



AGENDA

PUBLIC INPUT

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DECLARATION OF INTEREST

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

5. ADOPTION OF MINUTES

- a. Regular Meeting of Council – January 11, 2021 – page 2-33

6. ADMINISTRATIVE ENQUIRIES

7. NEW BUSINESS

- a. Fraser Place Rezone Report – page 34-50
- b. Recreation Committee Appointment Report – page 51-52
- c. Appointment of Auditors Report – page 53
- d. Additional Information for Second Reading of the Re-zoning of 218 Miron Drive – page 54-56
- e. Additional Information for Second Reading of the Re-zoning of 6 Old Town Lots – page 57-62
- f. Update to Proposed Bylaw No. 2422 – page 63
- g. Update of the Proposed Amendment to Bylaw No. 2240 – page 64

8. BYLAWS

- a. Bylaw 1812 “Z”– Zoning and Building Amendment – First Reading – page 65-67
- b. Bylaw 2252 – Financial Administration Bylaw – Third and Final Reading – page 68-81
- c. Bylaw 2422 – Snow Removal Bylaw – Third and Final Reading – page 82-86
- d. Bylaw 1812 “X”– Zoning and Building Amendment – Second Reading – page 87-89
- e. Bylaw 1812 “Y”– Zoning and Building Amendment – Second Reading – page 90-92
- f. Bylaw 2240 – Management Bylaw – Third and Final Reading – page 93-121

9. IN CAMERA

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

10. ADJOURNMENT



REGULAR MEETING MINUTES January 11th, 2021

The Regular Meeting of Council was held on Monday, January 11th, 2021 at 6:30pm By Video Conference Call

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

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

1. CALL TO ORDER:

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

2. ADOPTION OF AGENDA

#21-001

MOVED BY CLLR GROENEWEGEN

SECONDED BY: CLLR DUFORD

Add 7j) Changes to the Interpretation Act, k) NWTAC Proposed Resolution, l) Excused Absence for Cllr Chambers

3. DECLARATION OF INTEREST

There were no declarations of interest for the Regular Meeting of Council, Monday, January 11th, 2021

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

Cllr Dohey – Condolences to the Delorey Family with the recent passing of Paul

5. DELEGATION

Cryopeak LNG Solutions Presentation by Sasa Cook

6. ADMINISTRATIVE ENQUIRIES

SAO Smith – Director of Protective Services has announced his retirement coming up on June 1st, 2021

Director of Finance – Sam Mugford

- Working on year end audit that will start in mid to late November
- Office hours are now changed to 10am -3pm and masks are required
- End of February there should be a package coming out regarding Fraser Place with pricing and a financial model

DM Bouchard – when are the property tax assessments due for the last day of appeal?

SAO Smith – 45 days from mail out day (January 25, 2021)

Director of Protective Services – Ross Potter

- Started with 17 calls within the first 2 days of January, now up to 32 medical calls and 2 false alarms to date
- Working through updating the 2021-2022 Safety Manual



REGULAR MEETING MINUTES January 11th, 2021

- GNWT Water Resources will help install flood equipment in March
- Still waiting on pricing for the replacement tower
- PSS has been busy watching school zones, speeding and people on cell phones

Cllr Willows – Huge increase in medical emergencies in December 2019 to 2020? And Thank you for your time given to the Town.

Potter – A lot of those call to do with homelessness people

Cllr Willows – Do we track those calls to the individual?

Mayor – This will need to be brought up in a GNWT/Ministers meeting

Cllr Duford – Thank you to PSS for all your hard work this week

SAO Smith = Thank you to the Fire Dept for the fantastic firework show

Director of Recreation – Stephane Millette

- Operational updates are in your package
- Back to regular hours at the centre
- There were special activities throughout the holiday season
- Thank you to all the sponsors for hockey, shinny, public skating, and swim times throughout the holidays
- Thank you to the Fire Dept for the fire works
- January 4th we went back to regular programming including the aquatic centre
- Some issues with the ice plant and Zamboni this week
- Outdoor rinks are in great condition
- Recreation Committee tomorrow
- Placed a few RFP's out

Cllr Duford– A resident asked to send thanks for the outdoors rinks

Director of Public Works – Mike Auge

- Dealing with zoning and rezoning issues
- 2021 capital project work including RFP's and designs
- There is snow in the forecast so street cleaning next week
- Water Treatment Plant- making good progress on issues from MACA and WSCC
- Water Intake Inspection to happen in early February
- Fraser Place moving forward with consultation
- Solid Waste Facility Tires – waiting for more information from MACA

SAO – Glenn Smith

- Bylaw and Policy Committee work ongoing
- Working with the Director of Public Works on Rezoning and Development
- Members of the Development Appeal Board meeting this week
- Cloud migration happened over Christmas and to finish in the coming weeks
- Working through Clark Builders settlement
- Land Transfer Agreement with GNWT for fish plant is completed
- Plan to bring Land Development Plan to Council end of the month
- Climate Change Funding was approved, now working on a plan
- Meet with Directors regarding cost-of-service model for utilities
- CanNor is having another call for Expression of Interest



REGULAR MEETING MINUTES January 11th, 2021

7. NEW BUSINESS

a. Tourism and Economic Development Report for October

RECOMMENDATION:

#021-002

MOVED BY: CLLR DUFORD

SECONDED BY: CLLR ANDERSON

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

CARRIED

BACKGROUND:

Tourism Activity:

- Hay-Cation marketing continued to the surrounding communities. With COVID concerns and few events happening in town, numbers of visitors have been down.
- THR T&ED Coordinator attended online workshops from Tourism Industry Association of Canada (TIAC) and Spectacular NWT. This edition of the online workshops, titled *Elevating Canadian Experiences*, was focused on culinary tourism and winter & shoulder season tourism.
- THR T&ED Coordinator attended online LGTBQ Tourism workshop
- Two weeks of free Staycation radio ads are booked for 2021 on Yellowknife's CJCD FM.
- Contributed to a Places to Stay flat sheet creation to promote accommodations available in the NWT (Yellowknife, Hay River, Fort Smith, Inuvik & Fort Simpson). This flat sheet will have the ability to break out the Hay River/Fort Smith section as a handout to South Slave tourists.
- November breakdown of visitor origin YK 7, Ft. Providence 3, Fort Simpson 1, ON 3, NB 1 (all out of NWT visitors confirmed that they had self-isolated for 14 days before entering the community).

Economic Development Activity:

- THR received approval of its *Expanding Community Tourism Platform* CanNor funding application just before Christmas. This much needed funding will allow implementation of strategies in THR's Tourism Marketing Plan over the next three years.
- Tree Canada *Treemendous Communities* funding application was submitted for beautifying Capital Dr. and the front of the Community Centre.
- *Tourism Product Diversification and Marketing Program* expression of interest was submitted to ITI for the development of a wayfinding plan.
- Community Tourism Infrastructure Contribution Program expression of interest was submitted to support upgrades and repairs to the Hay River Golf Course clubhouse.
- Waste Reduction and Recycling Initiative Funding application was submitted to GNWT Department of ENR to help reduce the cost per unit for the FoodCycler pilot project partnership initiated by the Hay River Seniors Society.



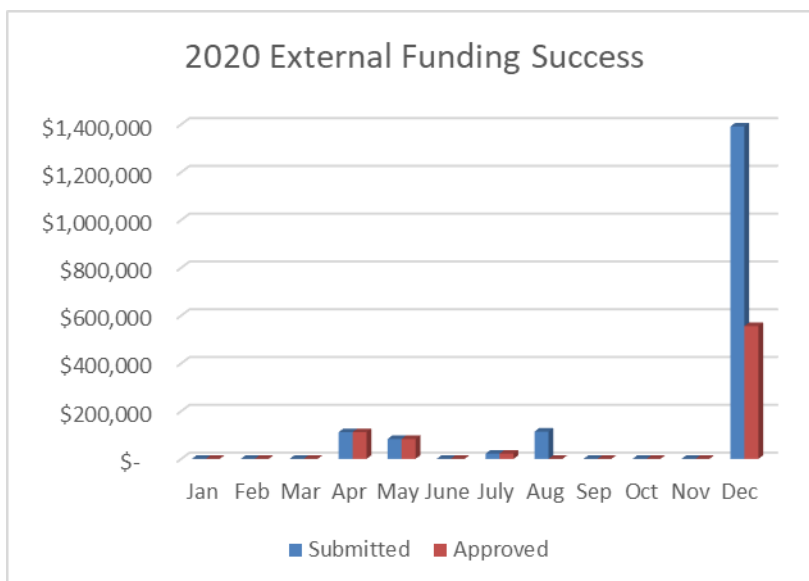
REGULAR MEETING MINUTES January 11th, 2021

Other Activity:

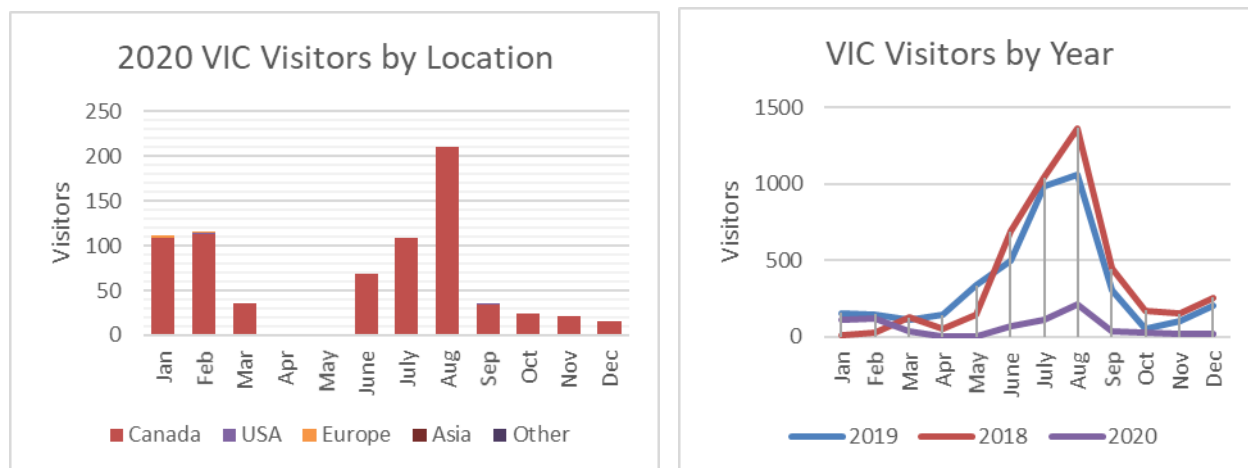
- Information was submitted to Up Here Magazine for the creation of a South Slave advertorial promoting Hay River and Fort Smith.
- Ongoing cooperation with Hay River Seniors Society, ENR, THR Public Works and other partners to launch FoodCycler pilot program.
- T&ED Coordinator met with the Canadian Executive Service Association mentor - a work plan will be created for the months ahead.

Key Performance Indicators:

External Funding Success



Visitor Information Centre Visitation



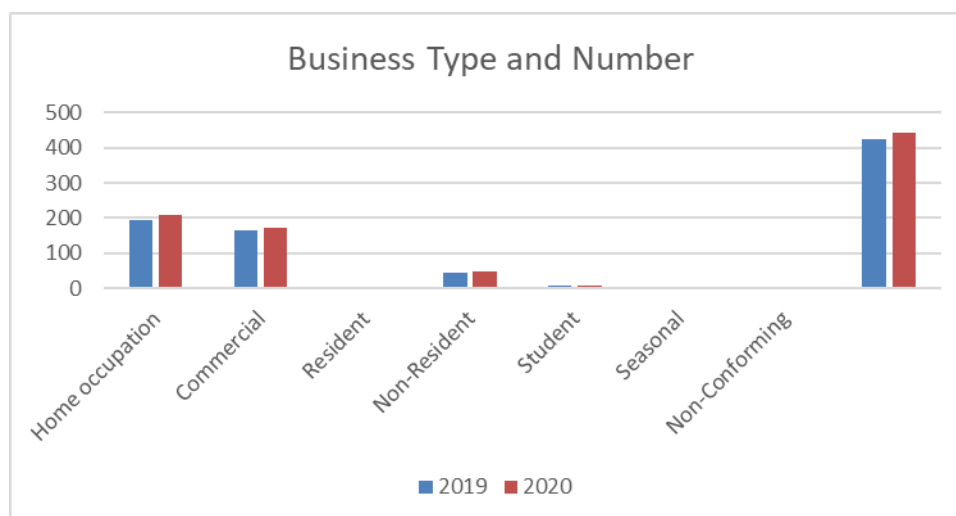
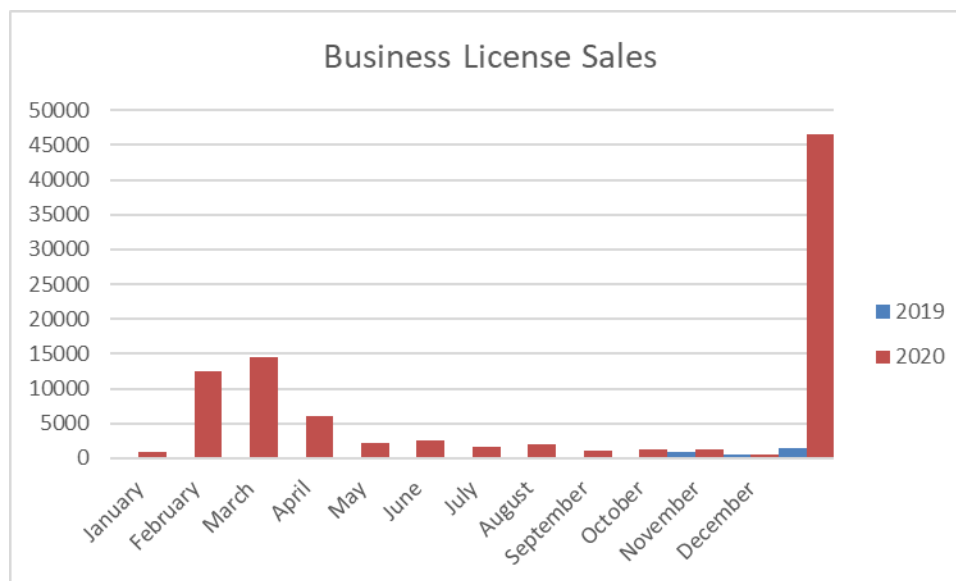
Gift Shop Sales



REGULAR MEETING MINUTES January 11th, 2021

Business License Sales, Type and Number

- Business licenses run from March 31 to April 1. This overview is from January to December 2020
- This graph shows when business licenses are paid and not the number of new businesses



Inbound Marketing

- Promotion through social media remains the focus for marketing. Hay-Cation campaign continues promotion of Hay River and South Slave communities into the winter season. Hay-Cation advertisements have been continued in the upcoming issue of Up Here Magazine.
- Sourcing advertising and marketing pricing and opportunities to promote Hay River to other regions during the pandemic and beyond, once travel restrictions have been lifted.
- See above for flat sheet and advertorial promotional material creation.



REGULAR MEETING MINUTES January 11th, 2021

Visitor Satisfaction Rating

- Met with the working group on creating structured visitor information data questionnaires with a number of stakeholders in the NWT tourism industry. Subsequent meetings are planned into the new year.
- Waiting on final tourism numbers from NWT Tourism and a breakdown of visitors to Territorial Parks during the Summer months.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Peter Magill

Tourism and Economic Development Coordinator

Date: January 6, 2021

Reviewed by:

Stephane Millette

Director of Recreation

Date: January 6, 2021

b. Emergency Services Monthly Report for December

RECOMMENDATION:

#021-003

MOVED BY: DEPUTY MAYOR BOUCHARD

SECONDED BY: CLLR DOHEY

That the Council of the Town of Hay River accepts the Emergency Services Activity Report for December 2020 as presented.

CARRIED

BACKGROUND:

Summary:

The Protective Services group had another busy month with a total of 55 emergency responses that were either medical or fire related. Calls were up from 45 from last month.



REGULAR MEETING MINUTES January 11th, 2021

This month, training included a demonstration by the RCMP K9 Division, which instructed us how to act if we ever ended up working side-by-side with them during an event. This is excellent information to have to ensure our members' safety during a takedown, search, and rescue or anything else that may come up where the K9's will be involved. The balance of the training this month was focused on our equipment and tools on board.

The department's recruitment and retention strategies seem to be on track as we now have 35 first responders on staff. We have a few members on leave of absence, but this has not been an issue with the heightened number of members.

The department held a small COVID-friendly event (Mini Ball) to recognize our members for their past year's achievements. This year we celebrated 70 years of service to the Town of Hay River, and we are incredibly proud of our members' commitment both past and present. During the event, we handed out awards for the following:

2 Years of Service

Desmond Courtoreille
Omar Hajam
Julia Janicki
Daniel Slade
Jayden Smith

5 Years of Service

Ian Thiesson

10 Years of Service

Darryl Buhler

15 Years of Service

Captain Terence Fischer

Fire Fighter of the Year

Crystal Potter

The top 5 responders this year were as follows:

- 1 Crystal Potter 325 functions with 420.5 hours
- 2 Trina Swan 218 functions with 347 hours
- 3 Captain Ralph Sanguet 183 functions with 218 hours
- 4 Captain Kirsten Fischer 137 functions with 195 hours
- 5 Stacey Barnes 134 functions with 197.5 hours

During December, 385 paid-on-call hours were served by the Fire Department members for a year to date, a total of 4,030 hours.

STATISTICS

FUNCTION	DECEMBER 2018	DECEMBER 2019	DECEMBER 2020	DECEMBER 2018 YTD	DECEMBER 2019 YTD	DECEMBER 2020 YTD
Patient Transfers	13	14	4	145	162	199

REGULAR MEETING MINUTES January 11th, 2021

Medical Emergency Local	13	26	38	166	187	258
Medical Emergency Reserve	4	7	2	25	33	34
Medical Emergency Highway	0	0	1	7	1	8
Medical Emergency Out of Town Patients	0	3	3	13	16	42
Body Transfer	0	0	1	9	7	11
Fires & Rescues	2	5	2	23	21	12
False Alarms	1	5	3	32	29	45
Training	2	1	3	45	47	37
Special Training	0	0	0	23	40	14
Maintenance	3	3	3	46	42	31
Fire Permits	0	2	0	20	13	16
Fireworks Permits	8	6	9	16	7	25
Public Safety	2	3	3	27	23	15
Inspections	17	9	4	95	125	59

MAINTENANCE

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

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A



REGULAR MEETING MINUTES January 11th, 2021

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

None

Prepared by:

Ross Potter

Director Protective Services/Fire Chief

Date: January 4, 2021

Reviewed By:

Glenn Smith

Senior Administrative Officer

Date: January 6, 2021

c. Municipal Enforcement Monthly Report for December

RECOMMENDATION:

#021-004

MOVED BY: CLLR WILLOWS

SECONDED BY: CLLR DUFORD

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

CARRIED

BACKGROUND



REGULAR MEETING MINUTES January 11th, 2021

OFFENCE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	WARNINGS (VERBAL, LETTER OR VISUAL)	SHELTER	FINES	TOWED	RETURNED TO OWNER	OTHER ACTION
Animal Control Bylaw								
Animal Abuse	1	1						
Barking Dogs								
Dog Attack								
Dog Bites	1		1					
Loose Cat								
Loose Dogs	7	3	3				1	
Sled Dog Complaints								
Business License								
No Business License	1	1						
Operating business not as permitted								
Traffic Bylaw								
Vehicle Parking	1		1					
Trailer Parking								
ATV								
Fail to Stop (Sign or Light)	9		6		3			
Distracted Driving	3		1		2			
No Seat Belt	2		2					
Fail to carry driver's licence	5		2		3			
Suspended Driver's License	2				1			1
Vehicle Unfit for Road								
Fail to carry Insurance	11	1	4		6			
Fail to carry registration	9	1	4		3			1
Vehicle not registered	6	2	2		1			1
Unsecure Load								
Obstructed Windshield/Windows	8		7					1
Fail to drive to road conditions								
Improper use of plate								
Drive w/o lights during low visibility	8		8					
No license plate								
Speeding	25	2	13		10			
Driving w/o valid driver's license								
Suspected Impaired Driver	1							1



REGULAR MEETING MINUTES January 11th, 2021

Unsightly Bylaw								
Overgrown Trees								
Long Grass & Weeds								
Miscellaneous								
Garbage	2		2					
Taxi Bylaw								
Taxi Not Available	3	3						
Smoking in Taxi								
Taxi Permit not visible								
Noise Abatement Bylaw								
Noise Complaint								
Fire Prevention Bylaw								
Burning without permit								
Fireworks without supervision								
Improper Storage of Hazards								
Unsafe/Hazardous Behaviour								
Walking on railroad tracks	1		1					
ATV's on railroad tracks	2		2					
Intoxicated- Unable to care for self	12	1						11
Fighting in Public	2		2					
Public Urination	3	1	2					
Public Defecation								
Loitering	3		3					
Operate off-road vehicle w/o helmets	2		2					
Drinking in public	9		2					7
Vehicle blocking roadway	3		1			2		
Snow Removal Bylaw								
Sidewalks not cleared	5		5					
Snowbanks causing hazard	3		3					
Snow being put on private property								
TOTAL	150	16	79	0	29	2	1	23

The Protective Services Specialist has been actively involved in the community volunteering with Diamond Jenness Secondary School by being involved in after school activities and other events. Improvements in people abiding by the Traffic Bylaw, Animal Bylaw, Unsightly Bylaw, and Snow Removal Bylaw are still gradual. There is always work to address concerns that citizens have been bringing forward and dealing with these issues and providing potential solutions as quickly as reasonably possible to get results.

The Protective Services Specialist continues to actively work with the homeless peoples throughout the town and ensuring they have somewhere safe to go during the colder days and are equipped for the weather. Drinking in public has been a common concern for many businesses and residents. It creates litter of empty alcohol bottles and has persons intoxicated at risk for harm to themselves by falling asleep in the roadway or snowbanks, especially while alone. Education and regular conversations with homeless persons have been an ongoing task to ensure they are aware of the dangers of drinking alone and drinking to where they can't take care of themselves during cold months. The Protective Services Specialist has been working with the Hay River Health Centre, RCMP, and the Shelter to ensure that people have a safe place to go based on their level of intoxication, resources available, and assistance with making those transport arrangements to get them somewhere safe.



REGULAR MEETING MINUTES January 11th, 2021

Distracted driving continues to be a significant issue in Hay River. It has been reported repeatedly and observed with people distracted on their phones, animals, or other technology in the vehicle. Enforcement will continue with a zero-tolerance approach to distracted driving. Most of those caught using restricted electronic devices are not youth or young adults but have been people in their mid-40's to mid-60s. It is to be noted that the same individual has now been caught on a cell phone three (3) times while driving by the Protective Services Specialist.

There are still continuous reports of vehicles speeding along MacKenzie Highway as they enter the 40km/h zone just South of Porritt Landing to 104th Street. Signs have been posted by the companies working in that area to notify drivers that workers are present and to slow down. Residents in 104th Street have also made complaints of speeding in the residential zone where kids are at play.

Multiple reports have come in of people failing to stop for school buses with their red lights flashing, and a few traffic stops have occurred where people have disobeyed the red lights on the school buses. Education continues to remind drivers about safety around school buses and school zones.

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

Porritt Landing 40km/h Zone- 79km/h

MacKenzie Highway near Hospital- 60km/h Zone- 93km/h

Woodland Drive in front of PA School during School Time 30km/h Zone- 48km/h

MacKenzie Highway/104th Street residential area 40km/h- 73km/h

Operation Gingerbread kicked off December 1st and proceeded all month long, yielding great results. The first traffic stop during Operation Gingerbread conducted by the Protective Services Specialist resulted in one (1) driver being charged under the Criminal Code for Driving While Prohibited. The driver was banned from driving as per court order for five years and was operating on town streets in a not registered or insured vehicle. A total of three (3) joint check stops were conducted with the RCMP during December.

There are still many people operating vehicles without valid driver's licenses, including suspended drivers (Motor Vehicles Act) and prohibited drivers (Criminal Code) and without insurance and registration. The goal is notifying and educating drivers where appropriate to allow them to fix those issues to keep themselves and others protected from potential liability. Some people have been much less receptive regardless of how positive and respectful the approach has been and have suggested by their actions and choices of words that they would rather receive fines with demerit points instead of the polite education with none of the above.

Fentanyl is being reported in other communities in the NWT and is suspected to already be in Hay River. The Protective Services Specialist is equipped with Naloxone (also known by the brand name Narcan) and will be looking to provide education to the community in the New Year regarding drugs, both illicit and prescription, and how to obtain a Naloxone kit free of charge.

COUNCIL POLICY / STRATEGY OR GOAL:	
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Strategy: Ongoing enforcement through education where applicable

Goal: To provide better education on the role and authority of a Protective Services Specialist

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:
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All applicable Bylaws and Territorial Legislation

FINANCIAL IMPLICATIONS:

N/A



REGULAR MEETING MINUTES January 11th, 2021

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Travis Rosborough
Protective Services Specialist
Date December 31, 2020

Reviewed By:

Ross Potter
Director, Protective Services
Date: January 4, 2021

d. Public Works Monthly report for December

RECOMMENDATION:

#021-005

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

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

CARRIED

BACKGROUND:

Public Works Daily Operations:

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

Regular Operations and Maintenance Items	
Item	Activity
Water & Sewer	Water shut offs and turn ons as requested Water and Sewer inspections of areas of concern Water and Sewer locates as required Meter readings taken Flushing of lines Water & Sewer repairs as necessary Meter replacements Month end water report
Water & Sewer Facilities	Daily rounds of facilities
Roads	Snow clearing Sanding of roads/intersections Sign repairs
Other	Regular fleet maintenance & repairs



REGULAR MEETING MINUTES January 11th, 2021

Put up Christmas decorations

Landfill Operations:

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

The ICIP funding agreement for removal of tires and waste diversion has been finalized. Currently working with GNWT to finalize options for tire removal. Work likely to occur in spring of 2021.

Water Licence Activities:

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

The Town's water licence renewal application was submitted to the Mackenzie Valley Land and Water Board on September 16th, 2019. The renewal process has proceeded through all phases and is now in the final stages. A new water licence is expected to be approved and issued in early 2021.

Other Activities:

Budgeting work for 2021 and future was undertaken throughout the month. Along with this, applications for ICIP funding for a number of projects were submitted.

Capital Projects 2020:

A list of 2020 Capital Projects along with an update of the status of these projects is included below.

2020 Capital Projects	
Project	Update
Lift Station System Upgrade	Construction began in August and continued to mid-October when the project was shut down for the winter. Sheet piling has been installed and excavation work will begin in the spring.
Fraser Place Development	Geotechnical work has been completed and preliminary design work for the crescent has begun. Further design work, rezoning work, and public consultation is expected to occur over the winter months.
Caribou Crescent Water, Sewer, and Drainage	Underground infrastructure work completed and backfilled. Paving work to occur in 2021.
Water Treatment Plant and Reservoir Roof Upgrades	Project has been completed.
Water Licence Renewal	Ongoing - See Water Licence section
Commercial Water Meter upgrade	Majority of meters have been purchased and a portion have been installed. Remainder to be done as time permits.
Landfill Waste Projects (Tires and others)	MACA working with regulatory bodies on options for disposal of tires in NWT or for shipment to Alberta. Expect to have tires removed in spring of 2021.
Paradise Road Realignment	Project has been deferred to 2021.



REGULAR MEETING MINUTES January 11th, 2021

Lift Station #2 Demolition	Project has been completed.
Sewer Flusher (Equipment)	Tender has been awarded, new flusher expected to be delivered in early 2021.
Beaver Crescent Water, Sewer, and Drainage	Surveying work has been completed, design work is ongoing, with tenders expected to go out in Q1 2021.
Riverview Drive Upgrade	Surveying work has been completed, design work is ongoing, with tenders expected to go out in Q1 2021.
Capital Drive Watermain	Surveying work completed in 2020, design expected to be done in 2021 with construction beginning in 2022.
Treatment Plant Intake Inspection	Reservoirs were inspected in the summer but intake was not able to be located. Intake has since been located and an inspection will take place in early 2021.
Old Town Hall Demolition	Town Hall has been cleared of items, have reached out to consultant on removal of hazardous materials. Will move forward with tendering of hazardous material removal and demolition work. Work expected to take place in spring as warm weather is needed for work.

Planning:

2 Development Permits and 0 Building Permits have been approved for December 2020. In the month of December 2019, there were 4 Development Permits and 0 Building Permits signed out.

In addition to Development and Building Permits, applications were completed for the rezoning of lots on Vale Island and Mile 5. The public hearings for these rezoning applications will take place in January 2021.

The monthly Development and Building report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Dec 3/20	DH20-083	10 McBryan Drive	Health Wellness Safety and Fitness, Consulting
Dec 15/20	D20-085	13 Caribou Crescent	Single Family Residence

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Mackenzie Valley Land and Water Board Town of Hay River License #MV2009L3-0005
- Bylaw 1812 Zoning and Building Bylaw

FINANCIAL IMPLICATIONS:

N/A



REGULAR MEETING MINUTES January 11th, 2021

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by: Mike Auge
Director of Public Works
January 6, 2021

Reviewed by: Glenn Smith
SAO
January 7, 2021

e. Recreation Monthly Report for December

RECOMMENDATION:

#021-006

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for December 2020 as presented.

CARRIED

BACKGROUND:

Recreational Programming

Operational Updates

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

Operational hours and programming were modified during the holiday season. Community Centre hours were reduced from December 24th to January 4th with full closures on Christmas Day and New Year's Day.

Regular programming schedules were also modified during the holiday season, given that regular user groups such as the Hay River Figure Skating Club, Hay River Speed Skating Club, Hay River Curling Club and adult hockey groups were on hiatus. Open ice and swim times allowed for numerous corporate and THR sponsored skate and swim times. Sponsored skate and swim times are free to the public and are generally very well attended.

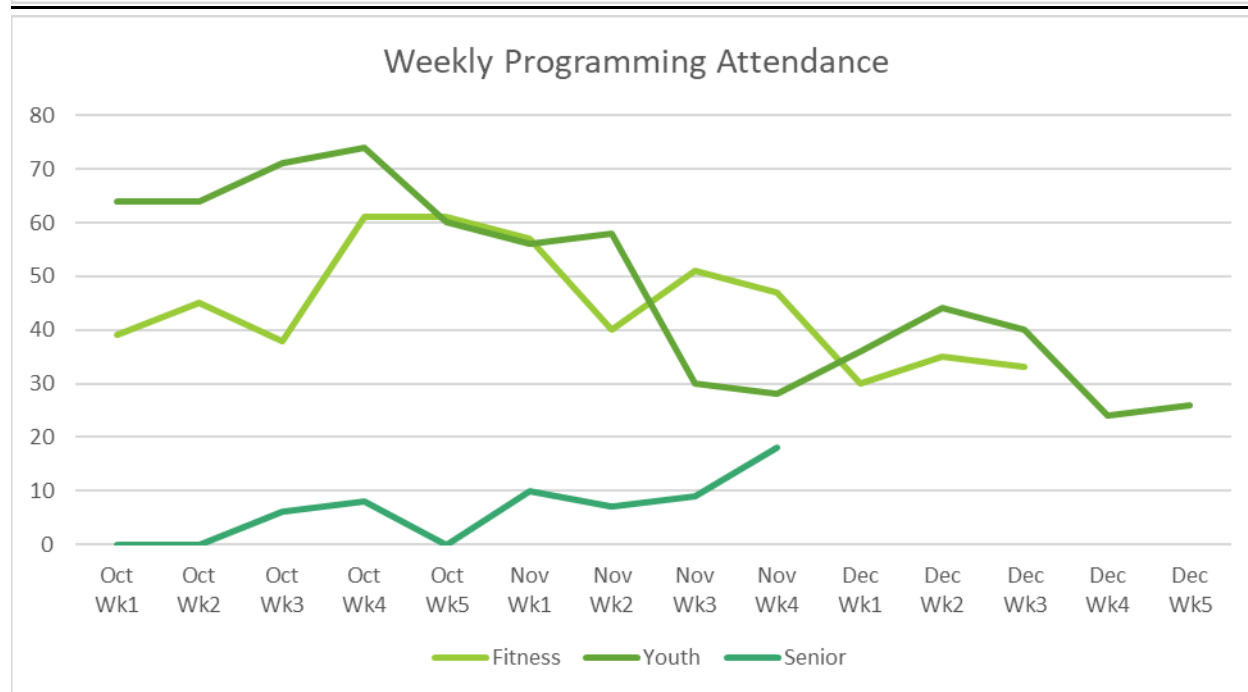
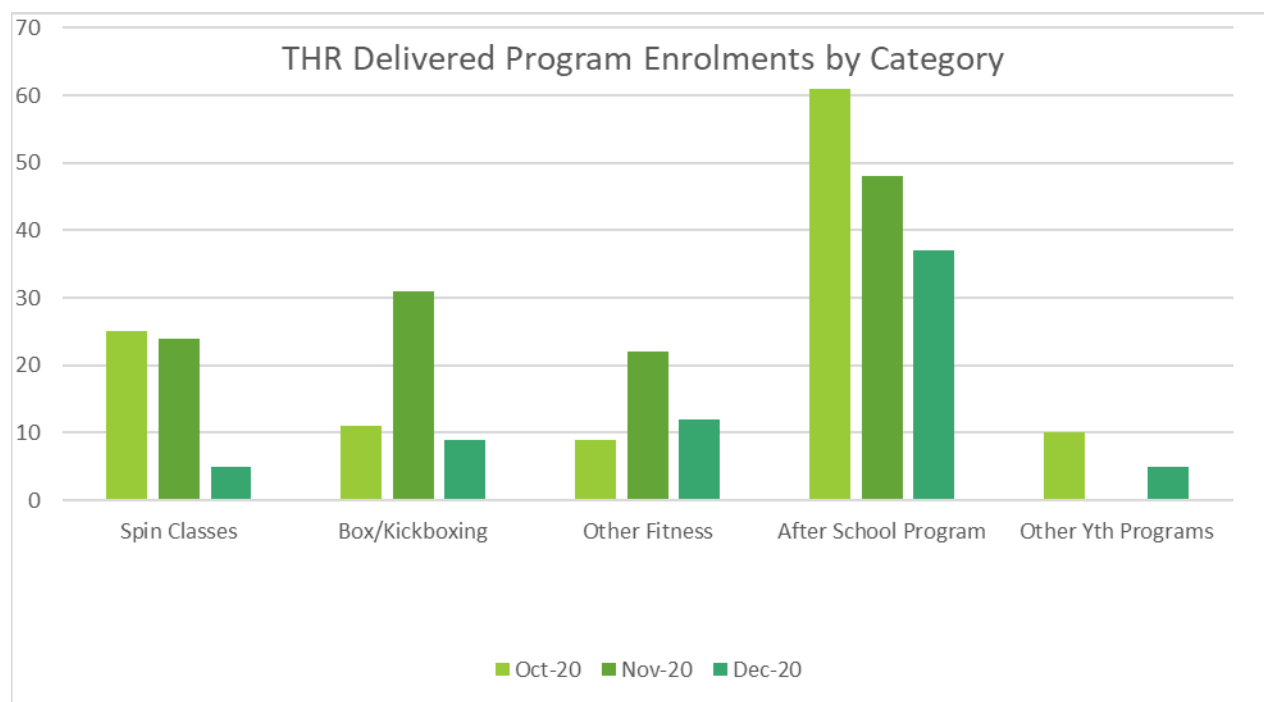
Special Events and Programming

Some THR holiday traditions such *Skate with Santa* and *Breakfast with Santa* were cancelled to better align with Covid-19 guidelines and best practices. Other outdoor activities such as the annual Santa Claus parade and New Year's Eve fireworks occurred with some modifications.

REGULAR MEETING MINUTES January 11th, 2021

THR's Recreation Programmer also offered festive special event activities for small groups Hay River youth, always in compliance with Covid-19 guidelines and best practices. These activities are always very successful, much like the daily after-school youth program which wrapped up on December 18th. Department of Recreation staff are discussing ways of bringing back the after-school program with available staff and resources – small changes will be required.

Recreation Programming Statistics





REGULAR MEETING MINUTES January 11th, 2021

Rental hall usage:	CHall	MP Room	DWHall
<i>TOHR special events</i>	n/a	Fit/Yth programs: 60hrs	After school and elder programs: 25hrs
<i>TOHR meetings</i>	n/a	2hrs	4hrs
<i>Corporate/private rentals</i>	n/a	8.5hrs	13.5hrs
<i>Non-profit organization</i>	n/a	4hrs	1hr
<i>Birthday celebrations</i>	n/a	2hrs	-
Public Programming	Walk Track	Public Skate	Hockey
<i>Total number of participants Nov 1st-30th</i>	497	129	72

Aquatics

Attendance

Swimmer statistics remained consistent and the total of 698 swimmers was higher than November. It should be noted however that December statistics include 2 more weeks than November, due in part to the Covid-19 closure.

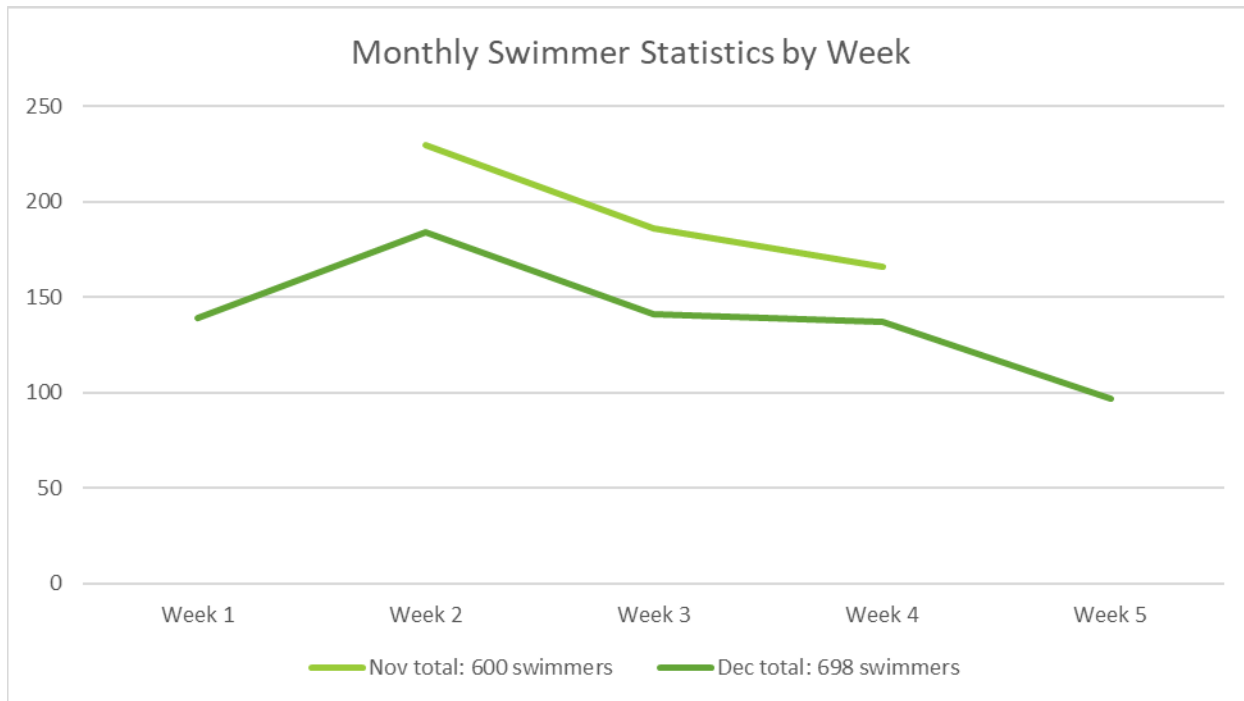
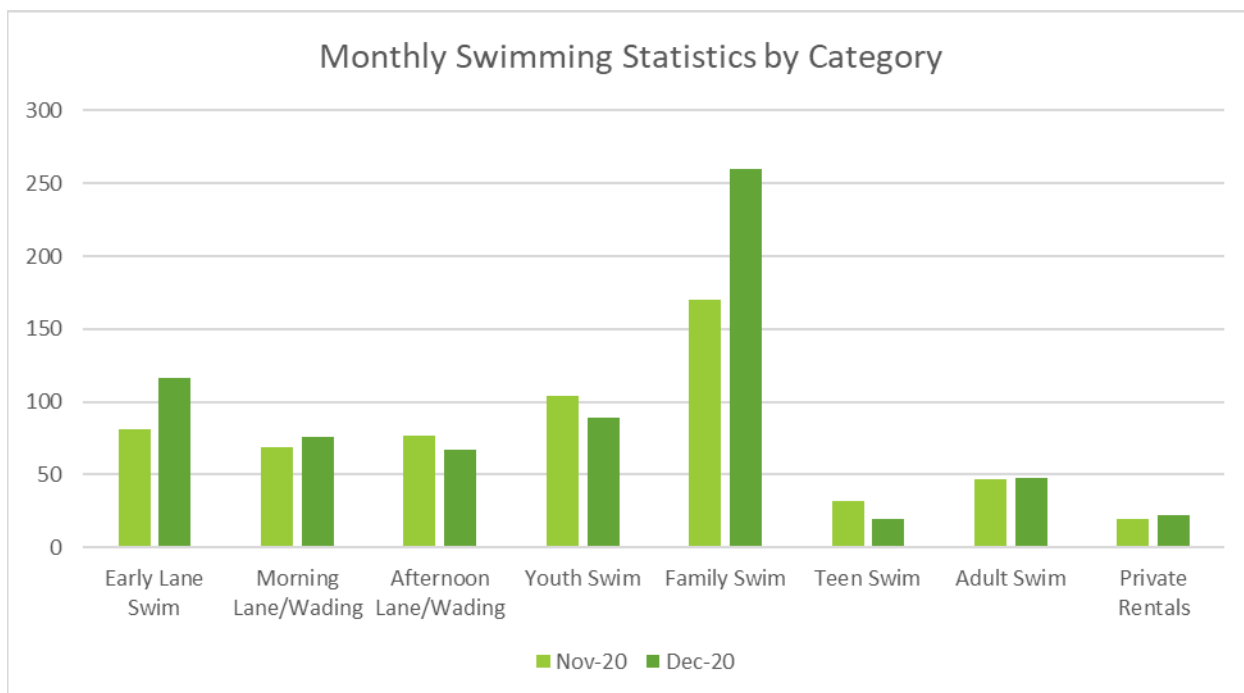
Family swim times remain the most well attended swim blocks. Unfortunately, many other swim blocks frequently have minimal or no attendance. THR aquatic staff are preparing a pool use survey to better determine how to better serve the public and increase swimmer numbers.

Swimming Lessons

THR staff anticipates the return of swimming lessons in the new year. Unfortunately, the OCPHO has decided not to give any more exemptions to current operating guidelines. Staff will reach out to GNWT representatives in late January/early February to follow up.

Some aquatic staff have expressed interest in becoming swimming lesson instructors. THR's Aquatics Supervisor will determine how best to meet this need so that the aquatics team can be more flexible when offering lessons. There are currently only 3 staff members certified to teach swimming lessons.

Aquatics Programming Statistics



Facilities and Maintenance

Recreation and Aquatic Centre:

- Maintenance:
 - Janitorial contract ongoing with no concerns raised:
 - additional Covid-19 cleaning provided at curling facilities;
 - additional contractor fees at Hay River Curling Club's cost;
 - Snow and ice clearing at Community Centre and VIC parking lots and sidewalks;
 - Weekly ice taps and ice edging performed as part of weekly ice maintenance;
 - Ice plant seasonal maintenance performed by CIMCO Refrigeration;
 - Follow up repairs:
 - Local contractor replaced fuses in ice plant control panel;
 - CIMCO Refrigeration replaced low oil level sensor;
 - Glycol added to heat recovery system to increase efficiency;
 - Main ice resurfacer repaired by local mechanical shop;
 - Snow, cold weather and frost causing issues with air handlers – daily monitoring and maintenance required;
 - Local contractor inspected glycol leak in aquatic centre mechanical room
 - found leaky valve and ordered replacement;
- Improvements:
 - Installation of counter top and coffee serving station in Community Hall;
 - Christmas trees and lights maintained around the building in conjuncture with the festival trees and THR festive activities

Parks and Greenspaces:

- Garbage downtown emptied regularly – No other maintenance of greenspaces required in November;
- The Mayor's Christmas tree at Bob Mcmeekin park was set up for the holiday season;

Outdoor sport fields and assets:

- Maintenance: No maintenance required for sports fields in November.
- Outdoor rinks operational and maintained as per weather conditions – some support required from local contractors for Old Town rink;

Waterfront Facilities:

- Maintenance: No maintenance required in November



REGULAR MEETING MINUTES January 11th, 2021

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:

Stephane Millette

Director Recreation and Community Services

Date: January 6th, 2021

Reviewed by:

Glenn Smith

SAO

Date: January 6th, 2021

f. Development Appeal Board Appointments

RECOMMENDATION:

#021-007

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER APPOINTS THE FOLLOWING:

- MARK HORTON
- PETER MAHER
- ALVIN PITRE
- VINCE MCKAY
- LIAM DEAN
- TRACY SCHUMANN
- COUNCILOR JEFF GROENEWEGEN

TO SERVE AS MEMBERS OF THE DEVELOPMENT APPEAL BOARD FOR A TERM COMMENCING JANUARY 12, 2021 AND ENDING ON JANUARY 11, 2024.

CARRIED

BACKGROUND

Pursuant to the Planning Act, Section 21 and the Town of Hay River Zoning and Building Bylaw 1812, Section 2.3 Council shall appoint a Development Appeal Board. The Board shall consist of at least five members, one of which shall be a Council Member.

Returning Development Appeal Board Members wishing to be re-appointed are:
Mark Horton, Peter Maher and Alvin Pitre



REGULAR MEETING MINUTES January 11th, 2021

Also interested in serving as Member of the Development Appeal Board is Vince McKay, Liam Dean and Tracy Schumann

Councillor Jeff Groenewegen is designated as Liaison to the Development Appeal Board as Member from Council, and pursuant to The Cities, Towns and Villages Act, Section 60(3) the Mayor is, by virtue of that office, a Member of every Board and Commission established by the Municipal Corporation.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Planning Act
- Town of Hay River Zoning and Building Bylaw 1812
- Cities, Towns and Villages Act

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Stacey Barnes
Councillor Administrator
Date January 8, 2021

Reviewed By:
Glenn Smith
SAO
Date: January 8, 2021

g. Financial Administration Bylaw

RECOMMENDATION:

#021-008 **MOVED BY: CLLR DUFORD**
SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Report to Council titled Bylaw 2252 – Financial Administration Bylaw.

CARRIED

BACKGROUND:

On December 16, 2020 the Town of Hay River Policy and Bylaw Committee met to discuss potential changes to Bylaw 2252 – Financial Administration Bylaw. Through the discussion, an amendment to the bylaw is being recommended by the Committee for approval by Council.



REGULAR MEETING MINUTES January 11th, 2021

Most of the proposed changes to Bylaw 2252 are to streamline the reserves that the Town of Hay River has in place to plan for and fund its capital plan. Over time, other items were set up as reserves including Management Training. The Town's O&M and Capital budgeting process has improved significantly in the last few years and continues to improve which reduces the pressure to identify and fund these expenditures through a series of reserves.

Capital items that had individual reserves such as computer equipment, mobile equipment, etc., will all be planned for and funded through the various sources of funding that the Town currently accesses to fund those types of expenditures. The reserve for these capital expenditures will be the Municipal Infrastructure reserve.

The Utility Reserve remains unchanged.

The Recreation Infrastructure Reserve now includes Community Centre (Recreation Centre) replacement, expansion and upgrading

The Landfill Reserve will be changed to the Municipal Solid Waste Facility Reserve to reflect current naming convention (landfill is a component of MSWF).

The other recommended change is to adjust interest charges on overdue accounts from 1.25% per month to 1.8% per month. 1.8% is in alignment with other government agencies reviewed such as the City of Yellowknife.

One final note is that there are other Bylaws that reference reserves that will need to be amended if Council agrees to the recommendations from the Policy and Bylaw Committee contained in the attached Bylaw 2252.

ALTERNATIVES TO RECOMMENDATIONS:

- NA

ATTACHMENTS:

- Proposed ByLaw 2252 Financial Administration ByLaw

Prepared by:

Glenn Smith

SAO

January 1, 2021



REGULAR MEETING MINUTES January 11th, 2021

h. Snow Removal Bylaw Report

RECOMMENDATION:

#021-009

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR DUFORD**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Bylaw No. 2422 – Snow Removal Bylaw Report to Council

CARRIED

BACKGROUND:

On December 16, 2020 the Town of Hay River Policy and Bylaw Committee met to discuss potential changes to Bylaw 406 - Street Clearing Bylaw. A repeal of the bylaw and replacement through Bylaw No. 2422 – Snow Removal Bylaw was recommended by the Committee for approval by Council.

The recommended changes for the new bylaw include:

1. Update formatting
2. Change of Officer definition
3. Removal of requirement for Town to publish notice of May sidewalk clearing
4. Addition of approval for Town to charge for cost of unauthorized snow deposits
5. Increase of fines to reflect inflation and to better align with other municipalities

Bylaw No. 406 – Street Clearing Bylaw was passed by Council in 1971. An amendment (406 A) to the bylaw was made in 2010.

ALTERNATIVES TO RECOMMENDATIONS:

- N/A

ATTACHMENTS:

- Bylaw No. 406 (consolidated)
- Proposed Bylaw 2422 Snow Removal Bylaw

Prepared by:

Glenn Smith

SAO

January 6, 2021



REGULAR MEETING MINUTES January 11th, 2021

i. Management and Excluded Personnel Bylaw Report

RECOMMENDATION:

#21-010

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR ANDERSON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Report to Council titled the Amendment to Bylaw No. 2240 – Management and Excluded Personnel Employment
CARRIED

BACKGROUND:

The Town of Hay River Policy and Bylaw Committee met on December 16, 2020 to discuss and recommend an amendment to Bylaw No.2240 – Management and Excluded Personnel Employment.

Bylaw No. 2240 defines compensation levels, benefits and various conditions of employment applicable to the Management and Excluded employee classes. These employee classes operate outside of the Collective Bargaining Agreement (CBA) that is applicable to unionized staff. However, most benefits and employment conditions in Bylaw No. 2240 are aligned with the CBA to demonstrate equity throughout the organization.

The last update to Bylaw No. 2240 was completed in 2017. Salary compensation tables defined in the 2017 update were for a three year period that concluded in 2019.

A new five year CBA agreement was negotiated between Management and the Union and ratified by Council in 2020. The agreement included economic increases to salaries equating to 7.5% over the 5 year period and some changes to benefits including those required through recent revisions to the NWT Employment Standards Act. The financial impact of this agreement was in accordance with a budget mandate set by the Council of Hay River.

Economic increases and benefits agreed to in the new CBA have been applied to the recommended amendment to Bylaw 2240. Through an update that included a legal review, a general cleanup and strengthening of terms within Bylaw 2240 has been completed. A summary of the changes suggested in the amendment to Bylaw 2240 are as follows:

1. Title Change: Management and Excluded Personnel Employment Bylaw.
2. Addition of a Purpose: This bylaw applies to all management and excluded employees of the Town except where the Town and an employee have a written agreement that certain provisions will not apply. In the case of any inconsistency between this bylaw any written agreement between the Town and an employee, the written agreement shall apply.
3. Inclusion of Manager, Human Resources position.
4. Lieu Time: Any lieu time balance remaining at the end of the fiscal year will be liquidated in cash and not carried over. Before, lieu time use to be transferred over to vacation and liquidated only after they had reached their vacation accrual max of one years' worth.
5. Termination: increased flexibility on termination allowances.



REGULAR MEETING MINUTES January 11th, 2021

6. Removal of Severance Pay to not conflict with Termination clause.
7. Personal Leave (align with CBA): ability to use personal leave for medical travel for employee and family member.
8. Maternity leave/Parental leave (align with CBA):
 - a. Standard Parental Leave – 37 consecutive weeks leave to be taken during the 52-week period immediately following the day the child is born or adoption of a child.
 - b. Extended Parental Leave – 63 consecutive weeks leave to be taken during the 78-week period immediately following the day the child is born or adoption of a child.
 - c. Employer top up 10 weeks to 80% of base wage.
9. Domestic Violence Leave (align with CBA): addition as per Employment Standard Act. However, the Town of Hay River is providing 5 paid leave days.
10. Northern Travel Allowance (align with CBA): This is strictly a tax benefit to the employee, and no additional burden to the company. No additional monies are being paid out to employees.
11. Inclusion of Cellular Telephone and Internet Allowance that is already existing in Management contracts.
12. Removing SAO from Appendix A and salary matrix. Compensation to be negotiated through employment contract.
13. Council Administrator moved from Group 6 to Group 5 of salary matrix, as per Korn Ferry evaluation.
14. Economic Increases (align with CBA):

January 1st, 2020	0.50%
January 1st, 2021	1.25%
January 1st, 2022	1.75%
January 1st, 2023	2.00%
January 1st, 2024	2.00%

ALTERNATIVES TO RECOMMENDATIONS:

- N/A

ATTACHMENTS:

- Proposed Bylaw 2240 Management and Excluded Personnel Employment Bylaw

Prepared by:

Glenn Smith

SAO

January 6, 2021



REGULAR MEETING MINUTES January 11th, 2021

j) Changes in the Interpretation Act

RECOMMENDATION:

#21-011

MOVED BY: CLLR DOHEY

SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter of support for a proposed change to the Interpretation Act that will grant the GNWT the sole authority to replace the biannual time change known as Daylight Saving Time to one fixed time standard and to follow suit with Alberta.

CARRIED

BACKGROUND:

Through the office of the Northwest Territories Legislative Assembly, the GNWT is facilitating comments from municipalities on a proposed change to the Interpretation Act that would allow the GNWT to replace the biannual time change known as Daylight Saving Time to one fixed time standard.

The request for comments is not an indication of Council's position on Daylight Saving Time but rather the authority to grant the GNWT sole discretion in making a determination.

ALTERNATIVES TO RECOMMENDATIONS:

- N/A

ATTACHMENTS:

- 2020-12-18 - Changes to the Interpretation Act

Prepared by:

Glenn Smith

SAO

January 11, 2021

k) NWTAC Proposed Resolution Report

RECOMMENDATION:

#21-012

MOVED BY: CLLR WILLOWS

SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the attached proposed resolution as an amendment to the GNWT's Disaster Assistance Policy to be submitted to the NWT Association of Communities for consideration at their 2021 AGM.

CARRIED

BACKGROUND:



REGULAR MEETING MINUTES January 11th, 2021

Many issues confronting community governments require actions by levels of government other than the municipal level. Sometimes these issues are common to many municipalities. It is by way of resolutions that Municipal Members bring their concerns to the NWTAC for consideration at the Annual General Meeting. Resolutions endorsed by members of the NWTAC are an effective way to bring important issues to the attention of Territorial or Federal Governments or national agencies such as the Federation of Canadian Municipalities (FCM).

All resolutions endorsed at the Annual General Meeting and which require action from the Territorial or Federal Government shall be submitted to the appropriate minister, department or agency for response.

The deadline for submission of municipal resolutions for the NWTAC is January 22, 2021. The AGM is scheduled for the end of February.

The GNWT denied the Town of Hay River's application under their Disaster Assistance Policy for financial funding to support the cost of the Town's 2019 solid waste management facility ("Landfill") fire. Cited factors for denial included:

1. This was not a disaster as defined by the policy, specifically that there was no widespread damage that affected a significant number of people's properties;
2. The health, safety and welfare of residents were not at risk; and
3. The Town of Hay River's "All Risk Property" policy includes the extension of coverage for fire-fighting expenses up to a defined limit.

The Town incurred in excess of \$1M in firefighting and associated environmental monitoring / protection expenses to extinguish the fire and mitigate disaster during the declared state of emergency. Only \$100,000 of the firefighting costs were covered through the Town's insurance policy.

While the Town of Hay River and KFN are contesting the GNWT's ruling on the Town's application, the Town, through the proposed resolution to the NWTAC, is requesting explicit recognition of extraordinary, emergency firefighting and associated environmental protection related activities associated with a community solid waste management facility fire, as an applicable expense to be covered through the Disaster Assistance Policy. Other associated changes are also included

ALTERNATIVES TO RECOMMENDATIONS:

- N/A

ATTACHMENTS:

- NWTAC Proposed Resolution 2021 AGM – Changes to Disaster Assistance Policy

Prepared by:
Glenn Smith
SAO



REGULAR MEETING MINUTES January 11th, 2021

January 11, 2021

I. Excused Absence

RECOMMENDATION:

#21-013

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR WILLOWS**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllr Chambers from the Regular Meeting of Council, Monday, January 11th, 2021

CARRIED

BACKGROUND:

Councillor Chambers has asked to be excused from the Regular Meeting of Council, Monday, January 11th, 2021

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
Council Administrator
January 22, 2021



REGULAR MEETING MINUTES January 11th, 2021

8. BYLAWS

a) Bylaw 2240 – Management Bylaw – First Reading

#21-014

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR WILLOWS**

CARRIED

Bylaw 2240 – Management Bylaw – Second Reading

#21-015

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR WILLOWS**

CARRIED

b) Bylaw 2252 – Financial Administration Bylaw First Reading

#21-016

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

CARRIED

Bylaw 2252 – Financial Administration Bylaw Second Reading

#21-017

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

CARRIED

c) Bylaw 2422 – Snow Removal Bylaw First Reading

#21-018

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR GROENEWEGEN**

CARRIED

Bylaw 2422 – Snow Removal Bylaw Second Reading

#21-019

**MOVED BY: CLLR DOHEY
SECONDED BY: CLLR GROENEWEGEN**

CARRIED

9. IN CAMERA

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

#21-020

**MOVED BY: CLLR DUFORD
SECONDED BY: CLLR GROENEWEGEN**

That the Council of the Town of Hay River move to In Camera at 7:38pm.

CARRIED



REGULAR MEETING MINUTES January 11th, 2021

#21-021

MOVED BY: CLLR DUFORD
SECONDED BY: CLLR ANDERSON

That the Council of the Town of Hay River move out of In Camera At 8:21PM.

CARRIED

10. ADJOURNMENT

#21-022

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 8:22pm.

CARRIED

Certified Correct as Recorded on the 11th Day of January 2021

These minutes were accepted by motion #_____.

Mayor

Senior Administrative Officer



REPORT TO COUNCIL

DATE: Jan. 25, 2021

DEPARTMENT: PUBLIC WORKS

SUBJECT: Amendment to the Zoning and Building Bylaw No. 1812 – Rezoning of Fraser Place area

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the Town of Hay River's application for Amendment to the Land Use Bylaw 1812 to Rezone Lot 1021, Plan 830 from I - Institutional to R1B - Single Family Residential (Class B),

Two small pieces of Lot 1021, Plan 830 one in the North and one in the South, South West corner from I - Institutional to P – Parks and Open Space.

Also, two small pieces on the East side of Lot 1021 Identified as Lot 2031, Plan 4393 from P – Parks and Open Spaces to R1B – Single Family Residential (Class B) subject to the following conditions.

- a) That all requirements of the Zoning and Building Bylaw are met.
- b) An amendment to the Zoning Bylaw is met.

BACKGROUND:

The Town of Hay River has made an application requesting authorization to amend the Zoning and Building Bylaw 1812, to re-zone Town owned Lot 1021, Plan 830 and Lot 2131, Plan 4393 From I - Institutional and P - Parks and Open Space to R1B - Single Family Residential (Class B) and P - Parks and Open Space, to allow for possible 29 R1B - Single Family Residential Lots.

This area has been identified for future residential development by the Town of Hay River since at least 2005. The community's population has been stable at 3,500 over the last 30 years. When the Community Plan was updated in 2018, a future population of 5,000 to 6,000 was considered. To accommodate this growth, new residential lots were identified in three main locations: Evergreen, Aspen Heights, and Fraser Place.

The Town has invested planning and preliminary design work into Fraser Place. The rezoning is the next step in preparing the land for subdivision, detailed design, legal survey and sale.

Currently, the site is an undeveloped treed area. The lands to the north, west, and south of the Plan Area are single family homes. There are two lots on McBryan Drive, eleven lots on Stewart Drive and 5 lots on Morin Place that back directly on to the Plan Area. There is a 6m drainage



REPORT TO COUNCIL

DATE: Jan. 25, 2021

DEPARTMENT: PUBLIC WORKS

SUBJECT: Amendment to the Zoning and Building Bylaw No. 1812 – Rezoning of Fraser Place area

right-of-way and walkway that connects into the Plan Area from Morin Place and a walkway that connects from Stewart Drive. Trails connect from pedestrian access points along Morin Place, Stewart Drive and McBryan Crescent to informal trails, the river and other destinations to the north and south.

Residential Lots: The proposed layout for the new residential development along Fraser Place is shown on Figure 4 in the attached Planner's Report. The development will result in 29 new single-family lots. These lots will be very similar in size and shape to the existing lots on adjacent streets. A typical lot on Fraser Place will be 17.75m x 36.5m (55ft x 120ft). At the closest point, the lots will be approximately 70m from the Hay River.

Trails and Pedestrian Access: The development has been designed with walkways running through the area and between lots to provide connections from nearby streets to the existing informal trails that run to the north and south along the river. These new trail connections will replace the access provided by the existing trail systems. These walkway connections are shown in Development Concept Plan.

Proposed Playground: As part of this development, a new playground may be developed in the greenspace between the lots on Fraser Place and the lots on Stewart Drive. The exact location and design of this playground would be finalized after discussions with residents who live in this area. A tentative location is shown on Figure 4. The Town of Hay River would seek grants or other funding opportunities to develop this playground.

All the minimum requirements of the Zoning and Building Bylaw will be met, and the mapping of the Zoning and Building Bylaw 1812 will be revised.

Next steps associated with Fraser Place rezoning and development will be:

1. Finance and Sales Plan presentation to Council – Q1 2021
2. Public Hearing on rezoning and preliminary design – Q2 2021
3. Detailed design – Q2 2021
4. Tendering – Q2 2021
5. Sales – Q3 2021+
6. Construction – Q3 2021+

COUNCIL POLICY / STRATEGY OR GOAL:



REPORT TO COUNCIL

DATE: Jan. 25, 2021

DEPARTMENT: PUBLIC WORKS

SUBJECT: Amendment to the Zoning and Building Bylaw No. 1812 – Rezoning of Fraser Place area

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- 1) Schedule A, showing the proposed Zoning Amendment
- 2) Town of Hay River Community Plan 1911-18

FINANCIAL IMPLICATIONS:

Development Costs
Revenue from Sale of Lots

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

- 1) Application from the Town of Hay River.
- 2) Schedule A, showing the proposed Zoning Amendment
- 3) Planner's Report by Zoë Morrison and Lesley Cabott, Stantec

Prepared by:

Reviewed by:

Randy Froese
Development Officer
Date: January 21, 2021

Mike Auge
Director of Public Works
Date: January 21, 2021



Fraser Place Planning Report

January 20, 2021

Prepared for:

Town of Hay River

Prepared by:


Stantec





FRASER PLACE PLANNING REPORT

This document entitled Fraser Place Planning Report was prepared by Stantec Architecture Ltd. ("Stantec") for the account of Town of Hay River (the "Client"). Any reliance on this document by any third party is strictly prohibited. The material in it reflects Stantec's professional judgment in light of the scope, schedule and other limitations stated in the document and in the contract between Stantec and the Client. The opinions in the document are based on conditions and information existing at the time the document was published and do not take into account any subsequent changes. In preparing the document, Stantec did not verify information supplied to it by others. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Stantec shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions taken based on this document.

Prepared by  _____
(signature)

Zoë Morrison, RPP MCIP

Reviewed by  _____
(signature)

Lesley Cabott, RPP MCIP



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1.0 INTRODUCTION

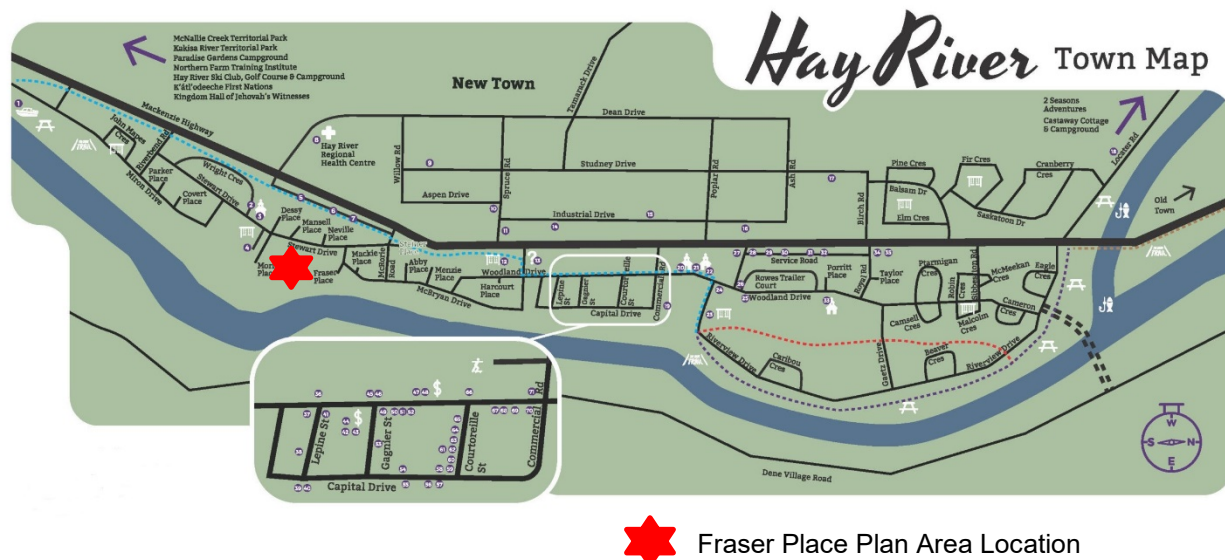
1.1 PURPOSE

The purpose of this Planning Report is to support the rezoning amendment prepared by the Town of Hay River to allow for residential and park development on Fraser Place. The area in question is Town owned land and is made up of portions of Lot 1021 Plan 803 and Lot 2131 Plan 4393. The area is designated Residential and Open Space in the Town's Community Plan and is currently undeveloped with the exception of informal trails. There are single family homes to the north, west and south of the site. The Hay River is to the west of the site and runs north to Great Slave Lake.

This area has been identified for future residential development by the Town of Hay River since at least 2005. The community's population has been stable at 3,500 over the last 30 years. When the Community Plan was updated in 2018, a future population of 5,000 to 6,000 was considered. To accommodate this growth, new residential lots were identified in three main locations: Evergreen, Aspen Heights, and Fraser Place.

The Town has invested planning and preliminary design work into Fraser Place. The rezoning is the next step in preparing the land for subdivision, detailed design, legal survey and sale.

Figure 1 - Fraser Place Area Location



Fraser Place was selected by the Town for the following attributes:

- It is small, relatively simple to develop and requires limited new infrastructure.
- This location provides lots within in a popular neighbourhood near schools, parks, Hay River and other amenities.
- Access to the lots can be easily provided through McBryan Drive.
- Running underground water and sewer services to this site is cost efficient as existing infrastructure is located nearby.
- This area is identified for residential in the current Official Community Plan.

1.2 RELEVANT LEGISLATION

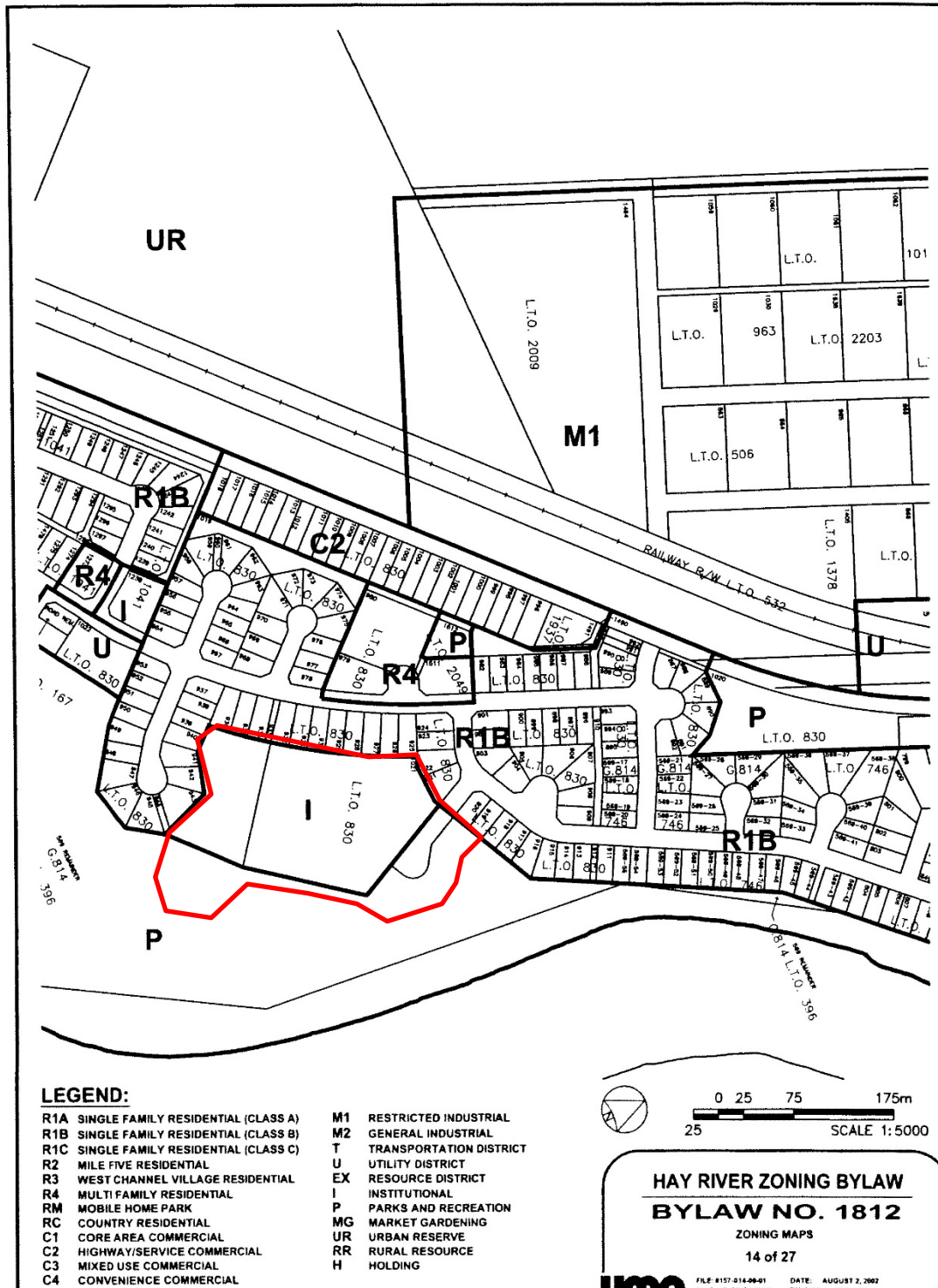
In the ***Town of Hay River Community Plan Bylaw 1811/18***, the Fraser Place Plan Area is identified as a location for future infill, in policy 3.6.1, and is shown on the maps as a residential area. The Community Plan also supports infill development in general. Infill can be used to encourage more compact development, take advantage of existing infrastructure and preserve the surrounding open spaces (policy 4.2). The Plan specifies, in policy 5.3.1, that the character of the established neighbourhoods in New Town will be respected whenever future development is considered. This policy also states that public consultation and design guidelines should be used to ensure that the existing character of the area is maintained.

In the ***Town of Hay River Zoning and Building Bylaw 1812***, most of this area is designated as I – Institutional, with a small portion of the area to the east designated P – Parks and Recreation. The current Zoning is shown in Figure 2. This zoning will need to be amended to R1B – Single Family Residential to allow for this development to take place.

As per Section 12. (1) of the ***NWT Community Plan and Development Act***, *'The purpose of a zoning bylaw is to regulate and control the use and development of land and buildings in a municipality in a manner that conforms with a community plan...'*



Figure 2 - Existing Zoning for Fraser Place



2.0 SITE CONTEXT AND DEVELOPMENT CONSIDERATIONS

2.1 SITE HISTORY

When New Town was developed, this lot was identified as the location for a new school, hence the Institutional Zoning. In 1993, the Soaring Eagle Friendship Centre applied to build a community centre on this site. This application was met with resistance from residents, and for various reasons, this development did not go ahead. A subsequent proposal for a senior's centre also raised community concerns.

This site has been identified as a potential future location for residential development for over 20 years. In 2001, the town commissioned a study, **Lot 1021 Planning Report**, to investigate the feasibility of various types of development on this lot. This study reviewed the site conditions, developability and surrounding uses and found that churches, buildings for seniors, residential and parks and playgrounds would all be acceptable uses here. Development concepts for each of these uses were also presented in this plan. The residential development concept shows 22 new single family lots along an extension of Fraser Place.

In 2020, the Town of Hay River hired Stantec to update the concept plan. The new plan shows 29 lots, new trails and a site for a future playground.

2.2 TOPOGRAPHY VEGETATION AND SOILS

The Plan Area is primarily dense spruce forest, with trees up to 15m tall. This forested area is part of a larger area of old growth forest that runs to the north and south along the banks of the Hay River. The soils found here are a mix of topsoil, clay and clay till, with some silt and sand. Soil conditions will not be limiting to the development of this site.

The topography of the Plan Area reflects an old river terrace system, with an upper and lower terrace running along north to south through the area. The topography is gently undulating; the western half of the site is nearly flat, and the eastern half of the site is a combination of steep and gentle hills that slope down to the east and to the river. For residential development, consideration will need to be given to appropriate drainage where the lots will be very flat.

The Hay River runs along the eastern boundary of the site. According to the 2001 study, the riverbank is stable in this area and the proposed development is outside of the flood zone.

2.3 EXISTING UTILITIES

Water and sewer lines from McBryan Drive are stubbed approximately 10 metres into Fraser Place. As the lines have been brought into Fraser Place there will be minimal disturbance to McBryan Dr. during the extension of services. Underground power and communication utilities will also need to be extended and will be coordinated with utility companies at the time of construction.



2.4 EXISTING LAND USE

Currently, the site is an undeveloped treed area. The lands to the north, west, and south of the Plan Area are single family homes. There are two lots on McBryan Drive, eleven lots on Stewart Drive and 5 lots on Morin Place that back directly on to the Plan Area. There is a 6m drainage right-of-way and walkway that connects into the Plan Area from Morin Place and a walkway that connects from Stewart Drive. Trails connect from pedestrian access points along Morin Place, Stewart Drive and McBryan Crescent to informal trails, the river and other destinations to the north and south.

Property owners can drive vehicles to the back of their properties from the exiting Fraser Place access. Imagery shows that there have been some property owners along Morin Place and Stewart Drive who, over time, have been using vacant lands behind their properties for small sheds, landscaping, parking and storage. There is also a garden and a tree house that have been built by residents within the Plan Area. See Figure 3 - Site Map.

3.0 FRASER PLACE CONCEPT PLAN

3.1 RESIDENTIAL LOTS

The proposed layout for the new residential development along Fraser Place is shown on Figure 4. The development will result in 29 new single-family lots. These lots will be very similar in size and shape to the existing lots on adjacent streets. A typical lot on Fraser Place will be 17.75m x 36.5m (55ft x 120ft). At the closest point, the lots will be approximately 70m from the Hay River.

3.2 TRAILS AND PEDESTRIAN ACCESS

The development has been designed with walkways running through the area and between lots to provide connections from nearby streets to the existing informal trails that run to the north and south along the river. These new trail connections will replace the access provided by the existing trail systems. These walkway connections are shown in Figure 4 - Development Concept Plan.

3.3 PROPOSED PLAYGROUND

As part of this development, a new playground will be developed in the greenspace between the lots on Fraser Place and the lots on Stewart Drive. The exact location and design of this playground will be finalized after discussions with parents and youth who live in this area. A tentative location is shown on Figure 4. The Town of Hay River will be seeking grants or other funding opportunities to develop this playground.



3.4 SERVICES AND ACCESS

Preliminary engineering has been completed by Stantec in 2020. The new lots will be accessed by Fraser Place off McBryan Drive. The new road will have a paved surface, 11m wide and the road right-of-way will be 18.28m, which is similar to the design of surrounding roads. There will be a landscaped bulb at the end of the cul-de-sac and a sidewalk with curb and gutter on the east side of the street.

These new lots will have buried water and sewer services. Some of the houses on the river side will require internal sewage lift pumps. The detailed design of the lift pumps and the number of lots affected will depend on the final grading of the lot and the design of the home.

According to the current plans, a buried propane line will be provided by the local utility provider and electoral and communication services will also be buried. As Hay River is part of the initial Fiber to Home program, the utility provider may provide fibre optic communication cables for all the lots.

3.5 DEVELOPMENT SCHEDULE

The next step in the development process is the amendment to the Zoning and Building Bylaw to allow for this development. At this point, it is anticipated that construction of these lots could begin in spring 2021, with lots being available for sale in late 2021 or early 2022.

3.6 LOT SALES

The 29 new lots will be sold by the Town of Hay River in accordance with the Land Administration Bylaw. Prices will be based on consideration of development costs, off-site levies and market value. Lots will be available for sale later in 2021.

4.0 RECOMMENDED NEXT STEPS

The development of 29 new lots and a playground at this location is a cost-effective infill project that will provide the community with new lots to support future growth. There are several tasks that need to be completed before construction of the infrastructure and development of the lots can get underway.

Zoning Amendment – A zoning amendment is required to allow for residential and park development on this site. Figure 5 shows the proposed new zoning.

Public Engagement – The Community Plan states that future development should follow the character of existing neighbourhoods, and that public consultation and design guidelines may be required. A community meeting should be held to present this proposed concept plan and understand and mitigate concerns that existing residents may have.



Trail Development – The trail connections should be formalized at the same time that the lots are put in. It is important that existing residents have ongoing access to greenspace and that those who buy the new lots adjacent to the walkways are aware of the location of public accesses. This would also be a good time to consider formalizing the riverfront trail and the other trails in the area that connect to local parks, community destinations and existing formalized trails.

Playground Funding – Once the zoning amendment has been adopted, it will be good to work on securing funding to build the new playground. This will improve livability for existing and future residents. Parents and young people who live in the area should be invited to participate in the design of the new playground.





Stantec
4910-55 St., PO Box 177
Yellowknife, NT
Tel: +1.867.920.2882
www.stantec.com

LEGEND

PROPERTY LINE
EASEMENT

EXISTING

PROPOSED

OLD

.....
.....

Imagery Date: 06/19/2020
Image © 2021 CNES / Airbus

Client/Project
TOWN OF HAY RIVER

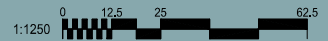
FRASER PLACE

Project No.
144902487

Title
Figure 3 - Site Map

Revision
0
Sheet
1 of 1

Date
2021.01.20
Drawing No.
SK-014



Stantec
4910-53 St., PO Box 177
Yellowknife, NT
Tel: +1.867.920.2882
www.stantec.com

Legend

- Proposed R1B Single Family Residential (Class B)
- Open Space
- Utility Right-of-Way
- Curb and Gutter Sidewalk
- Proposed New Trail
- Existing Trail
- Proposed Playground

BENCHMARK:

● SAS SPIKE
NORTHING: 6741275.94
EASTING: 565537.03
ELEVATION: 168.32

HORIZONTAL DATUM NOTE

PROJECTION: UNIVERSAL TRANSVERSE MERCATOR (UTM, ZONE 11, CM 117°00'00"W)
DATUM: NAD83

VERTICAL DATUM NOTE

ELEVATIONS ARE DERIVED FROM BENCHMARK MONUMENT "SAS SPIKE", HAVING AN ELEVATION OF 168.32 METRES.

Client/Project

TOWN OF HAY RIVER

FRASER PLACE DEVELOPMENT

Project No.
144903071

Title

**Figure 4 - Development
Concept Plan**

Revision

1

Sheet

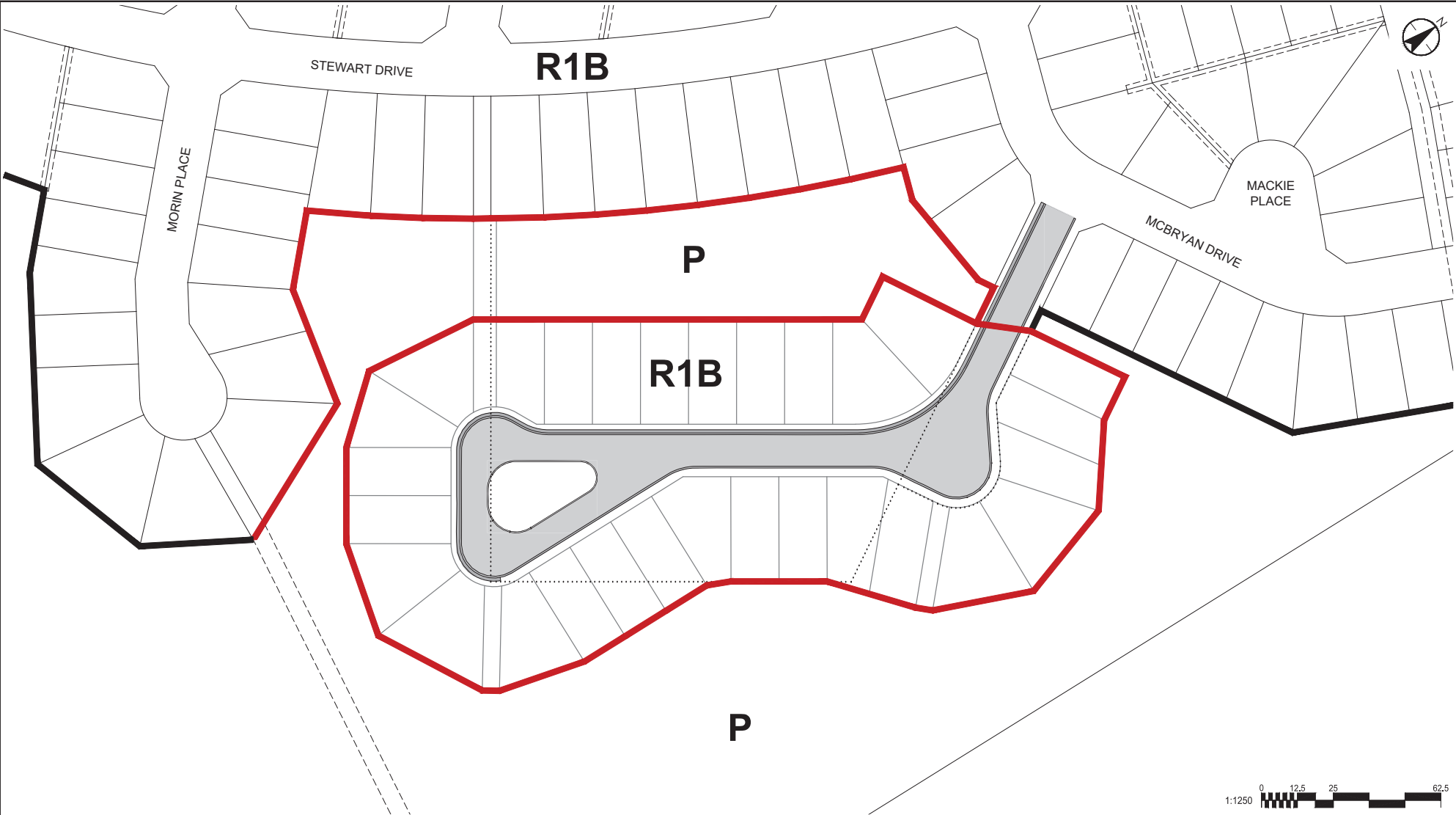
Date

2020.11.30

Drawing No.

SK-002

\\cd052-apps\sd\shared_projects\144902487\06_drawings\01_concept\sheet\03071sk-012
2021.01.13 15:42 PM By: Rodriguez, Oliver



Stantec
4910-53 St., PO Box 177
Yellowknife, NT
Tel: +1.867.920.2882
www.stantec.com

LEGEND	EXISTING	PROPOSED	OLD
ZONE BOUNDARY			
SUBJECT AREA			
PROPERTY LINE			
EASEMENT			
R1B - SINGLE FAMILY RESIDENTIAL (CLASS B)			
P - PARKS AND RECREATION			

BY-LAW No. _____
AMENDMENT TO BY-LAW 1812

Client/Project
TOWN OF HAY RIVER

HAY RIVER ZONING BY-LAW
BY-LAW No. 1812

Project No.
144902487

Title Figure 5 - Proposed Zoning	
Revision 1	Date 2021.01.13
Sheet 1 of 1	Drawing No. SK-012



REPORT TO COUNCIL

DEPARTMENT: RECREATION AND COMMUNITY SERVICES DATE: JANUARY 25, 2021

SUBJECT: RECREATION COMMITTEE MEMBER APPOINTMENTS

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER APPOINTS THE FOLLOWING INDIVIDUALS:

- Amy Burt
- Ray Levesque
- Christy Schwartz

TO SERVE AS MEMBERS OF THE RECREATION COMMITTEE FOR THE REMAINDER OF THE CURRENT TERM ENDING ON DECEMBER 31ST, 2021.

BACKGROUND:

Pursuant to Council Procedures By-law No. 2285, Council may establish a special committee to investigate and consider any matter. In April 2019 Hay River Town Council established a Special Committee to be known as the “**Recreation Committee**” with the following terms of reference.

The purpose of the Recreation Committee is to assist the Town of Hay River in an advisory capacity by considering and making recommendations to Council on community recreation strategies, policies and opportunities.

The Recreation Committee shall consist of six (6) to nine (9) members appointed by Council and shall include the following:

- a. The Director of Recreation or Administration delegate.
- b. One (1) Member of Town Council.
- c. Four (4) to (7) representatives from the Public at Large.

In May 2019, Council appointed 7 members to the Recreation Committee with a term ending on December 31st, 2021. Three committee members resigned in 2019 and 2020 due to relocation or personal reasons.

Current committee members are Paula Gour, Nikki Ashton, Steve Campbell, Terry Rowe and Keith Dohey is designated as Liaison to the Recreation Committee.

Following a *Call for Candidates* in December 2020, the Committee is recommending that the Council of the Town of Hay River appoints Amy Burt, Ray Levesque and Christy Schwartz to serve as members of the Recreation Committee for the remainder of the current term ending on December 31st, 2021.



REPORT TO COUNCIL

DEPARTMENT: RECREATION AND COMMUNITY SERVICES DATE: JANUARY 25, 2021

SUBJECT: RECREATION COMMITTEE MEMBER APPOINTMENTS

No other candidacies were received from the December 2020 Call for Candidates.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Council Procedures By-law 2285
- Recreation Rates and Fees Bylaw 2410
- Town of Hay River Recreation Policy
- Department of Recreation Business Plan

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Stephane Millette
Director of Recreation and Community Services
January 20, 2021

Reviewed by:
Glenn Smith
Senior Administrative Office
January 20, 2021



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: January 25, 2021

SUBJECT: APPOINTMENT OF AUDITOR FOR 2020 FISCAL YEAR

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints the firm of Ashton Chartered Accountants to perform the audit of the Town of Hay River for the fiscal year ending December 31, 2020.

BACKGROUND:

Council is required by *Cities, Towns and Villages Act* Sec. 13(3)(d) to obtain an audited financial statement each year and submit the approved statement to the department of Municipal and Community Affairs within 120 days of the year end date which is December 31st. Ashton Chartered Accountants is a local firm who can provide this service to the Town. Administration is recommending that we ask them to prepare our audited financial statements for the year ended December 31, 2020.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

13.(3)(d) of the *Cities, Towns and Villages Act*

FINANCIAL IMPLICATIONS:

There will be no change from 2020 budget.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Sam Mugford, CPA, CA
Director of Finance and Administration
January 19, 2021

Reviewed by:
Glenn Smith
Senior Administrative Officer
January 19, 2021



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS

Date: January 25, 2021

SUBJECT: Additional Information for Second Reading of the Re-zoning of 218 Miron Drive, Lot 1683, Plan 2830 from C2 - Highway Service Commercial to R2 - Mile 5 Residential.

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER Accept this report regarding the rezoning of Lot 1683, Plan 2830 (#218 Miron Drive).

BACKGROUND:

First reading of the bylaws to rezone this lot occurred at a Town of Hay River Council Meeting on November 30th, 2020. Following this meeting a public hearing was scheduled for January and was advertised in the Hub newspaper and on Town social media.

Prior to the public meeting, the Town of Hay River received a letter of comment and concerns from Mr. Jack Rowe on behalf of Rowe's Realty. Mr. Rowe also appeared at the Public Hearing held on January 11th, 2021 to read his letter and repeat the concerns noted in the letter. Also in attendance at the public hearing was the land-owner Ms. Jane Groenewegen who spoke regarding her request for rezoning.

The concerns outlined in the letter and presented during the meeting by Mr. Rowe are concerns with the overall Zoning bylaw and do not contain any specific concerns with this proposed rezoning. The letter notes change that Mr. Rowe would like to see to the Zoning bylaw and proposes other ways to address the proposed use for this building but does not indicate any way that Mr. Rowe himself would be affected by the rezoning or give any reasons why the rezone should not proceed.

The letter indicates that using the property for Government Services would not be in line with the intent of R2 zoning and at the public hearing Mr. Rowe also commented that he did not believe that Government Services included office space. While Administration's interpretation of the Zoning bylaw is that Government Services does include office space, the discussion is not pertinent to the activity of rezoning to R2.

At the public meeting, Ms. Groenewegen provided a brief history of the property as well as the process that she has undertaken along with Administration to have the property zoned to R2.

As noted in the original report to Council that was presented on November 30th, 2020 during first reading of the bylaw, and in the work done by the Professional Community Planner, the rezoning of this lot is in line with the Town's Zoning and Building bylaw and therefore Administration recommends that the rezoning proceed with no amendments or additional conditions.



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS

Date: January 25, 2021

SUBJECT: Additional Information for Second Reading of the Re-zoning of 218 Miron Drive, Lot 1683, Plan 2830 from C2 - Highway Service Commercial to R2 - Mile 5 Residential.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Zoning & Building Bylaw No. 1812.
- Community Planners Report

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Rowe's Realty Letter Comments and Concerns

Prepared by:
Randy Froese
Development Officer
Date: January 20, 2021

Reviewed by:
Mike Auge
Director of Public Works
Date: January 20, 2021

Comments concerns to Public Hearing respecting:

Amendments to the Community Plan Bylaw No: 1811-18 & 1812 "Y", amendment to the Zoning & Building Bylaw No. 1812

Those being amendment to Figure 1 of the Community Plan Bylaw No 1811-18 amending Lot 1683, Plan 2830, from C2 Highway Commercial to R2- Mile 5 Residential, Lot described as 218 Miron Drive

This proposed amendment is dealing with a specific property instead of a policy as it is our understanding that this amendment would allow for- government services as a discretionary use.

If it is the Town's and the owners wish to have the property zoned R-2 to reflect the best use of the property, then that would also be in line with adjacent properties and would not negatively impact the other properties. However, to also allow this property to have commercial services operated from this could impact adjacent properties (discretionary use government services) and would not be in line with the intent of R2 zoning. Since government services by its definition implies that customers would be able to attend this area for business purposes, this may impact traffic loads in the area and cause temporary parking issues. - *** Typical uses include taxation office, courthouses, postal distribution offices, manpower, and employment offices, social services and airport terminals

If the Town is looking at amending the property to R2, we would recommend that this be allowed only after the zoning bylaw be amended to strike out " government services as a discretionary use"

This would be in line with the Town's intention to retain government offices and by extension " government services" to the downtown area.

If the landowner wished to have the property used for government offices, then the better option would be to amend the C2 zoning to add : government offices as a discretionary use, and that way the property would not have to be rezoned.

Further in looking at the inclusions of discretionary items under R2- there should be a review of this to ensure that this suits the community.

Submitted by:

Jack Rowe, for

Rowes Realty

25 Studney Drive

Hay River, NT

XOE OR6



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS

Date: January 25, 2021

SUBJECT: Additional Information for Second Reading of the Re-zoning of 6 Old Town Lots, described as Lots 26, 27, 28, 29 and 30, Block H, Plan 4668 and Lot 25, Block H, Plan 4688 from P-Parks and Recreation to R1C-Single Family Residential (Class C)

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accept this report regarding the rezoning of the Old Town Lots described as Lots 26, 27, 28, 29 and 30, Block H, Plan 4668 and Lot 25, Block H, Plan 4688.

BACKGROUND:

First reading of the bylaws to rezone these lots occurred at a Town of Hay River Council Meeting on November 30th, 2020. Following this meeting a public hearing was scheduled for January and was advertised in the Hub newspaper and on Town social media.

The Town of Hay River received on December 28th, 2020, a letter from Ms. Tammy Caudron expressing concern related to the selling of residential Lots in this area (101st Street) for reasons of flooding and possible soil contamination.

On January 5, 2020 after discussing with Mike Auge, Director of Public Works, Randy Froese, Development Officer, sent a reply to Ms. Caudron with clarification and answers to her concerns and an invitation to attend the public hearing. The Town did not hear back from Ms. Caudron.

At the public hearing, Mr. Alex Pinto asked if environmental sampling would be completed on a portion of the properties where the “old school” was previously located. Administration responded to Mr. Pinto that an Environmental Assessment had already been completed on the site.

As the Town of Hay River does define construction standards for floodway fringe areas, and a Phase III Environmental Site Assessment was completed on the properties, it is recommended that the rezoning of the properties proceed with no amendments or additional conditions.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Zoning & Building Bylaw No. 1812.

FSC Architects and Engineers Environmental Report



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS

Date: January 25, 2021

SUBJECT: Additional Information for Second Reading of the Re-zoning of 6 Old Town Lots, described as Lots 26, 27, 28, 29 and 30, Block H, Plan 4668 and Lot 25, Block H, Plan 4688 from P-Parks and Recreation to R1C-Single Family Residential (Class C)

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Tammy Caudron's Letter

The Development Officers Reply

FSC Phase III Environmental Site Assessment Prepared for the town of Hay River, Cover sheet and address only included in this package.

Prepared by:

Randy Froese
Development Officer
Date: January 20, 2021

Reviewed by:

Mike Auge
Director of Public Works
Date: January 20, 2021

Randy Froese

From: Town Hall Receptionist
Sent: December 29, 2020 8:37 AM
To: Randy Froese
Cc: Susan Gallardo
Subject: FW: ZONING AMENDMENTS -1811-18 AND 1812X

From: Tammy Caudron <tmcaudron@gmail.com>
Sent: December 28, 2020 12:01 PM
To: Town Hall <townhall@hayriver.com>
Subject: ZONING AMENDMENTS -1811-18 AND 1812X

[External Email] This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Town Council,
I am opposed to the proposed amendments 1811-18 and 1812X located on Vale Island.

I strongly believe that any property on 101 street should be not sold as residential due to the potential flood risk associated with this area. I have lived on this street for a number of years and have experienced firsthand the flooding that occurred in 2008 on 101st and the close calls we have had in following years. If you chose to rezone this area as residential will you be informing the potential buyers of this risk and the fact that you cannot get flood insurance? I will certainly voice my opinion regarding these risks and include pictures of the devastation of the previous flood to any potential buyers.

Secondly, the old school which sat on the property in question was full of asbestos. I believe that soil samples should be done to determine this property is asbestos free.

Regards
Tammy M Caudron

From: Randy Froese
Sent: January 5, 2021 3:11 PM
To: tmcaudron@gmail.com
Cc: Mike Auge
Subject: FW: ZONING AMENDMENTS -1811-18 AND 1812X

From: Randy Froese
Sent: January 5, 2021 3:09 PM
To: Town Hall Receptionist <Reception@hayriver.com>
Cc: Mike Auge <pwsdirector@hayriver.com>; Susan Gallardo <SGallardo@hayriver.com>
Subject: RE: ZONING AMENDMENTS -1811-18 AND 1812X

Dear Tammy,

First off, thank-you for the letter of concern sent to the Town.
To give some clarity, The Town of Hay River does have Bylaws in place to protect from both of your items of concern. Bylaw 4.15 Requirements for Construction in Floodway Fringe Areas does state that any construction in this area must be done to the approved Bylaw requirements.
One of the items is that the House must be built to the design Flood Level and have a Engineer or Surveyor's certificate. The Town of Hay River does also require Environmental Assessments be done on all Demolitions, this site did have a Phase III Environmental Site Assessment done on June 28, 2010.
Hope this helps with your concerns and also you are welcome to attend the public hearing.

Sincerely,

Randy Froese

**Public works Technologist,
Development Officer, Building Inspector**
Town of Hay River
100 – 62 Woodland Dr.
Hay River, N.T. X0E 1G1
Ph: (867) 874-6522 x 229
Cell: (867) 875-2828
rfroese@hayriver.com
www.hayriver.com



From: Town Hall Receptionist <Reception@hayriver.com>
Sent: December 29, 2020 8:37 AM
To: Randy Froese <rfroese@hayriver.com>

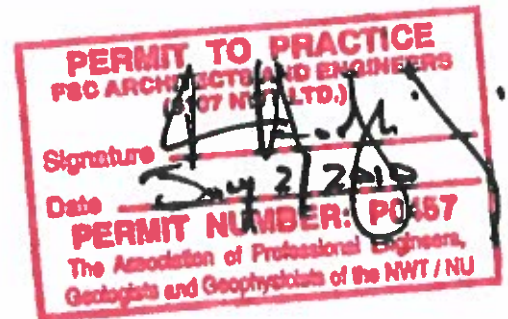


Phase III Environmental Site Assessment

Public Works & Planning

Hay River, NT

FSC File Number: 2010-0550
June 28, 2010



Prepared for:

The Town of Hay River
Public Works & Planning
73 Woodland Drive
Hay River, NT
X0E 1G1

Prepared by:

FSC Architects & Engineers
P.O. Box 1777
4910 - 53rd St.
Yellowknife, NT
X1A 2P4

LISTEN. DESIGN. MANAGE





EXECUTIVE SUMMARY

FSC Architects and Engineers was retained by The Town of Hay River – Public Works & Planning to complete a Phase III Environmental Site Assessment (ESA) of the Vale Island Federal School in Hay River, NT. The subject property, herein referred to as the “site”, is municipally located at the corner of 100 Street and 103 Avenue; Lot 9, Block H, Plan 40. The lot also contains a basketball court and outdoor hockey rink; these areas of the lot were not assessed.

The Phase III ESA addresses the extent of hazardous materials present within the subject property. The findings provide a preliminary basis for evaluating the need for site remedial measures.

The GNWT Hazardous Spills Database was reviewed regarding previous spill reports with the property in question. No spills were noted on or immediately near the subject property.

During the ESA, portions of the site were not accessible due to the critical state of the buildings structure. The foundation failed and therefore the school is planned to be demolished. Table I summarizes information attained during the completion of the ESA. Table II summarizes the concerns and recommendations reflecting the impending demolition and processes that will occur because of it.

Table I: Site Information Summary

Parameter	Information Attained
Legal Land Description	Lot 9, Block H, Plan 40
Municipal Land Address	Corner of 100 Street and 103 Avenue
Adjacent Property Uses	Residential
Current Property Owner	The Town of Hay River
Current Property Zoning	Parks and Recreation
Approximate Property Size	120m X 100m
Building Construction Year	Late 1940's
Number of Storeys	One
Insulation	Fibreglass Bat Type
Roof	Conventional-Built Up
Exterior Finish	Tile Siding
Interior Finish	Wood Paneling
Foundation	Piles
Heating	Oil Fired Furnace
Lighting	Fluorescent



REPORT TO COUNCIL

DEPARTMENT: Office of the SAO

DATE: 01/20/2021

SUBJECT: Update to Proposed Bylaw No. 2422 – Snow Removal Bylaw

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Update to Proposed Bylaw No. 2422 – Snow Removal Bylaw Report to Council

BACKGROUND:

First and second reading of the repeal of bylaw No. 406 – Street Clearing Bylaw and replacement through Bylaw No. 2422 – Snow Removal Bylaw occurred at a Town of Hay River Council Meeting on January 11, 2021.

An oversight was recognized in the proposed bylaw by a resident where Section 10 does not include an allowance of the Town to authorize use of Town land for storage of snow. Allowances are on occasion permitted in public areas where there is minimal impact and risk to the Town ie. Snow dump.

The recommended update to Section 10 of the proposed bylaw is highlighted in the following:

*No owners, occupiers or persons of responsibility shall place any snow or ice removed from their premises on the streets, sidewalks or any other public places **without explicit authorization by the SAO**. If the Town removes unauthorized deposits, the expense incurred shall be chargeable to the person responsible, which shall be in addition to any fine or penalty imposed.*

ALTERNATIVES TO RECOMMENDATIONS:

- N/A

ATTACHMENTS:

- N/A

Prepared by:

Glenn Smith

SAO

January 20, 2021



REPORT TO COUNCIL

DEPARTMENT: Office of the SAO

DATE: 1/25/2021

SUBJECT: Update of the Proposed Amendment to Bylaw No. 2240 - Management and Excluded Personnel Employment

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Report to Council titled Update of the Proposed Amendment to Bylaw No. 2240 – Management and Excluded Personnel Employment

BACKGROUND:

First and second reading of the Amendment to Bylaw No. 2240 – Management and Excluded Personnel Employment occurred at a Town of Hay River Council Meeting on January 11, 2021.

It is recommended that section “15.3 Performance Pay Increases” be replaced with the following wording:

Performance Pay Step increases will occur on the anniversary date at the discretion of the Employer, through the Senior Administrative Officer, and will be based on annual performance review whereby the Employee receives a satisfactory or better performance evaluation.

The changes are in alignment with current Town of Hay River employment contracts and have been vetted through legal opinion.

ALTERNATIVES TO RECOMMENDATIONS:

- N/A

ATTACHMENTS:

- N/A

Prepared by:
Glenn Smith
SAO
January 20, 2021

BY-LAW NO. 1812 “Z”

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 amend the Town of Hay River Zoning and Building Bylaw No. 1812.

PURSUANT TO

- a) Sections 12 to 32 inclusive of the *Community Planning and Development Act*, S.N.W.T., 2011, c. 22 and
- b) Section 129 of the *Cities, Towns and Villages Act*, S.N.W.T., 2003, c.22

WHEREAS the Municipal Corporation of the Town of Hay River has enacted Zoning and Building Bylaw No. 1812;

AND WHEREAS the Council of the Municipal Corporation of the Town of Hay River intends to amend the Zoning and Building Bylaw No. 1812;

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. That Schedule “A” of this Bylaw is declared to form part of this Bylaw
2. That Zoning and Building Bylaw No. 1812 of the Municipal Corporation of the Town of Hay River, is hereby amended by:
 - (a) Amending the Zoning Map 14 of 27 of the Zoning and Building Bylaw No. 1812, as amended in accordance with Schedule “A” of this bylaw; amending Lot 1021, Plan 830 from I – Institutional to R1B – Single Family Residential (Class B), and two small areas, one to the north and one in the South, South West of Lot 1021, Plan 830 from I – Institutional to P – Parks and Open Space.
 - (b) Also, Amending the Zoning Map 14 of 27 of the Zoning and Building Bylaw No. 1812, as amended in accordance with Schedule “A” of this Bylaw; amending two small pieces along the East side Lot 1021, identified as Lot 2131, Plan 4393 from P-Parks and Open Space to R1B-Single Family Residential (Class B).
3. That this Bylaw shall come into effect upon receiving third and final reading.

READ A FIRST TIME this day of 2021.

Mayor

AFTER A PUBLIC HEARING HELD ON THE day of 2021.

READ A SECOND TIME this day of 2021.

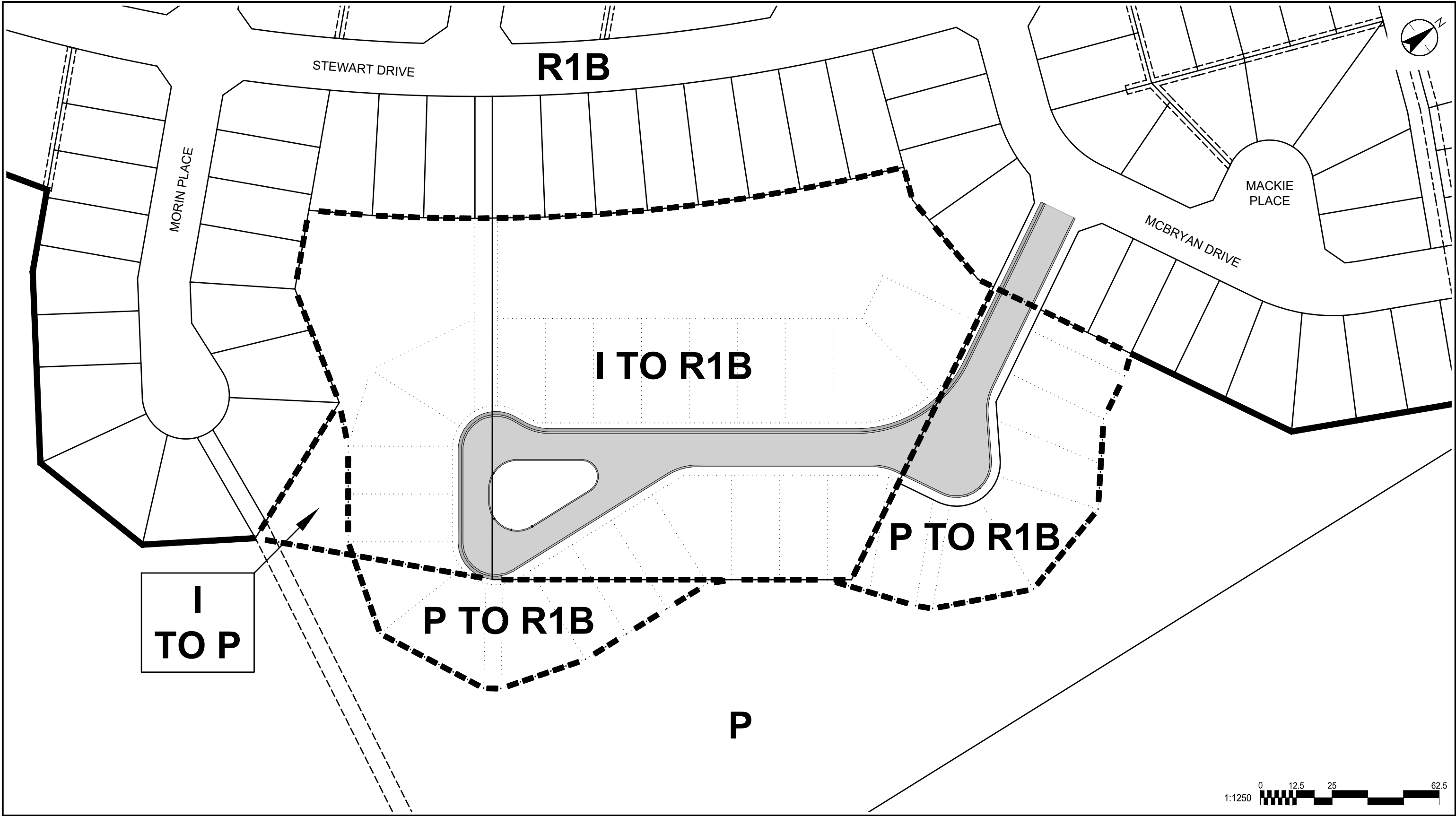
Mayor

READ A THIRD AND FINAL this day of 2021.

Mayor

Senior Administrative Officer

\\co0062-pplfs01\shared_projects\14490307\06_drawings\01_concept\sheets\03071sk-012
2020.12.09 3:35:06 PM By: Hodgins, Oliver



Stantec
4910 53 St. PO Box 177
Yellowknife, NT
Tel: +1.867.920.2882
www.stantec.com

Notes

	EXISTING	PROPOSED
ZONE BOUNDARY		
PROPERTY LINE		
EASEMENT		
I	- INSTITUTIONAL	
R1B	- SINGLE FAMILY RESIDENTIAL (CLASS B)	
P	- PARKS AND RECREATION	

Client/Project
TOWN OF HAY RIVER

HAY RIVER ZONING BY-LAW
BY-LAW No. 1812

Project No.
144902487

Title
PROPOSED AMENDMENT
TO ZONING MAP

Revision 0	Date 2020.12.09
Sheet 1 of 1	Drawing No. SK-012

The Town of Hay River

Northwest Territories



Bylaw No. 2252

Financial Administration

Town of Hay River
Financial Administration Bylaw No. 2252

A BYLAW of the Municipal Corporation of the Town of Hay River in the Northwest Territories to provide for the financial administration of the Town of Hay River pursuant to the *Cities, Towns and Villages Act*, S.N.W.T. 2003, c.22, sec. 94 -109.

WHEREAS the Council of the Municipal Corporation of the Town of Hay River deems it desirable to regulate the financial administration of the Municipal Corporation of the Town of Hay River;

NOW THEREFORE, the Council of the Municipal Corporation of the Town of Hay River hereby enacts as follows:

1. **SHORT TITLE**

1.1 This Bylaw may be cited as "The Financial Administration Bylaw."

2. **DEFINITIONS**

2.1 "**Council**" means the Council of the Municipal Corporation of the Town of Hay River.

2.2 "**Fund**" means an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources together with all related liabilities and residual equities or balances and changes therein which are segregated for purposes of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

2.3 "**Mayor**" means the Mayor of the Municipal Corporation of the Town of Hay River.

2.4 "**Reserve**" means funds which are segregated and committed for a specific purpose in a future period.

2.5 "**Senior Administrative Officer**" means the Senior Administrative Officer of the Town appointed pursuant to the *Cities, Towns and Villages Act* of the Northwest Territories and includes any person appointed or designated by the Senior Administrative Officer to act on his or her behalf.

2.6 "**Town**" means the Municipal Corporation of the Town of Hay River in the Northwest Territories established under the *Cities, Towns and Villages Act*.

2.7 "**Replacement Cost**" is the purchase value of the asset, inflated by the annual consumer price index figure over the life of the asset.

- 2.8 **“Depreciated Value”** is the replacement cost of the asset less the annual depreciation.

3. **ESTABLISHMENT OF FUNDS**

- 3.1 The Town shall establish such Funds as outlined in Appendix “A” of this Bylaw.
- 3.2 Each fund so established by Council shall be administered in accordance with the purposes, rules and guidelines as provided for in Appendix “A” of this Bylaw.

4. **ESTABLISHMENT OF RESERVES**

- 4.1 The Town shall establish Reserves as outlined in Appendix “B” of this Bylaw.
- 4.2 Each Reserve so established by Council shall be administered in accordance with the purposes, rules and guidelines as provided for in Appendix “B” of this Bylaw.

5. **BLOCK FUNDING AGREEMENTS**

- 5.1 Upon a resolution duly passed by Council, the Town may enter into Block Funding Agreements with a senior level of government or an agency of a senior level of government, where such agreement provides qualitative or quantitative benefits to the Town.
- 5.2 The Mayor and Senior Administrative Officer are hereby authorized to execute such agreements as approved by resolution of Council.

6. **INVESTMENT OF FUNDS**

- 6.1 All funds of the Town shall be invested in accordance with the terms, conditions, rules and guidelines as provided for in Appendix “C” of this Bylaw.

7. **COLLECTION OF REVENUES**

- 7.1 The collection of revenues of the Town shall be administered in accordance with the terms, conditions, rules and guidelines as provided for in Appendix “D” of this Bylaw.

**Town of Hay River
Financial Administration Bylaw No. 2252**

8. **AMENDED**

8.1 Bylaw No. 2252/FIN/11 is hereby amended.

READ A FIRST TIME this ____ day of _____, 2021.

Mayor

READ A SECOND TIME this ____ day of _____, 2021.

Mayor

READ A THIRD AND FINAL TIME this ____ day of _____, 2021.

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 and the bylaws of the Municipal Corporation of the Town of Hay River this ____ day of _____, 2021.

Senior Administrative Officer

ESTABLISHMENT OF FUNDS

1. GENERAL FUND

- 1.1 The General Fund is hereby established.
- 1.2 The purpose of this Fund shall be to account for all financial activities of the Town which are not accounted for in another fund.
- 1.3 The monies belonging to the Town shall be credited to this Fund, and where any such monies relate to a fund other than the General Fund, these shall be accounted for using Inter-fund accounts.
- 1.4 The Revenues and Expenditures in the General Fund shall be made in accordance with the budget adopted for each fiscal year, pursuant to the *Cities, Towns, and Villages Act*.
- 1.5 All Expenditures and Disbursements in the General Fund shall be made in accordance with the *Cities, Towns, and Villages Act*.
- 1.6 All Revenues collected in the General Fund shall be deposited into the General Fund Bank Account, at a Bank approved by resolution of Council from time to time.
- 1.7 Financial Statements shall be prepared annually for the General Fund and audited by an auditor appointed by Council.

2. UTILITY FUND

- 2.1 The Utility Fund is hereby established.
- 2.2 The purpose of this Fund shall be to account for all financial activities related to the following municipal services:
 - a. *Water and Sewer Services* - Water and sewer services include all aspects of establishing, operating and maintaining buildings, equipment and works related to the supply and processing of potable water; distribution of potable water and the collection, treatment and disposal of sewage as defined in Bylaw No. 1786/UTIL/01 and amended by Bylaw No. 1786J/UTIL/16

Town of Hay River
Financial Administration Bylaw No. 2252
Appendix “A”

b. *Waste Management Services* – Waste management services include all aspects of collection and disposal of municipal solid waste as defined in Bylaw No. 2332.

- 2.3 The Revenues and Expenditures in the Utility Fund shall be made in accordance with the budget adopted for each fiscal year.
- 2.4 All Expenditures and Disbursements in the Utility Fund shall be made in accordance with the *Cities, Towns and Villages Act*.
- 2.5 All Revenues collected for the Utility Fund shall be deposited into the General Fund Bank Account, and accounted for in the Utility Fund using an Inter-fund account.
- 2.6 Financial Statements shall be prepared annually for the Utility Fund and audited by an auditor appointed by Council.
- 2.7 The Utility Fund is intended to be a self-liquidating fund, with the revenues being equal to or exceeding the expenditures in a fiscal year, excluding amortization expense.

3. **LAND DEVELOPMENT FUND**

- 3.1 The Land Development Fund is hereby established.
- 3.2 The purpose of this Fund shall be to account for all financial activities of the Town which pertain to the acquisition, development, disposal and rental of municipal land within the Town.
- 3.3 The Revenues and Expenditures in the Land Development Fund shall be made in accordance with the budget adopted for each fiscal year.
- 3.4 All Expenditures and Disbursements in the Land Development Fund shall be made in accordance with the *Cities, Towns, and Villages Act*.
- 3.5 All Revenues collected for the Land Development Fund shall be deposited into the General Fund Bank Account, and accounted for in the Land Development Fund using an Inter-fund account.
- 3.6 Financial Statements shall be prepared annually for the Land Development Fund, and audited by an auditor appointed by Council.

- 3.7 The Land Development Fund shall operate independently of the General Fund, with all expenditures being covered by revenues from land sales, leases and related charges.

ESTABLISHMENT OF RESERVES

1. MUNICIPAL SOLID WASTE FACILITY (MSWF) RESERVE

- 1.1 The MSWF Reserve is hereby established under the General Fund.
- 1.2 The purpose of this Reserve shall be to ensure that the Town will have sufficient funds available to provide for the expansion, upgrading and closure of MSWF sites.
- 1.3 This Reserve shall be funded annually from transfers from the General Fund in accordance with the approved operating budget.
- 1.4 The funds accumulated in this Reserve shall be deposited to a bank account designated for General Fund Reserves and shall be accounted for as separate and apart from other reserve funds being deposited into this bank account.
- 1.5 Any interest earned in the bank account for General fund Reserves shall accrue to this Reserve in direct proportion to the funds accumulated in this Reserve in comparison to the total funds in the bank account.
- 1.6 Funds from this Reserve shall only be disbursed in accordance with a budget and/or resolution duly approved by Council that shall specifically identify all MSWF expenditures being funded from this Reserve.

2. MUNICIPAL INFRASTRUCTURE RESERVE

- 2.1 The Municipal Infrastructure Reserve is hereby established under the General Fund.
- 2.2 The purpose of this Reserve shall be to ensure that the Town will have sufficient funds available to expand, upgrade or replace the municipal infrastructure, facilities, mobile equipment, computer equipment, and other assets excluding recreation and utility infrastructure and municipal solid waste facilities, required to efficiently and effectively serve the needs of the Town.
- 2.3 This Reserve shall be funded annually from transfers from the General Fund in accordance with the approved operating budget.

- 2.4 The funds accumulated in this Reserve shall be deposited to a bank account designated for General Fund reserves and shall be accounted for as separate and apart from other reserve funds being deposited into this bank account.
 - 2.5 Any interest earned in the bank account for General Fund reserves shall accrue to this Reserve in direct proportion to the funds accumulated in this Reserve in comparison to the total funds in the bank account.
 - 2.6 Funds from this Reserve shall only be disbursed in accordance with a budget and/or resolution duly approved by Council that shall specifically identify all municipal infrastructure expenditures being funded from this Reserve.
3. **RECREATION INFRASTRUCTURE RESERVE**
- 3.1 The Recreation Infrastructure Reserve is hereby established under the General Fund.
 - 3.2 The purpose of this Reserve shall be to ensure that the Town will have sufficient funds available to expand, upgrade or replace the recreation infrastructure required to efficiently and effectively serve the needs of the Town.
 - 3.3 This Reserve shall be funded annually from transfers from the General Fund in accordance with the approved operating budget.
 - 3.4 The funds accumulated in this Reserve shall be deposited to a bank account designated for General Fund reserves and shall be accounted for as separate and apart from other reserve funds being deposited into this bank account.
 - 3.5 Any interest earned in the bank account for General Fund reserves shall accrue to this Reserve in direct proportion to the funds accumulated in this Reserve in comparison to the total funds in the bank account.
 - 3.6 Funds from this Reserve shall only be disbursed in accordance with a budget and/or resolution duly approved by Council that shall specifically identify all recreation infrastructure expenditures being funded from this Reserve.

4. UTILITY INFRASTRUCTURE RESERVE

- 4.1 The Utility Infrastructure Reserve is hereby established under the Utility Fund.
- 4.2 The purpose of this Reserve shall be to ensure that the Town will have sufficient funds available to expand, upgrade or replace the utility infrastructure required to efficiently and effectively serve the needs of the Town.
- 4.3 This Reserve shall be funded annually from transfers from the Utility Fund in accordance with the approved operating budget.
- 4.4 The funds accumulated in this Reserve shall be deposited to a bank account designated for Utility Fund reserves and shall be accounted for as separate and apart from other reserve funds being deposited into this bank account.
- 4.5 Any interest earned in the bank account for Utility Fund reserves shall accrue to this Reserve in direct proportion to the funds accumulated in this Reserve in comparison to the total funds in the bank account.
- 4.6 Funds from this Reserve shall only be disbursed in accordance with a budget and/or resolution duly approved by Council that shall specifically identify all utility infrastructure expenditures being funded from this Reserve.

INVESTMENT OF FUNDS

1. INVESTMENT OF SURPLUS AND RESERVE FUNDS

- 1.1 Any surplus or reserve funds may be invested when all of the following conditions are met:
 - 1.1.1 the rate of return on the investment exceeds the current interest rate being paid on current account funds;
 - 1.1.2 the monies are invested at a local financial institution, being a financial institution with an office within the Town, or an affiliated brokerage firm;
 - 1.1.3 the funds to be invested are not required to meet the financial obligations of the Town prior to the maturity of the investment.
 - 1.1.4 the investment is made pursuant to the Cities, Towns, and Villages Act S.N.W.T., 2003, c.22, sec.126-127.

2. ALLOCATION OF INVESTMENT INCOME

- 2.1 All income earned from funds in an interest-bearing account or investment shall accrue to each fund or reserve account in the general ledger, in direct proportion to the total funds deposited under such deposit or investment.
- 2.2 The Utility Fund shall accrue investment income on the Meter Deposit Account at a rate equal to that being paid on the General Fund current account.

COLLECTION OF REVENUES

1. CUSTOMER PAYMENT

- 1.1 Invoices for all taxes, charges, fees and interest are payable on the due date appearing on the invoice. Due dates shall be set by the Town and clearly marked on the invoice.
- 1.2 The liability to pay an invoice shall not be affected by any defect in the form of the invoice or non-receipt of an invoice.
- 1.3 The Town may prescribe terms and conditions for billing customers.
- 1.4 The Town may reject customer payments if:
 - 1.4.1 the payment is made by cheque and the Senior Administrative Officer or designate believes that there is a higher than normal risk that the cheque will be returned by the bank;
 - 1.4.2 the payment is made by a large number of coins or bills that do not constitute legal tender under the *Currency Act*.

2. INTEREST ON ARREARS

- 2.1 Unless otherwise provided for in another bylaw or superseding legislation, the Town shall levy interest at a rate of 1.8% per month on all accounts over 30 days past due.

3. DISCONTINUATION OF MUNICIPAL SERVICES FOR NON-PAYMENT

- 3.1 Where the Town has made every reasonable attempt to collect monies owed to it by a taxpayer, resident, or other debtor, and are unable to satisfy collection of those monies, the Town may discontinue the delivery of municipal services until such claim is satisfied in full or arrangements for payment have been made which are satisfactory to the Senior Administrative Officer.
- 3.2 The Senior Administrative Officer, upon review of any account under Clause 2.1 above, shall provide notice in writing of the Town's intention to discontinue certain municipal services to the debtor. This notice shall provide the debtor with a 21 day period in which to satisfy the claim or make an appeal.

- 3.3 During the 21 day notice period, the debtor has the right to file an appeal with Council to maintain municipal services. Municipal services shall be maintained until the debtor's appeal is heard in a regular meeting of Council and a decision is rendered by Council.
- 3.4 Upon the expiry of the 21 day notice period where the monies owed remain outstanding and no appeal has been filed, or upon a decision by Council to discontinue municipal services following an appeal, the Senior Administrative Officer or his designate is hereby authorized to discontinue further municipal services until the monies owed are paid in full.

4. **RIGHT TO SET OFF**

- 4.1 Where the Town has received an invoice from a taxpayer, resident or other debtor, the Town may satisfy the invoice by setting off such amount against any monies owed to the Town by the same taxpayer, resident or debtor.

5. **PRE-AUTHORIZED TAX PAYMENT PLAN**

- 5.1 Taxpayers of the Town shall have the right to enter into a Pre-Authorized Tax Payment Plan to provide for the payment of property taxes and local improvement taxes in equal monthly installments from January to December in any year.
- 5.2 The Plan shall commence on January 1st of each year provided that all taxes, local improvement taxes, tax arrears and penalties are fully paid on or before December 31st of the preceding year.
- 5.3 The monthly installments shall be due on the last day of each month and shall be made by pre-authorized charge to the Taxpayer's bank account.
- 5.4 The monthly installment amount for the months of January through to June shall be calculated at 1/12th of the previous year's total levy. The monthly installment amount for the months of July through to December shall be calculated at 1/6th of the remaining balance after the June installment.

5.5 Any taxpayer who enters into the Pre-Authorized Tax Payment Plan will not be charged interest on any balance outstanding after the due date for property taxes in a year as defined in the Bylaw establishing mill rates for the taxation year, provided the taxpayer continues to make all installments on time under the Plan. The Senior Administrative Officer, or his designate, may cancel the privilege of continuing in the Plan if an installment fails to be honored. The unpaid balance of taxes, if any, shall be subject to penalties as defined in the Bylaw establishing mill rates for the taxation year.

5.6 Notwithstanding that a taxpayer enters into the Plan, if all property taxes and local improvement taxes are paid in full by the discount date as defined in the Bylaw establishing mill rates for the taxation year, the taxpayer will be entitled to the discount.

The Town of Hay River
Northwest Territories



Bylaw No. 2422
Snow Removal Bylaw

BY-LAW NO. 2422
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

A BY-LAW of the Municipal Corporation of the Town of Hay River in the Northwest Territories, for the regulation and control of snow removal.

PURSUANT TO Sections 70(1)(i) and 72 of the Cities, Towns and Villages Act, S.N.W.T., 2003, c. 22.

WHEREAS the Council of the Municipal Corporation of the Town of Hay River deems it desirable to provide for the regulation and control of snow removal.

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

SHORT TITLE

1. This By-law may be cited as the "Snow Removal Bylaw":

PURPOSE

2. The purpose of this By-law is for the regulation and control of snow removal within the Town.

DEFINITIONS

3. In this By-law, unless the context otherwise requires:

"Obstruct" means to willfully hinder, delay, restrict, interfere, obstruct, prevent, molest, harass, provide false or misleading information, or fails to immediately follow lawful direction from an Officer.

"Officer" means any Bylaw Officer or another person appointed by the Town to enforce bylaws.

"Pedestrian" means a person standing or walking or a foot passenger.

"Person" shall include a corporation, partnership or firm.

"Sidewalk" shall mean that part of a Street primarily intended for use of pedestrians.

"Street" shall include every road, roadway, crescent, cul-de-sac, avenue, boulevard, sidewalk, thoroughfare, bridge and highway within the Town.

"SAO" means the Senior Administrative Officer or Town Manager appointed by Council, or his or her designate;

"Town" shall mean the Town of Hay River.

4. The headings in this by-law are for reference purposes only.

SNOW REMOVAL

Application

5. Within a period of Twenty-Four (24) hours after the end of a rainfall or snowfall that has left the streets covered with snow or ice, the owner or occupier of every premises with any portion of the premises abutting a Town sidewalk, shall remove the snow or ice and take reasonable measures to make the portion of the public sidewalk safe for pedestrians.
6. When an Officer considers that an owner, occupier or person of responsibility has failed to meet the requirement of this section, the owner, occupier or person of responsibility shall be advised that failing immediate improvement of the sidewalk condition, will result in the Town undertaking the necessary work to improve the sidewalk condition and the owner, occupier or person of responsibility will be charged to cover the cost of such work by the Town.
7. In the event of non-payment, the charge will be applied to the abutting property as a special assessment to be recovered in like manner as and with other taxes.
8. No person shall cause any injury to any sidewalk in the Town by striking, picking or cutting the same with any shovel, pick, crowbar or other metal instrument either attached or not to machinery, whether such person is engaged in removing snow or ice from such sidewalk or not.
9. On or before the first day of May in each year, the owner, occupier or person of responsibility of every premises in the Town, shall remove dirt, sand and gravel that has accumulated on any portion of the premises abutting a Town sidewalk during the winter as a result of the sidewalk sanding operations and shall leave the sidewalk at the front thereof in a clean condition.
10. No owners, occupiers or persons of responsibility shall place any snow or ice removed from their premises on the streets, sidewalks or any other public places without explicit authorization by the SAO. If the Town removes unauthorized deposits, the expense incurred shall be chargeable to the person responsible, which shall be in addition to any fine or penalty imposed.
11. No owners, occupiers or persons of responsibility shall place any snow or ice removed from their premises on private property without consent of the owner, occupier or person of responsibility for that property.
12. No person shall obstruct an officer in the performance of the Officer's lawful duties.

BY-LAW NO. 2422
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

Enforcement

13. Every Person who violates a provision of this Bylaw commits an offence and is liable on summary conviction to:

- a. A fine in the maximum amount of one thousand dollars (\$1,000.00); or
- b. A voluntary fine pursuant to the provisions of section 8 of the Northwest Territories Summary of Convictions Act, issued in respect to an offence in the amount specified in Schedule "A" attached hereto and forming part of this bylaw.

14. Where an offence is committed on more than one (1) day, it shall be deemed to be a separate offence for each day on which the offence is committed or continued.

Repeals

15. Bylaw 406 (March 1971) as amended is hereby repealed

READ A FIRST TIME THIS day of , 2021.

Mayor

READ A SECOND TIME THIS day of , 2021.

Mayor

READ A THIRD AND FINAL TIME THIS day of , 2021.

Mayor

CERTIFIED that this by-law has been made in accordance with the requirements of the Cities, Towns and Villages Act S.N.W.T., c.22, s. 70 and the by-laws of the Municipal Corporation of the Town of Hay River on this day of , 2021.

Senior Administrative Officer

Schedule "A"

Schedule of Fines

OFFENCE	SECTION	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE
Fail to clear snow and/or ice within 24 hours	5	\$100.00	\$200.00	\$300.00
No person shall cause injury or damage to sidewalk	8	\$150.00	\$250.00	\$350.00
Fail to remove dirt, sand and gravel from sidewalk	9	\$100.00	\$200.00	\$300.00
No person shall place snow/ice onto street/sidewalk	10	\$175.00	\$275.00	\$375.00
No person shall place snow/ice onto private property	11	\$175.00	\$275.00	\$375.00
No person shall obstruct an officer	12	\$500.00	\$750.00	COURT

BY-LAW NO. 1812 “X”

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 amend the Town of Hay River Zoning and Building Bylaw No. 1812.

PURSUANT TO

- a) Section 25 to 29 inclusive of the *Planning Act*, R.S.N.W.T., 1988, c. P-7;
- 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;
- c) The approval of the Minister of Municipal and Community Affairs, certified hereunder.

WHEREAS the Municipal Corporation of the Town of Hay River has enacted Zoning and Building Bylaw No. 1812;

AND WHEREAS the Council of the Municipal Corporation of the Town of Hay River intends to amend the Zoning and Building Bylaw No. 1812;

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. That Schedule “A” of this Bylaw is declared to form part of this Bylaw
2. That Zoning and Building Bylaw No. 1812 of the Municipal Corporation of the Town of Hay River, is hereby amended by:
 - (a) Amending the Zoning Map 6 of 27 of the Zoning and Building Bylaw No. 1812, as amended in accordance with Schedule “A” of this bylaw; amending Lot 9, Block H, Plan 40, from P-Parks and Recreation to 5 R1C- Single Family Residential (Class C) lots described as Lots 26, 27, 28, 29 and 30, Block H, Plan 4668.
 - (b) Also, Amending the Zoning Map 6 of 27 of the Zoning and Building Bylaw No. 1812, as amended in accordance with Schedule “A” of this Bylaw; amending Lot 25, Block H, Plan 4668 from P-Parks and Recreation to R1C-Single Family Residential (Class C)
3. That this Bylaw shall come into effect upon receiving third and final reading.

READ A FIRST TIME this day of 2020.

Mayor

AFTER A PUBLIC HEARING HELD ON THE day of 2020.

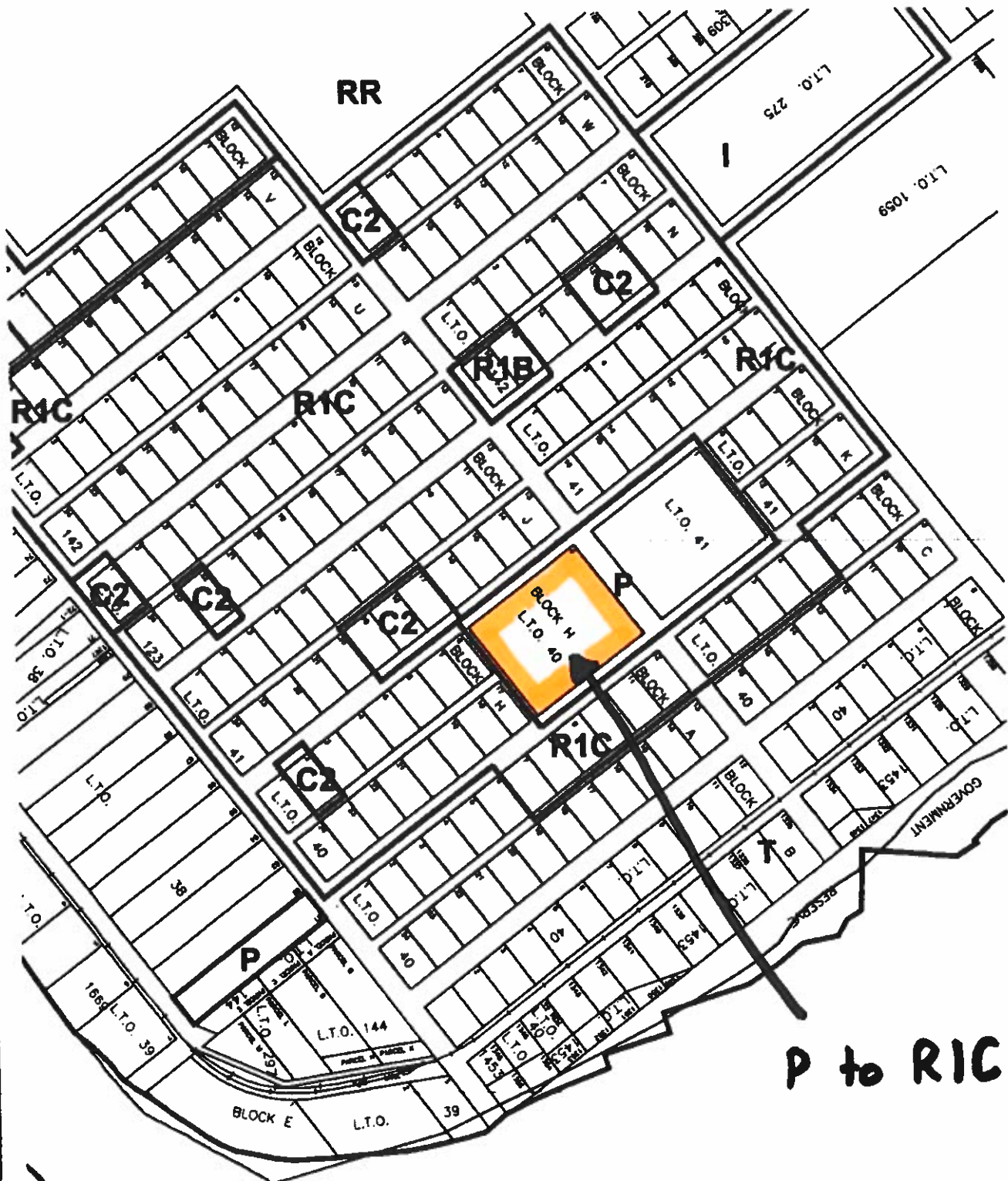
READ A SECOND TIME this day of 2020.

Mayor

READ A THIRD AND FINAL this day of 2020.

Mayor

Senior Administrative Officer



LEGEND:

R1A SINGLE FAMILY RESIDENTIAL (CLASS A)
 R1B SINGLE FAMILY RESIDENTIAL (CLASS B)
 R1C SINGLE FAMILY RESIDENTIAL (CLASS C)
 R2 MILE FIVE RESIDENTIAL
 R3 WEST CHANNEL VILLAGE RESIDENTIAL
 R4 MULTI FAMILY RESIDENTIAL
 RM MOBILE HOME PARK
 RC COUNTRY RESIDENTIAL
 C1 CORE AREA COMMERCIAL
 C2 HIGHWAY/SERVICE COMMERCIAL
 C3 MIXED USE COMMERCIAL
 C4 CONVENIENCE COMMERCIAL

M1 RESTRICTED INDUSTRIAL
 M2 GENERAL INDUSTRIAL
 T TRANSPORTATION DISTRICT
 U UTILITY DISTRICT
 EX RESOURCE DISTRICT
 I INSTITUTIONAL
 P PARKS AND RECREATION
 MG MARKET GARDENING
 UR URBAN RESERVE
 RR RURAL RESOURCE
 H HOLDING



0 25 75 175m
 25 SCALE 1:5000

HAY RIVER ZONING BYLAW BYLAW NO. 1812

ZONING DISTRICT MAP

6 of 27

uma

FILE: 8187-014-00-01 DATE: AUGUST 2, 2002
 OWN: HB-GP-01.DWG BY: CHD FOR: DK

BY-LAW NO. 1812 “Y”

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 amend the Town of Hay River Zoning and Building Bylaw No. 1812.

PURSUANT TO

- a) Section 25 to 29 inclusive of the *Planning Act*, R.S.N.W.T., 1988, c. P-7;
- 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;
- c) The approval of the Minister of Municipal and Community Affairs, certified hereunder.

WHEREAS the Municipal Corporation of the Town of Hay River has enacted Zoning and Building Bylaw No. 1812;

AND WHEREAS the Council of the Municipal Corporation of the Town of Hay River intends to amend the Zoning and Building Bylaw No. 1812;

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. That Schedule “A” of this Bylaw is declared to form part of this Bylaw
- 2. That Zoning and Building Bylaw No. 1812 of the Municipal Corporation of the Town of Hay River, is hereby amended by:
 - (a) Amending the Zoning Map 17 of 27 of the Zoning and Building Bylaw No. 1812, as amended in accordance with Schedule “A” of this bylaw; amending Lot 1683, Plan 2830 from C2 – Highway Service Commercial to R2 – Mile 5 Residential, lot described as 218 Miron Drive
- 3. That this Bylaw shall come into effect upon receiving third and final reading.

READ A FIRST TIME this 30th. day of November 2020.

Mayor

AFTER A PUBLIC HEARING HELD ON THE day of 2020.

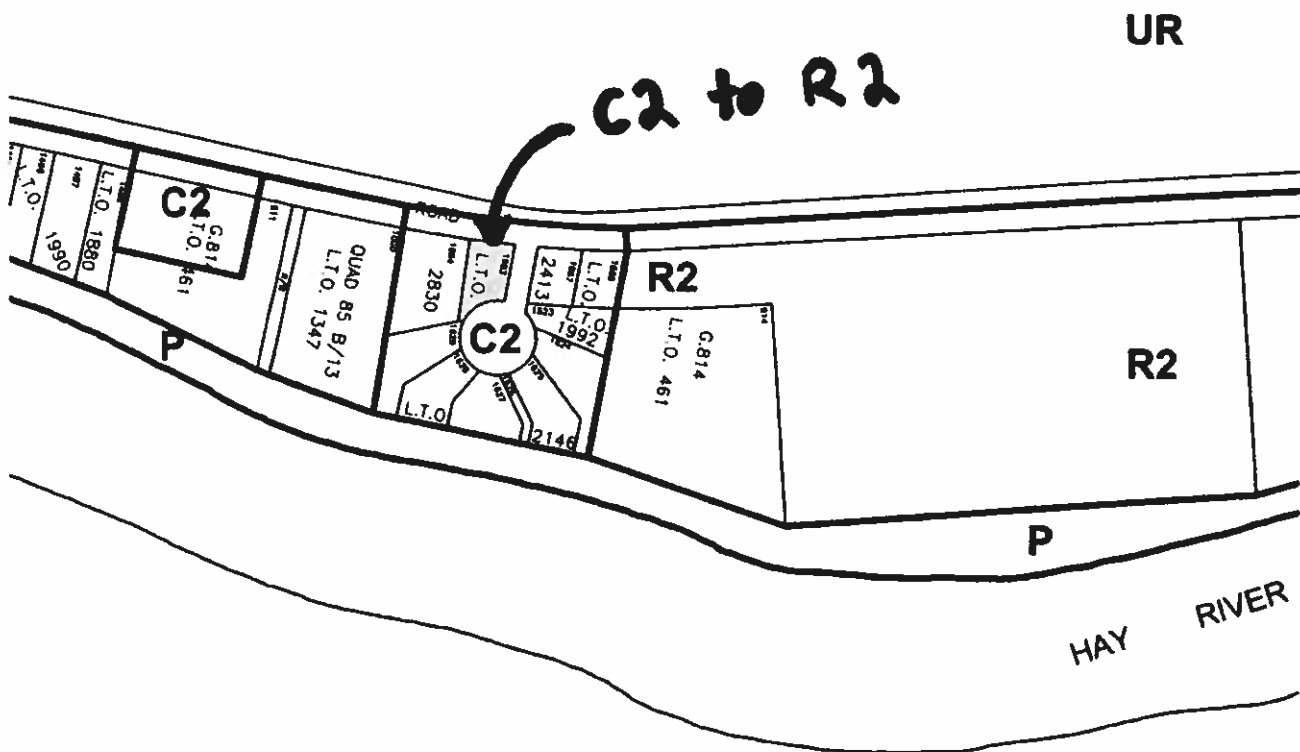
READ A SECOND TIME this day of 2020.

Mayor

READ A THIRD AND FINAL this day of 2020.

Mayor

Senior Administrative Officer



LEGEND:

R1A SINGLE FAMILY RESIDENTIAL (CLASS A)	M1 RESTRICTED INDUSTRIAL
R1B SINGLE FAMILY RESIDENTIAL (CLASS B)	M2 GENERAL INDUSTRIAL
R1C SINGLE FAMILY RESIDENTIAL (CLASS C)	T TRANSPORTATION DISTRICT
R2 MILE FIVE RESIDENTIAL	U UTILITY DISTRICT
R3 WEST CHANNEL VILLAGE RESIDENTIAL	EX RESOURCE DISTRICT
R4 MULTI FAMILY RESIDENTIAL	I INSTITUTIONAL
RM MOBILE HOME PARK	P PARKS AND RECREATION
RC COUNTRY RESIDENTIAL	MG MARKET GARDENING
C1 CORE AREA COMMERCIAL	UR URBAN RESERVE
C2 HIGHWAY/SERVICE COMMERCIAL	RR RURAL RESOURCE
C3 MIXED USE COMMERCIAL	H HOLDING
C4 CONVENIENCE COMMERCIAL	



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HAY RIVER ZONING BYLAW BYLAW NO. 1812

ZONING MAPS

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The Town of Hay River

Northwest Territories



Bylaw No. 2240

Management and Excluded Personnel Employment Bylaw

Bylaw No. 2240 (Management and Excluded Personnel Employment Bylaw)
THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER
IN THE NORTHWEST TERRITORIES

A Bylaw of the Municipal Corporation of the Town of Hay River in the Northwest Territories to provide conditions of employment for management and excluded personnel pursuant to the provisions of the Cities, Towns and Villages Act, S.N.W.T. 2003, c.22, s.48.

WHEREAS the Municipal Corporation of the Town of Hay River deems it necessary to establish conditions of employment for management personnel.

NOW THEREFORE the Council of the Town of Hay River is session duly assembled enacts as follows:

1. SHORT TITLE

This By-law may be cited as the MANAGEMENT and EXCLUDED PERSONNEL EMPLOYMENT BYLAW.

PURPOSE:

This bylaw applies to all management and excluded employees of the Town except where the Town and an employee have a written agreement that certain provisions will not apply. In the case of any inconsistency between this bylaw any written agreement between the Town and an employee, the written agreement shall apply.

2. INTERPRETATION

In this Bylaw:

- (a) "COUNCIL" means the Council of the Town of Hay River.
- (b) "TOWN" means the Town of Hay River.
- (c) "SENIOR ADMINISTRATIVE OFFICER" means the Senior Administrative Officer of the Town of Hay River or designate

3. DEFINITIONS

- (a) "DAY" means working day between the hours of 8:00 AM and 5:00 PM totalling (7 1/2 hours).
 - (b) "DAY OF REST" means a day on which the employee is not ordinarily required to perform the duties of their position. Such days do not include a holiday or days that the employee is absent on approved leave.
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- (c) "EMPLOYEE" means a person employed by the Town in a managerial or excluded function as included in Appendix "A" to this By-Law.
- (d) "HALF DAY" means the A.M. or P.M. of a normal working day.
- (e) "HOLIDAY" means the twenty-four-hour period commencing at 12:01 AM of a day designated as a paid holiday in this By-law.
- (f) "IMMEDIATE FAMILY" means father, mother, brother, sister, spouse (including common-law), child or ward, father-in-law, mother-in-law, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law of an employee, or a relative permanently residing in the employee's household or with whom the employee permanently resides.
- (g) "MANAGEMENT PERSONNEL" means employees of the Town outlined in Appendix "A" of this By-law.
- (h) "POSITION" means an aggregation of duties, tasks, and responsibilities requiring the services of one employee.
- (i) "PROBATION" means a period of six (6) months from the day upon which an employee is first appointed to a permanent position, or a period of six (6) months after an employee has been transferred or promoted to another position within the Town, except for the Senior Administrative Officer position which is one (1) year.
- (j) "PROMOTION" means the appointment of an employee to a position, which has a higher maximum rate of pay than their present position.
- (k) "VACATION YEAR" means January 1 to December 31 of any year.

4. RATES OF PAY

The Senior Administrative Officer shall provide rates of pay for management and excluded employees, in accordance with Appendix "B" attached to and forming part of this bylaw.

5. DISCRIMINATION

The Town and the employees agree that there shall be no discrimination, interference, restriction or coercion exercised or practised in respect to any employee, by reason of race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, disability, sex, sexual orientation, gender identity, marital status, family affiliation, political belief, political association, social condition, conviction for which a pardon has been

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granted, union membership or activity, or for exercising their rights under this bylaw.

6. SAFETY AND HEALTH

The Town will continue to make every reasonable effort to maintain all equipment and facilities directly relating to the occupational health and safety of its employees in a good state of repair.

7. CONFLICT OF INTEREST

Employees must disclose all outside business, employment, and volunteer work to the Town.

No employee may undertake any business, employment, or volunteer work during or outside their regularly scheduled hours of duty, if:

- (a) there is a conflict between the duties the employee is required to perform in that business, employment or volunteer work and the duties the employee is required to perform for the Town; and/or
- (b) the employee exploits, either directly or indirectly, any confidential information acquired in the course of their employment with the Town; and/or
- (c) the performance of the employee's duties in the outside business, employment or volunteer work impacts adversely on the performance of the duties the employee is required to fulfil for the Town.

Upon the Town notifying the employee in writing that the employee must cease their outside business, employment or volunteer work for any of the reasons cited above, the employee must take immediate steps to abide by that direction. If the employee does not cease their outside activities within thirty (30) calendar days, or any longer period of time as mutually agreed to between the Town and the employee, the employee may be disciplined or discharged for cause.

8. PROFESSIONAL ASSOCIATIONS

- (a) The Town will support the involvement of members of its managerial staff in professional associations, where benefit will be derived to both the Town and the employee. The Town subject to approval of the Senior Administrative Officer will pay annual membership to such associations.
- (b) Subject to the approval of the Mayor and the Senior Administrative Officer, and only when operational requirements permit, the Town will pay travel costs and expenses of a managerial employee who is duly elected by their peers to attend an association executive meeting. Such expenses will only be paid in the instance where such expenses are not paid by the association.

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9. GRIEVANCE PROCEDURE

- (a) A management employee who feels aggrieved by the interpretation or application of this By-law, or by disciplinary action, shall have the right to present a formal written grievance to the Senior Administrative Officer within ten (10) calendar days of the incident.
- (b) Upon receipt of a grievance, the Senior Administrative Officer shall investigate the grievance and render a decision within thirty (30) calendar days. A decision made by the Senior Administrative Officer shall be final.

10. PROBATION

An employee who is hired, promoted, or transferred to a different position shall be subject to a probationary period as outlined below:

Senior Administrative Officer - One (1) Year
Group 3, 4, 5, 6, 7, 8 - Six (6) Months

The term of probation may be extended at the recommendation of the SAO and/or Human Resources. A probationary period shall not be extended by more than six (6) months.

All new employees shall have a performance evaluation at the following frequency:

Group 3, 4, 5, 6, 7, 8 - 3 Months, and 2 Weeks prior to the end of the probationary period

These performance reviews and any disciplinary actions during the probationary period will form the basis for any recommendation with respect to the ongoing status of the probationary employee.

If, during such probationary period, where the employee has been transferred or promoted, the Town decides that the employee does not satisfactorily perform the duties of the position, or is otherwise unsuitable for the position, the employee may be reinstated in their former position, or an equivalent classification, or shall be terminated.

Where the employee is new employee and the Town decides that the employee does not satisfactorily perform the duties of the position, or is otherwise unsuitable

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for the position, the employee shall be terminated.

The employee shall be advised of whether they have been successful in their probation, in writing prior to expiry of the probationary period.

12. JOB DESCRIPTIONS

When an employee is first engaged or when an employee is re-assigned to another position, the Town shall, before the employee is assigned to that position, provide the employee with the job description of the position to which the employee is assigned.

13. EMPLOYEE PERFORMANCE AND EMPLOYEE FILES

- (a) When a formal employee performance appraisal is made, the employee concerned must be given the opportunity to sign the assessment form in question upon its completion to indicate that its contents have been read.
- (b) Upon request of an employee, the personnel file of the employee will be made available for examination in the presence of the Senior Administrative Officer or designate.

14. HOURS OF WORK

- (a) The normal workweek for the following administrative employees shall be thirty-seven and one half (37 1/2) hours, Monday to Friday inclusive and the hours of work shall be scheduled so that employees work seven and one half (7 1/2) hours per working day, exclusive of lunch periods:

Senior Administrative Officer
Director of Public Works & Planning
Director of Finance & Administration
Director of Protective Services
Director of Recreation & Community Services
Manager, Human Resources
Council Administrator

15. PAY ADMINISTRATION

15.1 Regular Pay

- (a) Employees are entitled to be paid for services rendered at the rate of pay specified in Appendix "B" for the classification of the position to which they have been appointed.
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- (b) Employees shall be paid on a bi-weekly basis with paydays being every second Friday. In the event that a payday Friday is a paid Statutory Holiday, then the payday will be the Thursday immediately before the Statutory Holiday.
- (c) Where cheques are distributed to employees at their place of work, they shall be placed in envelopes and sealed.

15.2 Acting Pay

- (a) Employees required to perform the duties of a higher classification level on an acting basis shall be paid acting pay from the date upon which the employee commenced to act. The employee required to act in a higher classification shall be paid for all hours worked the greater of the rate of pay equal to the minimum level of pay for the position being filled or a flat rate of \$3.00 per hour.
- (b) At no time shall an employee who is serving in another position on an acting basis, receive less than their own current pay rate.

15.3 Performance Pay Increases

- (a) Performance Pay Step increases will occur on the anniversary date at the discretion of the Employer, through the Senior Administrative Officer, and will be based on annual performance review whereby the Employee receives a satisfactory or better performance evaluation.

15.4 Lieu Time

An employee shall receive fifteen (15) days of paid leave, in lieu of overtime, call-out pay or stand-by pay in each fiscal year. Any lieu time balance remaining by an employee at the end of the fiscal year will be liquidated in cash and not carried over.

16. TERMINATION

(a) Rejection on Probation

Where an employee has been employed for less than ninety (90) days, the employee may be terminated without pay and without notice. Where an employee has been

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employed for ninety (90) days or more, and the employee is still within the probationary period, the Town may terminate the employee upon providing the employee with two (2) weeks' notice of termination, or pay in lieu thereof.

(b) Termination Without Cause

Following successful completion of the probationary period, an employee's employment may be terminated without cause, by providing the employee with the following, up to a maximum of twenty-eight (28) weeks' notice:

- (i) two (2) weeks of notice for the first completed year of employment, plus
- (ii) two (2) weeks of notice for the second completed consecutive year of employment, plus
- (iii) one (1) additional week of notice for each succeeding completed year of continuous employment.

The Town may, at its discretion, choose to provide the employee with pay in lieu of notice in an amount equal to the amount of Salary and benefits which the Employee would be entitled to receive as notice under this section, for some or all of the notice period, again to a maximum payment equal to twenty-eight (28) weeks' Salary and benefits. This amount shall be paid to the Employee as a lump sum.

(c) Termination for Just Cause

The Town may terminate the employee's employment at any time, without notice, for just cause.

(d) Resignation

An employee may terminate their employment with the Town, at any time by providing the Employer with at least three (3) months' written notice of the resignation. Following receipt of the notice of resignation, the Town may choose not to require the employee to attend work for some or all the notice period.

17. DESIGNATED PAID HOLIDAYS

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- (a) The following days shall be designated paid holidays for employees:
 - (i) New Year's Day
 - (ii) Good Friday
 - (iii) Easter Monday
 - (iv) The day fixed by the Governor General for observance of the birthday of the reigning sovereign
 - (v) National Indigenous Peoples Day
 - (vi) Canada Day
 - (vii) The first Monday in August
 - (viii) Labour Day
 - (ix) Thanksgiving Day
 - (x) Remembrance Day
 - (xi) Christmas Day
 - (xii) Boxing Day and
 - (xiii) Any day declared a Civic Holiday by the Town
- (b) Where a day that is a designated paid holiday for an employee falls within a period of leave with pay, the designated paid holiday shall not count as a day of leave.
- (c) When a paid statutory holiday occurs on a Saturday or a Sunday, the holiday shall be observed on the first working day following the Saturday or Sunday.

18. VACATION LEAVE

- (a) For each calendar month in which an employee receives at least ten (10) days' pay the employee shall earn vacation leave at the following rates:
 - (i) One and one quarter ($1 \frac{1}{4}$) days per calendar month, if the employee has completed less than five (5) years of continuous employment. (15 days per year).
 - (ii) One and two thirds ($1 \frac{2}{3}$) days per calendar month, upon completion of five (5) years and less than ten (10) years of continuous employment. (20 days per year).
 - (iii) Two and one twelfth ($2 \frac{1}{12}$) days per calendar month upon completion of ten (10) years and less than fifteen (15) years of continuous employment. (25 days per year).
 - (iv) Two and one-half days ($2 \frac{1}{2}$) per calendar month upon completion of fifteen (15) years and less than twenty (20) years of continuous employment. (30 days per year).
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- (v) Two and eleven twelfths (2 11/12) days per calendar month upon completion of twenty (20) years of continuous employment (35 days per year).
- (b) Where in any vacation year an employee has not taken all of their vacation leave, carry-over may be allowed, but only with the approval of the Senior Administrative Officer. The Senior Administrative Officer shall seek approval from the Mayor for any carry-over of their vacation leave. Annual leave credits which have been carried over and which exceed one (1) year entitlement shall be liquidated in cash at the end of that subsequent vacation year.
- (c) Applications for annual vacation leave must be approved by the employee's supervisor; the Mayor's approval being required for the Senior Administrative Officer's annual leave.
- (d) Applications for annual vacation leave must be on the basis of leave credits earned up to the time of the period applied for. Vacation leave may be advanced, at the discretion of the Town, to a maximum of the anticipated vacation leave entitlement for the current year.
- (e) Where an employee's employment terminates, the employee shall be required to repay the Town for any advanced vacation that has not been earned. The Town is entitled to deduct the amount owing from any monies owing to the employee at the time of termination.
- (f) Consideration for approving applications for annual vacation leave will be based on length of service of the employee and will be at the discretion of the employee's supervisor and operational requirements.
- (g) When an employee is called back to work while on annual leave, the employee shall be compensated for any penalties the employee must pay because of changes to travel arrangements as well as costs associated with returning to work and then, back to the location where the employee was when the call-back was initiated.
- (h) No annual leave credits shall be liquidated during the time an employee is on duty due to call-back or travelling because of a call-back.

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- (i) An employee shall be granted two (2) days leave with pay once each vacation year for the purpose of travel when taking annual vacation, provided the employee liquidates at least five (5) days of vacation leave. Travel days are not accumulated from year to year, unless the employee is prohibited by the Town from taking vacation in any vacation year.
- (j) If an employee is granted a leave of absence of more than four (4) weeks, vacation entitlement shall be reduced in the proportion that the number of weeks of leave bears to fifty-two (52) weeks.

Example:

$$\frac{6 \text{ weeks' leave} \times 15 \text{ days}}{52 \text{ Vacation}} = 2 \text{ days reduction}$$

19. SICK LEAVE

- (a) Employees shall earn sick leave credits at the rate of one and one-quarter (1 1/4) days per month in which the employee has earned pay for at least ten (10) days.
 - (b) Sick leave earned and not used by an employee shall be accumulated from year to year, to a maximum of one hundred and twenty (120) days.
 - (c) Sick leave payments or credits shall not be given to employees during leaves of absence, lay-offs, disciplinary suspensions, days on which the employee is otherwise paid by the Town, maternity or parental leave.
 - (d) The employee shall inform the Senior Administrative Officer or designate as soon as possible of their inability to report to work because of injury, illness and/or sickness. The employee shall make every reasonable effort to inform the Town of their return to duty in advance of that date.
 - (i) Unless otherwise informed by the Town, a statement signed by an employee, describing that because of injury, sickness and/or illness the employee was unable to perform their duties, shall be considered as meeting the Town's requirements, provided that the period of the absence does not exceed three (3) days.
 - (e) An employee must provide a medical certificate in the following situations:
 - (i) The employee has been absent from work for reasons of injury, sickness and/or illness for more than three (3) consecutive days.
 - (ii) The employee has been absent from work for reasons of injury,
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sickness and/or illness for a total of more than ten (10) intermittent days during any twelve (12) month period, in which case all subsequent absences must be supported by a medical certificate;

Failure to furnish a medical certificate upon request may void the employee's claim for benefits (pay) and may, in addition, result in disciplinary penalties.

- (f) Sick leave payments or credits shall be given to employees during annual vacation leave only if the employee submits a medical certificate from a qualified medical practitioner outlining the nature of injury, sickness and/or illness suffered by the employee, the date of their visit to the medical practitioner, and the actual dates during which the employee was injured, sick and/or ill. Such certificate must be submitted to the Senior Administrative Officer within three (3) days of the employee's return to work from their vacation.
- (g) In a case where an employee has insufficient or no sick leave credits to cover the granting of sick leave with pay, at the discretion of the Town, the employee may be granted sick leave credits in advance, to a maximum of fifteen (15) days, which shall be charged against future credits earned. An employee is required to use accrued vacation leave before sick leave credits will be advanced.
- (h) In the event that an employee is granted advance sick leave credits and then their employment is terminated for any reason before the employee earns and pays back their sick leave advance, or any portion of it, then the outstanding amount of the advanced sick leave represents a debt owing by the employee to the Town. The Town is entitled to deduct the debt from any monies owing to the employee at the time of the termination of employment.
- (i) In circumstances where an employee is entitled to receive benefits from any other source as a result of their injury, sickness and/or illness, the employee is entitled to draw on their accrued sick leave benefits only to the extent required to ensure that the total amount of the benefit received from all sources equals their normal earnings.

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20. SPECIAL AND OTHER LEAVE

20.1 Bereavement Leave

In the case of bereavement in the immediate family, an employee who is either actively employed or on paid vacation shall be entitled to bereavement leave at their regular rate of pay for their normal hours of work, for six (6) working days following the day of the death. Such days of bereavement leave need not be either consecutive or in the same week to facilitate funerals that are delayed.

An employee on vacation leave at the time of bereavement shall be granted bereavement leave and be credited the appropriate number of days to vacation leave credits.

20.2 Paid Personal Leaves of Absence

An employee while employed by the Town and not on annual vacation, sick leave, or other approved leaves of absence including parental or maternity leave, may be granted up eight (8) cumulative paid days for personal leaves of absence during each year of this bylaw. Such leaves of absence are intended to permit the employee to attend to the following:

- (i) serious domestic emergencies, such as family illness or a requirement to accompany a family member (spouse, child, or parent of employee who resides with the employee, or a child who does not reside with the employee, but who is 23 years old or younger and is in full-time attendance at a post-secondary institution), urgent or unexpected care of a child or parent residing with the employee or a requirement to accompany a family member to a medical or dental appointment;
- (ii) Attending a funeral as pallbearer or mourner in the case of a death that is not in the employee's immediate family.
- (iii) Where an employee is required to travel to a Medical Centre outside Hay River to secure medical treatment, or to act as a non-medical escort for a member of their immediate family

The employee will endeavour to provide the Town with as much advance notice as possible.

Employees shall be granted up to two (2) hours of leave with pay to attend to an

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appointment during working hours with a doctor, dentist, or school. Employees shall be granted up to four (4) hours of leave with pay per calendar year to attend to an appointment during working hours with a lawyer or bank official.

20.3 Leave for Birth or Adoption of a Child

An employee shall be granted special leave with pay up to a maximum of three (3) working days on the occasion of the birth or adoption of a child. This leave does not need to be taken consecutively.

20.4 Marriage Leave

After the completion of one year's continuous employment, an employee who gives the Town at least twenty (20) days' notice shall be granted special leave with pay for a period of up to five (5) days for the purpose of getting married.

20.5 Leave for Court Appearance

- (a) The Town shall grant paid leave to employees other than employees on leave without pay who serve as jurors or witnesses in a court action, provided such court action is not occasioned by the employee's private affairs.
- (b) In cases where an employee's private affairs have occasioned a court appearance, such leave to attend at court shall be without pay.
- (c) An employee in receipt of their regular earnings while serving at court shall remit to the Town all monies paid to them by the court, except travelling and meal allowances not reimbursed by the Town.
- (d) Time spent at court by an employee in their official capacity shall be at their regular rate of pay.

20.6 Elections

An employee eligible to vote in a Federal or Territorial election or referendum is entitled to four (4) consecutive hours to vote during the hours that the polling stations are open. Any employee eligible to vote in a Municipal election or referendum shall be granted sufficient time off from work in which to cast their ballot.

20.7 General Leave

Notwithstanding any other provision for leave in this Agreement, the Town may

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grant leave of absence without pay to any employee requesting such leave for an emergency or unusual situation. Such request is to be in writing and approved by the Town.

20.9 Educational Leave

- (a) Educational leave with full financial assistance may be granted to employees to attend courses relevant to their job requirements to a maximum of ten (10) days per year. Requests for educational leave shall be in writing and approved by the Senior Administrative Officer.

20.10 Injury-on-Duty Leave

An employee shall be granted injury-on-duty leave with pay for such reasonable periods as may be determined by the Town, but no longer than thirty (30) days, where it is determined by the Workers' Compensation Board that the employee is unable to perform their duties because of:

- (a) personal injury accidentally received in the performance of their duties and not caused by the employee's wilful misconduct; or
- (b) sickness resulting from the nature of their employment.

If the employee agrees to pay the Town any amount received by them for loss of wages in settlement of any claim the employee may have in respect of such injury or sickness

20.11 Compassionate Care Leave

The Town shall grant an employee compassionate care leave without pay to allow for the employee to provide care for a critically ill member of the employee's immediate family, in accordance with the provisions of the Northwest Territories *Employment Standards Act*.

20.12 Maternity Leave and Parental Leave

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- (a) Every employee who has completed six (6) months of continuous service with the Employer is entitled to maternity leave without pay up to seventeen (17) weeks, provided the employee provides the Employer with a certificate of a qualified medical practitioner certifying that the employee is pregnant. Maternity leave can commence not earlier than eleven (11) weeks prior to the estimated termination date of pregnancy and end not later than seventeen (17) weeks following the actual termination date of pregnancy.
 - (b) After completion of six (6) months continuous employment, with the Employer, an employee who provides the Employer with proof that she has applied for and is in receipt of employment insurance benefits pursuant to the maternity benefit portion of the Employment Insurance Act, shall be paid a maternity leave allowance in accordance with this Section.
 - (i) An applicant under Section 20.12 (b) shall sign an agreement with the Employer providing:
 - A. That she will return to work and remain in the Employer's employ for a period of at least six (6) continuous months after her return to work.
 - B. That she will return to work on the date of the expiry of her maternity leave, unless this date is modified with the Employer's consent.
 - (ii) Should the employee fail to return to work, except by reason of death, disability or lay-off as per the provision of Section 20.12(b)(i), the employee recognizes that she is indebted to the Employer for the amount received as Maternity allowance. Should the employee not return for the full six months, the employee's indebtedness shall be reduced on a pro-rated basis.
 - (c) In respect of the period of maternity leave, maternity leave allowance payments made will consist of the following:
 - (i) For the first week, payments equivalent to 93% of her weekly rate of pay in effect on the day immediately preceding the
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commencement of the maternity leave. For up to a maximum of an additional 15 weeks' pay, payments equivalent to the difference between the employment insurance benefits she is eligible to receive and 93% of her weekly rate of pay. Where an employee has received the full fifteen (15) weeks of maternity benefit under Employee Insurance and thereafter remains on maternity leave without pay, she is eligible to receive a further maternity allowance for a period of one (1) week, ninety-three percent (93%) of her weekly rate of pay for each week, less any other monies earned during this period.

- (ii) A. for a full-time employee the weekly rate of pay referred to in Section 20.12(c)(i) shall be the weekly rate of pay in effect immediately preceding the commencement of the maternity leave.

(B) for part-time employees the weekly rate of pay referred to in Section 20.12(c)(i) shall be the prorated weekly rate of pay in effect immediately preceding the commencement of the maternity leave and averaged over the six-month period of continuous service.

- (iii) Where an employee becomes eligible for a pay increment or an economic adjustment with respect to any period in which the employee was in receipt of payments under Section 20.12(c)(i), the payments shall be adjusted on the effective date.

- (d) Every employee who has completed six (6) months of continuous service with the Employer is entitled to either Standard or Extended parental leave without pay where the employee has or will have actual care and custody of a new born child, commences legal proceedings to adopt a child or obtains an order for the adoption of a child. The parental leave options are:

- (i) Standard Parental Leave: for a single period of up to thirty-seven (37) consecutive weeks, to be taken during the fifty-two (52) week period immediately following the day the child is born, or in the case of adoption, within the fifty-two (52) week period from the date the child comes into the employee's care and custody; or
 - (ii) Extended Parental Leave: for a single period of up to sixty-three (63) consecutive weeks, to be taken during the seventy-eight (78)
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week period immediately following the day the child is born, or in the case of adoption, within the seventy-eight (78) week period from the date the child comes into the employee's care and custody.

- (e) Where an employee is taking both maternity and parental leave, the employee must commence parental leave immediately on the expiration of maternity leave, and the total amount of maternity and parental leave cannot exceed fifty-two (52) weeks for Standard Parental Leave, and seventy-eight (78) weeks of leave for Extended Parental leave.
- (f) Parental leave utilized by an employee-couple shall not exceed a total of thirty-seven (37) weeks for Standard Parental Leave, and sixty-three (63) weeks for Extended Parental Leave, for both employees combined. Where the employee-couple is eligible for the Employment Insurance (EI) Sharing Benefit, the total for Standard Parental Leave shall be forty-two (42) weeks and the total for Extended Parental Leave shall be seventy-one (71) weeks for both employees combined.
- (g) Parental leave utilized by an employee-couple in conjunction with maternity leave shall not exceed a total of fifty-two (52) weeks for Standard Parental Leave, and seventy-eight (78) weeks for Extended Parental Leave, for both employees combined. Where the employees are eligible for the EI Sharing Benefit, the total for Standard Parental Leave shall be fifty-seven (57) weeks and the total for Extended Parental Leave shall be eighty-six (86) weeks for both employees combined.
- (h) After completion of 6 months continuous employment with the Employer, an employee who provides the Employer with proof that they have applied for and are in receipt of employment insurance benefits pursuant to the parental benefit portion of the Employment Insurance Act, shall be paid a parental leave allowance in accordance with this Article.
- (i) An applicant under Section 20.12(h) shall sign an agreement with the Employer providing:
 - (i) that they will return to work and remain in the Employer's employ for a period of at least six (6) continuous months after their return to work; and

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- (ii) that they will return to work on the date of the expiry of their parental leave, unless this date is modified with the Employer's consent.
 - (j) Should the employee fail to return to work, except by reason of death, disability or lay-off as per the provision of Section 20.12(h)(i), the employee recognizes that they are indebted to the Employer for the amount received as Parental allowance. Should the employee not return for the full six months, the employee's indebtedness shall be reduced on a prorated basis.
 - (k) In respect of the period of parental leave, parental leave allowance payments made will consist of the following:
 - (i) Where there is a waiting period under Employment Insurance benefits for the first week, a payment equivalent to 80% of their weekly rate of pay. For a period of up to an additional ten (10) weeks during which the employee is in receipt of Employment Insurance Parental Benefits, payments equivalent to the difference between 80% of their weekly rate of pay, and the amount of Employment Insurance benefits that the Employee is entitled to receive under Standard Parental Benefits.
 - (ii) Where the employee has received Employment Insurance benefits for the full ten (10) weeks and thereafter remains on leave without pay, a payment equivalent to eighty percent (80%) of the employee's weekly rate of pay for a final week, less any monies earned during this period, unless the employee has already received the one (1) week of allowance in Section 20.12(c)(i) for the same child.
 - (iii) Where there is no waiting period under Employment Insurance benefits, the employee will receive for up to twelve (12) weeks, a payment equal to the difference between eighty (80%) percent of the employee's weekly rate of pay and the amount of Employment Insurance benefits the employee is entitled to under Standard Parental Benefits.
 - (iv) The for the purposes of determining the Parental Leave Allowance in this Article:
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- A. for a full-time employee the weekly rate of pay referred to in Section 20.12(k) shall be the weekly rate of pay in effect immediately preceding the commencement of the parental leave.
 - B. for part-time employees the weekly rate of pay referred to in Section 20.12(k) shall be the prorated weekly rate of pay in effect immediately preceding the commencement of the parental leave and averaged over the six-month period of continuous service.
- (v) Where an employee becomes eligible for a pay increment or an economic adjustment with respect to any period in which the employee was in receipt of payments under Clause Section 20.12(k), the payments shall be adjusted on the effective date.
 - (vi) Where the employee elects to receive Extended Parental Employment Insurance Benefits over a period of up to sixty-three (63) weeks, there shall be no increase in the amount of parental leave allowance payments. The employee shall be entitled to the same parental leave allowance payments that the employee would be entitled to have the employee received Standard Parental Employment Insurance Benefits over a period of up to thirty-seven (37) weeks.
- (l) An employee who intends to take leave without pay under paragraphs (a) or (d) shall provide the Employer with at least four (4) weeks' notice in writing unless there is a valid reason why such notice cannot be given, and inform the Employer of the length of the leave intended to be taken.
 - (m) With the consent of the Employer, an employee may return to work prior to the completion of pregnancy or parental leave.
 - (n) A pregnant employee who is unable to perform an essential element of the employee's job, and for whom no appropriate alternative job is available may be required by the Employer to take a leave of absence without pay from employment for such time as the employee is unable to perform that essential element. The burden of proving that the employee is unable to perform an

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essential element of the job rests with the Employer.

- (o) When a pregnant employee produces a statement from the employee's physician that the employees' working condition may be detrimental to the employee's health or that of the foetus, the Employer will either: change those conditions; temporarily transfer the employee to another position with equal pay; or allow the employee to take a leave of absence without pay for the duration of the pregnancy.
- (p) An employee who takes parental leave and/or pregnancy leave without pay is entitled to be reinstated in the position that the employee occupied when the leave commenced. Where for any valid reason the Employer cannot reinstate an employee into the same position, the employer shall reinstate the employee into a comparable position with the same wages and benefits.
- (q) An employee who takes parental and/or pregnancy leave shall continue to accrue seniority during the period of the leave. Any period of leave shall be considered for pay increment purposes.
- (r) An employee who takes parental and/or pregnancy leave shall continue to be entitled to health and disability benefits, provided that, for the period of the leave, the employee continues to pay the employee's portion of benefits for the period of leave.

20.13 DOMESTIC VIOLENCE LEAVE

An employee who is experiencing domestic violence or who has a dependent child experiencing domestic violence shall be granted leave with pay up to five (5) days per fiscal year to attend appointments with professionals, legal proceedings, and engage in any other necessary activities to support their health, safety and security. Such leave shall generally be taken in full days, however, leave may be taken in half-days, with prior approval from the Employer.

Upon exhausting the five (5) days of paid leave, an employee shall be entitled to unpaid Domestic Violence Leave as set out under the Employment Standards Act.

An employee shall not be entitled to Domestic Violence Leave if the domestic violence is committed by the employee.

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21. LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT AND LONG-TERM DISABILITY INSURANCE PLANS

Employees shall participate in the Group Life, Accidental Death and Dismemberment and Short- and Long-Term Disability Insurance Plans as arranged for by the Town of Hay River.

All benefit plan matters, including coverage, claims, terms, conditions and specific eligibility requirements shall at all times be subject to and be governed by the terms and conditions of the plans or policies provided or underwritten by the respective carriers,

22. GROUP BENEFIT PLAN

22.1 Dental Plan and Extended Health Benefits

(a) The Town agrees to continue to provide the employees with coverage for benefits under the Dental Plan, the Extended Health Benefits, the Group Life Plan, the Weekly Indemnity (Short Term Disability) plan and the Long-Term Disability Plan.

22.2 Employer and Employee Contributions to Benefit Plan Premiums

(b) The Town and the employees will share the costs of the premium contributions on a 50/50 basis for the maintenance of the Extended Health Benefits Plan and the Dental Plan

(c) The Town pay the costs of the premium contributions for the maintenance of the Group Life Plan and Accidental Death and Dismemberment

(d) During the term of this agreement, the Employee pays the costs of the premium contributions for the maintenance of the Long- and Short-Term Disability Plans

(e) Notwithstanding Section 22.2(a), 22.2(b), and 22.2(c), the Town will pay the costs of premium contributions for the following benefit plans for the Senior Administrative Officer:

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Group Life Plan and Accidental Death and Dismemberment
Extended Health Benefits
Dental Plan

22.3 Pension

- (a) The Town shall participate in an RRSP matching program with management and excluded employees. The Town shall withhold an amount equal to 6.6% of the employee's biweekly salary to be deposited in the employee's RRSP. The Town shall equally contribute an amount equal to 6.6% of the employee's biweekly Salary towards the employee's RRSP.
- (b) An employee may request, in writing, at least thirty (30) days in advance, that the Town's contribution be deposited to a Tax-Free Savings Account established by the employee instead of the employee's RRSP. If the employee chooses to have the Town's contribution deposited in a Tax-Free Savings Account, the Town will cease to withhold the employee's portion of the contribution from the employee's Salary.

23. USE OF EMPLOYEE OWNED MOTOR-VEHICLES

Where an employee is required to use their own motor vehicle on any Town business, the employee shall be entitled to a car allowance as set out and maintained by the Government of the Northwest Territories (GNWT)..

24. ALLOWANCES

24.1 Northern Travel

\$15,000 of the employee's pay shall be designated as travel allowance.

24.2 – Cellular Telephone Allowance:

The Employer shall in its discretion provided management and excluded employees with a cellular telephone allowance. The employer will reimburse the employee for a monthly cost up to \$120.00 upon submission of cellular telephone bill receipt. Alternatively, the employer will provide the employee with a cellular telephone.

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24.3 Internet Allowance:

The Employer shall with in its discretion provide management and excluded employees with Internet access at the employee's residence through the Towns' wireless network at no cost. This service will commence as soon as possible upon installation of the equipment necessary to provide the Internet access.

Should the Town's wireless network be unavailable to an employee because of the location of the employee's residence, the Employer will reimburse the employee for the monthly cost of employee's home Internet access up to \$120.00 per month, upon submission of a copy of the employee's Internet access bill.

24.3 Duty Travel

- (a) Employees shall be entitled to reimbursement of expenses for meals, incidentals and vehicle travel (where travel by vehicle is the most economical means) incurred while carrying out duties on behalf of the Town of Hay River in the amounts set out and maintained by the GNWT
- (b) A claim for reimbursement shall be accompanied by receipts for the expenditures claimed excluding receipts for meals, incidentals, private accommodation and kilometre rate where a privately owned vehicle is used.

25. LEGAL AID

The Town will indemnify and save harmless any employee for any action, claim, cause or demand whatever that may be made or arise out of the employee carrying out their official duties.

26. VARY TERMS OF EMPLOYMENT

- (a) Notwithstanding any other provision of this bylaw, Council may negotiate a contract for terms of employment with the Senior Administrative Officer that varies from the provision of this bylaw, and where there are any discrepancies between the contract and this bylaw, the contract shall prevail. However, the provisions of this bylaw shall apply to all matters set out in this bylaw which are not dealt within the negotiated contract.

- (b) Notwithstanding any other provision of this bylaw, the Senior Administrative
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Bylaw No. 2240 (Management and Excluded Personnel Employment Bylaw)
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Officer may negotiate terms of employment with Management Personnel that vary from the provisions of this bylaw and where there are any discrepancies between the negotiated terms of employment and this bylaw the negotiated terms of employment shall prevail. However, the provisions of this bylaw shall apply to all matters set out in this bylaw which are not dealt within the negotiated terms of employment.

27. DURATION OF CONTRACT

The provisions of this By-law shall remain in force and effect until such time that a new By-law is enacted.

28. AMENDMENT

Bylaw No 2240/GEN17 is hereby amended.

29. FORCE AND EFFECT

This Bylaw shall take force and effect upon the date of its final passage.

Bylaw No. 2240 (Management and Excluded Personnel Employment Bylaw)
THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER
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• _____
READ A FIRST TIME this day of , 2021

Mayor

READ A SECOND TIME this day of , 2021.

Mayor

READ A THIRD AND FINAL TIME this day of , 2021

Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the
CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22, s48 and the bylaws of the
Municipal Corporation of the Town of Hay River on this day of , 2021.

Senior Administrative Officer

Bylaw No. 2240 (Management and Excluded Personnel Employment Bylaw)
THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER
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APPENDIX "A"

Management and Excluded Personnel Employee Position Titles

GROUP

- 8 DIRECTOR OF PUBLIC WORKS & PLANNING
- 8 DIRECTOR OF FINANCE & ADMINISTRATION
- 8 DIRECTOR OF PROTECTIVE SERVICES
- 8 DIRECTOR OF RECREATION & COMMUNITY SERVICES
- 7 MANAGER, HUMAN RESOURCES
- 5 COUNCIL ADMINISTRATOR

Bylaw No. 2240 (Management and Excluded Personnel Employment Bylaw)
THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER
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APPENDIX "B"

Annual Salary - 2019

Group	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
8 (Mgmt)	117,880.35	124,307.78	130,067.99	137,484.90	143,806.98	150,858.25	157,083.25
7 (Mgmt)	91,240.50	96,037.50	101,088.00	106,411.50	112,008.00	117,897.00	124,117.50
6 (Mgmt)	82,922.46	86,798.75	90,874.38	96,709.99	101,276.23	106,069.69	110,279.59
5 (Mgmt)	75,756.54	79,492.36	83,003.12	86,849.36	90,899.17	95,164.85	100,069.86
4 (Mgmt)	57,844.83	61,040.48	64,131.80	67,227.26	70,318.58	73,413.00	76,503.26
3 (Mgmt)	53,097.85	55,871.06	58,644.26	61,414.37	64,189.64	66,960.78	69,733.98

Annual Salary - 2020 - .5%

Group	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
8 (Mgmt)	118,469.75	124,929.32	130,718.33	138,172.32	144,526.01	151,612.54	157,868.67
7 (Mgmt)	91,696.70	96,517.69	101,593.44	106,943.56	112,568.04	118,486.49	124,738.09
6 (Mgmt)	83,337.07	87,232.74	91,328.75	97,193.54	101,782.61	106,600.04	110,830.99
5 (Mgmt)	76,135.32	79,889.82	83,418.14	87,283.61	91,353.67	95,640.67	100,570.21
4 (Mgmt)	58,134.05	61,345.68	64,452.46	67,563.40	70,670.17	73,780.07	76,885.78
3 (Mgmt)	53,363.34	56,150.42	58,937.48	61,721.44	64,510.59	67,295.58	70,082.65

Annual Salary - 2021 - 1.25%

Group	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
8 (Mgmt)	119,950.62	126,490.94	132,352.31	139,899.48	146,332.59	153,507.70	159,842.02
7 (Mgmt)	92,842.91	97,724.16	102,863.36	108,280.35	113,975.14	119,967.57	126,297.31
6 (Mgmt)	84,378.79	88,323.15	92,470.36	98,408.46	103,054.89	107,932.54	112,216.38
5 (Mgmt)	77,087.01	80,888.44	84,460.86	88,374.65	92,495.59	96,836.18	101,827.34
4 (Mgmt)	58,860.73	62,112.50	65,258.11	68,407.94	71,553.55	74,702.32	77,846.85
3 (Mgmt)	54,030.38	56,852.30	59,674.20	62,492.96	65,316.97	68,136.78	70,958.68

Annual Salary - 2022 - 1.75%

Group	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
8 (Mgmt)	122,049.76	128,704.53	134,668.47	142,347.72	148,893.41	156,194.08	162,639.26
7 (Mgmt)	94,467.66	99,434.33	104,663.47	110,175.26	115,969.71	122,067.00	128,507.52
6 (Mgmt)	85,855.41	89,868.81	94,088.59	100,130.61	104,858.35	109,821.36	114,180.16
5 (Mgmt)	78,436.04	82,303.99	85,938.93	89,921.21	94,114.26	98,530.82	103,609.32
4 (Mgmt)	59,890.79	63,199.47	66,400.13	69,605.08	72,805.74	76,009.61	79,209.17
3 (Mgmt)	54,975.91	57,847.21	60,718.50	63,586.59	66,460.02	69,329.17	72,200.46

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Annual Salary - 2023 - 2%

Group	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
8 (Mgmt)	124,490.75	131,278.62	137,361.84	145,194.67	151,871.28	159,317.96	165,892.05
7 (Mgmt)	96,357.02	101,423.02	106,756.74	112,378.76	118,289.10	124,508.34	131,077.67
6 (Mgmt)	87,572.52	91,666.18	95,970.36	102,133.22	106,955.52	112,017.79	116,463.77
5 (Mgmt)	80,004.76	83,950.07	87,657.71	91,719.63	95,996.54	100,501.43	105,681.50
4 (Mgmt)	61,088.61	64,463.46	67,728.13	70,997.18	74,261.85	77,529.80	80,793.35
3 (Mgmt)	56,075.43	59,004.15	61,932.87	64,858.32	67,789.22	70,715.76	73,644.47

Annual Salary - 2024 - 2%

Group	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
8 (Mgmt)	126,980.57	133,904.19	140,109.08	148,098.57	154,908.70	162,504.32	169,209.89
7 (Mgmt)	98,284.16	103,451.48	108,891.87	114,626.34	120,654.88	126,998.51	133,699.22
6 (Mgmt)	89,323.97	93,499.51	97,889.77	104,175.88	109,094.63	114,258.14	118,793.04
5 (Mgmt)	81,604.85	85,629.07	89,410.86	93,554.03	97,916.48	102,511.46	107,795.13
4 (Mgmt)	62,310.38	65,752.73	69,082.70	72,417.12	75,747.09	79,080.39	82,409.22
3 (Mgmt)	57,196.94	60,184.24	63,171.53	66,155.48	69,145.00	72,130.07	75,117.36