 2018.

3. The *Hay River Agriculture Plan* was prepared in 2014. The Agriculture Plan contains a number of recommendations which have strong land use implications. It also provides maps of the higher quality agricultural land to provide context for the recommendations. The Agriculture Plan was reviewed for its relevance to the updated Community Plan.
4. Similarly, the Government of the Northwest Territories (GNWT) has proposed agricultural policies and programs that were examined for their relevance to Hay River, and reflected in the updated Community Plan.
5. A *Tourism Development Plan* was prepared for the Town in 2012. It too was reviewed for relevance and/or integration into the Community Plan, although, on initial review, its implications for the Community Plan do not appear to be extensive.
6. Community planning policies, practices and trends throughout Canada reflect considerations related to more compact urban, increased walkability, more efficient use of infrastructure, the implications of an aging population, climate change and better integration of the natural environment into the urban fabric of communities. In short, environmental, fiscal and social/cultural sustainability.

These continuing trends, issues and concerns should be related to Hay River's circumstances and be considered in the Community Plan review. These trends may also have implications for the Zoning Bylaw.



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

Date: September 11, 2018

SUBJECT: COMMUNITY PLAN

7. The Growth Management Strategy in the 2010 draft Community Plan could benefit by expanding the policies to address the supply of available land and sites for residential infill and redevelopment as well as land for residential greenfield development, commercial and industrial land. Analysis of the supply and absorption of land for all purposes over the past decade could be placed in a Background Report (Section 2.2).
8. Similarly, the Act requires the Community Plan to show the sequence of development. The future staging sequence should be stated both in the text of the Community Plan and in the Land Use Concept.
9. Bylaw 1811 has been amended eight times. Seven are map amendments and one is a text amendment. These amendments needed to be integrated into the text and Land Use Concept and reviewed for Community Plan implications.

Some amendments are minor boundary adjustments. Others, however, relate to growth management issues such as further residential development on Vale Island or the location of future medium and heavy industrial development.

10. At least 15 Planning Reports have been prepared since 2000 for General Plan amendments, Zoning Bylaw amendments, subdivision applications and development permits. These should be reviewed to identify any implications for the Community Plan.

1.1 Background – Zoning Bylaw 1812

Zoning Bylaw 1812 has not changed much since it was thoroughly reviewed in 1993/94. It has served well since that time while a number of potential improvements have been identified by Administration. A draft revised Zoning Bylaw was prepared in 2010 along with the revised 2010 General Plan. However, it was not adopted by the Town.

The Town's Planner recommended that the Zoning Bylaw be revised after the Community Plan is approved in order to provide consistency between the two bylaws which is a requirement of the *Act*.

The Draft Community Plan is provided for Council comments. Once Council comments are included in a final plan, the following steps are required before the Bylaw is enacted:

- First Reading – confirming that Council is in agreement with considering the bylaw
- Public Notice
- Public Hearing
- Second Reading



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

Date: September 11, 2018

SUBJECT: COMMUNITY PLAN

- Minister's Approval
- Third Reading

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Appendix A – requirements for a Community Plan
Draft Community Plan

Prepared by:

Judy Goucher
Date: September 7, 2018

APPENDIX A

COMMUNITY PLANNING AND DEVELOPMENT ACT COMMUNITY PLANS

Purpose

3.(1) The purpose of a community plan is to provide a policy framework to guide the physical development of a municipality, having regard to sustainability, the environment, and the economic, social and cultural development of the community.

Preparation

3.(2) Council may initiate the preparation of a community plan for a municipality.

Contents

- 1.(1) A community plan must
 - (a) describe future land uses in the municipality;
 - (b) incorporate, insofar as is practical, any applicable territorial land use policies and statements of territorial interest;
 - (c) contain statements of policy respecting the management of any environmentally sensitive lands or lands subject to natural hazards such as flood or slope instability;
 - (d) address the provision of required transportation systems, public utilities and municipal services and facilities, and address any requirement for land for municipal and public purposes;
 - (e) include a schedule of the sequence in which specified areas of land may be developed or redeveloped, and the manner in which the services and facilities referred to in paragraph (d) will be provided in specified areas.
4. (2) A community plan must include a map or series of maps showing the land that is affected by the plan and indicating
 - (a) future land use; and
 - (b) any land in respect of which policy statements are included under paragraph (1)(c).
4. (3) A community plan must be prepared
 - (a) on the basis of surveys and studies of land use, population growth, the economic base of the municipality and its needs relating to transportation, communication public services nsocial services; and
 - (b) in consultation with a professional community planner.



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES **DATE:** SEPTEMBER 17, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

RECOMMENDATION:

MOVED BY: CLLR DOHEY
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Protective Services Activity Report for August 2018 as presented.

BACKGROUND:

Summary:

Training this month included two streams of facilitation; one for experienced firefighters and one for the rookies. The new members have taken their safety courses and can now participate in total group training. Training for the month included FF Safety, PPE, SCBA, Vent Entry Isolate and Search, Advanced Hose Techniques, Ladders and finally Search and Rescue for the Fire side of things and cots, packaging, SKED, and chair stretcher training for the Medical side of the operation.

An inspection was done on the High Rise, and we found 31 minor deficiencies within the building which the Fire Marshal has given until the end of October for Satdeo Inc to deal with all of the items. The FMO will once again be actioning the balconies as they still have not been repaired.

In the Public Safety area, we had a few open houses for the kids to learn about fire safety the open houses included kids from Enterprise, Katlodeeche First Nations, and Summer Heat.

We participated in a Fire Drill at Aurora Ford this month and gave a report indicating where improvements could be made. All in all, it was a good response, and they are prepared in the event of an emergency. The Fire Department like to attend these functions as it gives us information to put together action plans in the event of an emergency.

Meetings:

PWS Committee Meeting
Municipal Services Meeting
Council Meeting



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES **DATE:** SEPTEMBER 17, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

Fire Meetings

Management Meetings

Emergency Management Bill 8 Meeting

During the month of August 380.5 Volunteer hours were served by the members of the HRFD for a year to date total of 3,381.5 hours.

STATISTICS

	August 2016	August 2017	August 2018	2018 YTD
Patient Transfers	9	37	11	101
Medical Emergency Local	17	22	12	113
Medical Emergency Reserve	2	1	2	13
Medical Emergency Highway	0	0	0	6
Medical Emergency Out of Town Patients	3	0	1	12
Body Transfer	3	3	1	6
Fires & Rescues	3	4	1	16
False Alarms	1	2	6	24
Training	3	5	4	31
Special Training	10	5	0	16
Cleanup & Maintenance	3	3	4	30
Fire Permits	0	0	1	17
Fireworks Permits	2	2	3	6
Public Safety	0	0	2	22
Inspections	3	3	5	52

MAINTENANCE

Ambulance 1	Weekly Checks
Medic 1	Weekly Checks
Pump 1	Weekly Checks
Pump 2	Weekly Checks
Pump 3	Weekly Checks
Tanker 1	Weekly Checks
Rescue 1	Weekly Checks



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES **DATE:** SEPTEMBER 17, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

Rescue 2	Weekly Checks
Rescue 5	Weekly Checks

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:

None

Prepared by:
Ross Potter
Director Protective Services/Fire Chief
Date: September 14, 2018

Reviewed By:
Judy Goucher
Senior Administrative Officer
Date: September 14, 2018



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 17, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report August 2018 as presented.

BACKGROUND:

02/08/2018	21:00	Dead Dog	Dog had been removed upon my arrival on scene
07/08/2018	1:30	White F150 in front of 53 Stewart Drive (about 25days)	Patrol, take pictures, research ownership. Vehicle parked due to construction that was happening on Stewart Drive and Wright Crescent. Owner of vehicle could not park in their own driveway. Vehicle will be moved on August 9th.
07/08/2018	10:00	Vessel parked in slot 14 doesn't belong	Patrol, take pictures post on facebook to find owner of vessel
09/08/2018	8:00	Unsightly and visibility issue	Patrol, take pictures, warning letter to go out in regard to trimming trees and hedges.
09/08/2018	11:40	Big dog loose by 11 Eagle Crescent	Patrol, no loose dogs



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 17, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

09/08/2018	16:00	Dog loose at Town Hall	Siezed dog due to improper care.
10/08/2018	9:00	Cat loose by Red Rooster	Return cat to owner
17/08/2018	11:00	Improper care of dog	Patrol no dogs outside and no evidence of improper care.
23/08/2018	10:00	NUL not clearing right of ways for power lines	Letter sent asking for cleanup and subsequent inspection with NUL employees to look at problem areas. Brushing crew will be dealing with Right of Way's early September.
23/08/2018	14:00	Truck parked on Riverbend	Called owner of the truck and they will have their driver remove the truck from the area.
25/08/2018	10:00	Dog attacked dog	Talked to the owner of the dog and gave warning that the dog must be tied at all times
27/08/2018	8:00	Dogs running loose, poor care for dogs	Increased patrols in area to try and catch dogs if they are loose. Letter to owner
27/08/2018	11:00	Vehicles parked in handicapped parking on Capital Drive	Vehicles were gone when patrol was done.
27/08/2018	12:00	Brush in alleyway Riverbend and Miron Drive	Unsightly Letter Sent



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 17, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

27/08/2018	12:00	Brush in alleyway Riverbend and Miron Drive	Unsightly Letter Sent
29/08/2018	10:00	Barking Dog complaint	Barking dog letter sent
29/08/2018		Loose dogs	Loose dog letter sent
30/08/2018	15:00	Loose Dogs on Riverview by Caribou	Patrol couldn't find dogs
31/08/2018	11:00	Vessel parked in day use area over 24 hours	Warning Notice On Vessel
31/08/2018	13:00	Vessel parked in day use area over 24 hours	Warning Notice On Vessel

Dog Attack Complaints Received	2
Cat Attack Complaints Received	0

Number of Dogs Caught	0
Number of Cats Caught	0

Unsightly Properties: 4

When time permits patrols are being done in areas where there have been complaints of barking and loose dogs. The timing of these patrols varies from day to day to keep from setting a pattern which enables us to provide better service to the affected areas.

COUNCIL POLICY / STRATEGY OR GOAL:	
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N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:
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Bylaws as applicable

FINANCIAL IMPLICATIONS:

N/A



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 17, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ross Potter
Date: September 14, 2018

Reviewed By:
Judy Goucher
Date: September 14, 2018



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 17, 2018

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

RECOMMENDATION:

MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for August 2018 as presented

BACKGROUND:

The month of August was again a busy and productive month for Recreation and Community Services. Parks and greenspaces saw improvements in maintenance quality throughout the month while balancing an unusual installation of arena ice for Shoot to Score Hockey Camp. The popular Summer Heat program completed as scheduled at the end of the month with attendance numbers much higher than in recent years. The Visitor Information Centre continued to see visitor and gift shop sales levels rise with figures significantly greater than in 2017.

Most of the summer students wrapped up their terms in August. We had a strong group of students in 2018 and several were extended offers for employment in 2019. The Recreation Centre and VIC will shift to winter hours in September with VIC moving to weekday only hours and the Recreation Centre extending their hours of operation.

An advertising campaign for the arena dasher boards was undertaken. Sales have been very strong with only 16 of 48 spaces available. The old recreation centre had 4 spaces sold. Procedures have been put in place to ensure recurring invoicing for dasher boards in subsequent years.

Recreational Programming

Recreation programming included outdoor events such as social paddle (each week has been full), Table Tennis, Rotating Parks program, Summer Heat, and special events such as a Fast Play Volleyball tournament and a junior kayak clinic.

Programming showcased our water and beaches. The Social Paddle was full of boat rentals each week throughout the month, the Beach Volleyball tournament was well attended, and the junior kayak clinic was full. Each of these programs were viewed as a success and are recommended to implement again next year.



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 17, 2018

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Summer Heat slowed down and ended this month with camper numbers sitting at approximately 26 per day out of the program start of 45. The previous year saw numbers dwindle to 5 participants by the end of season.

Daily bookings of the Recreation Centre facilities are in effect with usage from various user groups for meetings and programming. Discussions and planning are under way towards an early ice season. A few significant events were successfully held in the building such as Make the Connection and the Dene National Assembly. A successful Hockey Camp was held at the end of the month with over 90 participants.

Recreation Programming Statistics

Regular Programs:

- Walking Track: 143 uses
- Table Tennis Drop-in: 3 participants / day

Special Programming and Events:

- Rotating Parks Program: 12-20 participants / day
- Social Paddle: 8 participants / day
- Summer Heat: 26-30 / day
- Junior Kayak Clinic – 8 participants
- Beach Volleyball – 16 participants

Visitors Information Centre (VIC)

August saw more visitors than July dropping into the VIC. Visitor numbers were double the recorded values from the previous August (2017) and artisan and clothing sales were more than triple of last August (2017). Many visitors from Alberta, British Columbia and Ontario all commenting that they came to the Territories to get away from the fires.

Consistent positive visitor comments:

- Visitors thought that it would be more expensive in the NWT; surprised by only 5% tax and the cheap cost of fuel.
- The campgrounds are very well maintained, clean and great services.
- Everyone has been very friendly.
- Hay River is a beautiful town.



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 17, 2018

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- Very pleased with what the Territories has to offer for tourism experiences. Love the beaches.
- They will be coming back next year.
- Really like the hours and service at the VIC.

Consistent negative visitor comments:

- Restaurants not open.
- Need more signage to promote Hay River on the highway and in town for direction.

We are in the final proof stages of the content for the 8 Sided VIC Sign. The signs will be printed, hung and project completed by end of September. Other site improvements are being undertaken.

We reached out to the Chamber of Commerce, Town Council, MLAs and Administration regarding Yellowknife's inability to provide hotel rooms to Mitsubishi for winter weather testing and Embraer Aerospace. This is reported to equate to a loss of \$2 Million to the Yellowknife economy. It is hoped that those contacted will reach out to these companies and the Yellowknife council to recommend Hay River as an alternative location.

The Town is preparing to attend the Tourism Marketing Advisory Committee on September 27th in Yellowknife. A complete review of the draft 2019-20 NWT Marketing Plan will take place at the meeting laying the groundwork for the next 5-year plan.

VIC Statistics

VIC Visitors:

1364 approximately (93% - Canada; 3% - US; 1% - Europe; < 1% - Other)

Previous Month: 1040 approximately

Gift Shop Sales:

Total Sales: \$5030

Previous Month: \$4120

Total Artists/Retailers: 24

Previous Month: 24

Aquatic Centre



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 17, 2018

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Staffing vacancies had presented themselves as anticipated in August with the departure of four regular staff including one senior lifeguard. This had a negative impact on operating hours for the Aquatic Centre. A Lifeguard Training program was offered at the end of July and into early August in part to help with identifying prospective employees. Other recruitment activities are planned as we work to rebuild our capacity. Summer camps were still accommodated, and it was still a busy month as programs came to a close in preparation for school transition.

Department Statistics

Pool Attendance:

	2017	2018
Birthday Parties	8	1
Aquafit	n/a	n/a
Schools	n/a	n/a
General	1630	1381

Aquatic Revenue:

	2017	2018
Admissions	\$3456.49	\$3097.39
Kids Lessons	\$844.00	\$851.50
Adult Lessons	\$55.81	\$0
Miscellaneous	\$236.64	\$222.79
Hourly Rental	\$662.50	\$68.57

Facilities and Parks

Significant gains were made through August with respect to quality of greenspace, parks and field maintenance. This despite an early start to the ice making season. The ice plant was started, and ice was installed on the arena surface to support Minor Hockey's Shoot to Score camp that was run for five days starting August 25th. Some repairs will be needed to the ice plant in September but otherwise ice making and the camp itself was very successful.



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 17, 2018

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Porritt landing improvements continued through the month with cleanup of trees, brushing and the general area. Signage installation and erection of a shelter will occur in September. Installation of planned playground equipment for the site will be deferred to 2019.

Maintenance staff supported the four-day long Coors Slopitch tournament. It's is the premium tournament of the summer for the South Slave attracting teams from throughout the NWT and Northern Alberta.

Recreation Outdoor Spaces Asset Condition Assessment August 27th, 2018

Asset Name	Type	Condition
Bob McMeekin Park	Park	Fair
Gordon Thompson Park	Green Space	Fair
Keith Broadhead Park	Park	Fair
McBryan Drive Bench	Seating	Good
Tri Service Park	Park	Good
Visitor Information Centre	Building	Good
Carrolls Trail	Grass	Good
Downtown	Site	Good
Skate Park	Park	Good
Rec Centre	Site	Good
Rooster Park	Park	Fair
Camsell Park	Park	Good
Malcolm Park	Park	Good
Ravine	Park	Good
George Low Trail	Park	Fair
Reserve Ice Crossing	Park	Good
Airport MOU	Path	Good
Don Wrights Park	Sport Field	Fair
Lions Park 553	Park	Fair
Inukshuk Park	Park	Fair
Cemetery	Park	Good
Trans Canada Trail	Path	Fair
Porritt Landing	Park	Good
Old Town Ballpark	Park	Fair
Old Town Hockey	Sport Field	Poor
Fisherman's Wharf	Park	Good



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 17, 2018

DEPARTMENT: RECREATION & COMMUNITY SERVICES

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Miron Trail	Path	Fair
Kiwanis Trail	Path	Fair
Ditches (Bob M to WC Bridge)	Grass	Fair
West Channel Ice Crossing	Park	Good

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:

Glenn Smith
Acting Director Recreation and Community
Services

Date: 14 September 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer

Date: 14 September 2018



REPORT TO COMMITTEE

COMMITTEE:	MUNICIPAL SERVICES	DATE: SEPT 17, 2018
DEPARTMENT:	INFORMATION TECHNOLOGY	
SUBJECT:	MONTHLY REPORT OF ACTIVITIES	

RECOMMENDATION:

MOVED BY: CLLR JAMESON
SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Information Technology Activity Report for the month of August 2018 as presented.

BACKGROUND:

Our IT contractor is working to resolve an outstanding fiber optic cable issue in the new Arena. This needs to be resolved in order to move the Pool IT cabling infrastructure over to the buried fiber from the Firehall. Currently the pool is fed by a cable coming from the Old Town Hall.

Over the past month, there has been a significant increase in Denial of Service attacks on the Town email server. Our contractor has monitored this activity closely and added additional screening services to prevent these emails from crashing the system. In addition, there have been numerous attempts to hack into both the Town and Fire Department web servers. Both servers are being monitored, and off-site backups are maintained in case of any successful attempts.

Detailed specifications have been provided to enable the Town to issue a Tender to replace the end of life Storage Area Network. This unit is not longer capable of repair should it fail. Prompt action on this Tender is advised, as a failure of this unit will bring down all Town IT services.

Routine monthly IT activities continued as usual. This includes response/resolution of user help desk support requests, daily review of error and security logs, monthly Microsoft Security updates, Quarterly Dell firmware updates, and updates to anti-virus/malware signature files daily as released.



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES **DATE:** SEPT 17, 2018
DEPARTMENT: INFORMATION TECHNOLOGY
SUBJECT: MONTHLY REPORT OF ACTIVITIES

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>
TOTAL NETWORK DEVICES SUPPORTED	108	106	106	131	129	119	116	121
TOTAL USER WORKSTATIONS IN USE	55	56	56	56	56	57	57	55

SECURITY STATISTICS

Website Intrusion Attempts

Blocked	396	137	197	253	218	116	284	904
Successful	0	0	0	0	0	0	0	0

Employee Workstation Network Intrusion Activity

Blocked	68	57	63	25	38	20	68	44
Successful	0	0	0	0	0	0	0	0

Councillor Laptop Firewall Intrusion Activity

Blocked	245	244	18	129	78	533	17	31
Successful	0	0	0	0	0	0	0	0

SERVICE RELIABILITY (% Uptime)

SQL/Vadim	100	100	100	100	100	100	100	100
Domain Controllers/File Servers	100	100	100	100	100	100	100	100
Town Website	100	100	100	100	100	100	100	100
Fire Dept Website	99.9	100	100	99.2	99.9	100	99.9	99.9
Email Services	100	100	100	100	100	100	99.9	100
Internet Access	99.9	100	100	100	100	100	100	100
VOIP/Phone Services	100	100	99.9	99.9	100	100	100	100

INTERNET USAGE (Gb)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Internet Usage	455.5	327.9	520.5	380.6	493.3	436.5	474.6	594.2



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES **DATE:** SEPT 17, 2018

DEPARTMENT: INFORMATION TECHNOLOGY

SUBJECT: MONTHLY REPORT OF ACTIVITIES

COUNCIL POLICY / STRATEGY OR GOAL:

To provide efficient and effective computer services to meet the Town of Hay River needs.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Financial Administration Bylaw No. 2252/FIN/11

FINANCIAL IMPLICATIONS:

Per contractual agreement.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ruth Boden
Director, Finance and Administration
Date: Sept 14, 2018

Reviewed By:
Judy Goucher
Senior Administrative Officer
Date: Sept 14, 2018



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** September 17th, 2018

DEPARTMENT: ADMINISTRATION

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

MOVED BY: CLLR ANDERSON
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Deputy Mayor Jungkind from the Regular Meeting of Council on Tuesday, September 25th, 2018.

BACKGROUND:

Deputy Mayor Jungkind has asked to be excused from the Regular Meeting of Council on Tuesday, September 25th, 2018.

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:

Stacey Barnes
Executive Assistant
Date: September 14th, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: SEPTEMBER 25, 2018

SUBJECT: LEASE OF ADDITIONAL OFFICE SPACE

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER authorizes Administration to enter into a Lease Agreement with Hay River Mobile Park Ltd. for three years plus two one-year renewal options for 1,589 square feet of office space at 62 Woodland Drive, Hay River, for purposes of additional office space.

BACKGROUND:

In July 2014 the existing Town Hall was vacated due to air quality concerns, and since then the Development Officer, Civil Tech and Director of Public Works have not had permanent offices. Interim accommodation for staff has been provided with the use of existing Town facilities, but this has created some limitations to desired and expected efficiencies and effectiveness.

On July 31, 2018 Council authorized Administration to seek quotes for between 1200 and 1500 square feet of office space to accommodate the Director, PWS, Civil Technician and Development Officer.

Administration received responses from two companies to the formal RFQ, one of which submitted three options for consideration. The responses were assessed based on price, location and schedule (timeline for occupancy).

The space that provided the best value for money is the currently vacant space at 62 Woodland Drive, previously occupied by Norland Agencies and AWG staff.

The space is slightly greater than the identified required space however no leasehold improvements are necessary, the space is accessible (for staff and general public who will be meeting with the Development Officer), meets all other qualifications and criteria the Town requires, is confirmed to work with the Town's existing IT infrastructure and is available for immediate occupancy.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

Annual lease rent of \$46,080.96



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: SEPTEMBER 25, 2018

SUBJECT: LEASE OF ADDITIONAL OFFICE SPACE

ALTERNATIVES TO RECOMMENDATIONS:

Remain in interim accommodation until other solutions present themselves.

ATTACHMENTS:

N/A

Prepared by:

Stacey Barnes

Council Administrator

Date: September 21, 2018

Reviewed by:

Judy Goucher

SAO

Date: September 21, 2018



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES **DATE:** SEPTEMBER 25, 2018

SUBJECT: TENDER AWARD - REPLACEMENT PICKUP TRUCK FOR HAY RIVER FIRE DEPARTMENT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the purchase of an F250 XLT pickup truck from Aurora Ford for the amount of \$58,788.00.

BACKGROUND:

On July 31, The Council of the Town of Hay River approved a capital project in the amount of \$60,000.00 for the purchase of a replacement pickup for the Hay River Fire Department, to be purchased in accordance with Bylaw 1574-GEN-16 Property Procedures and Procurement Bylaw and funded from Equipment Reserves.

Only one bid was received on Tender HRFD 18-01 from Aurora Ford Sales Ltd which was for the amount of \$58,788.00.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574 Property Procedures Bylaw

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ross A Potter
Director Protective Services/Fire Chief

Reviewed by:
Judy Goucher
Senior Administrative Officer

Date: September 25, 2018

Date: September 25, 2018



REPORT TO COUNCIL

DEPARTMENT:

ADMINISTRATION

DATE: Sept 25th, 2018

SUBJECT:

DISPOSAL OF ASSETS

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the disposal, through auction and scrapping, of various Town assets as per our property procedures bylaw 1574/GEN/16.

BACKGROUND:

Administration has identified several assets that have reached end of life, are beyond reasonable repair, are no longer safe for operation, or are no longer part of an equipment standard for the Town. Most of the assets are cluttering limited facilities.

Assets sent to local auction or scrapped will be in accordance with Bylaw 1574 Property Procedure Bylaw 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 1574 Property Procedures Bylaw

FINANCIAL IMPLICATIONS:

Estimated revenue through auction to be less than \$25,000 in total

ALTERNATIVES TO RECOMMENDATIONS:

Keep assets; scrap all assets; donate assets.

ATTACHMENTS:

Asset Disposal Form – Recreation
Asset Disposal Form – Protective Services



REPORT TO COUNCIL

DEPARTMENT:

ADMINISTRATION

DATE: Sept 25th, 2018

SUBJECT:

DISPOSAL OF ASSETS

Prepared by:

Glenn Smith
Assistant Senior Administrative Officer
Acting Director of Recreation and Community Services
Date: Sept 10, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer

Date: September 10, 2018



Asset Redeployment/Disposal Form

Date: _____

Department: _____

Location: _____

Contact: _____

Telephone/Ext: _____

Item Description: (include quantity, manufacturer, model #, serial #, and brief description of each item)

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

Requested by: _____ **Date:** _____

Department Manager

Approved by:

Date: _____

**Senior Administrative
Officer**

Approved by Council Motion Number: _____

Recreation Assets for Disposal - September 10, 2018

Item #	Quantity	Description	Manufacturer	Model #	Asset Tag #	Condition	Sale or Scrap	Est Market Value
1	1	Box fan				Fair	Sale	\$20.00
2	1	Chop saw	Makita	LS1440	483	Fair	Sale	\$40.00
3	1	Round	Blue imp			Poor/Beyond Repair	Sale	\$100.00
4	1	Table (green)				Poor/Beyond Repair	Sale	\$50
5	1	Wood picnic table				Poor/Beyond Repair	Sale	\$100.00
6	2	Broomball nets				Poor/Beyond Repair	Sale	\$100.00
7	5	Bikes				Poor/Beyond Repair	Sale	\$60.00
8	1	Push mower	Yard Machine	11A-435B500		Poor/Beyond Repair	Sale	\$40.00
9	100	Patio chairs				Non-Standard	Sale	\$250.00
10	3	Hockey nets				Non-Standard	Sale	\$180.00
11	1	1999 Green F150	Ford	F150		Poor/Beyond Repair	Sale	\$600.00
12	2	Green outhouses	Blue imp			Poor/Beyond Repair	Sale	\$100.00
13	2	Blue outhouses	Blue imp			Poor/Beyond Repair	Sale	\$100.00
14	10	Umbrella holders				Good	Sale	\$50.00
15	1	Fryer	Garland			Fair	Sale	\$800
16	1	Oven	Garland	CPO-ED-12H		Fair	Sale	\$500
17	1	Cook top	Garland			Poor/Beyond Repair	Sale	\$500
18	3	Swivel chair tables				Poor/Beyond Repair	Sale	\$100
19	4	Steel post				Poor/Beyond Repair	Scrap	\$40
20	1	Picnic table				Poor/Beyond Repair	Sale	\$80
21	1	Steel garbage bin				Fair	Sale	\$50.00
22	4	BBQ pits				Fair	Sale	\$150.00
Total Market Value								\$4,010.00



Asset Redeployment/Disposal Form

Date: _____

Department: _____

Location: _____

Contact: _____

Telephone/Ext: _____

Item Description: (include quantity, manufacturer, model #, serial #, and brief description of each item)

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

Requested by: _____
Department Manager

Date: _____

Approved by: _____
Senior Administrative Officer

Date: _____

Approved by Council Motion Number: _____



REPORT TO COUNCIL

DEPARTMENT: PLANNING AND LANDS **DATE:** SEPTEMBER 25, 2018

SUBJECT: NWT HOUSING CORPORATION AMENDED SALES AGREEMENTS
AND APPROVAL IN PRINCIPLE OF DISCRETIONARY USE UNDER
R1B

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the amended wording to replace “single family dwelling” with “residential development” of the following sale of land agreements with NWT Housing Corporation:

Lot 1833, Plan 3925 – 21 Saskatoon Drive
Lot 1834, Plan 3925 – 19 Saskatoon Drive
Lot 1835, Plan 3925 – 17 Saskatoon Drive
Lot 1836, Plan 3925 – 15 Saskatoon Drive
Lot 1840, Plan 3925 – 14 Saskatoon Drive
Lot 1841, Plan 3925 – 16 Saskatoon Drive
Lot 1842, Plan 3925 – 18 Saskatoon Drive
Lot 2147, Plan 4552 – 15 Cameron Crescent
Lot 2148, Plan 4552 – 17 Cameron Crescent

and agrees in principle to allow semi detached and duplex housing which is a discretionary use under the R1B zoning of these properties.

BACKGROUND:

The NWT Housing Corporation will be constructing RCMP housing on lots purchased from the Town of Hay River. They have not submitted development permits however they have stated that their intent is to construct semi-detached or duplex housing on these lots. They have requested that the sale agreements be amended to replace the term “single family dwelling” with “residential development”. The Town’s Development Officer has confirmed that semi-detached and duplex housing are discretionary uses under Zone R1B and recommends approval of the proposed wording change in the sale agreements and has no issues with the proposed use.

Paragraph one of the purchase agreement;

1. That in consideration of the sale of the said land and as a condition of the sale, he will commence erection of a ~~single family dwelling~~ residential development in accordance with Zoning and Building By-law No. 1812, Section 6.2 R1B Single Family Residential (Class B).

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



REPORT TO COUNCIL

DEPARTMENT: PLANNING AND LANDS **DATE:** SEPTEMBER 25, 2018

SUBJECT: NWT HOUSING CORPORATION AMENDED SALES AGREEMENTS
AND APPROVAL IN PRINCIPLE OF DISCRETIONARY USE UNDER
R1B

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1812 Zoning and Building Bylaw
Bylaw 2178 Land Administration Bylaw

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Randy Froese
Development Officer

Date: September 20, 2018

Reviewed by:
Judy Goucher
Senior Administrative Officer

Date: September 20, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: SEPTEMBER 25, 2018

SUBJECT: TERMINATION OF BIOPAD AT LANDFILL

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to terminate operation of the biotreatment pad at the Town landfill as soon as practical, while meeting all regulatory requirements which includes filing an interim closure and reclamation plan with the Mackenzie Land and Water Board (MVLWB).

BACKGROUND:

The Town of Hay River entered into an agreement with KBL in March 2014 to design, construct and operate a biopad within the Town landfill. A first renewal and amending agreement was entered into in March 2016 and expired March 2018. Since that time, KBL and the Town of Hay River have continued on a month by month basis under the same terms as the expired agreement.

When the Town entered into partnership with KBL, there were no other facilities in Town that accepted contaminated soil. The partnership with KBL was established in part to provide a service within the municipality and to also provide a new source of revenue to the Town. The facility is located in the Town's landfill which is covered by its water license.

The operation of the biopad did not meet expectations in terms of revenue and there have been regulatory issues over the four years of operation.

The soil within the biopad was recently tested and a volume of the soil is within tolerance and can be removed to use as cover at the landfill. The remaining soil that is not within tolerance will continue to be remediated until it can be removed, and steps can be taken to decommission the biopad or repair the biopad to allow for continued operation.

Current Status

In July 2016 Carter Industries Limited applied to the Mackenzie Land and Water Board to develop and operate a soil and water treatment facility in the industrial area of Hay River. A water licence was granted in April 2017 for the soil and water treatment facility. In July 2018, Carter Industries wrote to the Town expressing interest in the Town's future plans for the biotreatment facility at the solid waste landfill and requested that the Town consider the impact of competition as a private section option is now available within Municipal boundaries (see attached).

The Town was recently approached by KBL (see attached) to take over the permit, operation and reporting of the biopad. Under this proposal, KBL would apply to the MVLWB for a separate water license. The proposal did not include any information on the compensation the Town



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: SEPTEMBER 25, 2018

SUBJECT: TERMINATION OF BIOPAD AT LANDFILL

would receive in return for this modified relationship however KBL indicated that they are willing to negotiate terms.

Points in support of a continued relationship with KBL under a separate water licence

- Ability for the Town to earn revenue from the biotreatment facility without the risks associated with its operation under the Town's water licence (subject to confirmation from MVLWB)

Cons

- Insufficient information on the financial terms of a continued relationship with KBL
- Insufficient information as to whether the MVLWB would release the Town from responsibility/liability of the biotreatment pad if it were to continue in its current location under a separate licence with KBL
- If the Town is looking to privatize the biotreatment operation as oppose to decommission, consideration should be given to a public process to allow other interested parties to express interest to allow the Town to assess value for money of the KBL proposal
- The current site of the biotreatment pad could be used for general landfill once decommissioned and landfill space is currently at a premium

Currently there is not enough information to make a definitive recommendation to Council for the continuation of the biotreatment facility at the landfill.

As part of its current water licence terms, the Town is required to file an interim closure and reclamation plan for its landfill and biotreatment pad by mid-December 2018. The Town is in the process of preparing this report for submission to the MVLWB.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: SEPTEMBER 25, 2018

SUBJECT: TERMINATION OF BIOPAD AT LANDFILL

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Carter Industries Letter to Town of Hay River
KBL Proposal to Town of Hay River

Prepared by:

Judy Goucher
SAO
September 21, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: SEPTEMBER 25, 2018

SUBJECT: SOLID WASTE MANAGEMENT: LANDFILL AND COLLECTION SERVICES

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to tender solid waste collection services for a term of fifteen years and to prepare and action a 1-year plan to transition operation of the solid waste landfill from the contractor to a town-operated facility.

BACKGROUND:

The Town of Hay River is currently without a solid waste management and garbage collection agreement. Council approved a one-year extension to the contract of the current provider however the contractor could not accept a one-year term under the existing contract as the terms of the contract required investment in equipment and the contractor would have no opportunity to recover the investment over such a short timeframe.

A secondary issue is that the current landfill is nearing end of life and future options for operating the landfill should take this into consideration.

The town has normally issued a contract for the waste management of the landfill and the garbage collection as a single contract. The most recent contract was signed with Hay River Disposals in 2006 and was a 5-year contract to 2011 with an option to renew for five years (to 2016).

Current Duties:

At the landfill site:

- Provide the staff to operate the landfill site and collect tipping fees
- Provide the staff and equipment for the maintenance of the landfill
- Control access to the landfill
- Compact and coverage of solid waste
- Weigh solid waste (provisional item)
- Maintain compliance with applicable laws and regulations as it relates to landfill operations (including the Town's water license compliance).

Collection of Solid Waste:

- Provide the equipment and staff for twice-weekly solid waste collection for all areas excluding the industrial area and once weekly industrial area solid waste collection.



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: SEPTEMBER 25, 2018

SUBJECT: SOLID WASTE MANAGEMENT: LANDFILL AND COLLECTION SERVICES

Other factors

Lifespan of landfill and relationship to water license

The Town's landfill site is nearing end of life and the Town's water license is up for renewal in 2019. In exploring options for the landfill management, consideration should be made to the risk to the Town of having a third party operate its landfill given that the Town is ultimately responsible for the environmental compliance.

Recycling

The Town of Hay River presently has limited recycling options. Most Municipal solid waste management programs include a recycling program to reduce the communities' environmental footprint.

Consideration should be given to whether the Town or other levels of government are best positioned to increase recycling initiatives. Economies of scale can be a factor in the success of recycling due to shipping costs.

Regional Landfills

Many Provincial Governments are encouraging regional approaches to numerous community services ranging from recreation services and utilities to solid waste management and recycling. The Town of Fort Smith's landfill is near end of life also which presents an opportunity for consideration of a regional landfill approach in the South Slave.

These types of partnerships with other Governments take time. The time to engage on this subject is before long-term decisions are made autonomously and before major investments are required. Apply the rigor to vet all the options including basic options such as:

- a) Determine the potential for regional partners and determine the expected volumes required for a landfill
- b) Determine the type and number of services that will be delivered over the next 50 years. Often this requires community consultation.
- c) Establish the method of delivery, contractors or municipal employees
- d) Establish who will pay for it and who will be responsible for what



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: SEPTEMBER 25, 2018

SUBJECT: SOLID WASTE MANAGEMENT: LANDFILL AND COLLECTION SERVICES

Inter-jurisdictional review

A review of other NWT jurisdictions identified the following approaches to solid waste management:

Community	Contracted	#collections/wk.	In House	Recycle	Tipping Fees	Oversight
Fort Simpson	Hybrid	1 plus	N/A	N/A	Town	Agencies
Norman Wells	Hybrid	1 plus	Weigh scale	N/A	Town	Agencies
Inuvik	Contractor	1 plus	N/A	N/A	Contractor	Agencies
Fort Smith	Hybrid	2	Collect and Admin.	N/A	Town	Agencies
Yellowknife	Hybrid	Bi-weekly	Site Mtce. and Admin.	Bin – City	City	

* Hybrid refers to a split of services between independent contractors with some services delivered by Municipal resources.

Options for Solid Waste Management

1. Status quo – contractor manages the landfill facility and is responsible for solid waste collection. Slight modifications could be made to this model including reducing residential collection from twice a week to once weekly to reduce cost of service. As well, the contractor currently receives the tipping fees, these could be redirected to the Town.

In order to continue under the status quo, a minimum of 5-year contract is recommended with renewal options (again, at 5-year increments) due to the investment in infrastructure required.



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: SEPTEMBER 25, 2018

SUBJECT: SOLID WASTE MANAGEMENT: LANDFILL AND COLLECTION SERVICES

Reasons in support

- The current contractor has experience managing the landfill site and may be best positioned to extend the life as long as possible before a new site is established.
- 2. Separate the managing of the landfill site to the town staff (supplemented by contractors in a manner similar to how Fort Smith operates). Solid waste collection would be contracted under a longer-term contract to allow the contractor to invest in and recover the investment in modern waste management equipment. Consideration could be given to reducing the twice weekly collection to once a week to save cost. Details would need to be worked out including a transition plan and contract to address the transfer of landfill operation from the existing contractor to Town staff.

Reasons in support:

- The Town is ultimately responsible for anything that happens at the landfill site. The reporting and inspections of the various regulatory boards is the responsibility of the Town.
- It gives the town the ability to control what comes to the landfill.
- The town will receive the revenue from the tipping fees. This will generate revenue that would normally go to the contractor.
- The largest reason in support of this option is that our waste management site is almost at its end of life. The idea of having a regional waste management site located somewhere in the south has potential and separating the contract will make it easier to transition into.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 619 Garbage Collection
Bylaw 1516 Dump Tipping Fees

FINANCIAL IMPLICATIONS:



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: SEPTEMBER 25, 2018

SUBJECT: SOLID WASTE MANAGEMENT: LANDFILL AND COLLECTION SERVICES

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Judy Goucher
SAO

September 20, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: September 25th, 2018

SUBJECT: COMMITTEE AND COUNCIL MEETINGS DATE CHANGE

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves Monday night at 6:30 pm as the designated time and weekday for meetings to be scheduled during the months of October through April and Tuesday night as the designated time and weekday for meetings to be scheduled during the months of May through September.

BACKGROUND:

The time designated for Council meetings is important both in terms of outreach to community Members and to accommodate the schedules of Council Members to create as few conflicts as possible. During the summer months, Mondays have typically been busy nights where organized activities take place making it less likely for residents to observe meetings and more likely for Council Members to have conflicting priorities. As a result, Council passed a motion to move meetings to Tuesday nights at 6:30 pm.

In the winter, Tuesday nights typically have more scheduled events, making Monday a better choice for both Council Members and residents who wish to observe Council meetings.

To accommodate both residents and Council Members it is recommended that the weekday selected for meetings be Tuesday during the summer and Monday during the winter months. A 6:30 pm meeting time is recommended regardless of the day of the meeting to accommodate some sessions that may go later into the evening.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Council Procedures Bylaw 2285/GEN/12

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

Continue to meet on Tuesday nights or some other weekday during the winter months.

ATTACHMENTS:

N/A



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: September 25th, 2018

SUBJECT: COMMITTEE AND COUNCIL MEETINGS DATE CHANGE

Prepared by:

Stacey Barnes

Council Administrator

Date: September 20th, 2018

Reviewed by:

Judy Goucher

SAO

September 21, 2018



REPORT TO COUNCIL

DEPARTMENT: RECREATION AND COMMUNITY SERVICES **DATE:** Sept 25, 2018

SUBJECT: EXTENDED ANNUAL POOL SHUTDOWN

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report titled Extended Annual Pool Shutdown as presented.

BACKGROUND:

To ensure the long term safe, reliable and cost-effective operation of the Town's aquatic facility, an annual shutdown is undertaken to perform maintenance on core assets. These maintenance activities require draining of the pool and spa basins and result in suspension of all aquatic services to the public. Over the last three years, we have had two full maintenance shutdowns which averaged approximately 20 days. This year we are planning an extended shutdown of 28 days and a total expenditure of \$53,000.

As the facility passes its 10-year operating anniversary, significant work may be required to repair the tile system. Grout has eroded in many areas and tiles are thought to be "floating" in several sections. Costs may be as high as \$200,000 to replace the tile system located in the basins and steam room over the next few years. Through a full inspection and mapping of the tile system this year we will have a better understanding and estimate of work required to build a multiyear plan.

For this year's shutdown we are planning to undertake grouting and tile work to the Red and Yellow basins (shallow basins) as well as the steam room. While further assessment of work required will come through draining of the pool, we are anticipating \$26,000 worth of grouting / tile activity this year. Draining the basins, drying the tile, grouting, and curing is estimated to take 31 days.

Other planned maintenance work during the shutdown includes repairs to booster and caustic pumps, valve replacements, addressing hot tub loose media, and supply lines changes. Various drains, grates and jets will be adjusted or replaced. Light bulbs and broken change room items will be replaced. General maintenance work on the slide will be conducted.

There have been recent issues with the pool's automated chemical system which has led to unsafe water conditions and resulting temporary pool shutdowns. Maintenance and pool staff have had to spend an unideal amount of time managing the chemical levels. As such, we are planning to bring our vendor to site during the shutdown to inspect and make any identified adjustments. They will also train staff on maintenance and operational procedures.

Communication around the planned shutdown has been made to the public through Facebook, the Rec Reception Front Desk and directly to local schools. Further communication will be



REPORT TO COUNCIL

DEPARTMENT: RECREATION AND COMMUNITY SERVICES **DATE:** Sept 25, 2018

SUBJECT: EXTENDED ANNUAL POOL SHUTDOWN

made through the project plan. Dated swim passes will be extended by the length of the shutdown.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

\$53,000 maintenance expense; \$4200 uncaptured revenues.

ALTERNATIVES TO RECOMMENDATIONS:

Reduce some defined shutdown work; defer shutdown to 2019

ATTACHMENTS:

2018 Pool Shutdown Project Plan

Prepared by:

Glenn Smith
Assistant Senior Administrative Officer
Acting Director of Recreation and Community Services

Date: Sept 19, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer

Date: Sept 20, 2018

2018 Pool Shutdown Project Plan

	Activity	Start	End	Notes
Mechanical				
	Site visit	26-Sep	26-Sep	High priority
	Strantrol Automatic System			If needing to be replaced
	Hot Tub - loose media	15-Oct	18-Oct	do not proceed with
	Replace laterals			
	Probes (x2)	21-Oct	23-Oct	High priority
	Hot Tub Filter Leaks	15-Oct	19-Oct	
	Fill Line Valves	15-Oct	19-Oct	Requires new valves - rusted out (anytime between 1st-last week)
	Heat Booster Pump	15-Oct	19-Oct	
	CL2 Supply Line	15-Oct	19-Oct	
	Hot Tub Caustic Pump	15-Oct	19-Oct	Leaking - Maintenance to repair? Re-build/new
	Lower Mechanical room Lights out	15-Oct	19-Oct	
	Lights out on Master Switch Panel	15-Oct	19-Oct	Important to replace
Deck				
	Remove existing grout Steam & Pool	01-Oct	09-Oct	
	Dry Tiles	02-Oct	09-Oct	
	Re-grout Pool / Tile	10-Oct	15-Oct	Decision on tile or grouting after pool drained
	Dump & Drain Hot Tub	30-Sep	30-Sep	
	Dump & Drain Main Tank (1/2)	01-Oct	02-Oct	
	Re-grout Steam Room	12-Oct	13-Oct	
	Grout Cure time	15-Oct	23-Oct	Cure time for epoxy grout to set
	Tile work in Changerooms	15-Oct	16-Oct	
	Cracks in the wall near hot tub			Concrete Cracks hot tub back wall, and above timer near support beam
	Fill Pool	22-Oct		Heat booster pump on, to heat as it fills
	Heat/Treat/Balance	22-Oct	26-Oct	Chlorine Booster pump on, circulation pump(main filter)on
	Fill Hot Tub	23-Oct	24-Oct	
	Pool Overhead deck lights	15-Nov	15-Nov	Lights have been ordered - will take 7-8weeks for delivery (can be done during closures in reg. sched) - high

	Broken Door Frame	17-Sep	26-Oct	
	Steam Room door handle	17-Sep	17-Sep	tighten handle
	Hot Tub Jet	11-Oct	11-Oct	
	Activity	Start	End	Notes
	Water softner overflow	15-Oct	19-Oct	Requires new float and drain pipe
	Main drain grates/screws	02-Oct	02-Oct	replace any rusted out, and grates that are discoloring (we have some on site)
	Drain for Steam room	15-Oct	19-Oct	High Priority (piping not lining up)
	Deck viewing area (gate)	22-Oct	22-Oct	Low Priority
	Slide	15-Oct	19-Oct	Remove caulking/turtle wax/re-caulk joints and seams
	Slide Drain	15-Oct	19-Oct	High Priority (piping not lining up)
Changerooms				
	Toilet seat & coat hangers in Family	05-Oct	05-Oct	15min to tighten loose screws
	Mens/Womens/Family locker handles	04-Oct	04-Oct	anytime to access changerrooms to replace plastic locker handles or tighten loose screws
	Mens Shower Head	15-Oct	19-Oct	Order and replace shower head
	Deck ladder railings	22-Oct	22-Oct	loose - tighten screws
	Deck Drain covers (25)	09-Oct	09-Oct	High Priority
	Womens Ceiling	17-Sep	31-Oct	High Priority - Harold available Oct 23-31
	Staff floor lifting (drain area)	09-Oct	26-Oct	Inspected and floor drain is too high. Plumber to seat drain lower into pipe
Total Shutdown		30-Sep	31-Oct	



REPORT TO COUNCIL

DEPARTMENT: RECREATION

DATE: SEPTEMBER 25, 2018

SUBJECT: TENDER FOR JANITORIAL CONTRACT SERVICES

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to tender for janitorial services for the new recreation centre complex for a term of 2-years with an option to renew for 3 years, depending on performance.

BACKGROUND:

At a construction cost of approximately \$25M the new recreation centre was a major investment for Hay River. The multipurpose facility will be used extensively and serve to bond the community for many years to come. To protect and extend the effective life of the facility as well as ensure a safe and healthy environment for users it is important that the Town invest in an appropriate maintenance program.

A critical element of the maintenance program is the daily cleaning and custodial activities for the building. Janitorial services for the previous recreation centre were completed by a combination of Facility Maintainers, Aquatics Lifeguards, Reception Desk staff and lease holders (ie. Curling Club). These groups all balance janitorial work with other work responsibilities. Often the janitorial activities will take a lower priority in comparison to their primary responsibilities.

The new recreation centre is much larger than the old than the old facility – nearly double the size and with more surfaces and design elements to clean and maintain. In maintaining the larger facility through the first 6 months of operation, it has become clear that the current complement of staff is not able to appropriately balance cleaning demand against other growing responsibilities associated with a busier building. As programming increases there will be more demand on facility staff to support setup, takedowns, monitoring and security, etc.

Increasing maintenance capacity through use of specialized janitorial services provides the best guarantee of properly maintaining the facility and protecting the Town's investment in the building. Contracted personnel will be able to focus 100% of their time on cleaning while using techniques and training they have developed through their profession. Facility Maintainers and other staff will continue to provide as and when cleaning services through available time while contracted janitorial workers will focus on full facility, late hour cleaning that will ensure patrons come to a freshly prepped facility each morning and the building is kept as close to its original state for as long as possible.

Cleaning contract services are estimated to equate to 80 manhours per week (4300 / year). In order to accommodate these services a vacant Facility Labourer position will be released. A tender will be issued for the janitorial services with the plan to have a contract in place before the end of the 2018.



REPORT TO COUNCIL

DEPARTMENT: RECREATION

DATE: SEPTEMBER 25, 2018

SUBJECT: TENDER FOR JANITORIAL CONTRACT SERVICES

As this will be the first-time janitorial services have been contracted at the new facility it is recommended that the term of the contract be two years with an option to renew for 3 years. This provides time for the Town to assess the contractor performance and extend or retender after 2 years. The total term before the next tender would be 5 years if contractor based on contractor meeting the Town's performance standard.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

\$60,000 - \$75,000 net increase to O&M for 2019. Reduced lifecycle operating costs associated with cleaning.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Glenn Smith

Assistant SAO

Date: September 20th, 2018

Reviewed by:

Judy Goucher

SAO

Date: September 20th, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: September 25th, 2018

SUBJECT: PROCUREMENT APPROVAL

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$31,368.45 as outlined in the attached list.

BACKGROUND:

In accordance with Bylaw No. 1574/GEN/2016 sec. 4, and Schedule "A" of the bylaw which states:

Council delegates to the SAO the authority to commit or expend funds from the operations budget of the Town to a limitation of \$25,000.00. the SAO may, in writing, delegating his authority to commit or expand funds to other Town Staff at his discretion, up to \$5,000.00 such delegation will enable staff to initiate expenditures against the budget for which they are accountable.

For expenditures in excess of \$25,000.00 a resolution of Council authorizing the expenditure shall be required.

Administration has compiled a listing of expenditures exceeding the SAO authorization limit and is requesting Council approve the attached listing of expenditures for payment.

All items have been verified for accuracy, validity and budget inclusion by Administration.

COUNCIL POLICY / STRATEGY OR GOAL:

Town of Hay River Purchasing Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures or Procurement Bylaw

FINANCIAL IMPLICATIONS:

2018 O&M Budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Expenditures in Excess of \$25,000 listing



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: September 25th, 2018

SUBJECT: PROCUREMENT APPROVAL

Prepared by:

Ruth Boden
Director of Finance and Administration
September 21, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer
September 21, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: September 25th, 2018

SUBJECT: PROCUREMENT APPROVAL

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$94,144.24 as outlined in the attached list.

BACKGROUND:

In accordance with Bylaw No. 1574/GEN/2016 sec. 4, and Schedule "A" of the bylaw which states:

Council delegates to the SAO the authority to commit or expend funds from the operations budget of the Town to a limitation of \$25,000.00. the SAO may, in writing, delegating his authority to commit or expand funds to other Town Staff at his discretion, up to \$5,000.00 such delegation will enable staff to initiate expenditures against the budget for which they are accountable.

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Administration has compiled a listing of expenditures exceeding the SAO authorization limit and is requesting Council approve the attached listing of expenditures for payment.

All items have been verified for accuracy, validity and budget inclusion by Administration.

COUNCIL POLICY / STRATEGY OR GOAL:

Town of Hay River Purchasing Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures or Procurement Bylaw

FINANCIAL IMPLICATIONS:

2018 O&M Budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Expenditures in Excess of \$25,000 listing



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: September 25th, 2018

SUBJECT: PROCUREMENT APPROVAL

Prepared by:

Ruth Boden
Director of Finance and Administration
September 21, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer
September 21, 2018



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: September 25th, 2018

SUBJECT: PROCUREMENT APPROVAL

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the expenditure totaling \$77,939.41 as outlined in the attached list.

BACKGROUND:

In accordance with Bylaw No. 1574/GEN/2016 sec. 4, and Schedule "A" of the bylaw which states:

Council delegates to the SAO the authority to commit or expend funds from the operations budget of the Town to a limitation of \$25,000.00. the SAO may, in writing, delegating his authority to commit or expand funds to other Town Staff at his discretion, up to \$5,000.00 such delegation will enable staff to initiate expenditures against the budget for which they are accountable.

For expenditures in excess of \$25,000.00 a resolution of Council authorizing the expenditure shall be required.

Administration has compiled a listing of expenditures exceeding the SAO authorization limit and is requesting Council approve the attached listing of expenditures for payment.

All items have been verified for accuracy, validity and budget inclusion by Administration.

COUNCIL POLICY / STRATEGY OR GOAL:

Town of Hay River Purchasing Policy

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 1574-GEN-16 Property Procedures or Procurement Bylaw

FINANCIAL IMPLICATIONS:

2018 O&M Budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Expenditures in Excess of \$25,000 listing



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: September 25th, 2018

SUBJECT: PROCUREMENT APPROVAL

Prepared by:

Ruth Boden
Director of Finance and Administration
September 21, 2018

Reviewed by:

Judy Goucher
Senior Administrative Officer
September 21, 2018

BY-LAW NO. 1811

THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

A BY-LAW of the Council of the Municipal Corporation of the Town of Hay River in the Northwest Territories, authorizing the Municipal Corporation of the Town Hay River to adopt a new Community Plan.

PURSUANT TO

- a) Part 2 of the *Community Planning and Development Act*, S.N.W.T., 2011 c. 22, as amended;
- b) Due notice to the public, provision for inspection of this by-law and due opportunity for objections thereto to be heard, considered and determined; and
- c) The approval of the Minister of Municipal and Community Affairs, certified hereunder.

WHEREAS the Municipal Corporation of the Town of Hay River deems it desirable to adopt a new Community Plan by bylaw.

NOW THEREFORE, The Council of the Municipal Corporation of the Town of Hay River, in a regular session duly assembled, hereby enacts as follows:

1. This By-law may be cited as the Community Plan Bylaw 2018.
2. The Community Plan for the Town of Hay River, comprised of Schedule "A" attached to and forming part of this Bylaw, is hereby adopted.
3. Bylaw No. 1811 as amended, is hereby repealed.
4. This Bylaw shall come into effect upon receiving third and final reading and otherwise meeting the requirements of the *Cities, Towns and Villages Act* and the *Community Planning and Development Act*.

BYLAW NO. 1811

MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

READ A FIRST TIME this day of , 2018.

Mayor

READ A SECOND TIME this day of , 2018, after a public hearing held on
_____, 2018.

Mayor

APPROVED BY THE MINISTER OF MUNICIPAL AND COMMUNITY AFFAIRS
OF THE NORTHWEST TERRITORIES this day of , 2018

Minister
Municipal and Community Affairs

READ A THIRD AND FINAL TIME this day of , 2018 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, in force April 1, 2004
and the bylaws of the Municipal Corporation of the Town of Hay River this
day of , 2018.

Senior Administrative Officer

Town of Hay River

Community Plan



Prepared for

Town of Hay River, NWT

Prepared by

David Klippenstein and Associates Ltd.

September, 2018

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1.0 Introduction

1.1 Purpose and Requirements for a Community Plan

1. The Hay River Community Plan is a statement of the Town's goals, aims and policies adopted by Council under the *Community Planning and Development Act* (2013) of the Government of the Northwest Territories.
2. The purpose of the Community Plan, as stated in Section 3 of the *Community Planning and Development Act* (hereinafter referred to as the Act), is

"To provide a policy framework to guide the physical development of a municipality, having regard to sustainability, the environment, and the economic, social and cultural development of the community".

3. Section 4(1) of the Act establishes that a Community Plan must
 - a. *"describe future land uses in the municipality;*
 - b. *incorporate, insofar as is practical, any applicable territorial land use policies and statements of territorial interest;*
 - c. *contain statements of policy respecting the management of any environmentally sensitive lands or lands subject to natural hazards such as flood or slope instability;*
 - d. *address the provision of required transportation systems, public utilities and municipal services and facilities, and address any requirements for land for municipal and public purposes; and*
 - e. *include a schedule of the sequence in which specified areas of land may be developed or redeveloped, and the manner in which the services and facilities referred to in paragraph (d) will be provided in specified areas."*
4. According to Section 4(2) of the Act, the Community Plan must also include maps showing the land affected by the plan indicating
 - a. *"future land use; and*
 - b. *any land in respect of which policy statements are included..."*
5. Further, Section 4(3) of the Act requires that a Community Plan must be prepared
 - a. *"on the basis of surveys and studies of land use, population growth, the economic base of the municipality and its needs relating to transportation communication, public services and social services; and*
 - b. *In consultation with a professional community planner."*
6. This Community Plan has an accompanying Background Report which contains the technical description and analysis to address the requirements of Section 4(3) (a) of the Act.
7. The Zoning Bylaw is being reviewed concurrently with this Community Plan and will be completed following its adoption.

1.2 Alignment with other Town policies and plans.

1. The Town of Hay River has prepared and adopted other policies and plans that establish strategic direction in matters relating to the environmental, economic and social well-being of the community. This Community Plan been prepared in the context of the following:
 - a. Integrated Community Sustainability Plan, December, 2009,
 - b. Hay River Community Wildfire Protection Plan, 2011,
 - c. Hay River Agriculture Plan, 2014, and
 - d. others.
2. Council may adopt other policies or strategies that may affect or be affected by the land use policies contained in this Community Plan. As such, the statutory framework of the Community should be used to guide the development of related or more detailed policies.

1.3 Vision

The vision guiding this Community Plan is as follows:

The Town of Hay River is a stable, established community on the modern frontier that celebrates its natural setting, social wellbeing, creative potential and opportunities for business and industrial development.

2.0 Goals and Objectives

2.1 Development Goals

1. To coordinate and manage growth and land use in the Town of Hay River so that both the Town's short and long term land use demands can be met in a sustainable manner.
2. To support residential growth and development opportunities in existing urban areas to make good use of existing infrastructure, reduce development costs and promote the preservation of natural areas and environmental resources.
3. To support commercial and industrial growth by identifying lands suited to a variety of development opportunities.
4. To establish a framework for planning, coordinating and evaluating proposals for development and land use change in the Town of Hay river, considering the short and long term implications of such development along with the collective needs and aspirations of the community.
5. To support and promote attractive development that help to attract and retain new residents and visitors.

2.2 Development Objectives

1. To identify and direct a variety of land uses to appropriate sites and areas within the Town in keeping with the interests of the residents, land owners and affected agencies.
2. To promote development based on the principles of 'Smart Growth, including:
 - a. mixed land use,
 - b. compact development,
 - c. increased housing choices,
 - d. infill development,
 - e. walkable neighbourhoods,
 - f. alternative transportation,
 - g. community involvement,
 - h. predictable development,
 - i. sense of place, and
 - j. preserving natural and agricultural areas

3. To consider the following criteria in land use and development decisions:
 - a. the avoidance of undesirable land use conflicts,
 - b. the coordination of road networks,
 - c. the health, safety and quality of life of residents,
 - d. protection and conservation of the natural and built environment,
 - e. the location of tax generating business and industry,
 - f. the cost of municipal servicing, and
 - g. compatibility with the objectives of other jurisdictions.
4. Within this framework, the general land use objectives can be defined as the following:
 - a. to ensure that land and services required for growth are identified and protected for all anticipated development,
 - b. to maintain and enhance the qualities of existing development areas,
 - c. to protect environmentally sensitive lands, resource areas and potential hazard areas from the impacts of development, and
 - d. to provide a framework for inter-governmental and inter-agency cooperation, implementation and review.

3.0 Growth Management Strategy

3.1 Key Considerations

The Growth Management Strategy presented in this section is intended to provide a framework to anticipate and deal positively with growth and land development in a sustainable manner. This strategy is based on a consideration of the following factors:

- a. past development trends, future growth prospects and defined planning targets,
- b. the opportunities and constraints of the natural environment which affect the future pattern of Town development,
- c. opportunities and constraints of the built environment which affect the future pattern of Town development,
- d. future development taking advantage of existing road, sewer, and water infrastructure to reduce the cost of development and maintenance,
- e. development decisions that facilitate the preservation of existing environmental resources, and
- f. financial considerations.

3.2 Development Prospects

1. Hay River is very well positioned to benefit from the resource development and other economic development opportunities in the Northwest Territories in the sectors of tourism, renewable resources, oil and gas and mining because of its
 - a. strategic location as a trans-shipment point at the hub of major road, rail and water transportation routes in the north, and its strong function as a port servicing shipments to connecting waterways,
 - b. diversified economy, strong private sector, headquarters for several major businesses and capacity for providing business and industrial services,
 - c. role as a regional centre for the South Slave region,
 - d. attractive and wide range of community services,
 - e. low cost of living relative to other Territorial centres,
 - f. complementary and mutually supportive collaboration between business and government, and
 - g. its expanding and vibrant manufacturing sector.
2. The Town's population has remained stable for many years and generations of families call the Town of Hay River home. Demographic changes such as an aging population, fewer children and more single parent households have led to declining household size and a need for different and more diverse forms of housing

3. There are a number of potential economic development opportunities which could stimulate substantial growth within the Town of Hay River through the provision of direct and indirect employment.

These opportunities include:

- a. the re-opening of the Pine Point Mine using Hay River as a base for services and infrastructure,
- b. a major forest products facility,
- c. a re-invigorated marine transportation industry,
- d. a long term care facility,
- e. a new fish processing plant,
- f. agricultural business opportunities,
- g. cultural tourism opportunities, and
- h. other opportunities in the service and resource sectors.

The scale and timing of these projects, as well as the magnitude of direct and indirect benefits to the Town of Hay River are yet uncertain. The Town continues to monitor the situation carefully.

If all projects were to occur within a short time period, the cumulative impact could be to place a great strain on the Town's infrastructure, land and financial capability. For example, there are very few, if any, residential lots available at the time of writing of this Community Plan.

Consequently, the Town continues to monitor the situation carefully in order to act quickly and strategically as the likelihood, scale and impact of any and all of these potential projects comes into greater focus, and to identify and secure the necessary financial resources to provide for the Town's long term financial sustainability.

4. The key factor for the Town is to have a Growth Management Strategy in place that is realistic and that can respond promptly to changes in population growth and subsequent land and infrastructure needs.

3.3 Opportunities and Constraints of the Natural and Built Environment

The Growth Management Strategy of this Community Plan considers a number of key characteristics of the natural and built environment that have shaped and will continue to shape the form and character of the Town. These factors are stated below.

1. The Town of Hay River enjoys extensive shore lands along the Hay River and Great Slave Lake. These areas are a significant amenity and contribute to making the town an attractive place to live and to attract new residents.

2. The existing road, sewer, and water infrastructure enhances opportunities for future development.
3. The land suitable for greenfield development in terms of soil and drainage conditions is limited. It occupies a narrow belt of land running parallel to the Hay River. This land also has the highest agricultural capability. Long-term plans should balance the opportunities for agricultural development with the land and infrastructure needs of a growing urban centre.

There may be opportunities to allow agriculture businesses to lease future urban expansion land for agricultural purposes, creating cost savings through land clearing, generating lease revenue, providing local employment and preparing the land for urban development when and if it occurs.

4. Poorly drained lands to the west create a constraint to further economical westward expansion but create opportunities for open space, nature-based recreation and access to the waterfront.
5. Discontinuous permafrost requires special treatment to allow development to occur, either through advance clearing and drainage to encourage thawing, or by insulation of foundations to prevent thawing. Discontinuous permafrost adds to the cost of expanded urban development.
6. The Town can respond strategically to higher development costs by maximizing opportunities for infill development, redevelopment and adaptive re-use within existing development areas and by promoting more compact, higher density development for expansion areas.
7. Substantial areas of Vale Island and other lands along the Hay River are flood prone as they lie within the flood fringe of the 1:100 flood plain as shown on by the flood plain mapping program prepared by the federal government in 1984. Existing development within the flood fringe is subject to regulatory measures within the Town's Zoning Bylaw to minimize the risk of property damage due to flooding.
8. The Airport constrains development along the west bank of the West Channel in two ways. First, the Hay River Airport Zoning Regulations, c.87 of the Aeronautics Act, place certain restrictions on development to protect approaches and navigational devices from incompatible land use. Second, the ownership of land by the Commissioner precludes it from being developed.
9. These constraints also present an opportunity to preserve these lands in their natural state, thereby enhancing the beauty and character of the town, and ensuring public access to the West Channel and Great Slave Lake.
10. Vale Island has substantial areas of vacant or under-utilized lots designated for commercial, industrial or institutional uses in the Old Town and West Channel Village. These lots provide

opportunities for re-designation to residential use if they are no longer needed for the designated purpose and if the lands are suitable for residential development.

11. Various perceived nuisance land uses such as the sewage lagoon, intensive livestock operations and landfills require locations away from residential areas. These uses are surrounded by setbacks which limit certain types of development within the radius of the setback. In most cases, these uses can be located on lands that are not naturally conducive to residential development so that conflicts can be avoided.

3.4 Planning Targets

1. The Town of Hay River has had a stable population for over 30 years. The current population is variously stated as 3528 (Statistics Canada, 2016) or 3734 (GNWT Statistics, 2017).

This Community Plan adopts a primary planning target of 5000 population and a secondary planning target of 6000 population, along with associated residential, commercial, industrial and institutional land needs and associated infrastructure.

These population targets are considered to be realistic if all anticipated economic opportunities and possible additional opportunities are realized.

2. To achieve the primary planning target of 5000 requires planning for an additional population of about 1500, for the secondary planning target of 6000 a population increase of nearly 2500 from the current population of just over 3500. This Community Plan addresses how and where this population could be accommodated.

3.5 Strategic Options

1. A combination of the following strategies can be used to meet the Development Goals and target population of this Community Plan, by:
 - a. directing and concentrating growth to existing serviced urbanized areas,
 - b. promoting opportunities for infill, redevelopment and adaptive reuse to the extent possible,
 - c. providing more opportunities for the development of multi-unit housing,
 - d. enabling more compact urban development, either greenfield and infill sites, by modifying development standards such as minimum lot widths or minimum floor areas, and by
 - e. planning for urban expansion of greenfield sites in suitable locations and at higher densities and more compact form than has previously been the practice.

2. Using these strategies to guide the municipal land use and development decisions will help the Town of Hay River achieve sustainability goals by:
 - a. reducing the amount of additional land required for development,
 - b. taking advantage of existing infrastructure,
 - c. balancing the Town's open space with development,
 - d. enhancing the unique character of different neighbourhoods, and
 - e. promoting a sense of place, both at the neighbourhood and community level.

3.6 Growth Management Strategy – Land Use Concept.

The Land Use Concept contained in Figures 1 to 6 at the end of this documents provides more specific direction for future development and management of land use.

3.6.1 Residential Development

1. Initial planning was completed in the mid-2000s for three residential expansion areas (greenfield sites) all located in New Town: Evergreen, Aspen Heights and Fraser Place (Figure 4). In addition, initial plans were prepared for Sundog Commercial Park.

Evergreen and Aspen had been identified as potential residential expansion areas in previous General Plans.

It should also be noted that these lands were transferred to the Town following the adoption of the 2004 General Plan.

2. **Evergreen** was identified in the 1994 and 2004 General Plans as a logical expansion area. The concept then evolved through large-lot estates residential development to residential development at conventional urban densities. A concept prepared in the mid-2000s proposed a population potential of about 800.

It is felt that this could be increased to the range of 1100 through smaller lots, more multi-unit sites and more efficient use of land. This would, of course, be subject to confirmation of ground and drainage conditions through further geotechnical investigations.

3. **Sundog** was originally planned solely as a commercial park to accommodate commercial development as existing Downtown and highway commercial areas became built out.

Since that time, the Health Centre has been built along the Dean Drive extension connecting the Industrial Park and Mackenzie Highway. This changes the development opportunity for Sundog.

Sundog is now envisioned as a mixed use area, comprising complementary health care offices, a limited range of commercial retail and services, residential housing at varying densities and forms and possibly a Long Term Health Care Facility.

The population potential for Sundog is as high as 300, depending on the allocation of land between commercial, residential and institutional use. As it is adjacent and to the north of Evergreen, it could be a logical first stage for the development of the joint area.

Sundog and Evergreen would have a combined population potential in the range of 1400, depending on the allocation of land between residential, commercial and institutional use, and the success of significantly increasing lot yield from the original Concept Plan. This would take the Town's population to 4900, assuming a 3500 base population, approaching the primary target population of 5000.

4. **Aspen Heights** has also received some preliminary planning and engineering. The current plan, featuring a mix of manufactured, single unit and multi-unit housing, has a population potential estimated at 550. This could be increased to 600 with reduced lot sizes.
5. Thus, the **total population potential** for the Sundog/Evergreen, Aspen Heights and Fraser Place (50 people) sites, could be increased from about 1400 to approximately 2050, through compact urban form (decreased lot sizes, more multi-unit) and the introduction of a substantial residential component into Sundog.
6. **Infill and redevelopment opportunities** for multi-unit housing in or near the Commercial Core (mobile home park, former Disneyland site, etc.) and for trucked service single-unit sites on Vale Island could provide for an additional population in the range of up to 300 people or more.
7. **In summary**, residential development of the four greenfield sites has a population potential of 2050, infill and redevelopment has a population potential of up to 300, for a total population potential of up to 2350.
8. This residential development would result in a total Town population of **5878** (using the more conservative population figure of 3528 from Statistics Canada, 2016) to **6074** (using the 2017 GNWT population estimate of 3734).
9. **Thus, full development of the four greenfield sites at increased densities plus potential infill and redevelopment sites could approach or exceed the secondary population target of 6000.**
10. Further work relating to ground conditions, servicing analysis and financial implications will be required before deciding which greenfield site should be developed first.

11. On a preliminary base, however, there are some apparent advantages to proceeding with the combined **Sundog/Evergreen** area first. These including the following:
- a. the presence of existing infrastructure (Dean Drive extension), rail crossing and highway access created to support the Health Centre to facilitate the initial stages of development,
 - b. the opportunity to create a mixed use node comprising commercial development complementary to and compatible with the Health Centre, along with residential and institutional development,
 - c. a population potential to accommodate approximately 1400 people, bringing the total population to approach the primary population target of 5000, and more than half (about 60%) of the population needed to achieve the secondary target population of 6000,

More analysis may be needed to confirm whether or not the Sundog/Evergreen option is the most suitable option for the next stage of greenfield development. Whatever the decision as to the best option, it will not require an amendment to this Community Plan.

12. For the **longer term** population **past the 6000 mark** or if some greenfield and/or infill/redevelopment opportunities do not materialize, some thought needs to be given to the very long term direction of residential development.

The Land Use Concept (Figures 4 and 5) identifies a number of options for residential expansion beyond 6000 population, namely:

- a. expansion of Aspen Heights to the west and north as shown by the directional arrow,
- b. expansion of Evergreen to the west and south as shown by the directional arrow,
- c. the Mile 5 West area between the highway and rail line and south of the proposed commercial node designated as Urban Reserve in the Land Use Concept (Figure 5), and/or
- d. the triangular river front area, Lot 1960, between the south end of Mile 5, Highway 2 and the Hay River, subject to appropriate setbacks from the landfill site, and shown on the Land Use Concept (Figure 5) as Urban Reserve.

All of these expansion options would require further evaluation of ground conditions, servicing availability and costs, land availability and other relevant feasibility issues, and the preparation of Concept Plans.

3.6.2 Commercial Development

1. The strategy for future commercial development, as shown on the Land Use Concept, will be:
 - a. to complete the build out of the **Commercial Core**, while encouraging further residential development by apartments located above ground floor commercial development,
 - b. to provide for commercial development in Sundog that is compatible with and complementary to the Health Centre and the proposed adjacent residential development;
 - c. to maintain the designation of the Commercial node between Highway 2 and the CN line at the north end of **Mile 5 West**, as shown on previous General Plans and as shown on Figure 4 of the Land Use Concept; and
 - d. to designate the east frontage of Highway 2 and the south frontage of Highway 5 in the area of the **junction** of the two highways for highway commercial development as shown on Figure 5 of the Land Use Concept.

3.6.3 Industrial Development

1. The strategy for future commercial development, as shown on the Land Use Concept, will be:
 - a. to continue westward expansion of the existing **New Town Industrial Park** to the limits of suitable ground and drainage conditions, serviceability and land availability/ownership,
 - b. to designate the '**Triangle**' area defined by Highway 2, Highway 5 and the former Pine Point Rail line as suitable for a variety of industrial uses, including construction, transportation, logistics, fabrication, manufacturing and other industrial uses at an appropriate level of servicing, likely trucked services, with the provision of possible highway commercial uses along the highway frontages, and
 - c. to continue the designation of the land between Highway 2 and the CN rail line and north of the 'Y' for industrial uses such as construction, fabrication, logistics and/or transportation related uses, as per the amendment 1811G of the 2004 General Plan.

3.7 Growth Management Policies

The Growth Management Strategy adopted in this Community Plan promotes the development of our community in accordance with the principles of Smart Growth planning, as outlined in Section 2.2.

The Strategy is supported by the following seven policy statements.

1. The Town will aim to accommodate future growth, to the greatest extent possible, in the existing urban area by identifying and supporting opportunities for infill, redevelopment and adaptive reuse.
2. Realistically, however, there are limited infill and redevelopment opportunities within the existing development areas. Therefore, it will be necessary to develop expansion areas for residential, commercial and industrial purposes in the most logical and cost-effective locations, in order to meet the planning targets identified above.
3. To meet the need for development which cannot be met within the existing built-up area, the Town will pursue the Growth Management Strategy outlined in Section 3.6 above and as illustrated by the Land Use Concept.
4. The Town will support mixed-use and higher density commercial-residential development in the Commercial Core.
5. The Town will provide additional land for multi-unit residential units in new development areas to meet the need for multi-unit housing, promote higher development densities, provide affordable housing units and keep infrastructure costs lower.
6. The Town will consider changing the Zoning Bylaw to encourage more compact and higher density development by such measures as reducing minimum lot sizes, minimum floor areas and similar measures. These measures are intended to encourage private investment in a broader range of housing choice and increase housing affordability.
7. The Town will provide for the development of additional industrial lands to support the economic sustainability of the Town, while ensuring it is done in a way that does not conflict with the goal of being an attractive Town. Additional industrial lands are identified in the Land Use Concept, as stated in Section 3.6.3 above.

4.0 General Policies

4.1 Distinct Character

1. Land use and development decision shall maintain, and wherever possible, enhance the unique character and qualities of different neighbourhoods.

4.2 Compact Urban Form

1. The Town will support the infilling and redevelopment of residential, commercial, institutional and industrial areas in order to encourage more compact forms of development, take advantage of existing infrastructure and preserve the existing open space network.
2. Higher density development will be encourage in areas of the community that are more extensively serviced by existing infrastructure and where such development would not significantly impact the character of the existing neighbourhood.
3. Higher density residential development will be supported in areas where there is sufficient provision and access to community amenities such as schools, parks and commercial facilities.

4.3 A Vibrant Downtown Commercial Core

1. The Town shall continue to encourage further commercial development in the downtown core and promote it as the major retail, service and office focus of the community.
2. The Town will support mixed-use and higher density commercial-residential development in the downtown core by taking advantage of infill and redevelopment opportunities.
3. The Town will promote a pedestrian and bicycle friendly environment in the central commercial area and reduce the need for parking infrastructure.

4.4 Housing Choice

1. The town shall provide for a wide variety and mix of housing types and sizes, including single detached, semi-detached, and duplex housing, and attached housing including row housing and apartments and manufactured homes to provide affordable options for different income groups, family types, and lifestyle needs.

2. In order to diversify housing options the Town will permit multi-unit residential development as part of mixed-use development on lands designated commercial, and on any land designated 'Residential' where
 - a. there is good access to and from collector streets,
 - b. there is minimal effect on the traffic levels and the character of neighbouring lower-density residential areas,
 - c. community amenities and services are readily available, and
 - d. adequate servicing capacity exists.

4.5 Land Use Compatibility

1. The Town shall protect existing land uses by ensuring that new development, redevelopment, and/or infill development does not significantly compromise the existing quality and character of the neighbourhood.
2. For new residential development adjacent to industrial areas, special attention shall be given to the transition between residential and industrial land use to mitigate or avoid any potential land use conflicts. Possible approaches may include treed buffers of appropriate width, spatial separation, an intervening roadway, added depth to lots backing onto industrial areas, storm water management facilities and limited roadway connections between residential and industrial areas.

4.6 Parks and Open Space

1. Land use and development decisions shall promote, whenever possible, the preservation of public parks and open spaces maintained by the municipality and facilitate landscape and trail connections including access to the waterfront.
2. The shores of the Hay River (both channels) and Great Slave Lake shall be designated for environmental protection and recreation use, except where specifically required for transportation, utility, community or tourism uses as shown on the Land Use Concept (Figure 2).
3. The Town shall continue to explore and develop the potential for outdoor recreation opportunities on municipal lands in order to enhance the local quality of life and to promote natural resource-based tourism development.
4. All future residential areas shall provide sufficient local parks and recreation space for future residents that are easily accessible and visible from the street. A minimum ten per cent of land in or adjacent to new residential area will be designated for use as parks and open space and these lands may be considered for future school sites where joint use of recreation space is provided.

4.7 Community Development

1. The needs for social, cultural, education and other institutional uses shall be carefully monitored and sites shall be considered by Council as needs for new or expanded facilities are identified.

4.8 Local Food Production

1. The Town shall support community gardens to encourage informal food production for personal consumption and recreation purposes.
2. The Town shall support food production in the form of agricultural production also referred to as 'market gardening' on land that has been demonstrated to have good agricultural potential.
3. The Town may consider siting potential agricultural processing or other industrial facilities within lands designated as 'Resource Use' by the Land Use Concept, if a location within the designated Industrial or Transportation lands is not available. Such a location would be subject to conformity with planning and environmental principles and regulations.
4. Because of the potential adverse effects, intensive livestock operations will be allowed to locate only where they will not adversely affect other uses such as residential, recreational or public uses.
5. The Town shall designate appropriate limiting distances between intensive livestock operations and residences within the Zoning Bylaw. In addition applications for intensive livestock operations will be referred to the appropriate public health and environmental authorities.

4.9 Transportation Options

1. The Town shall protect and strive to enhance its existing transportation infrastructure in recognition of the important role that plays in the town's community wellness and economic sustainability.
2. The Town shall strive to provide infrastructure to support a range of transportation options including vehicular transport and alternative modes of transport such as bicycling and walking.
3. Pedestrian routes that link together various neighbourhoods and important community areas shall be established and coordinated with open space and trail planning.
4. The Town, in consultation with the Territorial government shall manage access to Highway No. 2, in accordance with its function as a primary highway within the territorial highway system and the major arterial for the Town of Hay River.
5. The Town will continue to support the concept of a bridge linking the Town with the Katlodeeche First Nation Reserve to foster community wellness for both communities and to open the door for more cultural tourism opportunities

6. The Town shall protect airport infrastructure by prohibiting development which could adversely affect the safe and efficient operation of the airport.
7. The Town will continue to support the growth of air travel and traffic to serve an expanding population and to create and grow new business opportunities, especially in re-supplying the mining sector from the south side of Great Slave Lake. The Town will explore ways to strengthen the Airport's regional function, including the possibility of relocation to the Pine Point Highway, thus freeing up the current site for future community growth through working with the Town's aboriginal partner groups.
8. When required by need and by growth, the Town will prepare a Transportation Master Plan based on the direction and rate of growth presented by this Community Plan.

4.10 Local Economic Development

1. The Town shall continue its economic development planning to enhance and diversify its industrial sector. The town shall ensure the availability of sites for industrial uses which can be developed in the short term without major site preparation. Some lots should, where practical, be pre-filled. Such lots should be developed in locations or in such a way that they do not create unattractive views from major public transportation routes.
2. The Town shall continue to explore the significant potential role of renewable resources to the diversification of its economic base and will support efforts to expand renewable resource production and processing.

4.11 Infrastructure and Municipal Services

1. The range of municipal services, and the standards of that servicing, shall be limited to what can economically and practically provided.
2. Where piped water and sewer servicing is unavailable or impractical, trucked services shall be provided to the quality and design standards of the town to avoid any health risks or any adverse environmental impact.
3. The Town shall provide sufficient lead time for geotechnical analysis, preliminary and detailed engineering design, and on site preparation to develop expansion areas in a timely and efficient manner.

4. The Town will continue to work towards a long-term new location for a solid waste management facility which can combine landfill, recycling and composting functions on a site which is large enough for long term growth of the Town and which is adequately separated from residential areas and water bodies. In the long term, the existing landfill may be closed and reclaimed, as indicated by its 'Open Space' designation on the Land Use Concept, Figure 5. A potential site located west of the rail line is designated as 'Utility' on Figure 6 of the Land Use Concept.
5. The Town will continue to work with surrounding communities to develop a regional waste management facility at a suitable location. This could provide an opportunity for the existing landfill site to be converted to a transfer station. Alternately, a new transfer station could be developed closer to the centre of population within the Town.
6. The Town will continue to develop and apply a strategy to upgrade and/or replace aging infrastructure in accordance with accepted infrastructure management principles.
7. The Town will provide additional cemetery space as needed.

5.0 Area-Specific Policies

5.1 Vale Island – Old Town and West Channel Village

Residential Development

1. Old Town and the West Channel Village will continue to provide an alternative residential location, subject to the flood proofing regulations outlined in the Zoning Bylaw.
2. The Town will support the infill of existing subdivided residential properties as outlined in Section 7.7 and Appendix B of the Background Report, subject to Community Plan and Zoning Bylaw amendments where needed.
3. The Town may consider redeveloping the former Gun Club and Fire Training Sites for residential purposes subject to Community Plan and Zoning Bylaw amendments and confirmation that the sites are free of environmental risk.
4. Existing commercial sites within the residential areas of Vale Island will continue their commercial zoning designation although not shown at the generalized scale of the Land Use Concept. Conversion to a suitable residential designation may be acceptable, if the land owner so chooses.
5. Decisions on infill and redevelopment opportunities identified above will consider the relationship to adjacent residential and transportation/industrial uses.

Parks and Open Space

1. Within the West Channel Village and along the shoreline of the West Channel, the Town may consider limiting further sales of Town-owned lots and the strategic acquisition of private lands to create and maintain additional open space along the West Channel of the Hay River.
2. The Town will continue to work to maintain and expand a continuous open space and trail linkage system based on the existing Kiwanis Trail to connect the New Town with Vale Island and the shore of the Hay River and Great Slave Lake.

Industrial Use

1. The lands designated 'Transportation' and 'Industrial' on the Land Use Concept are intended for land use related to industrial most reliant on water and air transportation such as the port and the airport. Such uses may include storage, warehousing, trucking, fabrication or manufacturing and related uses

2. The Town will give ongoing consideration to the adequate supply of lands designated 'Transportation' and 'Industrial', and to a satisfactory interface between residential and industrial lands.

Municipal Services and Infrastructure

1. The Town will continue to promote and enforce appropriate standards for the provision of sanitary sewage, including non-piped systems in Vale Island and the West Channel Village.

Local Food Production

1. Standards for the outdoor storage of material and equipment related to the fishing industry shall be less restrictive in the West Channel Village than in other residential areas of the community.
2. The town shall not allow livestock within the residential areas on Vale Island because of the high water tables, the poor surficial drainage, the small parcels and relative density of the areas.

Flood Plain Management

1. The core area of Old Town shall be protected and enhanced for residential uses by strict enforcement of the flood risk area regulations. The program will be determined by a comparison of its costs with the annual and cumulative costs of flood management, flood damage and risk minimization.

5.2 West Point First Nation

1. Lands to the southeast and northeast of the current West Point First Nation community area were identified in 2005 as lands of interest to the Nation as shown by the cross-hatching on Figure 3 of the Land Use Concept. The lands are also designated 'Urban Reserve' on the Land Use Concept in consideration of the long-term community needs of the Nation. These areas may complement and extend the existing West Point First Nation community area lands to the north of Lakeshore Drive.
2. Concept Plans for these new areas shall be prepared prior to any rezoning or subdivision of land for development.
3. The Concept Plans may also address potential community facilities such as day care, neighbourhood commercial or other uses which the West Point First Nation may wish to develop.
4. Concept planning for the area to the east of the current West Point First Nation community area should maintain public access along the shore of the Great Slave Lake.
5. The Town will continue to work with the West Point First Nation to establish their land development needs and to assist in achieving their needs.

5.3 New Town

Residential Development

1. The character of established neighbourhoods will be respected whenever future development proposals are considered, using public consultation and establishing design guidelines.
2. Secondary suites will be supported in single detached housing units to diversify housing options and to advance towards more compact forms of development.
3. Multi-unit housing may be permitted in the downtown area where Council is satisfied that the long term commercial space needs of the Town are not compromised.
4. Multi-unit housing in the central commercial core area will be encouraged where it is part of a mixed use development with commercial uses on the ground floor.
5. The Town shall identify lands suitable for more affordable multi-unit housing located apart from existing neighbourhoods so that housing choices can be expanded.
6. The current mobile home park located west of Woodland Drive and opposite the two elementary school sites is a candidate for re-development for multi-unit housing in accordance with the principles and guidelines stated below.
 - a. This parcel of land may be re-developed for multi-unit residential development with re-development occurring through sequential rezoning to a multi-unit residential Zoning District and subdivision of the parcel, as required.
 - b. The mobile home park use will be maintained and the transition to multi-unit use will proceed in an orderly fashion as demand dictates and in accordance with phasing indicated by the Planning Study completed in 2000.
 - c. The following issues shall be addressed to the satisfaction of the Development Officer and Council before any re-development on the property may proceed:
 - provision of services and utilities for the re-development,
 - provision of landscaping and associated amenities; and
 - conformance with all municipal and territorial legislation, regulations and policies.
 - d. The development standards for new infrastructure shall be to the satisfaction of the Town, and the conditions of the existing infrastructure for re-use shall be to the satisfaction of the Town.

7. The Town supports the redevelopment of the former 'Disneyland' public housing site located west of Woodland Drive to a higher residential density.

Commercial Development

1. The long-term expansion of the Commercial Core in addition to the South Downtown area may occur to the north between Woodland Drive and the rail line.
2. The timing of such expansion will depend on demand, access, traffic impact, development feasibility, potential impact on the viability of the existing commercial core and the impact on the land uses within and adjacent to the expanded core area.
3. Development of the remaining vacant commercial lots on Lepine Street is a major initiative to complement and expand the downtown area. The following objectives are established for this portion of the downtown, and for the entire Commercial Core:
 - a. an overall attractive appearance and compact form,
 - b. complementary and harmonious building style,
 - c. storefront continuity at the street level,
 - d. provision for second and third level residential uses,
 - e. adequate customer and employee parking,
 - f. appropriate riverbank development,
 - g. strong visual and functional linkages with the river and the riverbank and the retention of civic open space along the river bank for public use,
 - h. parking structure incorporated into buildings below grade to lessen at-grade parking requirements, where feasible,
 - i. a high quality of landscape development on public and private open spaces, and
 - j. sidewalks, street furnishing, lighting, orientation, and building frontages that contribute to a high quality pedestrian environment.
4. Neighbourhood convenience commercial uses should be considered at appropriate locations for future residential areas. Such sites should be located on corner lots on major streets and on or near major intersection within the neighbourhood. Neighbourhood commercial sites should be designed to be compatible with the residential nature of the neighbourhood. Existing and future neighbourhood commercial sites are not identified at the generalized scale of the Land Use Concept.

Parks and Open Space

1. The Town will consider a review and update of the 1987 Recreation Master Plan

Industrial Lands

1. The New Town Industrial Park is designated to serve a variety of light industrial land uses. The Land Use Concept (Figure 4) proposes that additional lands be made available to the west of the existing Industrial Park to the limits of suitable ground and drainage conditions and land ownership.
2. The Town shall develop additional rail crossings and pedestrian linkages, as feasible, to increase the accessibility and exposure of properties west of the rail line and to facilitate their development for commercial and industrial uses.
3. The Town will work to secure additional rail crossing agreements to ensure convenient and emergency access to and from areas west of the rail line as required by the population growth targets identified in this Community Plan.
4. The Town shall provide safe and convenient pedestrian and bicycle linkages between residential areas west of the Highway No. 2 and CN Rail line and the schools and community services to the of the rail line.

Municipal Infrastructure

1. The New Town residential and industrial areas will be serviced to the Town's standards for urban infrastructure.

5.4 Mile 5 and the Hay River Corridor

1. This area includes distinct and established pockets of development including Mile 5, Delancey Estates, Patterson's Sawmills, Market Gardens and Paradise Gardens as well as the area at the junction of Highway 2 and 5 designated for future growth.
2. The Town recognizes the Hay River Corridor as a special area comprising many rural residential, agricultural, industrial, recreational and resource development, with significant opportunities for further agricultural development

Residential Development

1. The Mile 5 area will continue as a low density residential area providing larger lots without piped water and sewer services.

2. The Town may investigate the development feasibility of additional rural residential lots, on condition that servicing to a rural service standard level is acceptable to residents.
3. The lands west of Mile 5 and Highway 2 (Figure 5) are designated 'Urban Reserve' for future long-term residential development beyond the 6000 target population, subject to further investigation of ground conditions and servicing feasibility.
4. The lands between Highway 5 and the Hay River and southeast of Mile 5 (Lot 1960) are identified as 'Urban Reserve' for residential purposes on the Land Use Concept (Figure 5). This designation recognizes that these are the only highly accessible river side lands remaining in or near the built up area of the Town. The intent of the designation is to protect these lands for residential use in the very long term, well past the 6000 population target.

Planning considerations for this area include the proximity to the proposed 'Industrial' and 'Commercial' designations for the Triangle area, the appropriate distance from the landfill site and the appropriate and cost-effective level of servicing.

Future Development

1. Long term conversion of -the existing commercial, institutional and industrial uses in Mile 5 to residential use is supported.

Parks and Open Space

1. The rural nature of development in this area, and the close proximity to the Hay River provides residents with good access to natural areas and open space.

Industrial Development

1. A location for future transportation oriented industrial development has been designated between Highway No. 2 and the CN rail line, southwest of Mile 5 through a previous General Plan amendment. This location could be the site for medium and heavy industrial and transportation uses such as rail/road reloading, manufacturing and fabrication, construction, trucking or other similar heavy industrial uses. The 'Transportation' designation is continued in the Land Use Concept (Figure 5) of this Community Plan.
2. The Land Use Concept (Figure 5) designates the 'Triangle' area, defined as the lands between Highway 2, Highway 5 and the former Pine Point rail line, for a range of Industrial uses, with potential highway-related commercial uses along the highway frontages. This designation recognizes its strategic location relative to the highway and rail network.

3. The 'Triangle' area will be suitable for industries requiring larger lots and a lower level of services, such as trucked water and sewer services.
4. The Town may require a Concept Plan for the entire 'Triangle' area to be prepared in advance of development to address land suitability, drainage, access, lot size, servicing provisions and other relevant factors, as per Policy 7.5.

5.5 Resource Use Area

1. In recognition of the multiple-use concept for non-urban areas, all lands not otherwise designated are designated as 'Resource Use' on the Land Use Concept.
2. The 'Resource Use' area will continue to provide a variety of resource-based activities, including forestry management and processing, agricultural production and processing, recreation and tourism, aggregate extraction and processing, and similar, related activities.
3. The 'Resource Use' area may accommodate free-standing industrial and utility sites which would not fit within the urban built-up area.

6.0 Specific Land Use Policies

6.1 Manufactured Housing

1. The Town recognizes the convenience and affordability of manufactured housing and will continue to allow for manufactured homes in appropriate locations.

6.2 Group Homes

1. Group homes will be sited carefully taking existing adjacent uses into consideration.

6.3 Public Housing

1. The Town will coordinate its efforts with the Northwest Territories Housing Corporation so that public housing units are located and designed to be compatible with, and complementary to, surrounding housing development.

6.4 Home Occupations

The Town recognizes the significance of home occupations and home businesses to contemporary economic development. The Town will continue to permit home occupations of a type and scale which are consistent with the character of the residential environment and which do not adversely affect adjacent residential development in terms of traffic or activities.

6.5 Caretaker Units

1. The Town may allow caretaker units where they are designed and integral components of industrial development. Separate caretaker units are restricted to mobile homes, and will not be allowed with highway commercial uses.
2. A caretaker unit and the need for its continuance shall be reviewed on a year to year basis in conjunction with the business licence renewal.

7.0 Implementation

7.1 Municipal Land Development

1. The Town of Hay River will continue to assemble and develop land for any purposes to ensure a sufficient supply of land to meet the needs defined in this Community Plan.
2. The price charged by the Town for its pre-serviced lands will reflect all on-site servicing costs, carrying costs, an appropriate land replacement cost, an appropriate share of off-site servicing costs and an appropriate charge for administration, planning, design and registration of the subdivision.

7.2 Land Inventory and Availability

1. The Town shall ensure that an adequate inventory of subdivided and serviced land is available insufficiently advance of demand to avoid shortfalls in supply.
2. The Town shall monitor the inventory of available land through the land sale and development permit process to ensure an adequate inventory exists.
3. The Town shall provide sufficient lead time for the necessary geotechnical, planning and economic analysis, design, and site preparation so that a staged sequence of development can occur.

7.3 Private Development

1. Investment by the private sector market is critical to achieving the vision of the Community Plan. The Town of Hay River will support private sector investment to building housing, commercial and industrial development by ensuring the Community Plan provides direction and certainty to the community and businesses.
2. The Town of Hay River will accommodate the private sector in the subdivision and development of land provided that
 - a. all development confirms to the Community Plan, the Zoning Bylaw and all other municipal, territorial and federal requirements, and
 - b. where private land is subdivided, a development agreement must be entered into requiring that the all necessary utility systems, public roadways, sidewalks, curbs, culverts, drainage ditches and other facilities that may be required are installed and constructed at the expense of the developer, in accordance with standards established by the Town and other regulatory authorities.

3. The Land Use Concept shows lands of interest to the Metis community. These lands have been identified by a Memorandum of Understanding established between the Metis Nation and the Government of the Northwest Territories in 2005. The Town welcomes the development of these lands by the Metis community in conformity with this Community Plan, the Zoning Bylaw and other relevant municipal, territorial and federal requirements.

7.4 Area Development Plan

1. In accordance with Sections 8 to 10 of the Act, Council may adopt an Area Development Plan by bylaw to provide greater detail to implement the proposals of the Community Plan for specific development areas.

7.5 Concept Plans

1. The Town may require the preparation of a comprehensive Concept Plan in advance of development for any new development area larger than 2 hectares (5 acres). The area to be included in each Concept Plan shall be determined by the Town, based on the anticipated development needs. The Concept Plan shall be based on appropriate geotechnical, topographic, infrastructure and transportation analysis as determined by the Town at the start of the concept planning process.
2. The Concept Plan shall include the following:
 - a. a map and narrative presenting the type and mix of all proposed land uses, access and circulation system including vehicular and pedestrian circulation,
 - b. proposals for servicing – water, wastewater, stormwater management, utilities and emergency services;
 - c. proposed interface with adjacent land uses; and
 - d. other matters as required by the Town.
3. The Concept Plan shall be approved by resolution of Council and shall provide the framework for further rezoning and subdivision applications.
4. Concept planning has been initiated for the Sundog, Evergreen and Aspen Heights growth areas, to be completed prior to development.

7.6 Zoning Bylaw

1. The zoning controls to implement this plan shall be the Zoning Bylaw of the Town of Hay River.

2. The Zoning Bylaw and its amendments shall provide for the regulation and control of land uses in conformity with the development patterns and standards established within this Community Plan.
3. The Zoning Bylaw shall provide greater clarity and definition relative to use of land and development standards.
4. All amendments to the Zoning Bylaw, all development permits approved by Council, the Development Officer or the Development Appeal Board and any public works undertaken shall be consistent with the development objectives of this Community Plan.
5. The Zoning Bylaw shall clearly designate the responsibility of Town Council, Development Officer and the Development Appeal Board in dealing with development permits.
6. In considering an amendment to the Zoning Bylaw, Council shall first require a planning analysis of the potential effects and implications of the proposed amendment. Such an analysis shall consider, among other matters, the following factors:
 - a. the relationship to and compliance with the Community Plan and Council policy,
 - b. the relationship to and compliance with other authorized plans and schemes in preparation,
 - c. compatibility of proposed development with the surrounding environment in terms of function, scale and appearance,
 - d. effect of the proposed development on existing and potential traffic patterns and transportation systems,
 - e. relationships to or impacts on municipal services including water and sewage systems and public facilities including recreational facilities and schools,
 - f. the relationship to municipal land, right-of-way or easement requirements,
 - g. the effect on the stability, retention and rehabilitation of desirable existing land uses and/or buildings,
 - h. necessity and appropriateness of the propose amendment in view of the stated intentions of the applicant, and
 - i. the documented concerns and opinions of area residents regarding the proposed amendment.

This planning analysis will be provided by the person making application to amend the Zoning Bylaw. The opinion of a Professional Planner qualified to practice in the Northwest Territories shall be provided.

7.7 Capital Plan

1. All expenditures to develop or service land, build roads, upgrade facilities or otherwise provide for growth and development shall be dictated by the approved five year capital plan, which will be reviewed on an annual basis.
2. Capital planning for municipal infrastructure will be in keeping with principles set out in the Integrated Community Sustainability Plan adopted by the town, recognizing the relationship between development form, servicing costs, social and environmental impacts.

7.8 Public Consultation

1. Public consultation for any planning project involving the adoption and/or amendment to the Community Plan or Zoning Bylaw shall meet the requirements of the *Community Planning and Development Act* and the *Cities, Towns and Villages Act*.
2. Council may choose to prepare policies or protocols for additional public consultation process to ensure that community members are involved in proposed development that would affect them.

7.9 Monitoring and Review

1. The Town Council shall continually monitor the plan to ensure it is effective in guiding the orderly and economic development of the Town.
2. **The Town administration shall prepare an annual report to Council on planning and development matters in the context of the Community Plan.**

The report should address such matters as:

- a. changes in population and economic characteristics,
- b. the rate of housing starts and completions,
- c. lot sales and leases,
- d. inventory of lands available for all uses,
- e. availability of infill and redevelopment opportunities,
- f. plan and zoning amendments completed or considered, and
- g. any other planning and development matters which are considered relevant.

7.10 Plan Amendment and Review

1. Amendments to this plan may be made from time to time in accordance with Sections 73 to 76 of the *Cities, Towns and Villages Act*, to further the stated development goals and objectives of the plan.
2. A major review of the Community Plan shall take place no later than eight years from its adoption in conformance with Section 6 of the *Community Planning and Development Act*.
3. In considering an amendment to the Community Plan, Council shall first require a planning analysis of the potential effects and implications of the proposed amendment. Such an analysis shall consider, among other matters, the factors stated in Policy 7.6.6.

This planning analysis will be conducted by the Development Officer. The opinion of a Professional Planner qualified to practice in the Northwest Territories should be obtained.

Town of Hay River Community Plan

List of Figures

Figure 1 – Land Use Concept – Town

Figure 2 – Land Use Concept – South Shore

Figure 3 - Land Use Concept - Vale Island

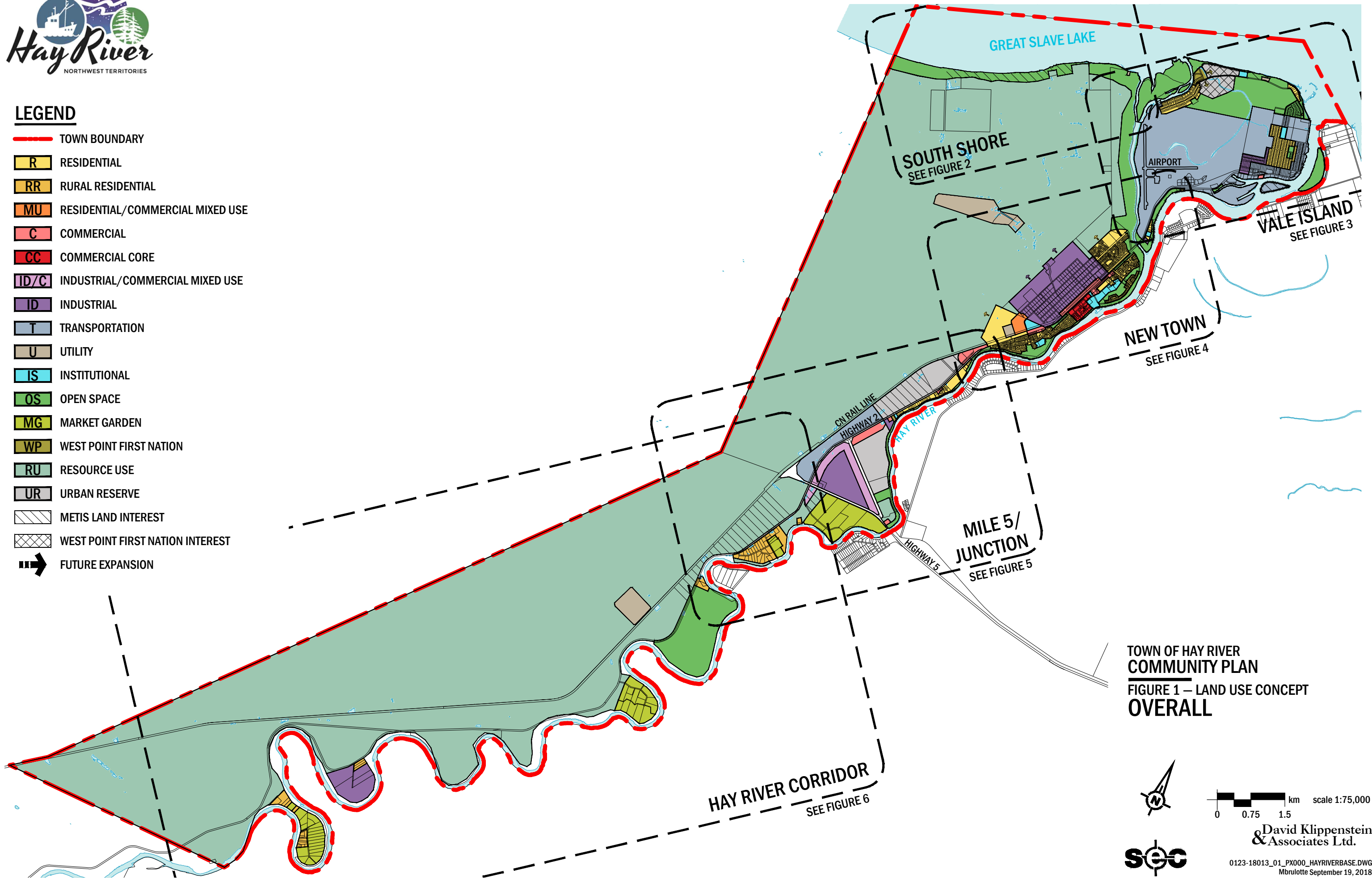
Figure 4 – Land Use Concept – New Town

Figure 5 – Land Use Concept – Mile 5/Junction

Figure 6 – Land Use Concept – Hay River Corridor

LEGEND

- TOWN BOUNDARY
- R RESIDENTIAL
- RR RURAL RESIDENTIAL
- MU RESIDENTIAL/COMMERCIAL MIXED USE
- C COMMERCIAL
- CC COMMERCIAL CORE
- ID/C INDUSTRIAL/COMMERCIAL MIXED USE
- ID INDUSTRIAL
- T TRANSPORTATION
- U UTILITY
- IS INSTITUTIONAL
- OS OPEN SPACE
- MG MARKET GARDEN
- WP WEST POINT FIRST NATION
- RU RESOURCE USE
- UR URBAN RESERVE
- METIS LAND INTEREST
- WEST POINT FIRST NATION INTEREST
- ➡ FUTURE EXPANSION



TOWN OF HAY RIVER
COMMUNITY PLAN
FIGURE 1 – LAND USE CONCEPT
OVERALL

TOWN OF HAY RIVER
COMMUNITY PLAN
FIGURE 2 – LAND USE CONCEPT
SOUTH SHORE

LEGEND

- T TRANSPORTATION
- U UTILITY
- OS OPEN SPACE
- RU RESOURCE USE
- Metis Land Interest



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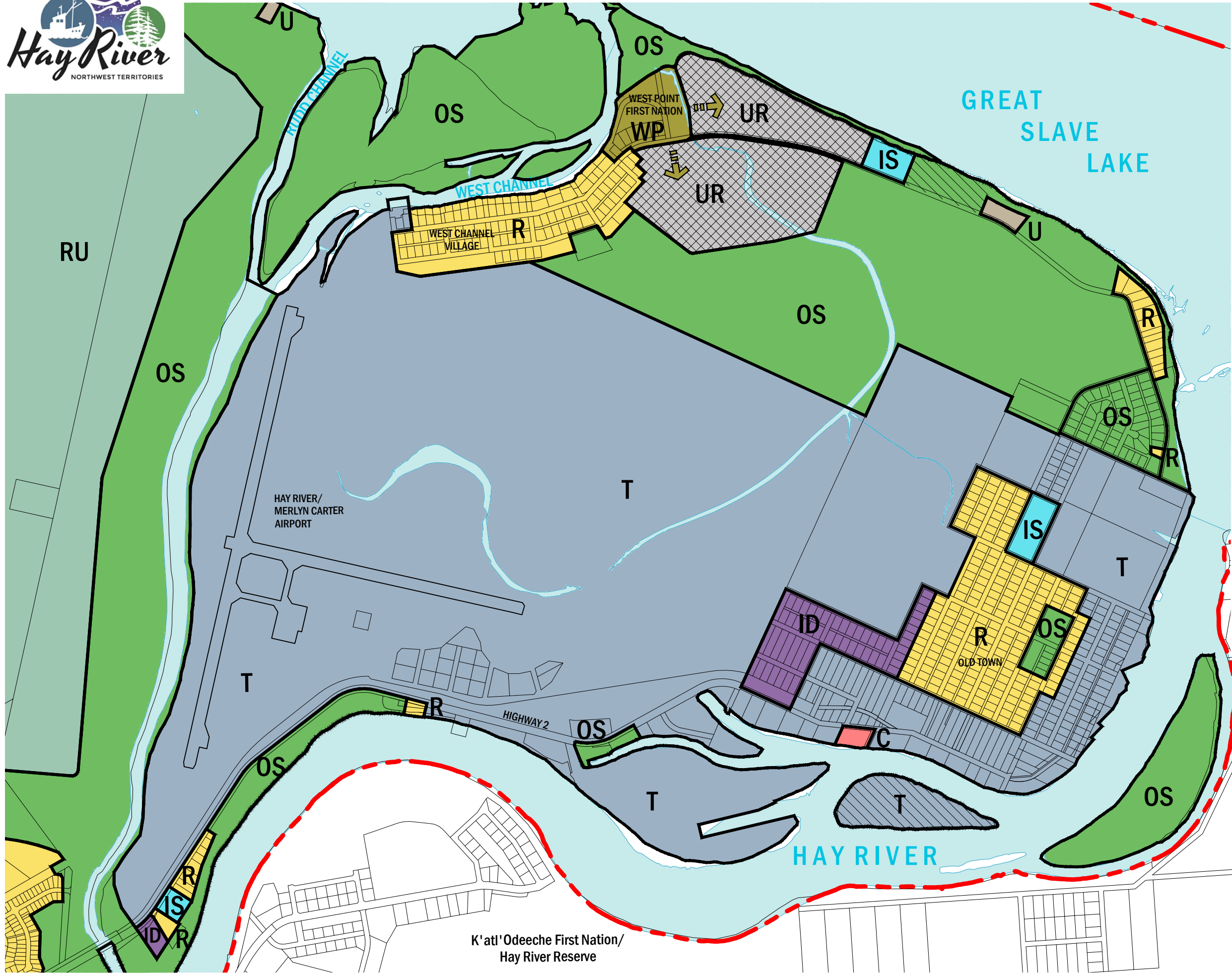


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TOWN OF HAY RIVER
COMMUNITY PLAN
FIGURE 3 – LAND USE CONCEPT
VALE ISLAND



LEGEND

- R RESIDENTIAL
- C COMMERCIAL
- ID INDUSTRIAL
- T TRANSPORTATION
- U UTILITY
- IS INSTITUTIONAL
- OS OPEN SPACE
- WP WEST POINT FIRST NATION
- RU RESOURCE USE
- UR URBAN RESERVE
- METIS LAND INTEREST
- WEST POINT FIRST NATION INTEREST
- FUTURE EXPANSION



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TOWN OF HAY RIVER
COMMUNITY PLAN
FIGURE 4 – LAND USE CONCEPT
NEW TOWN

LEGEND

- R RESIDENTIAL
- MU RESIDENTIAL/COMMERCIAL MIXED USE
- C COMMERCIAL
- CC COMMERCIAL CORE
- ID INDUSTRIAL
- T TRANSPORTATION
- U UTILITY
- IS INSTITUTIONAL
- OS OPEN SPACE
- RU RESOURCE USE
- METIS LAND INTEREST
- FUTURE EXPANSION

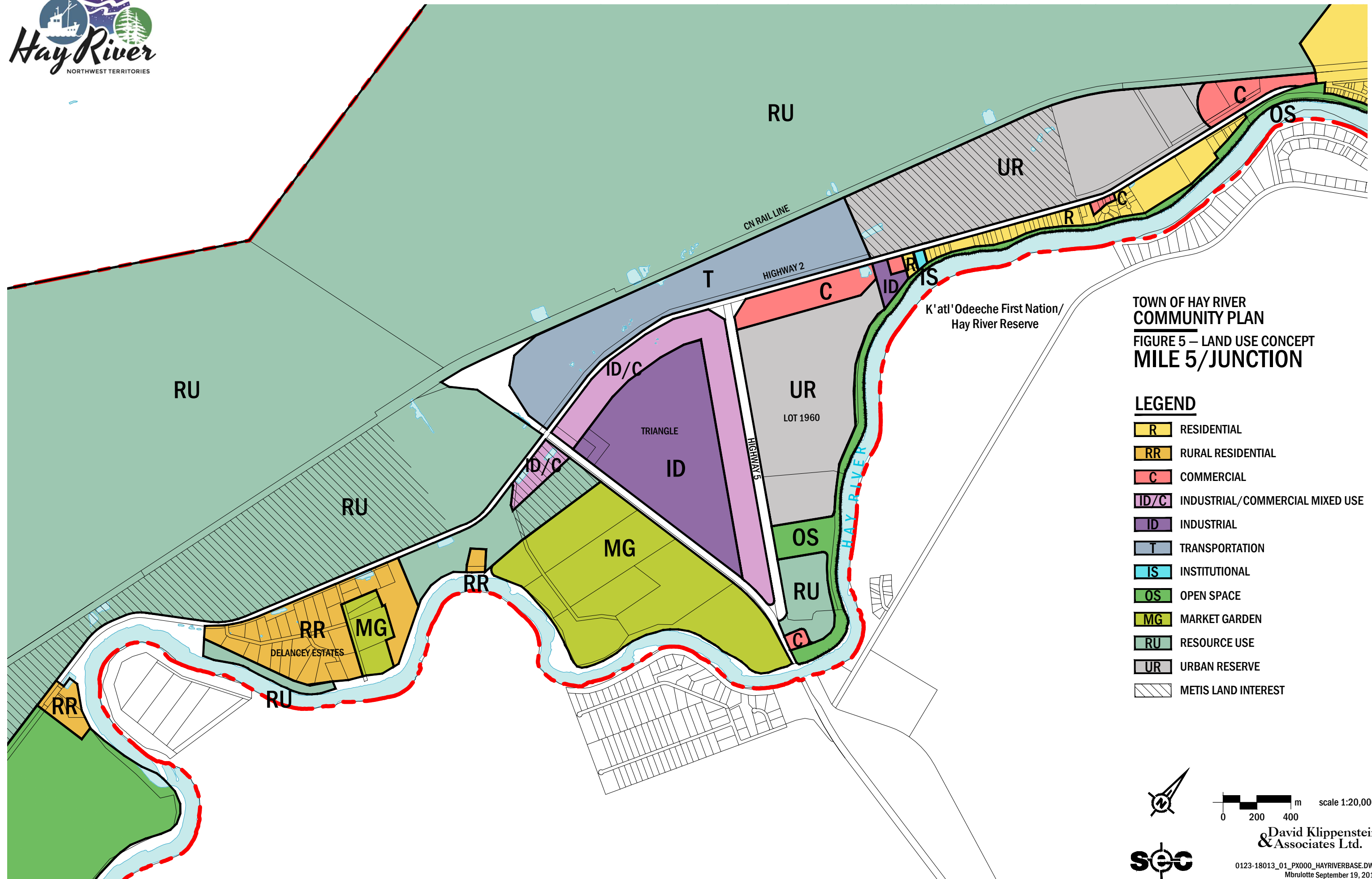


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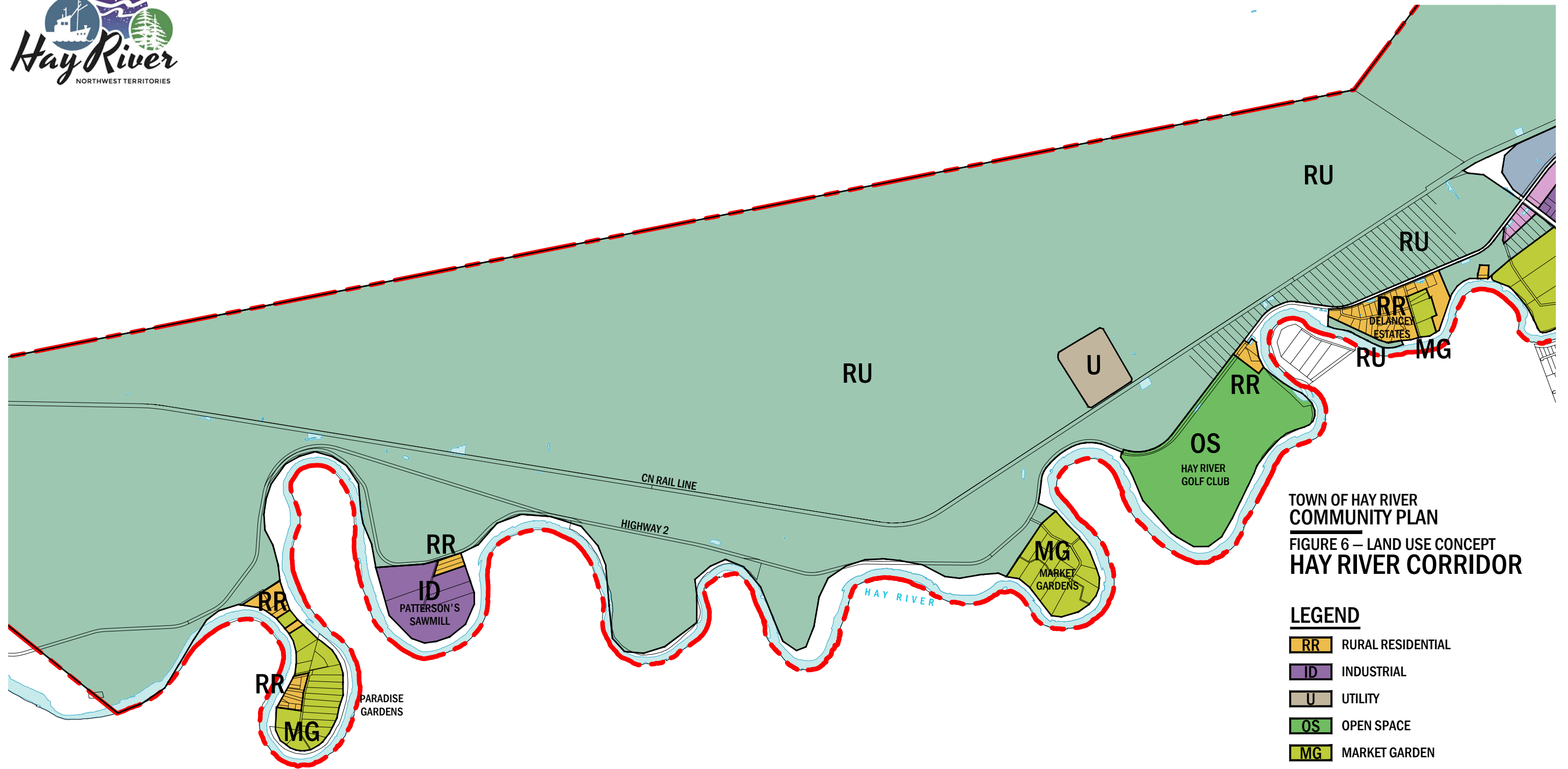
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TOWN OF HAY RIVER
COMMUNITY PLAN
FIGURE 5 – LAND USE CONCEPT
MILE 5/JUNCTION

- LEGEND**
- R RESIDENTIAL
 - RR RURAL RESIDENTIAL
 - C COMMERCIAL
 - ID/C INDUSTRIAL/COMMERCIAL MIXED USE
 - ID INDUSTRIAL
 - T TRANSPORTATION
 - IS INSTITUTIONAL
 - OS OPEN SPACE
 - MG MARKET GARDEN
 - RU RESOURCE USE
 - UR URBAN RESERVE
 - / METIS LAND INTEREST



TOWN OF HAY RIVER
COMMUNITY PLAN
FIGURE 6 – LAND USE CONCEPT
HAY RIVER CORRIDOR

LEGEND

- RR RURAL RESIDENTIAL
- ID INDUSTRIAL
- U UTILITY
- OS OPEN SPACE
- MG MARKET GARDEN
- RU RESOURCE USE
- / / / / METIS LAND INTEREST



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