



thereafter proceeding in numerical order, 9.g) Lift Station II, 13.) In Camera - Legal and Personnel Issues, with all remaining agenda items thereafter proceeding in numerical order.

**CARRIED**

**4. DECLARATION OF INTEREST**

Councillor Cassidy declared an interest in 9.p) Local Agriculture Plan, because it relates to his employer, and Councillor Wallington declared an interest in 8. 2) Councillor Cassidy's question Re: Cameron Crescent, because he is an affected resident.

**5. DELEGATION**

a) Eleanor Young, Assistant Deputy Minister, Regional Operations, David Kravitz, Manager of Community Governance, Lorraine Tordiff, Regional Superintendent with MACA Re: Report Summary Hay River Investigation into concerns of Former Mayor.

The Report Summary is attached at the Back of the Minutes.

**6. IN CAMERA - Legal and Personnel Issues**

**#12-167      MOVED BY: CLLR CASSIDY  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River move In Camera at 7:13 PM.**

**CARRIED**

**#12-168      MOVED BY: CLLR LANGILLE  
                  SECONDED BY: CLLR CASSIDY**

**That the Council of the Town of Hay River move out of In Camera at 7:36 PM.**

**CARRIED**

**#12-169      MOVED BY: CLLR CASSIDY  
                  SECONDED BY: CLLR LANGILLE**

**That the Council of the Town of Hay River accepts the Report Executive Summary Hay River Investigation in to concerns of Former Mayor released by MACA.**

**CARRIED**

**#12-170      MOVED BY: CLLR CASSIDY  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River will commit to publishing the vetted Recommendations of the report on concerns of Former Mayor.**

**CARRIED**







**c) Recreation and Community Services Department Report**

**The March Report for the Recreation and Community Services Department is presented for Council's review and acceptance.**

On March 21, the Trans Canada Trail Foundation approved the Hay River Trail Project (11-0179A). The funding amount was \$205,750, which will be utilized with the \$211,000 in our capital plan for this summer's project. The next steps will be to develop and distribute the tender for the trail extension construction.

Tourism promotion has started, with the Edmonton Boat & Sportsman Show being attended by Cllr Dueck and Cllr O'Brien on March 15-18. A partnership has been developed with the Town of Fort Smith to promote both towns as a tourist destination when attending northern trade shows. The Town of Hay River will attend Peace River, High Level, and Fort Smith this spring. The Town of Fort Smith will attend Grande Prairie, La Crete, and Hay River.

128 tourists have visited our seven Town geo-caches since June 2010. In addition, the travel bugs that originated in our caches have travelled 7,439 miles and had 79 people document that they had found them. The geocache travel bugs are currently in Ontario, Arizona, and Massachusetts.

Item	Level of Activity
Rec Dept Finances	-March 9 - Finance Director Meeting
Trade & Tourism	<ul style="list-style-type: none"> <li>-March 8 - Hay River Destination Brochure</li> <li>-March 7-9 - 'Arctic Air' Winners' Tour</li> <li>-March 13 - Advisory Committee Meeting</li> <li>-March 16 - ITI Meeting - Tom Colosimo</li> <li>-March 15-18 - Edmonton Boat &amp; Sportsman Show</li> </ul>
Recreation Board	<ul style="list-style-type: none"> <li>-March 7 - Rec Board Meeting</li> <li>-Reviewed Rec Centre Development documents</li> <li>-Wish to continue to promote BMX/Skate Park with modular equipment in different town locations</li> <li>-Not in support of the permanent BMX/Skate Park structure</li> </ul>
Special Events	<ul style="list-style-type: none"> <li>-Completion of Aquatic Leadership Program</li> <li>-March 24 - Fishing Derby</li> </ul>
Partnerships	<ul style="list-style-type: none"> <li>-March 12 - Interagency Drug Treatment Centre Forum</li> <li>-March 21 - Youth Centre - Hay River Youth Gap Analysis project</li> <li>-March 26-27 - Interagency Strategic Planning Submit</li> </ul>
Grant Applications	<ul style="list-style-type: none"> <li>-SEED application for Edmonton Boat Show (\$5000)</li> <li>-TLOW &amp; Labor Market Agreement Program - not eligible for older workers at VIC</li> <li>-MRA submission for Aquatic Leadership Program (\$12,800)</li> <li>-MRA submission for NWT Kayak Polo</li> </ul>

	<p>Territorials (\$771) -MACA Contribution Agreement Application completed for 2012-2013(\$29,000)</p>
Trails - Development & Maintenance	<p>-Received approval from TCT for the Hay River extension project (\$205,750) -March 3, 30 - Beautification Committee Meetings</p>
Personnel	<p>-March 9 - staff safety meeting -Weekly staff meetings -Interviews for casual front desk, summer students, and maternity leave position -March 26, 29 Aquatic Supervisor meeting -March 1,12,15,27,30 - Meetings with SAO</p>
Facilities/Parks	<p>-new Canada flags for street light posts -developing banner project</p>

#12-175      **MOVED BY: CLLR CASSIDY**  
                  **SECONDED BY: CLLR LANGILLE**

**That the Council of the Town of Hay River accept the Recreation & Community Services Report for the month of March 2012 as presented.**

**CARRIED**

**d) Emergency Services Report**

The March activity report for Emergency Services is presented for Council's review and acceptance.

**Summary:**

March was a busy month for the department where we were involved in training and public service initiatives. We had 2 members complete their Fire Cause Determination Course which was put on by School of Community Government plus another 2 members who completed their On Scene Command Course which was supplied to the department by Transportation (Airports Division). Lieutenant Conley has also taken on some extra training with the new members where Scenarios are given to the students to help them develop their Ambulance skills.

A number of hours were spent with members of the department providing First Aid support to both the Snowmobile Races and for Polar Pond Hockey. Although we encountered no serious injuries this year the crews were kept entertained with minor cuts and bumps.

A courtesy fire extinguisher course was held for the GNWT Transportation which was well attended and received by them. This particular course was both a lecture and practical exercise where attendees were able to deal with fire contained in the Fire Department simulator.

Inspections this month included Safety inspections, Occupancy inspections and one inspection that was triggered by a complaint from the Boiler inspection division of the GNWT.

During the month of March 528 Volunteer hours were served by the members of the HRFD.

Item	Level of Activity
Patient Transfers	9
Medical Emergencies	11

Fires & Rescues	2
False Alarms	1
Ambulance Training	1
Fire Training	3
Special Training	On Scene Command Course, Fire Cause Determination Course, Special Training Ambulance Scenarios.
Cleanup & Maintenance	3
Fire Permits Granted	2
Fireworks Permits	1
Public Safety Sessions	4
Inspections	7
Recruitment	1 returning member
Emergency Plan	Updating with new contact numbers and contacts. Waiting for final decision of Deputy Mayor and EMO Liaison Councillors.
Special Projects	
Active Membership at Month End	30 Active Members
<b>Equipment Maintenance</b>	
Ambulance 1	Weekly Checks, repair shift mechanism, replace serpentine belt
Ambulance 2	Weekly Checks
Pump 1	Weekly Checks
Pump 2	Weekly Checks
Pump 3	Weekly Checks
Tanker 1	Weekly Checks
Rescue 1	Weekly Checks,
Rescue 2	Weekly Checks, straighten bracket and replace p/s rear proxy light
Rescue 5	Weekly Checks,

**#12-176      MOVED BY: CLLR O'BRIEN  
                  SECONDED BY: CLLR LANGILLE**

**That the Council of the Town of Hay River accepts the Emergency Services Activity Report for the month of March 2012 as presented.**

**CARRIED**

**e) Development and Building Permit Report**

The Development and Building Permit Report for the month of March 2012 is presented for Councils review and acceptance.

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Mar 9/12	DH12-011	103 <sup>rd</sup> . Riverview Drive	Skintastic (Skin Care)
Mar 13/12	D12-012	10B Studney Drive	Silver Bullet (General Contracting & Storage)
Mar 16/12	B12-004	15 John Mapes Crescent	Basement Renovations
Mar 20/12	D12-013	Pine Junction, Lot 1960, Plan 4178	Construct 106.5 m Telecommunication Tower
Mar 20/12	D12-014	Vale Island, Lot 191-4, Plan 308	Self-support 30m Telecommunication Tower
Mar 21/12	DH12-015	14 Miron Drive	Cloud 9 (Event Organizer, Frozen Food Catering)
Mar 23/12	DH12-016	7 Miron Drive	Phantom Enterprises (Sales and Installation of Security Automotive and Environmental, related services)
March 26/12	D12-017	19 Dean Drive	RV Storage and Garage
Mar 29/12	D12-018	1 Robin Crescent	26'X48' Modular Home

**#12-177      MOVED BY: CLLR CASSIDY  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River accepts the Development and Building Permit Report for the month of March 2012 as presented.**

**CARRIED**

**f) Municipal Enforcement Report**

The March 2012 activity report for Municipal Enforcement is presented for information of Council

By-law Name	Complaints Received	Warnings Issued	Tickets Issued
TRAFFIC	1	3	1
ANIMAL CONTROL	33	15	11
NOISE CONTROL	0	0	0
BUSINESS LICENSE	0	1	0
UNSIGHTLY LAND	1	0	0
LOTTERY LICENSE	0	0	0
TAXI LICENSE	0	0	0
SMOKING REGULATION	0	0	0
STREET CLEARING	1	0	0
GARBAGE COLLECTION	0	0	0

NWT Offences	Complaints Received	Warnings Issued	Tickets Issued
Motor Vehicle Act	0	14	9
"ATV" Act	0	2	1

Dog Attack Complaints Received	1
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Number of Dogs Caught	5
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i) Recreation Board Committee Regular Meeting Minutes

The Minutes from the Recreation Board Meeting held at the Community Hall, on Wednesday, January 18, 2012 at noon are presented for Council's review and approval

**#12-181      MOVED BY: CLLR CASSIDY  
                  SECONDED BY: CLLR MAHER**

**That the Council of the Town of Hay River accepts the Minutes of the Recreation Board Meeting of January 18, 2012 as presented.**

**CARRIED**

The Recreation Board Committee Regular Meeting Minutes of January 18<sup>th</sup>, 2012 are attached at the back of the Minutes.

j) Memorandum of Understanding between the Town of hay River and the Commissioner of the Northwest territories with Respect to Transfer Of Commissioners Lands

For the information of Council attached is a copy of the Memorandum of Understanding (MOU) between the Town of Hay River and the Commissioner of the Northwest Territories with respect to Land Administration and the Transfer of Commissioner's Lands within the Town. Also attached is a copy of the Special Meeting of Council Minutes from February 14, 2005 accepting the above MOU.

**#12-182      MOVED BY: CLLR CASSIDY  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River accepts the report titled "MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF HAY RIVER AND THE COMMISSIONER OF THE NORTHWEST TERRITORIES WITH RESPECT TO TRANSFER OF COMMISSIONERS LANDS" as presented.**

**CARRIED**

k) Fire Hall Project

Administration is presently working to find areas where we can cut the cost of the new Firehall without taking away any functionality from it. At this time we estimate that \$296,000.00 in savings can be realized by deleting some of the items in the design list or by changing some of the specifications of the structure itself. We have elected not to interfere with any items that would provide energy efficiencies as the concept was to ensure the building was as energy efficient as possible.

With this in mind we have contacted the 3 lowest bidders of the project that there is going to be a change in scope of the new building and that we would like them to supply pricing to reflect the changes.

Administration and Stantec have compiled the list and Stantec is presently redesigning the roof structure of the building. The change in roof structure will not impact Fire Department Operations nor will it affect the durability of the structure.

We expect to have the drawings completed and the change list out to the vendors by Wednesday April, 11<sup>th</sup> with an expected return of revised pricing by April 25<sup>th</sup>, 2011.















e) By-law No. 2260/LND/12 – Acquisition of Lot 2089, Plan 4372, Hay River from the Commissioner of the Northwest Territories – Third and Final Reading

**#12-201        MOVED BY: DEPUTY MAYOR CASSIDY  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River gives Third and Final Reading to By-Law No. 2260/LND/12 – Acquisition of Lot 2089, Plan 4372, Hay River from the Commissioner of the Northwest Territories.**

**CARRIED**

f) By-law No. 2261/LND/12 – Acquisition of Lot 2090, Plan 4372, Hay River from the Commissioner of the Northwest Territories – Third and Final Reading

**#12-202        MOVED BY: CLLR O'BRIEN  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River gives Third and Final Reading to By-Law No. 2261/LND/12 – Acquisition of Lot 2090, Plan 4372, Hay River from the Commissioner of the Northwest Territories.**

**CARRIED**

g) By-law No. 2262/LND/12 – Acquisition of Lot 2091, Plan 4375, Hay River from the Commissioner of the Northwest Territories – Third and Final Reading

**#12-203        MOVED BY: DEPUTY MAYOR CASSIDY  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River gives Third and Final Reading to By-Law No. 2262/LND/12 – Acquisition of Lot 2091, Plan 4375, Hay River from the Commissioner of the Northwest Territories.**

**CARRIED**

h) By-law No. 2263/LND/12 – Acquisition of Lot 2092, Plan 4376, Hay River from the Commissioner of the Northwest Territories – Third and Final Reading

**#12-204        MOVED BY: CLLR WALLINGTON  
                  SECONDED BY: DEPUTY MAYOR CASSIDY**

**That the Council of the Town of Hay River gives Third and Final Reading to By-Law No. 2263/LND/12 – Acquisition of Lot 2092, Plan 4376, Hay River from the Commissioner of the Northwest Territories.**

**CARRIED**

i) By-law No. 2264/LND/12 – Acquisition of Lot 2101, Plan 4380, Hay River from the Commissioner of the Northwest Territories – Third and Final Reading

**#12-205        MOVED BY: CLLR O'BRIEN  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River gives Third and Final Reading to By-Law No. 2264/LND/12 – Acquisition of Lot 2101, Plan 4380, Hay River from the Commissioner of the Northwest Territories.**

**CARRIED**

j) By-law No. 2265/LND/12 – Acquisition of Lot 2107, Plan 4381, Hay River from the Commissioner of the Northwest Territories – Third and Final Reading

**#12-206        MOVED BY: DEPUTY MAYOR CASSIDY  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River gives Third and Final Reading to By-Law No. 2265/LND/12 – Acquisition of Lot 2107, Plan 4381, Hay River from the Commissioner of the Northwest Territories.**

**CARRIED**

k) By-law No. 2266/LND/12 – Acquisition of Lot 2105, Plan 4382, Hay River from the Commissioner of the Northwest Territories – Third and Final Reading

**#12-207        MOVED BY: CLLR O'BRIEN  
                  SECONDED BY: DEPUTY MAYOR CASSIDY**

**That the Council of the Town of Hay River gives Third and Final Reading to By-Law No. 2266/LND/12 – Acquisition of Lot 2105, Plan 4382, Hay River from the Commissioner of the Northwest Territories.**

**CARRIED**

l) By-law No. 2267/LND/12 – Acquisition of Lot 2106, Plan 4382, Hay River from the Commissioner of the Northwest Territories – Third and Final Reading

**#12-208        MOVED BY: DEPUTY MAYOR CASSIDY  
                  SECONDED BY: CLLR WALLINGTON**

**That the Council of the Town of Hay River gives Third and Final Reading to By-Law No. 2267/LND/12 – Acquisition of Lot 2106, Plan 4382, Hay River from the Commissioner of the Northwest Territories.**

**CARRIED**



**14. ADJOURNMENT**

**#12-214      MOVED BY: CLLR O'BRIEN**

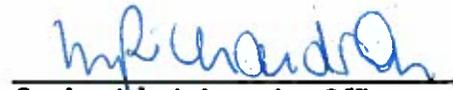
**That the Regular Meeting of Council be adjourned at 9:46 PM.**

**Certified Correct as Recorded on the 23<sup>rd</sup> day of April, 2012.**

**These minutes were accepted by motion#12-223.**



**Mayor**



**Senior Administrative Officer**

# Report Summary

## Hay River

### Investigation into

### Concerns of former

### Mayor

The Department of Municipal and Community Affairs, (MACA) recognizes and respects the authority and autonomy of community governments. In the rare case, where a municipal government is suspected of not providing responsible and responsive government to its citizens, MACA has a duty to investigate, take any necessary remedial actions and make recommendations for improvement.

### **Situation**

On February 27, 2012, the Mayor of the Town of Hay River, Kelly J. Schofield delivered a letter of resignation to his Council. On February 28, 2012, the Minister of Municipal and Community Affairs, Robert C. McLeod, received correspondence from the former Mayor, together with a copy of his letter of resignation. In his letter to the Minister, the former Mayor made the following request:

As outgoing Mayor, I respectfully request the support of your department for three things.

- 1) A comprehensive review of events of the past year that have undermined the operations of our Council and Mayor.
- 2) Until such time as an independent review has taken place a moratorium on any major decisions regarding operations or capital expenditures.
- 3) Your department's support in helping the Town assess options and directions to move forward regarding such things as the time of an election etc.

### **MACA's Response**

MACA determined an investigation was warranted, due to the serious implications made by the Former Mayor in his letter of resignation. Of particular concern was his statement regarding "misappropriation of municipal expenditures".

By definition misappropriation is:

Generally, the use of funds or property for a wrongful purpose. The term is commonly used in relation to persons who, while acting in a fiduciary capacity –e.g. as a banker, trustee, director of a corporation, etc.- misapply funds intended for another purpose or who convert another's funds for their own benefit."  
*Canadian Law Dictionary*

- i) a dishonest use of something as one's own.
- ii) any act of putting something to a wrong use.

## *The Gage Canadian Dictionary*<sup>i</sup>

In response to these concerns a team of MACA representatives completed a number of on-site visits during which they interviewed members of the Town Council and the Town administration.

### **Outcome of Investigation**

From the interviews, the team determined that there was no misappropriation of municipal funds by the SAO. None of the people interviewed made any allegations that the SAO personally benefited from any of the procurement decisions that were made.

In light of the lack of criminal wrongdoing there were no grounds to impose a moratorium on major decisions. There is no authority under the *Cities, Towns and Villages Act (CTV Act)*<sup>iii</sup> to impose this restriction without also placing the Town under the control of a Supervisor or an Administrator. Unless there is evidence of chronic mismanagement by the Senior Administrative Officer or the Council or both, these matters are left to the Council.

Over the course of the investigation a number of concerns were raised and in response to these issues the department has provided the town with a number of recommendations. These recommendations range from encouraging professional development and training to improving communication and transparency.

MACA has also extended the offer of continuing to assist the Town of Hay River in implementing these recommendations and will continue to support the development of sustainable, capable, and accountable community governments across the territory.

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<sup>i</sup> *Canadian Law Dictionary, Fourth Edition*, John A. Yogis Q.C., 1998, Barron's Educational Series, Inc., p. 169.

<sup>ii</sup> *The Gage Canadian Dictionary*, W.S. Avis et al., 1973, Gage Educational Publishing Limited, p. 720.

<sup>iii</sup> *Cities, Towns and Villages Act, S.N.W.T. 2003, c. 22*

**TOWN OF HAY RIVER  
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

**January 18, 2012  
1:15PM**

The Joint Occupational Health and Safety Committee meeting was held Wednesday, January 18, 2012 at 1:15 PM in the Town Hall Boardroom

**Present: Ross Potter, May-Britt Hetesi, Jaimi Carter, Dave Ryan, Harald Kauhausen**

**Absent: Jamie Pynten, Emma Harper**

**1. Call to Order**

Meeting was called to order at 1:15 pm by Ross Potter, Co-Chair.

**2. Adoption of Agenda**

**Moved: Jaimi Carter**

**Seconded: May-Britt Hetesi**

**CARRIED**

**3. Adoption of Minutes December 14, 2011.**

**Moved: Harald Kauhausen**

**Seconded: Jaimi Carter**

**That the JOH&S Committee accepts the minutes from the December 14, 2011, meeting as presented.**

**CARRIED**

**3. Business Arising from the Minutes**

We are still awaiting a quote from Mackenzie Electric to fix the lights at the Welcome sign at Chamber Park.

**5. New Business**

**a) Incident(s) Review**

There were two (2) incidents in the last month

(i) Injury at Parade – By-law Enforcement – no follow up needed.

(ii) Fire Department. Back injury during ambulance call – lifting process reviewed – unable to change procedure due to circumstances beyond control.

**c) CSTS Course Update**

Forty five of fifty two (45/52) personnel have completed course. One is in progress. Six (6) not started.

**d) Safety Meetings**

The Town of Hay River has joined the organization called "Employers First" a company that specializes in safety courses. There are numerous applicable courses available that we will take part in as needed.

**6. ISSUES**

- a) Recreation
  - nothing to report
- b) Administration
  - nothing to report
- c) Public Works
  - nothing to report

**Adjournment**

**Moved: Jaimi Carter**

**That the regular meeting of the Occupational Health & Safety Committee be adjourned at 1:43 p.m.**

**Inspection – Water Treatment Plant**

**Next meeting: February 15, 2012**

**Certified correct as recorded on January 18, 2012, and accepted by Motion  
March 21, 2012:**



**Ross Potter, Chair**



**May-Britt Hetesi, Recording Secretary**



**Town of Hay River  
Inspection Report JOH&S Committee  
Water Treatment Plant January 18, 2012**

- **Emergency lighting required to light a path to generator**
- **Phone list with emergency numbers to be posted by telephone**
- **First Aid recertification is required by plant operator**
- **New chair required for plant operator**
- **Exit signage to be provided in plant**
- **Ice buildups from roof over top of exiting; suggest possible drainage system over exit areas to alleviate this problem.**

**Inspection Completed By:**

**Ross Potter, Jamie Carter, May-Britt Hetesi, Tim Walsh, Harold Kauhausen**

The Trade & Tourism Advisory Committee Meeting of the Town of Hay River was held on February 14, 2012 at 12:00 p.m. in the Doug Wieterman Hall.

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**Members Present:** Kathy McBryan, Cllr. Bernard Dueck, Curtis Rowe, Deputy Mayor Mike Maher, Tom Colosimo

**Others Present:** Tammy Buchanan (Director of Recreation), May-Britt Hetesi (Asst. SAO), Emma Harper (Recreation Programmer)

**Excused Absence:** Cllr. Dawna O'Brien, Mayor Kelly Schofield, Tara Schofield, Michael Richardson (SAO)

1. **Call to Order** – 12:11 pm Assistant Mayor Mike Maher

2. **Adopt Agenda** –

**Motion by:** Tom Colosimo  
**Seconded by:** Kathy McBryan

**Carried**

3. **Adopt the Amended Minutes of the Regular Meeting, January 24, 2012**

**Motion by:** Tom Colosimo  
**Seconded by:** Curtis Rowe

**Carried**

4. **Delegation** –

5. **Discussion Items** -

**A) Trade and Tourism Advisory Committee Chair**

Mayor Kelly Schofield was nominated for the Trade & Tourism Advisory Committee Chair position.

**Motion by:** Tom Colosimo  
**Seconded by:** Kathy McBryan

**Recommend that the Council of the Town of Hay River appoint Kelly Schofield as the Trade & Tourism Advisory Committee Chairperson.**

**B) Conference Ideas**

The board agrees with the theme of Sustainable Communities for the conference. Tom commented that this theme opens up different sources of funding for the event. Mike mentioned that various international companies may be doing modules in the Hay River

area. He will research the possibility of combining this into the conference. Additionally, Mike will contact the Airship Company for an update and possible inclusion in the event. Administration will discuss the target numbers and budget with Tiffany Gallivan.

**C) Boat Show 2012**

The board asked administration to prepare pamphlets, flat sheets, and tourist guides for the show as well as extension cords. Additionally, administration will ensure two tables, two chairs, and a power outlet is available. Tammy and Curtis informed the board that the prize was going to be a tour operator package worth \$600 (not including flight). Tom mentioned that funding was probably available for this.

**D) Fishing Derby Update (Kathy)**

Kathy informed the board that the fishing derby would be held on March 24 at the beach. The boat for the grand prize has arrived, and tickets will be \$50.00 each. Kathy also told the group that she is working with the Hay River Senior's Society to run the event. The Society is providing her with their organizational number and will be helping to judge the event. Therefore, the town cheque will go to the Senior's Society. Kathy will follow up with administration for these funds.

**6. Business Arising –**

**A) Sign Initiative (Tom)**

Tom informed the board that ITI is planning to install signage along the highway system to entice tourists to stop and direct people into communities. These signs will be tied into the border sign with similar design, and the signs will have a 'Did You Know...' theme. Tom wanted to invite Hay River to join this initiative. ITI would install the signs and help fund and design. Tom suggested the town may want to start with a pilot project of five or six signs. Additionally, Tom mentioned that ITI is developing net enabled information kiosks. These kiosks will link with community websites, have print capabilities, be bilingual, and have QR codes on flat sheets and webpages. They plan to install the kiosks at parks, airports, and community visitor centres. The town would be able to order a kiosk after tender and ITI would provide upkeep and maintenance. Lastly, Tom mentioned that ITI would like to sit down with the town at some point to help them update their website.

**B) Resignation – Brian Lefebvre**

Brian Lefebvre has resigned from the Trade and Tourism Board. A replacement from the Chamber of Commerce will step in.

**Motion by: Tom Colosimo**

**Seconded by: Curtis Rowe**

**Recommend that a replacement from the Chamber of Commerce will sit on the Trade and Tourism Board.**

**C) Business Survey**

Tom suggested that a survey be distributed to local businesses and organizations to quantify how the economy is actually affecting business in the area. This would provide the

government with a better indicator of where assistance is required. Kathy suggested that a survey also needed to include the amount spent on recreational vehicles in the community.

7. NEXT MEETING DATE – March 13, 2012

8. ADJOURNMENT – 1:12 pm *Motion by: Curtis Rowe*

CHAIR



SECRETARY



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**A Meeting of the Recreation Board of the Municipal Corporation of the Town of Hay River was held  
Wednesday, January 18, 2012 at 12:00 pm in the Community Hall**

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**MEMBERS PRESENT:** Mayor Kelly Schofield, Jason Coakwell, Wayne Korotash, Colleen Ahenakew

**EXCUSED ABSENCE:** Chair-Greg Rowe, Deb Stanley, Nikki Ashton

**OTHERS PRESENT:** Recreation Director – Tammy Buchanan, Recreation Programmer – Emma Harper,  
Lead Facility Maintainer – Kim Tybring, Assistant SAO – May-Britt Hetesi

**CALL TO ORDER**      The meeting was called to order at 12:05 pm by Wayne Korotash

**ADOPT AGENDA**

**MOVED BY: KELLY SCHOFIELD  
SECONDED BY: COLLEEN AHENAKEW**

**CARRIED**

**ADOPT THE MINUTES OF REGULAR MEETING, DECEMBER 14, 2011**

**MOVED BY: JASON COAKWELL  
SECONDED BY: COLLEEN AHENAKEW**

**CARRIED**

**DELEGATIONS**

**BUSINESS ARISING**

**A) REVIEW OF RECREATION CENTRE FINAL DRAFT REPORT**

The board reviewed the recreation centre final draft, and was not comfortable advising to council. They felt that the current report may not accurately reflect the cost of upgrading the centre and suggested seeking a second opinion. Administration will contact an alternative source for suggestions and the cost of an alternative estimate.

**B) RECREATION POLICY – “Final Pages”**

Under the section ‘Hours of Operation’ the Easter Monday holiday hours will be amended to 8 hours of regular programming similar to Thanksgiving Monday. The ‘rates and fees’ will now be reviewed yearly. Under the ‘Ice Rental Designation’ section the holiday hourly rate plus one third is now in the bylaw. Additionally, users hosting special events will be required to submit at the Ice User meeting and any further additions or changes will be at the Recreation Director’s discretion. Lastly, the section ‘Cost Recovery Formula’ has been changed to a guideline rather than a standard. Furthermore, the policies and procedures will be reviewed every five years or as required.

**NEW BUSINESS**

**A) RESIGNATION – LORRAINE PETERSON**

Administration informed the board that Lorraine Peterson resigned from the Recreation Board due to personal reasons. The board decided to not fill the position as the term will be ending soon.

**B) LOBSTERFEST**

Jason mentioned that he will organize Lobster Fest again this year. Administration will talk to the Finance Director about the possibility of the Town getting a liquor license for the event. Administration will also check the availability of the Recreation Centre on May 26 for the event. Lastly, Kelly confirmed that Town Council approved matching funds from the previous year's event.

**NEXT MEETING – February 15, 2012**

**ADJOURNMENT – 12:46pm**

**MOVED: Kelly Schofield**

CHAIR

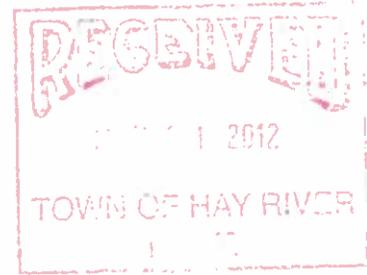


SECRETARY





Hamlet of Enterprise  
526 Robin Road  
Enterprise, NT X0E 0R1  
PH:867-984-3491 FX:867-984-3400  
www.enterprise.lgant.ca



March 17, 2012

Michael Richardson, SAO  
Town of Hay River  
73 Woodland Drive  
Hay River, NT X0E 1G1

Dear Sirs,

**Re: Water Supply Access**

The Hamlet of Enterprise's only source of potable water is currently the Hay River water treatment plant. In the past year or so, the Town of Hay River has increased the price of raw water by 104%. With our current contract expiring in 2013, the Hamlet is looking at ways to reduce its cost of service. The Town has traditionally granted exclusive access of the water fill station to a private contractor limiting options for Enterprise to explore alternative methods of providing this service. We were wondering if the Town would consider giving Enterprise direct access to the fill station.

I was hoping to get together with you or have a meeting with the Mayors and SAOs to discuss this further and explore options. I would be prepared to sit down with you or you and your Mayor at your convenience to discuss our challenges with water.

Please contact me to set a date for a meeting. If you have any questions or require additional information, please do not hesitate to contact me.

Yours Truly,



Peter Groenen, SAO

c.c. Ken Latour, Mayor, Hay River  
Mike St. Amour, Mayor, Enterprise



**NEWS RELEASE**

## **NTPC files General Rate Application**

**March 23, 2012 – Yellowknife, NT** – Northwest Territories Power Corporation (NTPC) today filed its first General Rate Application (GRA) in five years.

NTPC is seeking Public Utilities Board approval for increases of seven percent effective April 1 in each of 2012, 2013 and 2014 and a five percent increase April 1, 2015. The proposed rates reflect increases in the cost of generating and distributing electricity that have occurred in the five years since the last GRA, including costs arising from the natural gas situation in Inuvik. NTPC is proposing that the rate increases be phased in over four years to help reduce the immediate impact on NWT residents.

The Government of the Northwest Territories (GNWT) will make a contribution of \$33.8 million over three years to NTPC to allow it to phase in the proposed rate increases. GNWT contributions will be \$17.6 million in 2012/13, \$11.4 million in 2013/14 and \$4.8 million in 2014/15. Rates will be sufficient in 2015/16 to cover NTPC's revenue requirements and GNWT contributions will no longer be needed.

"This is a significant application for the Corporation and our customers for the next four years," Chairman of the NWT Power Corporation Brendan Bell said. "We encourage customers and communities to make their views known through the public hearing process."

The general public can receive information and make presentations to the Public Utilities Board and through the hearing process. Interveners can question NTPC's witnesses about the forecasts and analysis contained in the GRA.

More information is available from the Public Utilities Board through its website: [www.nwtpublicutilitiesboard.ca](http://www.nwtpublicutilitiesboard.ca).

***For further information contact:***

**Brendan Bell, Chairman  
Northwest Territories Power Corporation  
Phone: (867) 766-5081  
Email: [bbell@ntpc.com](mailto:bbell@ntpc.com)**

### 3.0 SUMMARY OF APPLICATION REQUESTS

The GRA describes all aspects of NTPC's costs for the test years. The GRA total Revenue Requirement and revenue forecast reflect shortfalls of \$19 million in 2012/13 and \$23 million in 2013/14 compared to revenues at existing rates. Revenues at proposed rates reflect the benefits of average rate increases of approximately 7%/year for the first 3 years of the rate transition, and approximately 5% in the final year (2015/16).

The GRA shortfalls of \$19 million in 2012/13 and \$23 million in 2013/14 are largely made up the following key cost drivers (rounded to the nearest million):

- **Fuel costs:** Increase of \$10 million, approximately equally split between higher fuel prices and the cost impacts of Inuvik switching from natural gas supply to diesel.

- **Bluefish Dam Replacement Project:** Increase of \$4 million in 2013/14 (approximately half this level in 2012/13) reflects the increased costs of capital and depreciation from the \$37.4 million Bluefish project.
- **Proposed Increases to Depreciation Rates:** Cost increase in 2013/14 of \$2 million primarily driven by shorter assumed diesel lives, offset by savings arising from lower estimated future asset removal and reclamation costs.
- **Deferral Accounts:** Increase of \$4 million including amortization plus return. These accounts reflect spending that has been set up in regulatory deferral accounts for such items as overhauls, water licensing, and the regulatory treatment of Employee Future Benefits.
- **All other factors, including inflation:** Total approximately \$4 million each year. This includes all



impacts of both operating and capital spending, financing and equity returns, net of revenue growth. Compared to the 2007/08 Revenue Requirement of approximately \$80 million, this is a total net impact from all factors of approximately 5% over the six year interval.

reductions occurring in most hydro communities. The benefits of this rate rebalancing remain in place for this GRA.

**Improved Subsidy Program:** Concurrent with the rate rebalancing changes, the GNWT amended the TPSP program to revise eligibility, which was a material net benefit for non-government residential customers (the winter eligibility increased to 1,000 kWh/month from 700 kWh/month) – this remains an ongoing feature of the bills paid by customers.

#### **4.0 MITIGATING IMPACTS ON CUSTOMERS**

NTPC continues to work hard to minimize the impacts of higher costs that affect customer's rates.

**Rate Rebalancing:** In 2010, the GNWT issued rate policy guidelines ("Rate Rebalancing" or "Guidelines") that led to substantial reductions in the rates paid by non-government customers in thermal communities, without increases to other customers. In the thermal communities, rates were reduced 20% to 80% (with the largest reductions occurring in the very small diesel communities), with more modest

**Government Rates:** As part of the rate rebalancing, rates for government customers were retained at the level in place prior to the Rate Rebalancing coming into place. This approach provided an opportunity for non-government rates to be consolidated at a level lower than would be required if all customer rates (non-government plus government) were being designed on the same basis. The 2012/14 GRA



maintains this distinction between government and non-government customers.

**Interest Coverage Approach in the Thermal Zone:** The implementation of the Guidelines eliminated the ROE for NTPC in the thermal zone, with costs solely being set to recover forecast costs plus a small reserve margin (1.5 interest coverage). This approach led to a reduction in costs of \$1.2 million in the Rate Rebalancing. The current GRA retains this approach, to the benefit of customers.

**Sustained Hydro Production:** NTPC worked with Miramar Con Mine to purchase the Bluefish Hydro station in 2002. Currently, the Corporation is replacing the 60 year old Dam at Bluefish with a new, more modern dam that will ensure a reliable hydro supply for future generations.

**Operating Cost Efficiencies:** NTPC continues to pursue opportunities to contain operating costs. Total growth in

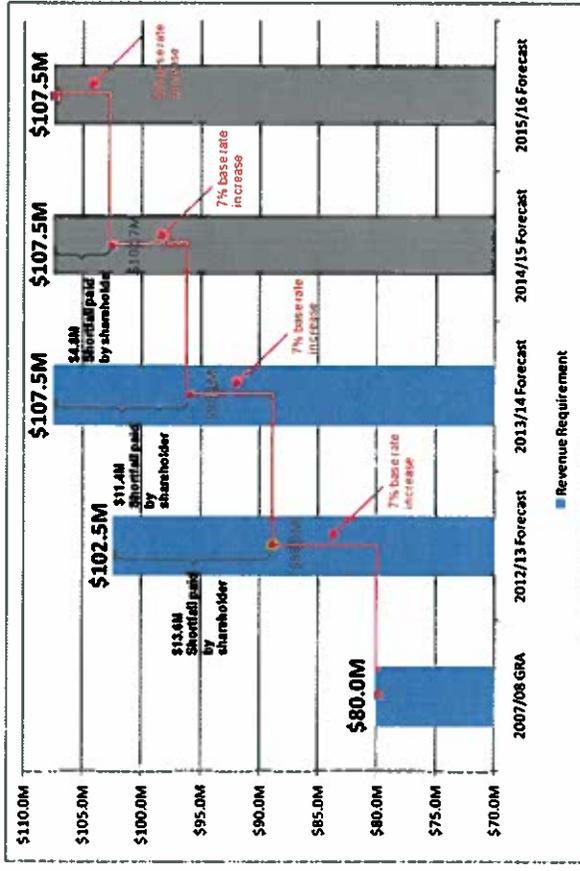
O&M for NTPC from 2003 to 2014 (11 years) averages 3.1%/year. This is the lowest of any peer utility NTPC reviewed, with others slightly above NTPC's growth rate (Yukon Energy and Manitoba Hydro at slightly over 4%/year) or materially above NTPC and above inflation (Newfoundland Hydro at 5.5%; Quilliq Energy at 6.0%/year NUL (NWT) and NUL (YK) at slightly over 7%/year, and BC Hydro at 9.2%/year).

**Reduced Debt Costs:** Since the last GRA, NTPC has reduced its financing costs both by retiring debt that had been borrowed in an earlier high interest rate environment and by securing new long-term debt at lower rates than had been previously available.



Requirement. Below is a graph illustrating this rate transition.

**Revenue Requirement and Expected Support from Shareholder**



**RESIDENTIAL CUSTOMERS WHO USE 1,000 kWh OR LESS POWER EACH MONTH WILL PAY APPROXIMATELY \$12 MORE WITH THE NEW RATES (AFTER SUBSIDY)**

**NO RATE CHANGES CAN BE IMPLEMENTED UNTIL APPROVED BY THE PUB**

**5.0 RATE CHANGES PROPOSED**

NTPC's GRA will involve a series of rate changes:

**1. Interim Rate Rider for April 1, 2012:** NTPC has requested a new "interim" rate rider for April 1, 2012 to increase energy charges for all customer groups to increase energy charges for all customer groups by 7%. This rate reflects 29% of the shortfall NTPC is facing in 2012/13. Diesel price escalation from April 1, 2012 onwards will continue to be addressed by the Territorial Wide Fuel Stabilization Fund.

**2. Final Rates following a PUB Decision (potentially by September 2012):** Once the PUB has made a decision on NTPC's General Rate Application, the interim rates presented above are expected to remain in place for the 2012/13 fiscal year with further rate adjustments over the following three years as NTPC transitions to its full Revenue



## 6.0 NEXT STEPS AND REGULATORY PROCESS

NTPC's application will be heard by the Public Utilities Board as part of their responsibility for the regulation of public utilities in the NWT under the *Public Utilities Act*.

The process to be followed by the Board is set out in the Act and the Rules of Practice and Procedure available on the PUB's website at [www.nwtpublicutilitiesboard.ca](http://www.nwtpublicutilitiesboard.ca).

Regulation of NTPC's rates ensures customers can have an active role in determining the prices that will be charged for power. Unlike most industries - energy or others - NTPC cannot change its rates without the approval of its regulator, after a fair public process.

The review of NTPC's Application will involve detailed exchanges of information between the Corporation, the

PUB, and intervenors (groups representing NTPC's customers).

Notices regarding the GRA and the public hearing will be published in local newspapers throughout NWT to allow customers to be updated on the steps in the process.

### **THERE ARE OPPORTUNITIES FOR CUSTOMERS TO GET INVOLVED, EITHER AS THE GENERAL PUBLIC, OR AS AN ACTIVE INTERVENOR:**

- **General Public:** Can receive the information, and make presentations to the PUB to describe their concerns.
- **Intervenors:** Typically are actively involved groups who may hire professional help (such as lawyers or utility experts). Intervenors attend negotiation sessions and hearings, cross-examine NTPC's witnesses, and in some cases present their own expert evidence on certain topics. In some cases, intervenors can have their costs to participate covered under the PUB's rules (see [www.nwtpublicutilitiesboard.ca](http://www.nwtpublicutilitiesboard.ca) for more information).

The Public Utilities Board can provide more information on ways to get involved.





**B R O W N L E E**  
L L P  
W a r r i o r s & S o l i c i t o r s

Suite 2200, Commerce Place  
10155 - 102 Street  
Edmonton, AB Canada T5J 4G8  
Telephone: (780) 497-4800  
Telecopier: (780) 424-3254  
E-Mail: [e-mail@brownleelaw.com](mailto:e-mail@brownleelaw.com)  
WebSite: [www.brownleelaw.com](http://www.brownleelaw.com)

Refer to: K. E. Kellgren  
Direct Line: 780.497.4890  
E-mail: [kkellgren@brownleelaw.com](mailto:kkellgren@brownleelaw.com)  
Your File No.:  
Our File No.: 71325-new

March 29, 2012

Northwest Territories Public Utilities Board  
203 – 62 Woodland Drive  
Hay River, NT X0E 1G1

**Attention: Joe Acorn, Board Chair**

Dear Sir:

**Re: Northwest Territories Power Corporation (NTPC) 2012/13 and 2013/14 GRA and Interim Rates Application**

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Further to Mr. Acorn's correspondence of March 23, 2012, the City of Yellowknife (the "City") and the Town of Hay River (the "Town") wish to advise that they intend on participating in NTPC's 2012/2013 and 2013/2014 General Rate Application, in addition to any process that may be established by the Public Utilities Board (the "Board") with respect to NTPC's request to increase interim rates effective April 1, 2012.

With respect to NTPC's request to increase interim rates effective April 1, 2012, the City and the Town submit that there is insufficient time between the filing of the application (March 23, 2012) and the date requested by NTPC for approval (April 6, 2012) to afford intervenors and the Board an opportunity to properly assess the application. The City and the Town submit that any application, including an application for interim rates, should be filed with the Board sufficiently in advance of the requested approval date to allow the Board to establish a process schedule whereby parties may submit information requests and, if necessary, argument.

The interim rates proposed by NTPC are equal to the rates NTPC has applied to have approved as final rates for the 2012-2013 period. Thus, unless the Board approves the full 2012-2013 rate increases applied for by NTPC, NTPC will be over collecting from customers through interim rates.

Further, the rate increase will be applied across-the-board to all zones<sup>1</sup> without reference to the disparity amongst revenue to cost ratios between the different zones (either under current rates or under the proposed increased rates). For example, under the proposed interim rates for 2012, the revenue to cost ratio for the Hydro Zones will be 92.8% compared to the revenue to cost ratio for the Thermal Zone of 81.7%.

The City and the Town submit that a further process, including a round of information requests, should be established by the Board to allow parties to properly assess NTPC's applied-for interim rates. However, and in the event that the Board is inclined to approve NTPC's interim rates on or before April 9, 2012 without further process, the City and the Town request that the Board direct NTPC as follows:

- (a) all revenues collected by way of the interim rates will be tracked by community / zone to allow full reconciliation and true-up to the final approved revenue requirement, rate base and annual rate increases approved by the Board;
- (b) NTPC shall file all future applications, including interim rate applications, sufficiently in advance of the requested approval date to allow the Board to establish a process schedule to allow the Board and intervenors to adequately assess the application.

With respect to the distribution list dated March 27, 2012, we request that you remove Mr. Robert Bruggeman from that list and also add the following names and information:

Kristjana Kellgren  
Brownlee LLP  
2200 Commerce Place  
10155 – 102 Street  
Edmonton, AB T5J 4G8  
Telephone: (780) 497-4890  
Fax: (780) 424-3254  
[kkellgren@brownleelaw.com](mailto:kkellgren@brownleelaw.com)

Laura Kerckhof  
Brownlee LLP  
2200 Commerce Place  
10155 – 102 Street  
Edmonton, AB T5J 4G8  
Telephone: (780) 421-5488  
Fax: (780) 497-3254  
[lkerckhof@brownleelaw.com](mailto:lkerckhof@brownleelaw.com)

Please contact Mr. Thomas D. Marriott or the writer with any questions or concerns.

Yours truly,

BROWNLEE LLP

PER:

  
KRISTJANA E. KELLGREN

---

<sup>1</sup> The energy charge will increase by 7% for all communities save for Norman Wells. The energy charge in Norman Wells will increase by 15%.  
{27/03/2012, E1155841.DOC;1}

## CANADIAN AGRICULTURAL ADAPTATION PROGRAM (CAAP) APPLICATION FORM FOR INDUSTRY COUNCIL FUNDING

*Review thoroughly this application form, including the Declaration and  
The corresponding Application Guide.*

*If you require assistance completing the application form, contact us.  
Email: [farmnwt@northwestel.net](mailto:farmnwt@northwestel.net)*

*Mailing Address:  
Territorial Farmers Association  
Box 4386  
Hay River, NT  
X0E 1G3*

**Note: If your project proposal includes applied or adaptive research, ensure that your project cannot be funded by the Growing Canadian Agri-Innovations Program at [www4.agr.gc.ca/AAFC-AAC/display-afficher.do?id=1238590129098&lang=eng](http://www4.agr.gc.ca/AAFC-AAC/display-afficher.do?id=1238590129098&lang=eng).**

**Has this been done?    Yes     No  X**

NOTE: The information you provide on this document is collected by the Territorial Farmers Association for the purpose of assessing your project proposal under the Canadian Agricultural Adaptation Program.

Where possible, applicants should provide business contact information only. Personal information that is provided will be protected under the provisions of the Privacy Act and will be stored in Personal Information Bank



## PART 1 – APPLICANT INFORMATION

**1 Applicant Information**

Are you applying for this program as an individual?

- Yes  Please proceed to section 2.
- No  Please complete the remainder of this section.

Corporation Type

- For-Profit Corporation
- Non-Profit Corporation
- Partnership
- Other – Municipality
- Incorporated Co-operative

Legal Organization Name

Town of Hay River

"Operating as" Name  
Town of Hay River

**2 Contact Information / Owner**

Legal Family Name

Richardson

Legal Given Name

Michael

Primary Telephone No.

867 874-6522

Ext.

Email

AdminClerk@hayriver.com

Fax No.

867.874.3237

Secondary Telephone No.

Ext.

Language of Correspondence

- English
- French

**3 Mailing Address - Canada**

Unit /Suite/ Apt.

73

Street Number

73

Number Suffix

Street Name

Woodland

Municipality (City, Town, etc.)

Hay River

Province

NT

Street Type

Drive

Postal Code

X0E 1G1

4 GST or Canada Revenue Agency Number

5

Website Address

http://hayriver.com/

Province

NT

Street Type

Drive

Postal Code

X0E 1G1

6 Name of Signing Official

Michael Richardson

Title

Senior Administrative Officer

Email

Administrator@hayriver.com

Provide a brief profile and history of your organization.

## PART 2 - PROJECT INFORMATION

CAAP's objective		To facilitate the agricultural sector's ability to seize opportunities, to respond to new and emerging issues, and to pathfind and pilot solutions to new and ongoing issues in order to help it adapt and remain competitive.	
8	Project title	Development of a local agricultural strategy for a remote northern community	
9	Anticipated start date	June 2012	Anticipated completion date October 2012
11	Provide the reasons for doing the project.	The Town of Hay river has recently acquired 300 + acres of agricultural land within its corporate limits. There are also two medium size market gardeners, a commercial greenhouse operator and a large poultry egg production barn within the town. A thriving community gardens, popular seasonal farmers market and a growing interest in urban agriculture (backyard gardens/chickens) are all indications that our community is rallying around agriculture and concerned about its local food security. Recent community plans that include agriculture are not supported by the current municipal by-laws and producers are concerned prime agricultural land will be converted into other uses. A local agriculture strategy will help ensure the municipality promotes and supports new agricultural developments that fit within the scale and vision of our community at large.	
12	Describe the project.	Using industry experts (consultant), a community vision for agriculture will be developed in consultation with producers, consumers, community members and the Town of Hay River. A local agriculture strategy will be developed taking into account the available landbase, current/potential production and the community vision. Recommendations on municipal by-law revisions will be part of the "road-map" that move towards the realization of the community's vision.	
13	Describe the project's activities.	<ol style="list-style-type: none"> <li>1) Assessment of municipal landbase capacity— location, amount, access, soils data, water resources etc.</li> <li>2) Analysis of existing and potential producers</li> <li>3) Public consultation to develop an agriculture vision</li> <li>4) Review of current municipal by-laws and plans (General plan, Integrated Community Sustainability Plan, etc.)</li> <li>5) Final report with recommendations on how to move forward with implementation of strategy</li> <li>6) Public presentation of strategy</li> </ol>	
14	Describe the intended benefits of the project. How will it help the sector to adapt or remain competitive?	The project will provide direction for a small, remote, northern community on how to develop and secure its local food system. This will also encourage the development of a small-scale agriculture industry, diversifying the local economy while fitting within a community vision. It will encourage participation in and the growth of an agriculture sector driven by local needs and wants.	
15	Are post-proposal activities required? If so, how are you going to financially support these activities?	There are no post-proposed activities required. The strategy will be a standalone document to be used by the community.	

16	Identify and demonstrate your efforts/results in obtaining cash from industry. How are your partners going to be involved in supporting the project?	With the largest poultry egg production barn in the NWT located in Hay River, we are anticipating a cash contribution as the outcome of the project will likely address some of their operational constraints/concerns (i.e. water access, labour standards, zoning etc.). As well, industry support has been realized through a contribution agreement by the Northwest Territories Egg Board to assist in moving forward to achieve project objectives.
17	Describe your project team, and its capacity and ability to undertake the project.	The team will consist of a council member, Town of Hay River administration and a specialized consultant to head up the work. A champion of the project from the Council of the Town of Hay River will undertake the bulk of the preliminary work, while minimal administrative support may be required from the town staff for public notification and local project coordination. Using consultants that specialize in this type of agricultural planning will ensure the administration is not burdened with this project but still gives the Council ability to direct and coordinate.
18	Describe any challenges or risks that may influence the successful completion of the proposed project. Describe how you plan to mitigate these risks or challenges.	Without communicating the long-term vision or outlining the preliminary work that has been completed around agricultural development, there may be a lack of community buy-in initially. Agriculture is not a traditional northern industry and is often misunderstood. That said, a well thought out communications plan will ensure the community understands the importance and scope of the project as well as the long-term benefits. By having industry partners, the leaders of the town and a host of special interest groups on board, key messages will be communicated on many levels to the general public and other stakeholders.
19	Communications	We will advance the dissemination of information through a final report which will be made available through the Town of Hay River administrative office. Copies of the strategy will be available on the Town website and delivered to agents of the Government of the Northwest Territories. All stakeholders will have access to the information as well.
20	Describe any potential environmental impact of the proposed project.	There will be no negative environmental impact from this project.
If the proposed project includes applied or adaptive research activities, answer the following questions.		
21	Describe how your research activities are beyond basic research.	N/A
22	Are you partnering with other stakeholders in this area of research?	The NWT Egg Producers Board and the Territorial Farmers Association will be utilized as resources for the project as needed.
23	List most relevant papers (up to 5) published by members of your team, preferably related to the proposed research project.	N/A

### PART 3 - PROJECT WORKPLAN

Activities	Start Date	End Date	Outputs
List each activity/sub-activity in chronological order.	YYYY/MM/DD	YYYY/MM/DD	For each activity listed, indicate what will be produced, where applicable.
Activity 1: Assessment of municipal landbase capacity	June 4 <sup>th</sup> , 2012	June 25 <sup>th</sup> , 2012	
Activity 2: Analysis of existing and potential producers	June 4 <sup>th</sup> , 2012	July 16 <sup>th</sup> , 2012	
Activity 3: Public consultation to develop agriculture vision	Last week of June, 2012		
Activity 4: Review of current municipal by-laws and plans (General plan, Integrated Community Sustainability Plan, etc.)	June 4 <sup>th</sup> , 2012	July 27 <sup>th</sup> , 2012	
Activity 5: Final report with recommendations on how to move forward with implementation of strategy	July 30 <sup>th</sup> , 2012	October 12, 2012	
Activity 6: Public presentation of strategy	September 12, 2012		

## PART 4 - TOTAL SOURCES OF FUNDING

Resources		Status of Funding		
Sources of Funding (Indicate all sources of funding requested, in cash or in-kind, and whether the funding is confirmed or pending)	Cash	In-kind *	Date Confirmed	Pending (Expected Date)
<b>Applicant's Contribution</b>		\$3,000		
<b>CAAP Funding Requested</b>	\$55,250			
<b>Other Sources</b>				
<b>Partners**</b>	\$5,000			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
<b>Total Project Funding</b>	\$60,250	\$3,000		
<b>Percentage</b>				

\* In-kind means contributions other than monetary which defray a portion of the project's eligible costs.

\*\* If your partners are receiving funding from the federal, provincial, territorial or municipal government, provide details of which government funding is provided and the amounts.

NOTE: The CAAP administration may request additional details and documentation related to the sources of funding.



## PART 5 - BUDGET

### Source of Funding

For each activity, list eligible expenses by cost category	Activity Costs	Funds from CAAP	Recipient Contribution				Other Government Contribution		Other Contribution (e.g. Partners)
			Cash		In-kind		Cash		Cash
			\$	-	-	-	-	-	-
Activity 1: Assessment of municipal land base capacity		12,000							
Staff time to coordinate documents for contractor				1,500					1,000
Sub-Total:	\$		\$	-			\$	-	-
Activity 2: Analysis of existing and potential producers		4,000							
Sub-Total:	\$		\$	-			\$	-	-
Activity 3: Public consultation to develop agriculture vision		12,000							
Meeting room rental and coffee				500					1,500
Sub-Total:	\$		\$	-			\$	-	-
Activity 4: Review of current municipal by-laws and plans (General plan, Integrated Community Sustainability Plan, etc.)		5,000							
Sub-Total:	\$		\$	-			\$	-	-
									1,500

Staff to coordinate documents for contractor						500		
Sub-Total:	\$			\$			\$	
Activity 5: Draft report with recommendations on how to move forward with implementation of strategy		9,250						
Sub-Total:	\$			\$		\$	\$	
Activity 6: Public presentation of strategy		12,000						
Meeting room rental and coffee					500			
Sub-Total:	\$			\$		\$	\$	
Activity 7: Final Report		1,000						
Sub-Total:	\$			\$		\$	\$	
Total Cost Project	\$	65,000		\$		\$	2,500	\$
Percentage						\$	2,500	\$
							%	%

CAAP requested funding by fiscal year	Fiscal year 2010-2011	Fiscal year 2011-2012	Fiscal year 2012-2013	Fiscal year 2013-2014
			65,000	

Estimates based on supporting documentation should be documented and kept on file, and should be available if requested.

The maximum level of total government funding (federal, provincial, territorial, and municipal funding) for projects under CAAP will not generally exceed 85% of the total project costs.



**Before signing the Declaration, answer the following questions:**

**Unpaid debts to Canada**

It is a requirement of the *Treasury Board Policy on Transfer Payments* that recipients of funds declare any amounts owing to the federal government and to recognize that amounts payable to the recipient may be set off against amounts owing by the recipient to the government.

Does your organization have any outstanding debts with the Government of Canada? If yes, please indicate the amount owing and under what initiative/legislation.

Amount of unpaid debt: \_\_\_\_\_ Initiative/Legislation: \_\_\_\_\_

**Conflict of interest disclosure**

Applicants who are current or former public servants or public office holders or who are organizations that employ such persons must comply or ensure compliance with the *Values and Ethics Code for the Public Service*, the *Conflict of Interest and Post-Employment Code for Public Office Holders*, and the *Conflict of Interest Act*.

Provide the names of any persons involved with the project who have in the past year been employed, or held public office, with the federal government. Indicate their former positions and the nature of their involvement in your organization or the project itself.

Name: \_\_\_\_\_ Former position: \_\_\_\_\_ Nature of involvement: \_\_\_\_\_

Name: \_\_\_\_\_ Former position: \_\_\_\_\_ Nature of involvement: \_\_\_\_\_

**Lobbying Act**

It is a requirement of the *Treasury Board Policy on Transfer Payments* that the recipient or public office holders and any person lobbying on behalf of the recipient to obtain funding is in compliance with the *Lobbying Act*. For more information, go to the Office of Commissioner of Lobbying of Canada's website at [www.oct-cal.gc.ca](http://www.oct-cal.gc.ca).

\_\_\_\_\_ In compliance \_\_\_\_\_ Not in compliance \_\_\_\_\_ Not applicable

## DECLARATION

I/We confirm that I/we have read and understood the objective, principles and criteria of the Canadian Agricultural Adaptation Program (CAAP), and I/we understand that the following conditions must be met for funding eligibility:

- The organization confirms that this application has been vetted by the Organization's Board of Directors and the signature below is that of the CEO / Chairperson / President or the Senior Financial Officer / Treasurer;
- The individual/organization must demonstrate to AAFC that it has adequate human resources, experience and financial resources required to carry out its responsibilities;
- The individual/organization must be in compliance with federal, provincial/ territorial and/ or municipal environmental requirements with respect to this project;
- The individual/organization agrees that this application form creates no obligation on the part of AAFC to provide funding;
- The individual/organization agrees that information provided on this application form will be collected and used by AAFC to determine eligibility of the applicant and the proposal for funding under the CAAP;
- The individual/organization agrees that information provided may be disclosed to third parties for purposes of assessing the project proposal for funding;
- The individual/organization agrees that any financial, commercial, scientific or technical information provided in this application will be treated in accordance with the *Access to Information Act*;
- The individual/organization confirms that there are no conflict of interest situations relative to the CAAP;

### If this application is approved:

- The individual/organization agrees that, if this application is approved, the individual/organization will be required to enter into a contribution agreement that sets out terms and conditions for funding in accordance with Treasury Board's Policy on Transfer Payments;
- The individual/organization agrees that costs incurred before the signing of a contribution agreement, unless authorized by CAAP, are not eligible for reimbursement;
- The individual/organization agrees to comply with the CAAP's objective, principles and criteria and understands that failure to meet these may result in non-payment and/or reimbursement of payments made;
- The individual/organization agrees to carry out financial functions in accordance with Generally Accepted Accounting Principles;
- The individual/organization agrees to develop and implement a performance management framework and reporting system to measure the performance of the project, provide progress reports on a regular basis and a performance report summarizing project reach, results achieved and resources expended;
- The individual/organization agrees to provide the Minister of Agriculture and Agri-Food Canada with a copy of its annual report, upon request, and grants the

Minister the right to conduct an audit on the project described in this application;

- The individual/organization agrees to provide appropriate recognition for the federal government's financial assistance;
- The individual/organization will make available to the Minister of Agriculture and Agri-Food any communication vehicle developed under this Program and agrees that the Minister may use such vehicles for communications purposes;
- The individual/organization agrees that, if approved, information provided about the project may be posted on the CAAP website;
- The individual/organization agrees that Canada will not be liable for any claims for damage and will indemnify Canada from any claims for damage by the individual/organization or third parties related to the activities carried out for the project by the individual/organization or on its behalf;
- The individual/organization agrees to ensure that CAAP funding will not be used to pay federal employees or to reimburse costs incurred by them collaborating on a project (i.e., to attend a meeting or conference, deliver a presentation, act as an expert, or collaborate in research).

I/We declare that the information given in this application is to the best of my/our knowledge, complete, true and correct.

**SIGNATURE:**

\_\_\_\_\_  
Authorized Representative  
for

\_\_\_\_\_  
Title  
Date

\_\_\_\_\_  
Name of individual/organization

Submit an electronic version of the application to [famnwf@northwestel.net](mailto:famnwf@northwestel.net) and mail or fax a signed copy of the Declaration pages with the appropriate documentation to:

*Territorial Farmers Association  
Box 4386  
Hay River, NT X0E 1G3  
Fax: (867) 874-4706*

**SUPPORTING DOCUMENTATION CHECKLIST**

**Please submit a copy of the following documents to complete your application:**

**Mandatory:**

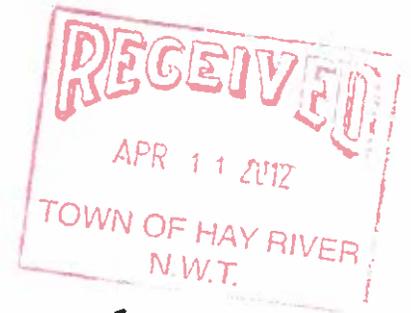
- incorporation documents such as a letter of incorporation
- last two years of audited financial statements
- signed Declaration
- work plan
- budget
- if applicable, endorsement letters for the project from industry with nature of support provided and the rationale for support

**May be requested by the CAAP administration:**

- business plan
- strategic plan
- annual reports
- brochures/pamphlets
- further details and documentation related to government funding

Email the above documents to [fairmnmw@northwestel.net](mailto:fairmnmw@northwestel.net) if available electronically. Otherwise mail or fax the documents to:

*Territorial Farmers Association  
Box 4386  
Hay River, NT X0E 1G3  
Fax: (867) 874-4706*



**Mayor's / Chief's Report  
March, 2012**

**Hay River RCMP Detachment  
"G" Division  
Northwest Territories**

The Hay River RCMP Detachment responded to a total of 396 calls for service during the month of March 2012. This is an decrease of approximately 15% from the month of March 2011.

OCCURRENCE COUNT	March 2011	Feb 2012 Hay River	March 2012 Hay River	March 2012 Hay River Dene Reserve	March 2012 Hamlets of Enterprise
Assaults (all categories)	31	13	20	6	0
Break and Enters (Residence, Business & other)	5	2	4	2	0
Theft of Motor Vehicle	0	2	0	0	0
Theft Under \$ 5000.00	6	4	3	3	0
Theft Over \$ 5000.00	0	0	0	0	0
Drugs ( Possession )	1	5	3	0	0
Drugs ( Trafficking )	3	3	4	0	0
Liquor Act	40	10	27	11	0
Unlawful Sale ( Bootlegging)	2	0	0	0	0
Causing a Disturbance/Mischief (including public intoxication)	75	60	67	17	0
Impaired Driving	10	13	6	2	1
Other Complaints	93	83	232	38	6
Total Complaints	266	195	311	78	7
<b>PRISONER COUNT</b>	207	140	221	-	-
Prisoners	85	69	59	20	0
Outside Detachment Prisoners	0	4	2	-	-
Total Prisoners	85	73	81	-	-

The total PROS occurrences for 2012 to date is: 718

The total PROS occurrences for 2011 to date is: 677

This is an 6 % increase overall.

The Hay River RCMP Detachment's "Communities Policing Priorities" as follows:

- Combating Organized Crime: Drug Trafficking
- Combating Substance Abuse Related Crimes: Alcohol and Drug
- Youth and Community Crime Prevention: Community Involvement
- Aboriginal Policing Concerns



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada

### **Community Policing Activities :**

On March 2, Cpl. Young assisted and participated in the KFN Kamba Carnival. Cpl. Young attended the youth dance at the local Rec Centre to conduct patrols and to interact with the youth from the KFN Reserve. Also during this night, Cpl. Young attended and participated in a drum dance that was held at the community centre on the KFN reserve. The local elders were very pleased to see an RCMP member present and partaking in their traditional ceremonies.

On March 3, Cst. Stevens pulled out his former musical talents and DJ'ed the Hay River Women's Hockey League fund-raiser dance held at the local legion. All though a fun time was had by all, Cst. Steven's ensures us that he will not give up his day job as an RCMP officer.

On March 8, Cst. Bilodeau and Cst. Stevens attended the Hay River Dene Reserve complex to show support to members of the community during the Truth and Reconciliation Assembly. Cst. Bilodeau and Cst. Stevens learned more about the issues arising from the residential schools and their impact on the aboriginal communities. The local elders were pleased to see members of the RCMP attending the assembly and showing their support.

On March 20, Cpl. Young attended the graduation of several participants from the Hay River Drug and Alcohol Addictions centre. This was held at Nats'ejee K'eh Treatment centre on the KFN First Nations reserve.

On March 23-25, several members from the Hay River and Yellowknife Detachment participated in the annual Hay River Polar Pond Hockey tournament. Those included Cpl. Young, Cst. Stevens, Cst. MacKenzie, Cst. Hayward and Cpl. Stebanuk.

On March 25, Sgt. Buchanan, Cst. Venne and Cst. Bilodeau participated in a local ice fishing derby which ran in conjunction with the Polar Pond Festivities. Although not many fish were caught, the day was enjoyed by all who attended.

On March 27, Cst. MacKenzie attended the Hay River Interagency Youth Strategy workshop. Cst. MacKenzie spoke about the Hay River RCMP's involvement with the local youth in the community.

On March 27, Cpl. Young and his family participated and assisted with the Novice hockey team in an evening of fun at the Polar Pond hockey site on the river. The event saw approximately 100 children participating in the event and it was a great way for the youth of the community to interact with each other.

On March 28, Cst. Stevens attended a fun filled sliding event held by the students of Diamond Jenness High School at the local tobogganing hill. Cst. Stevens joined and interacted several students as they were sliding down the hill. The students enjoy the event as a way to interact with the police on a fun, social level.

On March 28, Cst. Bilodeau attended Ecole Boreale and met with the principal, Stephane Millette to discuss their school's Lock Down plan. The school's procedures was reviewed with the principal and a practice was done. Follow up made with each class. Students and staff were commended for their improvement.

On March 29, several members of the Hay River Detachment, Police Dog and Traffic Services went to the Diamond Jeunesse Secondary School and played several intermural games with the highschool students. This effort was made in attempt to continue the great relationship between the youth of Hay River and the RCMP.

On March 31, Cst. Bilodeau attended Ecole Boreale and gave a presentation to the students in grade 7 about Bullying & Cyber-bullying. The presentation covered many areas of the subject such as; the different forms of bullying, its possible consequences, impact on Victims, and how to properly deal with bullying situations. Students participated well in the class and answered many questions. The teachers and principal were very satisfied with the presentation given.

Cst. MacKenzie and Cst. Stevens continue to volunteer their time at Diamond Jenness Secondary School(DJSS) and assisting with coaching the basketball teams.

Several members from this detachment also continue to participate in the local Hay River Recreation Hockey League and the Hay River Cross Country Ski Club.

**Aboriginal Community Constable Activities:**

S/Cst. Beck has been actively working on the following ongoing Community based projects throughout the month of March:

- Take a Kid trapping project in March. S/Cst. Beck has just finished on the land with several groups of students from Ecole Boreale, Princess Alexandra, DJSS and Chief Sunrise School.
- Fur Harvested: 6 Marten, 1 Mink, 1 Wolverine, 4 Beaver.
- Traditional medicine was harvested along with teaching navigation skills, survival and maintenance of a trapline.
- Talks with students about drug & alcohol abuse.
- Assisting agencies: CN Rail, Dept. of Fisheries & Oceans, and Renewable Resources.
- Continuing with the Cabin Building Project.

### **Proactive Patrols for Hay River Satellite Communities:**

**Enterprise :** A total of 2 proactive patrols were conducted by the Hay River RCMP Detachment and 6 proactive patrols were conducted by "G" Division Traffic services during this month.

**Hay River Dene Reserve :** A total of 30 proactive patrols were conducted by the Hay River RCMP Detachment during this reporting month.

### **Notable Occurrences for Month :**

'G' Division Traffic Services emphasized their enforcement of seatbelt & child restraint, along with speeding in school zones. There were several warnings and tickets issued, all in an effort to promote safety and education in the noted areas.

### **Drugs Seizures & Complaints:**

On March 31, Cst. Thomas and A/Cst. Mageean conducted a traffic stop on Royal Road. Once stopped the members entered into an investigation in which a large amount of cash and a small amount of drugs were located. This investigation did not result in charges being laid, but contributed to the information gathering of Drug Trafficking.

A few suggestions to the Citizens of Hay River and Surrounding Area are as follows:

- Vandalism and property crimes happen, please ensure you do your part to ensure you don't become a victim. Lock your vehicles, homes, and put your valuable items out of view of prying eyes.
- Take a picture and record the serial number of your bicycles and other property! If they are stolen and then recovered it helps in the process of turning the property back to its rightful owner.

Hay River RCMP Detachment included the following during this period:

- \* 102 hours of training and mandatory qualifications shared by the Membership.
- \* 164 hours of leave spent this month.
- \* 0 hour of sick leave spent this month.
- \* 65 criminal record checks were conducted during the month of March
- \* 210 hours+ of voluntary overtime donated by the Membership at Hay River in order to keep up with their investigations and file work. (VOT is a common practice among Members where no pay is expected or received, it reflects pride in their work and commitment to professionalism.).
- \* The Membership continues to put forth an excellent effort and morale is exceptional.

**Remember, when you see crime or have information related to keeping your community safe-call your local Detachment at 874-1111 and we will do our best to deal with your concerns. If you wish to remain anonymous you can call Crimestoppers at 1-800-222-8477 and they will pass the information on to us.**

**Police would like to remind the public that Victim Services is available in Hay River, NT. They can be contacted by calling (867) 876-2020 for further information or by fax at 867-873-0199.**

**Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.**

**Cst. Nathan Venne  
A/Detachment Commander**

**Hay River RCMP Detachment  
Telephone: (867)874 - 1111**

**External Distribution List:**

**OIC "G" Division South District**

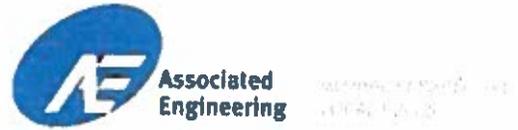
**South District Advisory NCO**

**Sue Vogt - " G " Division Criminal Operations**

**Jacqueline Ciotti, Executive Assistant to the Commanding Officer - "G" Division**

**This report has been prepared by Cpl. Scott J Young, Cst. Venne and Cst. Bilodeau.**

**Report**



**Draft**

**Town of Hay River**

**Flood Preparation Plan**

**January 2012**

<b>ASSOCIATED ENGINEERING</b>	
<b>QUALITY MANAGEMENT SIGN-OFF</b>	
Signature	.....
Date	.....

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## **Town of Hay River**

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**Appendix A - Hay River EMO Mapping**

**Appendix B - Cost Estimates and Supplier Quotes**

**Appendix C - Flood Preparation Checklist**

**Appendix D - Historical Emergency Management Documents**

**Appendix E - GNWT Steam Pipe Detail**

## 1 Background

The Town of Hay River is located at the outflow of the Hay River into Great Slave Lake, approximately 90 km north of the Alberta border in Northwest Territories. The Hay River basin is approximately 51,700 km<sup>2</sup> and reaches into northern Alberta and north-eastern BC. Portions of the Town experience flood events on a regular basis during the spring breakup of the ice on the Hay River. The severity and location of flooding within the Town has varied over the past 60 years. Due to the complexity of the factors that determine the severity of the flooding, it presents a yearly threat. Associated Engineering (AE) has been retained by the Town to provide a flood preparation plan in advance of the 2012 breakup.

The Hay River and the annual flood threat to the Town has been the subject of numerous previous studies commissioned by the Federal, Territorial and Municipal Governments. Additionally, the University of Alberta has been involved in data collection and analysis on the river, focussing on the spring breakup events, for several years. For this assignment several background reports have been made available to AE to enhance our understanding of the complex factors that influence the flood threat. We have familiarized ourselves with the several formal reports, communications and records in preparing this document. We have also visited Hay River and met with municipal officials, community members and representatives of the Kat'odeeche First Nation (KFN) to gain a greater understanding of the issue.

Appendix A contains maps obtained from the Town of Hay River Emergency Measures Organization (EMO) showing plan views of the Town and Vale Island respectively. The locations identified on these maps are referenced throughout the report.

### 1.1 HISTORICAL FLOOD RISK

The area at most significant risk of flooding is Vale Island. Two main settlements on the Island currently exist, the West Channel Fishing Village and Old Town (located on the East Channel), both of which have experienced flooding in the past. Following the significant damage of the 1963 flood, many in the community relocated from Old Town to higher ground to the south in the area now known as New Town. However, not all residents relocated as a result of the flood and to this day people continue to reside in Old Town and the Fishing Village. Throughout the period which Vale Island has been settled, almost the entire Island has been flooded at one time or another (see Figure 1-3).

Several measures, structural and non-structural, have been implemented over the years in response to specific events and observations (e.g. the West Channel berm and the raising of the MacKenzie Highway at Strang's Corner). This has served to somewhat improve the situation for the most impacted areas. However, experience has shown that though minor improvements are made in one area, the flood risk persists and will recur, often in a different area of the Island. New Town is not entirely immune from the flood risk and areas have been impacted, albeit less regularly and severely than Vale Island. In recent years it has been noted by residents that the primary area of flood threat has shifted from the West Channel Fishing Village (heavily impacted in the 1980s and 1990s) to the lower lying portions of Old Town along

## Town of Hay River

100th and 101st Street (late 2000s). Refer to Figure 1-1 for a combined Flood Inundation Map produced by Environment Canada in 1985.

### 1.2 FACTORS AFFECTING THE FLOOD THREAT

The challenge of responding to flood events on the Hay River is the short timeframe over which threats can develop and/or dissipate. Peak water levels during breakup are influenced by the timing and severity of several factors. The Hay River is a freshet dominated system, in that peak flows in the river generally occur during the spring when the accumulated snowpack is melting. The most severe flood events have occurred when the peak annual flow on the Hay River has coincided with the breakup of river ice. The complex interplay of the timing of breakup ice travelling through the basin with the melting of the winter snowpack and precipitation during this critical period influences the potential peak flow that will arrive in Hay River.

To complicate the forecasting efforts ice jams often form in the Town or upstream in the watershed that can result in sharp, localized increases in water levels. When a jam releases, a surge in water levels can result in a rapid increase of water levels in the town. As a result, during breakup Town officials must be prepared to undertake measures to protect public safety with minimal warning. Previous work has been carried out to develop forecasting tools that would help the Town and residents prepare for the breakup. However, due to the complexity of the system and several factors that can influence the severity, such efforts have yet to arrive at a satisfactory forecasting method. Refer to Figure 1-2 for a scatter plot showing the forecast peak flow versus the actual recorded peak. This plot was prepared by Zhao et al. at the University of Alberta (U of A) in 2009 based on historic data and two forecasting methods.

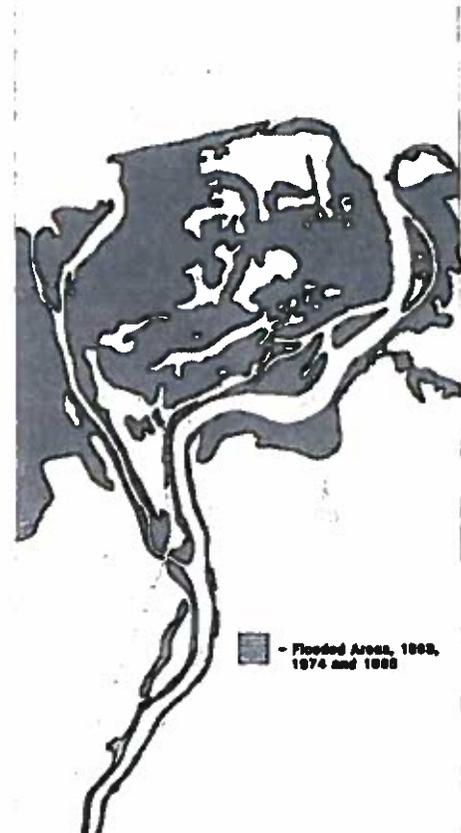
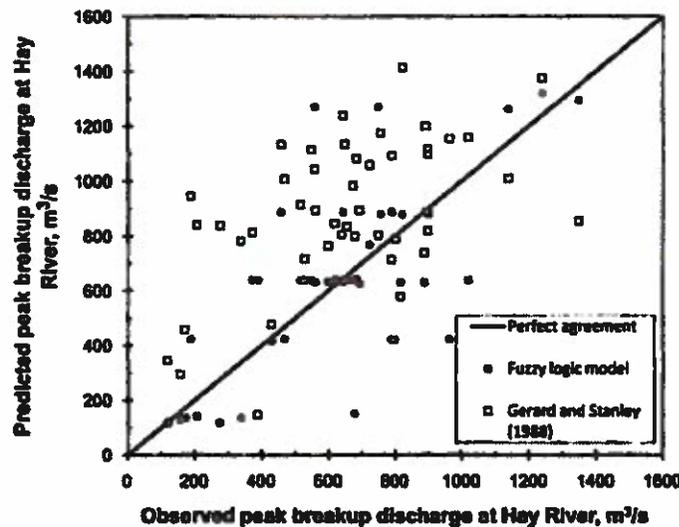


Figure 1-1: Combined Flood Inundation Map (Environment Canada, 1985)

**Figure 1-2**  
**Flood Forecasting Algorithm Evaluation (Zhao et al., 2009)**



The flood threat to Hay River has also been influenced both by the natural river processes of erosion and sedimentation as well as anthropogenic (as a result of human activities) changes to the river. It is a commonly held view by local residents that the outlets of the East and West Channels have been aggrading since annual dredging halted in the early 1990s. The areas surrounding 'Island D' that historically may have provided up to three additional backchannels as well as a possible overflow route through the center of the Island are generally unavailable for flood conveyance. Industry and government actions have resulted in all of these channels being cut off from regular flows, however anecdotal reports indicate the embankments are occasionally overtopped during flood events. Aggradation in the area of 'Hudson Island' just downstream of 'Island D', and within the backchannel behind 'Island A' are also concerns.

There have been many attempts to define flood profile elevations for the Hay River. Most recently researchers from the University of Alberta have defined water levels for some of the more significant past events including the 1963, 1985 and 2008. This work, along with various engineering studies carried out previously, provide some indications of potential peak water levels. We have utilized this information to determine an "assumed" flood profile in assessing temporary protection options for Old Town (see Section 3)

### 1.3 HISTORICAL MITIGATION

Several methods of structural and non-structural mitigation have been implemented over the years to minimize the annual threat posed by the Hay River. The methods have yielded varying degrees of success. As mentioned earlier, as mitigation measures are introduced the flood threat is often relocated, appearing in different areas of the delta around Vale Island.

### 1.3.1 Non-Structural

Methods that have been implemented in the past have included dredging, blasting of river and lake ice and the construction of snow berms to confine water and ice. Historically, these have been the primary temporary methods of mitigating against breakup flood events. While these methods all likely provided some improvement to the situation, the flood threat persisted during the period they were pursued. All three methods are no longer used, for various reasons, and in recent years mitigation efforts have consisted primarily of the implementation of emergency measures when required.

### 1.3.2 Structural

The West Channel of the Hay River adjacent to Vale Island was cut off annually for some time in the 1950s and early 1960s in the area of the existing West Channel Bridge. Accounts differ on whether this was fully cut off, a culvert or a Bailey bridge. From our reviews and discussions, this is commonly thought to be an influencing factor in the 1963 event when the channel was not opened in advance of the breakup thereby routing all flows through the East Channel. Regardless, this situation was improved with the construction of a permanent West Channel Bridge.

Several permanent diking works have been proposed over the years in varying degrees of detail. A permanent berm was constructed to protect the West Channel Fishing Village in the 1990s (actual date of construction not confirmed), this area suffered the most frequent flood damage in the years prior to its construction. This berm has provided some protection but is vulnerable to being circumvented both to the south towards the airport, and to the east at the existing discharge of the oxbow drainage channel.

Additionally, in response to various events and areas of water ingress into the Town from the East Channel, small improvements were made to roads most notably the Mackenzie highway. These measures have, according to accounts, prevented water from overtopping the East Channel banks in the area of Strang's Corner and 'Island D' and flowing towards the oxbow drainage channel located approximately in the center of Vale Island.

### 1.3.3 Emergency Response

The responsibility for responding to the annual flood threat rests with the Town of Hay River. As a result the Town has established an Emergency Measures Organization (EMO) through Bylaw No. 2190/PS/10. The EMO is responsible for responding to the annual flood threat and is currently headed by the Fire Chief. The EMO has participation from a broad group of stakeholders and is ultimately responsible for instituting the necessary actions to protect the public in the event of flooding.

Due to the lack of reliable forecasting methods and the threat to public safety, the EMO and the U of A monitor the river reaches within, and upstream, of the Town closely during breakup. Several cameras are mounted along the river at points and, we understand, are monitored on a 24-hour basis. Additionally, several Flood Watch personnel are stationed throughout the area to monitor the progress of the breakup. Information is posted to the Town EMO website to provide the public with a single source of the most up to date information.

The function of forecasting is ultimately made more difficult as a result of the numerous factors that may combine to create the conditions for a flood event and speed at which they occur. The EMO and annual Flood Watch that has been taking place in the Town for several decades has fulfilled this duty and presumably will continue to do so with assistance from the U of A as long as it is available. This experience interpreting the severity of the conditions is invaluable in preventing injury and death and minimizing unnecessary impacts to residents.

#### 1.4 OBJECTIVE OF THIS STUDY

The flood threat to Hay River is an ongoing issue for the Town; to better plan for the 2012 breakup we have prepared a summary of considerations and actions for the Town's review to help guide the efforts. Our background research and interviews have provided us with insight into the annual events and, based on that understanding, this report is intended to provide some guidance in improving the Town's planning and response activities. We have also provided initial, high-level commentaries on temporary mitigation measures to facilitate further planning, discussion and mitigation.

## 2 Discussion

Below we provide some preliminary comments on historical and existing flood protection, mitigation and response measures for Hay River.

### 2.1 HISTORICAL MEASURES

Historically, mitigation of the flood threat was carried out primarily through the use of techniques to improve conveyance on the Hay River during breakup and allow for water to pass Vale Island and escape either under the ice into Great Slave Lake or over top of the ice. There is a sound hydraulic basis for improving conveyance as a method of mitigating flood threats. Measures such as dredging and breaking of river ice are well established and have been widely used to mitigate ice jam flooding.

#### 2.1.1 Blasting

Historically the use of explosives served as a primary method of breaking up the ice in the Hay River and Great Slave Lake. Such methods are currently used elsewhere in the world to speed the breakup of river ice and remove ice jams (though the use of ice-cutting machinery is presently more common). Permitting would most likely be required from the Federal and possibly the Territorial governments to blast. Such action would risk some environmental impact and would need to be carried out carefully by trained personnel.

#### 2.1.2 Dredging

Dredging of the Hay River delta was carried out for at least three decades. Anecdotal accounts indicate this practice was stopped in the early 1990s. Accounts indicate the dredged material was never salvaged for use or sold but was pumped northwest of the East Channel to form what is now known as 'Seagull Island'. Dredging has navigational as well as conveyance benefits and, with the location of the Canadian Coast Guard on the East Channel, may be of interest to other levels of government. However, we understand the Federal government ceased all dredging (other than in southern Ontario) in 1998. Dredging would likely also require permitting from the Federal and Territorial governments.

#### 2.1.3 Snow Berms

The Town of Hay River and the KFN have constructed snow berms in the past to attempt to channelize the water and ice into Great Slave Lake. Generally these measures are not thought to have provided much benefit, as the greatest flood risk generally exists when temperatures are warming and snow and ice are melting. Anecdotally, we note that the snow berms were effective at the onset of breakup, but would eventually degrade and overtop. Due to the costs and the unreliable performance the Town has not pursued snow berms during recent events.

### 2.2 CURRENT MEASURES

#### 2.2.1 Temporary Flood Protection

In 2011 the Town attempted a sandbagging program. Beyond this smaller effort (1000 sandbags) we are not aware of other attempts to construct conventional sand bag berms. Such measures are labour intensive and in the case of Hay River are difficult to implement when needed, as the severity of the flood threat is very difficult to forecast with any reasonable lead time. If the Town is prepared to seriously pursue temporary measures on an annual basis, optimizing the necessary level of effort would prove a challenge. To complete the work in time requires identification of the severity of the threat with sufficient lead time. This may lead to the Town investing significant resources on an annual basis, to construct works that may or may not be needed in the given year. In Section 3 we provide a discussion and some preliminary costs for two temporary flood protection systems (HESCO Concertainer and MacTube).

#### 2.2.2 EMO Operations

The EMO and annual Flood Watch for Hay River is probably the most important current measure in mitigating injury or death from flooding. As mentioned earlier, flood risks on the Hay River can materialize quickly and forecasting, especially when carried out well in advance, only provides limited benefit. Therefore, close monitoring and communication is essential to both provide for evaluation of the developing risk and to implement emergency measures, if warranted.

##### Monitoring

Monitoring of the river within the Town and upstream is an essential part of current flood response practice in Hay River. We understand the following measures are typically undertaken by the Town's EMO in conjunction with the University of Alberta:

- Watershed monitoring to identify the commencement of breakup
- 24-Hour Video Monitoring during breakup at locations prone to ice jams
- 24-Hour Flood Watch within the Town and KFN
- Watershed monitoring flights
- Flood forecast modelling from U of A
- Hydrometric monitoring at four sites by the Town and three sites by the WSC

The measures listed above are important in providing as much forewarning as possible in the event of rising waters and ice jams. The effort expended in providing more robust camera and lighting systems is likely worthwhile and should be the focus of continual improvement efforts. If (or when) the U of A ceases their involvement in the Hay River breakup, the Town should investigate how the knowledge gained and equipment used in their activities may be transferred to the Town.

INCIDENT  
COMMAND  
SYSTEMS

**Communications Protocols**

Accounts of the level of internal communication within the EMO indicate that in general decisions are being taken with the appropriate personnel present and in the best interest of public safety. It is not clear if there is a current, documented organizational structure and communications protocol within the EMO. Internally, establishment of such protocols may not greatly change the functioning of the EMO and the consensus based decision making. However, documentation of roles and responsibilities will help maintain continuity over the years and facilitate improvement.

WEB  
PAGE  
DELIVERED PACKAGES  
MEETINGS

There are some comments in background material indicating that better efforts could be made informing the public of the status of the breakup and the risk to residents. Rightly, it is also indicated this should be carried out carefully so as to not raise undue alarm amongst residents. The EMO website is an excellent tool but could be supplemented by a few measures including public relations campaigns in winter and early spring to prepare residents for the breakup and broadcasting of current conditions via media other than the internet to reach a broader section of residents.

**Emergency Measures**

**Vale Island Access Restrictions:** During breakup on the Hay River access to Vale Island is restricted to residents, emergency services and the EMO. This is an important step, due to the potential for rapid changes in water levels there is significant risk to the public; those who are not involved should be kept out of the flood zone.

**Evacuation:** Evacuation is the last resort for the EMO and residents of Vale Island. Determining when evacuation is necessary is a function of the EMO and is likely to never be popular amongst residents. Even with implementation of minor mitigation works, due to the difficulty in forecasting, evacuations can be expected to occur more frequently than flood events.

DEBRIEFING  
AFTER 2010  
2011  
AND WALL BR  
AFTER EACH  
EMO RESPONSE

**Continual Improvement**

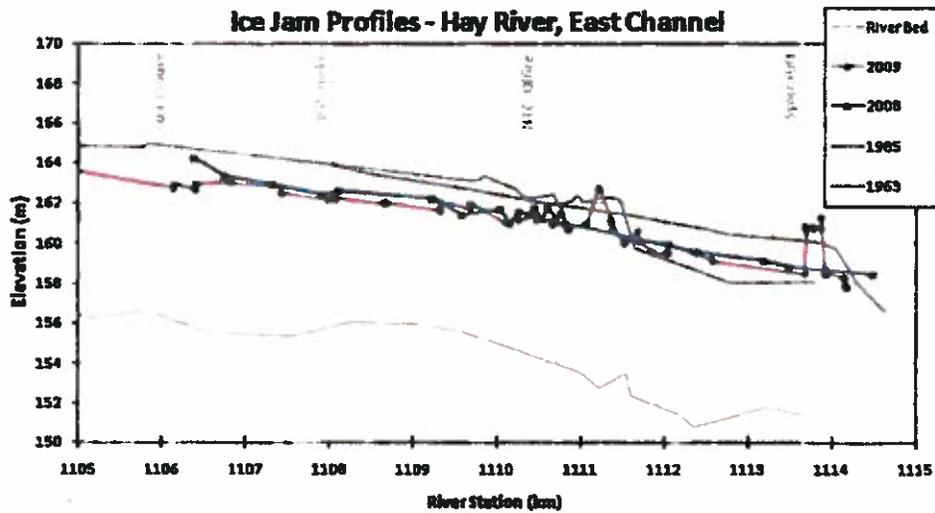
Once the annual flood threat has passed, the Town and the EMO have, in the past, met to gather feedback on the function of the EMO. A process was undertaken following the 2008 event and some feedback on the 2009 event was also recorded. This is an important step and should continue to be undertaken. There is likely a tendency to put more effort into debrief activities following the more severe events. However, documenting efforts is an important step to ensure continuity for the EMO and learn from past successes and failures.

# 3 Analysis of Temporary Structural Options

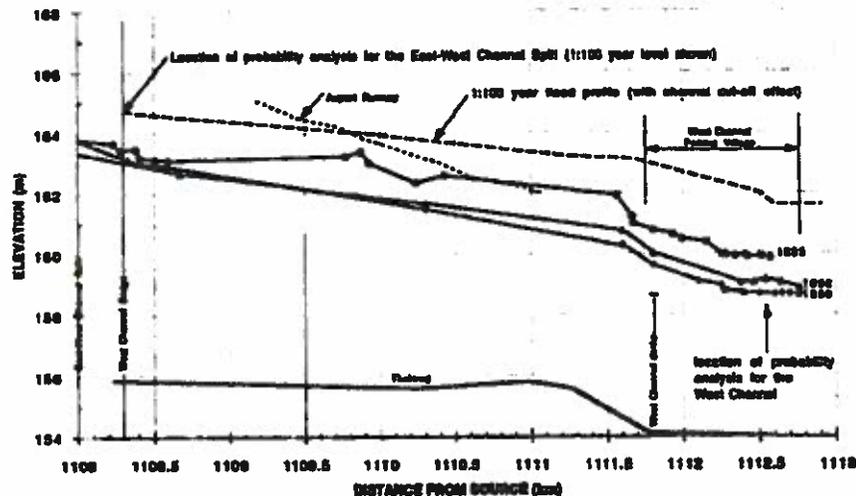
We have produced a preliminary flood inundation map based on an "assumed" flood profile for the Hay River, to provide some useful analysis in determining appropriate placement of temporary flood protection. The ground elevations utilized were derived from LIDAR obtained from the Government of the Northwest Territories (GNWT) and ground survey of selected roads (performed by others) obtained from the Town. It is important to note the level of analysis used is not sufficient to perform an engineering design but is intended as an indication of where water depths may be expected to be greatest in the event of a flood event. The map generally supports the observations of recent more minor events (backflow at the oxbow culvert and flooding of 100 Street). To verify the proposed temporary flood protection alignments in Old Town we have also used data from a recent survey of selected roads on Vale Island.

The flood profile is based on the 1963 flood in the East Channel (based on reporting from the U of A) and the 100 year profile for the West Channel, (M. Jasek, 1993, with Dike B concept for the existing West Channel berm), minus 0.4 m to match the 1963 water level at the West Channel bridge in 1963 of 164 m. The stationing used in our assumed flood profile matches the previous work. See Figures 3-1 and 3-2.

**Figure 3-1  
East Channel Flood Profiles (University of Alberta, 2010)**



**Figure 3-2  
West Channel Flood Profiles (M. Jasek, 1993)**

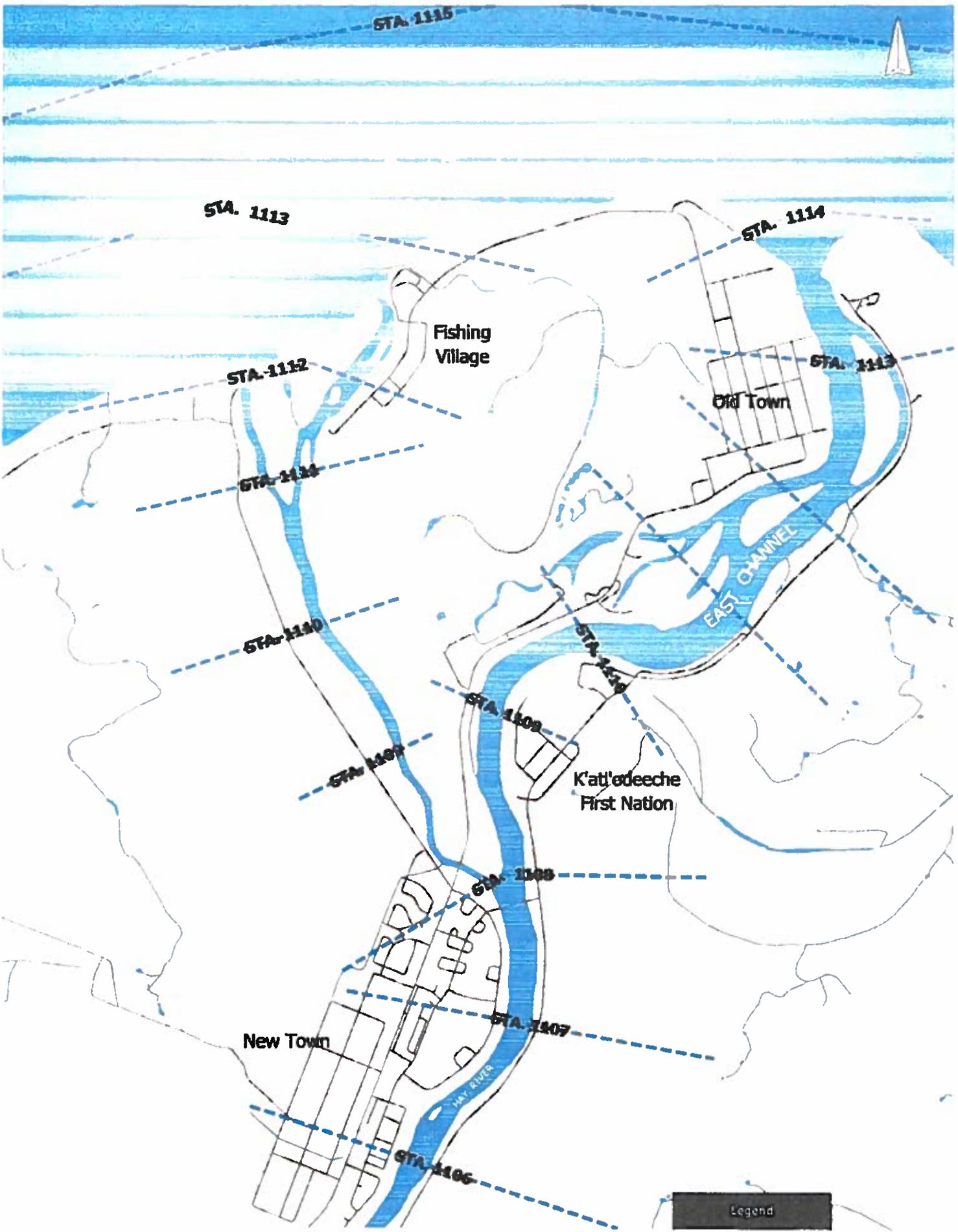


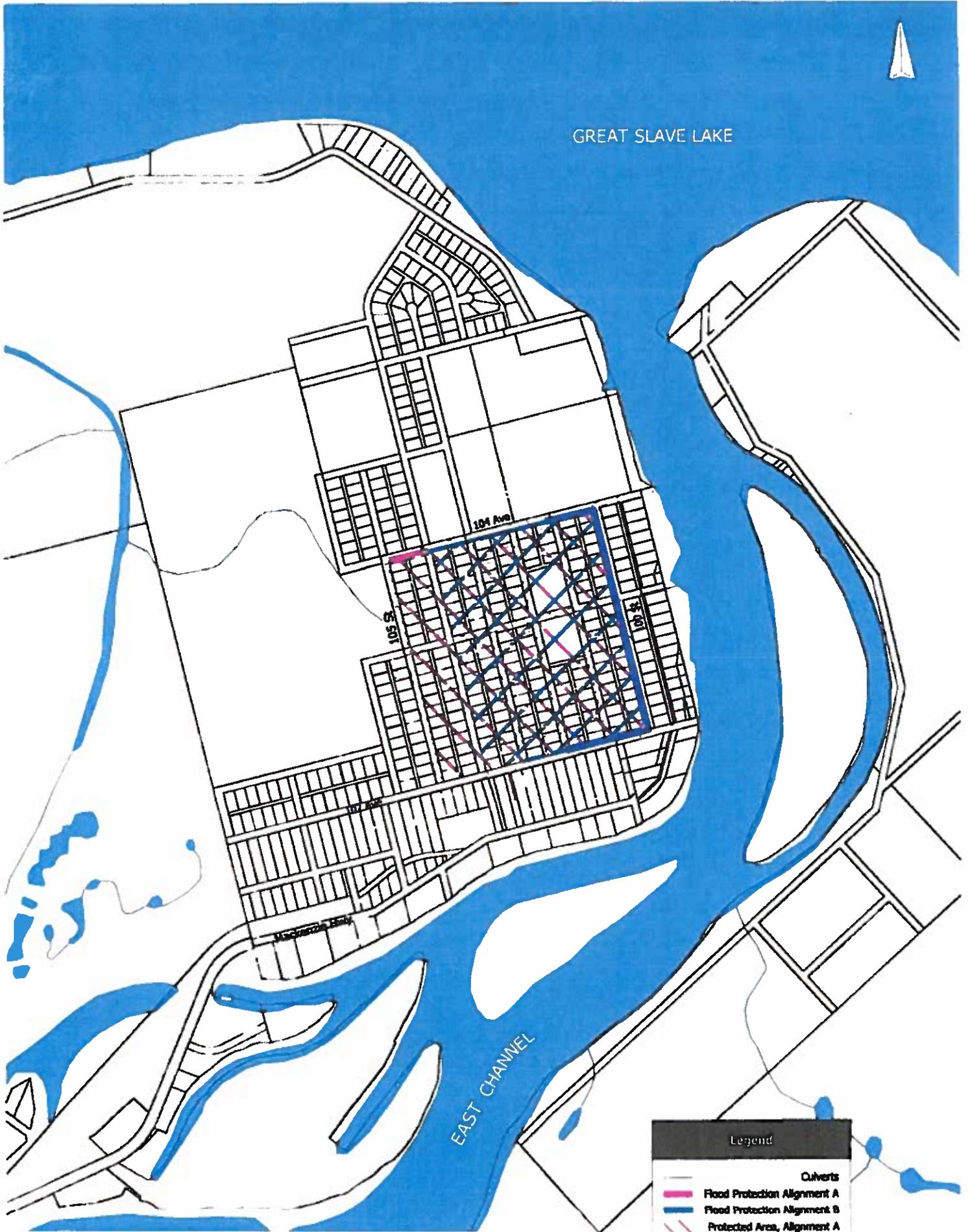
This assumed flood profile does not represent either the flood of record or a specific return period event. It does not account for changes in channel geometry or conveyance. It has been presented as a tool to verify the anecdotal reports of the areas within Old Town and the West Channel Fishing Village that are reported to flood first, even during more minor events. Refer to Figures 3-3 through 3-6 for plan view of the cross section stationing, the assumed flood profile, and the flood inundation map based on the profile.

The goal of the temporary flood protection would most likely be to minimize inconvenience and damage caused during frequent events. It is unlikely, due to the cost of the temporary infrastructure, that adequate flood protection to address major events could be financed by the Town on an annual basis, due to the minimal lead time and significant uncertainty in flood magnitude.

### 3.1 OLD TOWN ALIGNMENT

Based on LIDAR Information obtained from the GNWT and a ground survey (by others) of a portion of the Old Town road network, we have provided two concept level alignment options for temporary flood protection. The alignments are for discussion purposes and do require verification as they are based on horizontal crest heights (does not account for the hydraulic grade line of the river). The alignments are only expected to provide a level of protection for more minor flood years. The alignments are crossed by culverts as noted on the Figures (Identified based on survey data by others) that would need to be temporarily plugged or fitted with functional flap gates. With these measures in place the protected areas would also have no drainage outfall, until external water levels recede and any sandbag culvert plugs are removed. Therefore, to remove standing water resulting from rain and snow melt pumping may be required. It is important to note, the road embankment is likely not designed with flood protection in mind.





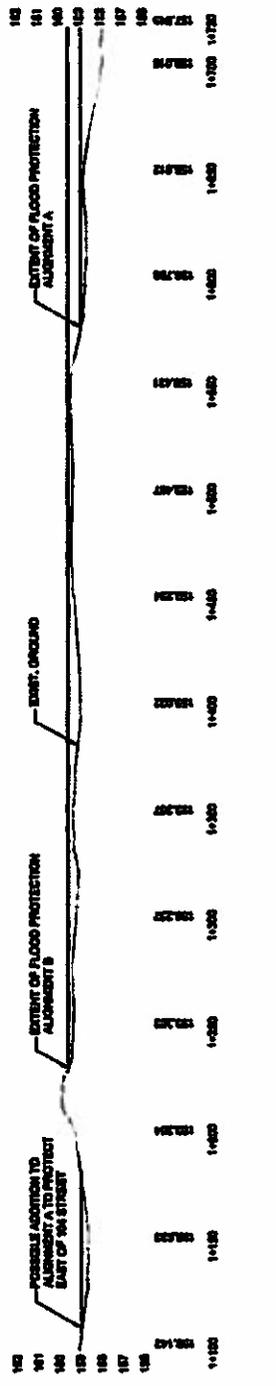
GREAT SLAVE LAKE

EAST CHANNEL

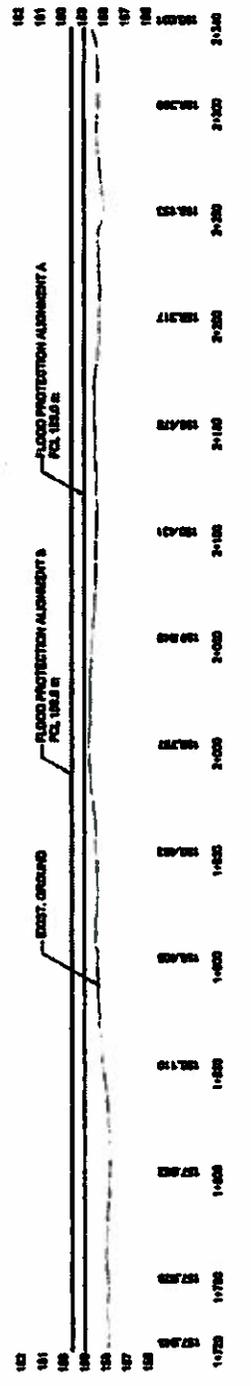
105 St  
104 Ave  
103 St  
102 St  
101 St

Legend

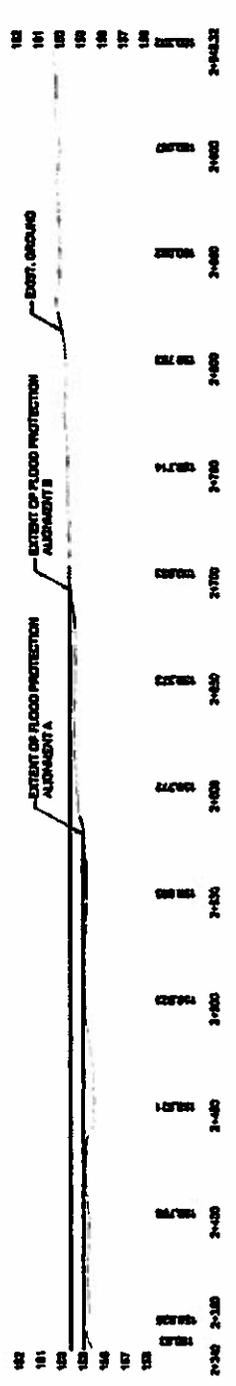
- Culverts
- Flood Protection Alignment A
- Flood Protection Alignment B
- Protected Area, Alignment A



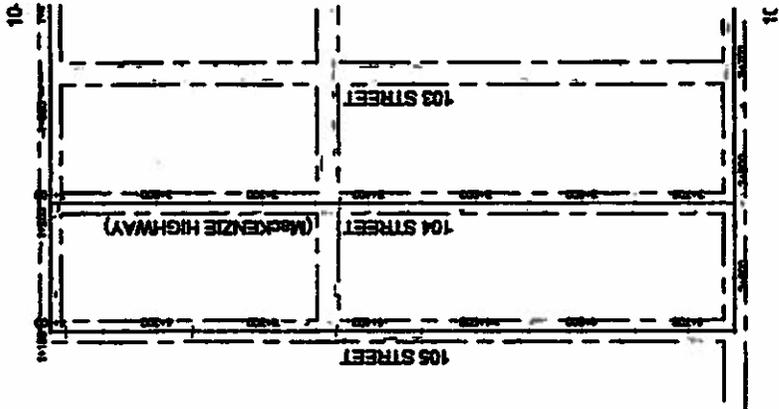
PROFILE 11/20/04 V.1200  
104 AVENUE



PROFILE 11/20/04 V.1200  
105 STREET



PROFILE 11/20/04 V.1200  
102 AVENUE

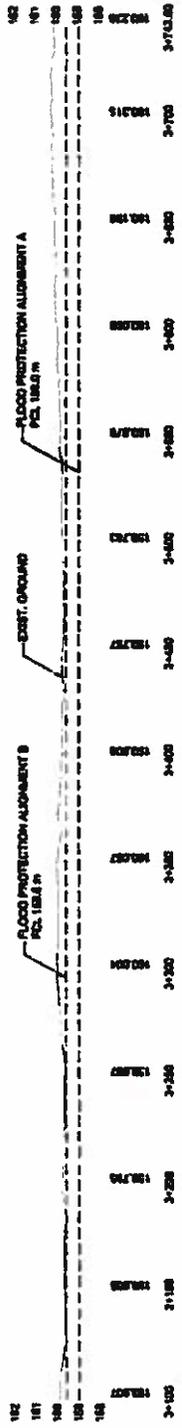


PLA1

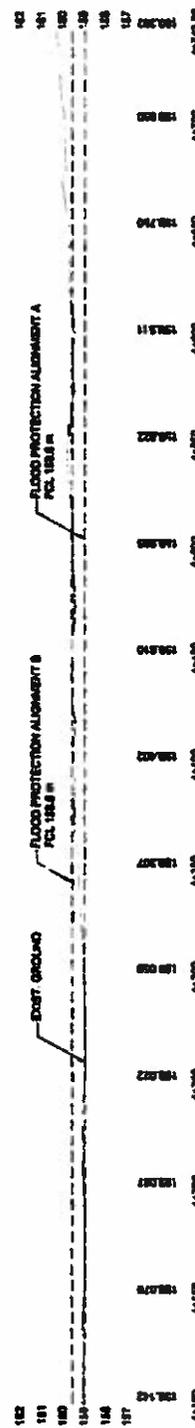
FL  
Old Town F  
Dwg. No.: 2  
Date: J  
Scale: A

NOTES:  
FLOOD PROTECTION ALIGNMENTS BASED ON STATE FLOOD LEVEL.

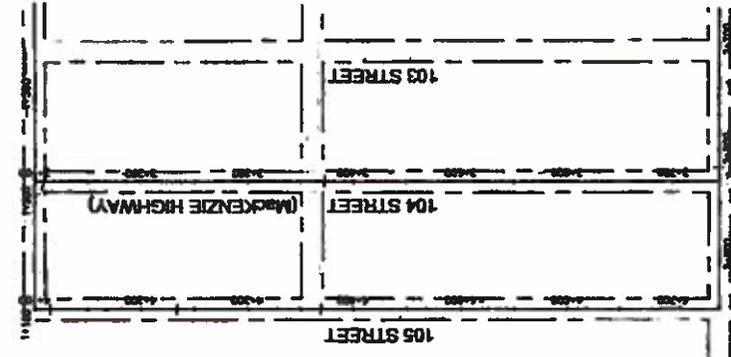
PROJECT: Flood Protection Project 10, C:\projects\10217-017.dwg 3-4 & 3-4.dwg  
DATE: 11/20/04



PROFILE  
104 STREET  
N 1.000 V 1.000



PROFILE  
105 STREET  
N 1.000 V 1.000



PL

Old Town F  
Dwg. No.: 2  
Date: J  
Scale: A

NOTES:  
FLOOD PROTECTION ALIGNMENTS BASED ON STATIC FLOOD LEVEL.

locations are noted on Figure 3-11 and are based on the LIDAR information from the GNWT. Quantities and extents are therefore approximate and should be confirmed by ground survey. 104 Street (MacKenzie Highway) also presents an interesting issue, as it is the only route out of the Fishing Village it should likely be raised at least to the berm elevation. At the oxbow outfall it appears that some closure of the dike ring may be required. Similar to the Old Town options, culverts should be plugged to prevent backflow or preferably fitted with functional flap gates.

### 3.3 PRODUCTS

Three types of temporary flood protection systems were considered for the purposes of this study:

- Conventional sand bags
- Flood protection tubing (MacTube, Aquadam)
- Gabions lined with filter fabric (HESCO Concertainer or Floodline)

Based on the Town's experience in 2011, conventional sand bags cost approximately \$3/bag. Due to the labour intensive nature of sandbagging with conventional bags, anecdotally, it is believed that the efforts would have only yielded minor benefits would flooding have occurred.

Aquadam and MacTube were two other products investigated with suppliers. These products are linear tubing products that can be filled with water or slurry to create a temporary flood barrier. During open water floods these products have proven successful however they are relatively untested in situations where significant impacts from ice and/or debris can be expected (based on conversations with Surf-Tec and Macafferri). MacTube is worthy of consideration as it is a heavy duty woven geotextile and is therefore pervious, it is filled with slurry and subsequently the water drains out leaving a continuous, linear sand bag. A specialized conveyor loader is required to efficiently fill the MacTube with sand slurry.



Figure 3-12: MacTube in use on Lake Winnipeg (Image courtesy of Maccaferri Canada).

Another option is the use of gabion baskets lined with filter fabric that can be filled with sand using heavy equipment (e.g. a front end loader). The advantage of such a system is the speed at which a flood protection barrier can be erected when compared with conventional sand bags. This is a crucial factor in the Hay River case as the onset of the event generally comes with minimal lead time. Due to the unique ice conditions some risk of damage as a result of impact would remain, however this barrier is a more robust system than the other options (the product is also used for blast defence by militaries). The commercial products we have obtained quotes for are the HESCO Concertainer and Floodline, and Maccaferri MacTube (see Appendix B).

*How a fence  
600,000.  
for  
the river*

GREAT SLAVE LAKE

WEST CHANNEL



### 3 - Analysis of Temporary Structural Options



Figure 3-13: HESCO Concertainer assembly using conventional loaders and dump trucks (image courtesy of Maccaferri Canada).

#### 3.4 COSTING

We have incorporated the supplier quotes into an overall cost estimate to implement the temporary flood protection works. The details of the estimate are provided in Appendix B. To provide these initial estimates several assumptions have been required. We have included a 50% contingency for the reported costs; they are provided in 2011 Canadian Dollars.

##### Flood Protection Alignment A

Based on our estimates the approximate cost of implementing Alignment A is as follows in Table 3-3. Refer to the detailed summary provided in Appendix B for specific assumptions used in calculating the costs.

Table 3-3  
Cost Summary - Alignment A

	HESCO Concertainer	MacTube	Conventional Sand Bags
Capital Cost	\$270,000	To Come	N/A
Recurring Annual Cost	\$23,000	To Come	\$620,000

##### Flood Protection Alignment B

Based on our estimates the approximate cost of implementing Alignment A is as follows in Table 3-3. Refer to the detailed summary provided in Appendix B for specific assumptions used in calculating the costs.

**Table 3-4  
Cost Summary - Alignment B**

	HESCO Concertainer	MacTube	Conventional Sand Bags
Capital Cost	\$850,000	To Come	N/A
Recurring Annual Cost	\$54,000	To Come	\$2,200,000

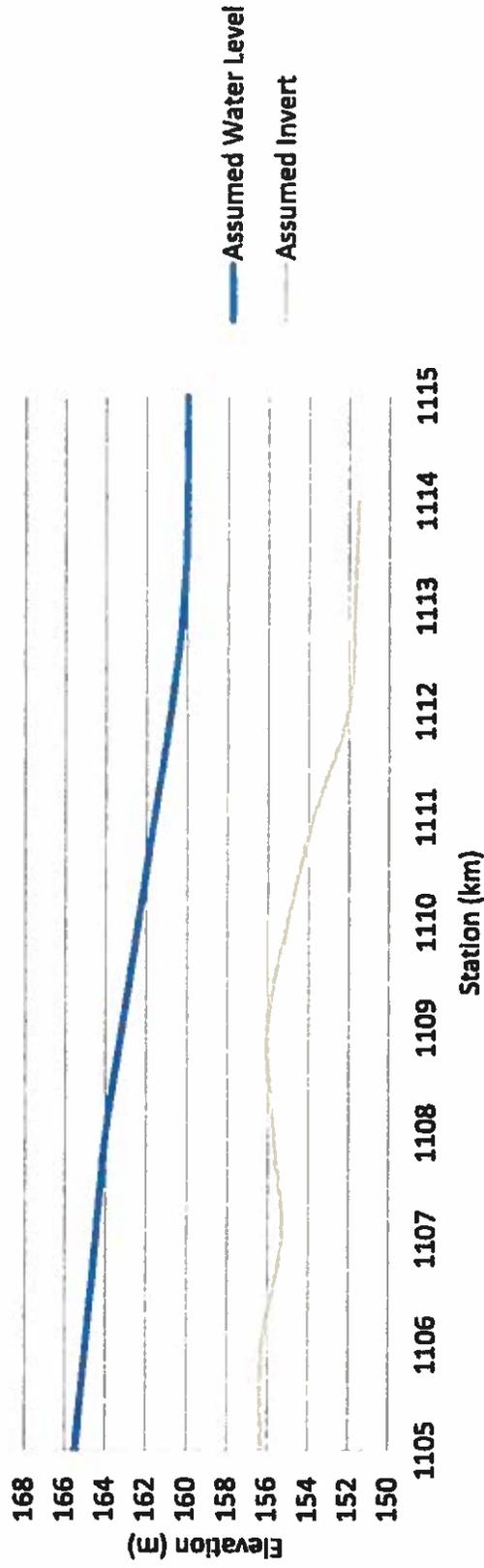
**West Channel Berm Improvements**

Permanent filling of the West Channel Berm to a consistent elevation is likely the most efficient method of improving flood protection for the area. The estimate below has been completed based on the LIDAR information obtained from the GNWT. Ground survey is required to accurately identify existing geometry and required earthworks quantities. For the purposes of this estimate, we have assumed that the berm has been constructed to commonly accepted flood protection standards (e.g. Impervious core, drainage layer and erosion protection). We have not identified any design documentation beyond the 'Dike B' concept alignment (presented by M. Jasek in 1993) to verify this assumption. The estimate is therefore based on a 3.5 m crest width, 3H:1V side slopes and a unit rate of \$100/m<sup>3</sup> to account for backfill procurement and placement. This estimate should be verified based on market conditions in Hay River to confirm its validity. Further engineering investigations are warranted, to asses in more detail existing conditions and identify other deficiencies. See Table 3-5 for an initial estimate of the improvement costs.

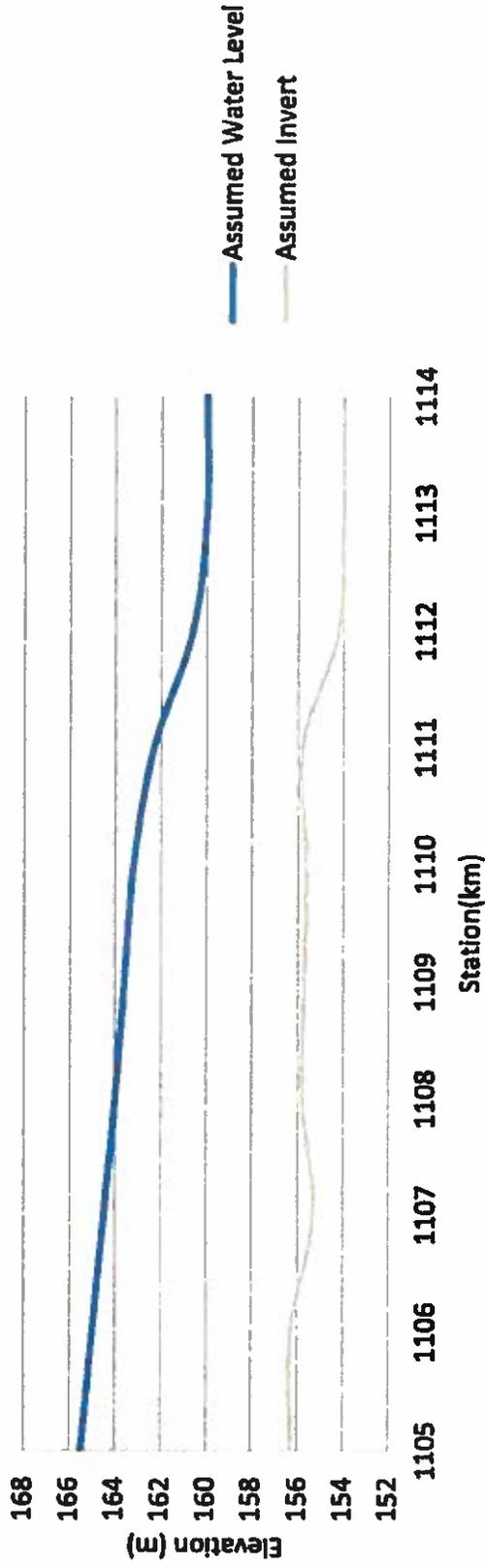
**Table 3-4  
Cost Summary – West Channel Berm Improvements**

	Quantity	Unit	Unit Cost	Total
0.5 m Raise	300	lin. m	\$325	\$100,000
<b>TOTAL (50% Cont.)</b>				<b>\$150,000</b>

**Figure 3-4: Assumed East Channel Flood Profile**

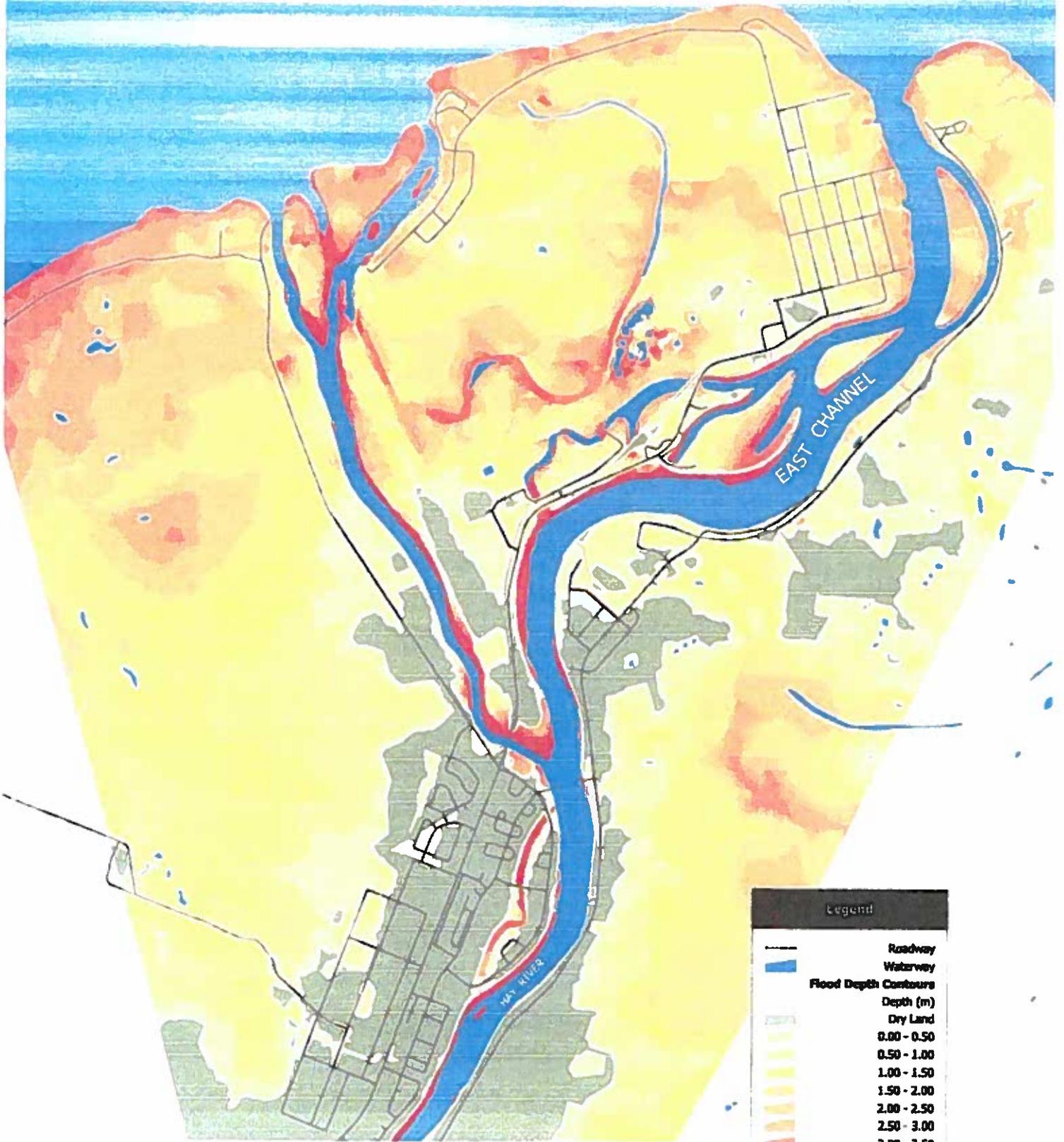


**Figure 3-5: Assumed West Channel Flood Profile**



Notes:

1. Simplified flood inundation representation.
2. No hydraulic modeling was performed.
3. Hydraulic modeling would be expected to lower flood depths in overbank areas upstream of East-West Channel split.



Tables 3-1 and 3-2 summarize the temporary alignment options.

**Table 3-1  
Flood Protection Alignment - Option A**

Crest Height	159.0 m
Length	1070 m
Lots Protected	174
Culvert Crossings	12
Approx. Sand Volume to Static Flood Elevation (with 50% contingency)	800 m <sup>3</sup>

Refer to Figures 3-7 through 3-9 for the Option A alignment, noting that along 101 Street between 104 Avenue and 105 Avenue additional protection may be required. The area hatched in pink indicates the lots protected and the pink line indicates the extents of the protection works.

**Table 3-2  
Flood Protection Alignment - Option B**

Crest Height	159.6 m
Length	1000 m
Lots Protected	134
Culvert Crossings	11
Approx. Sand Volume Volume to Static Flood Elevation (with 50% contingency)	2900 m <sup>3</sup>

Refer to Figures 3-7 through 3-9 for the Option B alignment. The area hatched in blue indicates the lots protected and the blue line indicates the extents of the protection works. The protected area is bounded to the east by 104 Street, further protection works would be required to raise the FCL and protect the additional 40 lots to the east.

#### 3.2 WEST CHANNEL BERM IMPROVEMENTS

The LIDAR also indicates some areas where limited improvements (temporary or otherwise) could improve the protection provided by the West Channel Berm. These



Figure 3-10: West Channel Berm

# 4 Recommendations for 2012

Critical to the discussion of flood preparation and mitigation in Hay River is a discussion of how the Town may best manage the annual risk of breakup flooding with the resources currently at its disposal. Below we provide a phased preparation plan. We have based this primarily on documentation from the most recent breakup events, comments on the effort from those involved and historic preparation documents provided by the Town. Many of the measures listed below may already be in place. However, given that we have not been present during the breakup events, we have attempted for completeness to provide a comprehensive listing of activities. Refer to Appendix C for a checklist to be read in conjunction with the comments below.

## 4.1 PHASE 1: PREPARATION (PRIOR TO MARCH 31, 2012)

Despite the wealth of experience and expertise available from Town staff and EMO members, more formalized documentation of roles and responsibilities is probably warranted. Additionally, outside agencies that have participated in the past but do not have representation on the EMO committee should be contacted well in advance to determine their intended level of involvement. Some or many of the suggestions below may already have been implemented since 2008.

### 1. Develop an EMO Organizational Structure and Chain of Command

While accounts of the function of the EMO in previous years indicate that the Town generally been able to make consensus based decisions. Formalizing roles within the EMO well in advance and during breakup should result in a clearer structure. This should include defining who will be responsible for making key decisions, such as in the case of evacuations. We have attached a previously used organizational chart/communication protocol from the 1986 response in Appendix D.

*Incident Command System.*

### 2. Identification of Necessary Staffing and Resources

#### A) Staffing and Volunteers

The breakup response effort involves significant mobilization of individuals. In the debrief comments following the 2008 event, many participants noted that Fire Department resources were stretched. Lining up appropriate volunteers in advance, especially those with emergency response experience should be pursued. Consideration should be given to assigning individuals roles that are best suited to their skill set should be included in this effort. The Town may consider implementing a training program for volunteers (and employees) involved in the Flood Watch and emergency response activities to increase awareness of and mitigate potential hazards.

*Volunteer near used for monitoring F/D used for EVAC ONLY*

We note that it is unclear whether volunteers would be covered under GNWT Worker's Compensation Program. There are inherent dangers in monitoring the river during flood stage. The unpredictability observed in the past further reinforces the need to ensure volunteers have adequate coverage should any incidents occur. Volunteers participating in emergency drills at the



*WSCE is ADVISED OF STAFF & WSCE COVERS ANY CLAIMS*

ALREADY HAPPENS  
ALREADY HAPPENS  
ALREADY HAPPENS  
ADDING  
EQUIPMENT &  
CONVEYANCE

airport are covered by WCB. The Town should pursue coverage for volunteer flood watchers and responders.

**B) Internal Communication Infrastructure**

We understand the EMO typically communicates via an internal radio network. Access to this radio network should be provided to outside agencies such as the RCMP and the GNWT Department of Transportation. Sufficient radios should be purchased and tested to prepare for breakup. Where members of the EMO are outside of radio or cell phone range, or simply to provide a measure of redundancy, the Town may consider the use of satellite phones for key members of the EMO.

Phone lists, schedules and organizational charts should be distributed to all members of the EMO and points of contact at outside agencies. A point and mode of contact for the public should also be identified as part of this effort. In the past, we understand, this has taken the form of a of a dedicated public information line to avoid overloading the 9-1-1 system. However, in 2008 we understand the public information line was itself overloaded.

**C) Prepare Access to Flood Watch Cameras and other Monitoring Infrastructure**

Access to the river monitoring stations (cameras and level gauges) should be prepared so that equipment can be easily set up as breakup approaches. The background material mentions access to Northern Transportation Company Limited (NTCL) property and some river stations has been problematic in the past. Field reconnaissance by those who will be setting up the monitoring infrastructure could identify clearing and other access needs well in advance.

During this phase it is also possible to arrange improvements to the existing monitoring infrastructure. The pre-2010 breakup "Equipment Status and Proposed Monitoring Plan" from the U of A identified several improvements to the monitoring equipment. We do not have information as to whether any or all of the improvements were implemented.

Trip wires and/or gauge alarms to identify sudden changes in water levels (indicating ice jams or oncoming ice runs) should be considered. This methodology could continue to be pilot tested (it was planned for 2010) during upcoming events to determine if it may provide useful information to supplement the video and on the ground monitoring efforts. It may also provide more information for forecasting and decision making. The U of A may be able to provide useful advice in identifying locations and alarm levels, as this assistance was offered in 2010.

**D) Prepare and Plan for Construction of Temporary Flood Protection Infrastructure**

If the Town elects to proceed with the purchase or rental of any temporary flood protection infrastructure, plans should be made to facilitate its procurement and setup. If the Town does not possess adequate equipment to set-up the barrier, it may consider hiring contractors, renting or purchasing equipment.

E) **Prepare and Plan for Construction of Berm, Drainage and/or Road Improvements**  
From our review of the background information, site reconnaissance and meetings with officials several measures were identified that may serve to improve the flood protection, drainage and evacuation routes. It is likely not feasible to pursue all of the above for the 2012 breakup, nonetheless we have compiled these potential measures for the Town's consideration:

- **West Channel Berm** – The crest elevation and extents of the West Channel Berm could be raised and extended to remove low points and provide better tie-in to high ground. LIDAR information obtained from GNWT indicates low spots on the berm that could be filled in; this has not been confirmed by ground survey.

**Drainage** – The oxbow outfall has been identified as a location where water has circumvented the West Channel Berm and impacted both the Fishing Village and Old Town. Reports vary on whether a functional flap gate is installed on this culvert. Functional backflow prevention for at least one drainage outfall in Old Town could help mitigate against minor flooding. It was noted that these outfalls are often still frozen during flood events, steam pipe thawing devices (or other methods of culvert thawing) could also be considered, see Appendix E for the GNWT's standard detail for hanging steam pipes.

- **Road Grading** – It was noted by residents of Vale island that during flood events certain roads may be cut off at very low water levels due to sags in the grading, possibly as a result of poor construction, frost heave or differential settlement. Identifying points of water ingress, evacuation route priorities and performing selective re-grading could improve this situation.

F) **Identify Equipment and Plan Placement**

In responding to the flood threat the Town and EMO should determine what equipment will be available to aid in monitoring, response and rescue efforts. Attached in Appendix D is a placement plan (from the 1986 event). It should be noted that some flood risk exists for all of Vale Island and there is some risk of equipment being damaged or lost during should an extreme event occur. The plan provided included the following equipment:

- Hi-Boy Tractors (Tractors with high clearance)
- 7 Boats
- 5 Loaders
- 4 Buses
- 1 Helicopter
- 1 Locomotive with Flat Car

Unfortunately we do not have any feedback or reports on the effectiveness of the equipment placement shown. Outside agencies, contractors and other stakeholders should be contacted to determine if they will also have equipment mobilized or available. The preparation and distribution of an equipment location map can then be distributed in advance for information and comment. If

*RE DIRECTED  
OF OR BOW AS  
PER BOATS DRAW  
PLUS FLOOD GATES*

*Look At  
PRE POSITIONING  
OF EQUIPMENT*

others (outside agencies, residents, local contractors, etc.) will have equipment available it can be added to the map.

3. Identify Residents of Vale Island who will be in their homes during breakup

To help the EMO coordinate evacuation and/or rescue efforts if required, the EMO could make an effort to identify active residents of Vale island. This would allow for tracking by the EMO of who is still in their homes if/when the flood threat arrives. This effort could be coordinated with providing passes for Vale island access. The Flood Mitigation Committee and/or Town staff could be asked to participate in this effort.

4. Determine Level of Involvement from University of Alberta and other agencies

The U of A has provided technical assistance in preparing for the breakup, setting up monitoring infrastructure, public communication (through the EMO website), forecasting and monitoring during breakup. If not already underway, the Town of Hay River should open discussions with the U of A, and specifically Dr. Faye Hicks as to their planned level of involvement for the 2012 breakup. We understand the U of A has provided assistance in monitoring and interpreting conditions. In previous years the Federal Ministry of Aboriginal Affairs and Northern Development (AAND) has collaborated with the U of A, providing funding and assistance monitoring the breakup.

5. Liaise with other agencies involved in the Response

To determine what other resources will be available during the breakup, the Town should liaise well in advance with other agencies and businesses. For each party the Town should determine an appropriate point of contact and meet with the contact to determine what resources and services may be provided, and under what circumstances.

Below we provide a list of organizations and businesses that may be involved in response and recovery efforts should a major flood event occur.

- A) K'atl'odeeche First Nation (KFN)
- B) GNWT Department of Transportation (DoT)
- C) RCMP
- D) Coast Guard/Department of Fisheries and Oceans
- E) Hay River Airport
- F) Remote Helicopters
- G) Media Outlets (TV, Radio)

6. Communicate with Residents regarding Preparation and Response Activities

To help prepare residents for the possibility of flooding during the breakup the Town may distribute information pamphlets to residents within the flood zone. An example of a pamphlet provided by the

*VERY LITTLE  
SERIES OF EQUIPMENT  
+ NUMEROUS  
FIRE.*

*PEOPLE INVENTORY*

*In Peace  
ARRIVAL*

Town during a previous flood event is shown in Appendix C. The pamphlet could identify some or all of the following:

- Suggested Preparation Actions for Residents
- Vale Island Access Restrictions
- Points of Contact (EMO centre public line)
- Information Sources (EMO website, Radio and Television Broadcasts)
- Equipment Locations
- Evacuation Procedures (Routes, Registration Points, Temporary Shelter)

The Town and EMO may also consider a publicity campaign to make residents living both within and outside the flood zone aware of the EMO and the Town's response plans. This may include giving interviews to local media including TV, radio and newspaper or preparing press releases.

7. Set-up Website and/or other Method(s) of Providing Information to the Public

In the past, the Town EMO website has served as a source of up to date information on the progression of the breakup. The website provides residents with access to the internet with the most up to date information possible, without tying up resources within the EMO. Radio and television broadcasts would also be helpful in communicating to the public at large the flood threat and the status of the preparation, response and recovery. The third suggested method of direct communication with the public is through the Town's emergency line. During a flood event, this is likely to be overwhelmed but providing as much up to date information as possible through other means may lower the use of this service.

WEBSITE  
&  
Email

8. Plan Evacuation Routes, Registration Points and Provisions for Temporary Shelter

Background documentation indicates that the Ben Sivertz Arena has been used in the past to register evacuees. Registration of evacuees will provide the EMO with information as to who may still be in their homes on Vale Island.

Most residents are likely aware of what roads provide the most reliable access to the MacKenzie Highway (104 Street). Due to the road grading on Vale Island, certain routes become impassable by car at relatively low water levels. This situation could be addressed with permanent road grading works.

9. Data and Information Collection

Breakup also presents an opportunity to increase understanding of the factors that impact flood severity. The U of A efforts have been valuable in this regard, but from a highly technical perspective. Noted from our meetings are a few areas where improved understanding may influence future policy:

PARTIALLY  
HAPPENING

- Check and record ice thickness adjacent to and at ice bridges prior to breakup.
- Recording of approximate extents and elevations of the offshore pressure ridges.

#### 4.2 PHASE 2: RESPONSE PREPARATION (AFTER APRIL 15)

The response phase should commence once the observations indicate that breakup is imminent. The wealth of experience within the EMO and Flood Watch and, if available, the U of A should provide the basis for activating response activities. Generally breakup occurs in late April and early May.

##### 1. Construct Temporary Flood Protection

If the Town elects to set up temporary flood protection it should be set up with adequate lead time in advance of the peak flow. Given the difficulty predicting the timing and severity of the event on a yearly basis, determining in any given year if the effort is worthwhile will prove a challenge. It is probably not feasible to provide flood protection for more severe events (based on historical flood levels and the corresponding length of dike that would be required). If temporary flood protection is determined to be a priority for the Town, a more pragmatic approach would be to provide nominal protection that in most years would provide some mitigation against annual inconvenience and minor damage.

##### 2. River Monitoring (Flood Watch)

The annual river monitoring and forecasting efforts form an integral part of the Town's response to the flood threat. In the past many different organizations and individuals have contributed to the effort. Our review of the background material and conversations with the Town and stakeholders indicate yearly forecasting presents significant difficulties (the algorithms developed may be expected to over-estimate or under-estimate the threat) especially when performed well in advance.

Attempts to dynamically model the river and ice processes to a suitable degree of accuracy requires significant outside expertise (recently the U of A has provided advice on this). Even with the expertise in place, the results of such efforts have not yet been shown to be superior to, and are unlikely in the near-term to replace, the on-the-ground Flood Watch.

Efforts should be made to enlist individuals with Flood Watch experience during breakup to be involved in monitoring. Involving younger members of the community in this effort will help pass on the knowledge and experience that is currently available.

##### 3. Equipment Mobilization and Placement

During the preparation phase the Town has identified available equipment, as the breakup approaches this equipment should be mobilized and placed as per the plan. Yearly efforts to update this plan are recommended.

HAPPENING  
↑

4. Traffic & Access Control

It was noted in the background material that access to Vale Island has in the past been restricted during the response phase. We understand this has typically been carried out by the GNWT DoT (as the owners of the West Channel Bridge and Mackenzie Highway). This process should be continued to minimize the number of people on the island and prevent risk to interested onlookers. The EMO in conjunction with the GNWT DoT should continue to coordinate this effort. Background documentation indicated stickers or magnets placed on the outside of cars should be replaced with dashboard decals or similar to allow for tighter control on Vale Island access.

5. Communication and Coordination

✓ The organizational structure and communications protocols established in advance of the response phase will provide the basis for communication and coordination during breakup.

6. Record Keeping

The 2008 debrief notes indicate that there were insufficient resources at the EMO centre to record communications and events. If resources allow, certain individuals should be assigned to record communications and actions at the EMO centre. Such records will likely be useful for both improving emergency management procedures and contributing to the archive of data and experience for future study. These records should include:

- Institution of access controls to Vale Island,
- Evacuations of individuals,
- Equipment movements,
- River observations,
- Emergency calls,
- Rescues,
- Communications with outside agencies,
- Other EMO actions and decisions.

In addition to recording activities of the EMO, the Town may consider continuing or expanding hydrometric data collection. This could include water levels and flow rates on the river and marking (and subsequent survey) of high water to continue to build on the historical database. These efforts can contribute to improvements in forecasting and aid in the evaluation of potential mitigation works. Safety of personnel engaged in this effort should be the primary consideration.

7. Evacuations

Based on our review of background material, and discussions with Town staff and stakeholders, the EMO committee appears to generally have performed well in preventing injuries or death in recent history. Our understanding of the complexity of flood forecasting and monitoring indicate that a high

*All Cons  
Are Recorded*

degree of caution on the part of the EMO committee is justified. The potential for ice jam releases that can lead to rapid changes in water level and the difficulty in predicting these spikes will likely lead to future evacuations that in retrospect may be viewed by community members as unnecessary. As public safety is the primary goal, and in the absence of significant advances in the reliability of forecasting, this will likely remain an issue.

#### 8. Mentoring

To provide for continuity and allow for experiences to be passed on, a mentoring program for new flood watchers and volunteers may help in the long-term to provide continuity and share knowledge. It is the experience that rests with individuals in the community that, at present, provides the most reliable defence against the danger to life and property.

### 4.3 PHASE 3: RECOVERY

#### 1. Vale Island Drainage

Vale Island is known to have poor internal drainage. From anecdotal reports, following flood events it may take days or weeks for the area to drain. Standing water is also common. The topography, soil and climate conditions present challenges including ditch grading, groundwater, frost heave on culverts and backflow prevention. The Town may consider providing pumping to remove standing water once external water levels have receded. To this end, we understand, the Town is in the process of designing ditch grading improvements.

#### 2. Debrief with EMO

For the sake of continuity and continual improvement on previous efforts the Town and EMO should make a point of recording response efforts. A debrief meeting following the event will provide a forum for recording feedback on the function of the EMO. Documentation of debrief meetings following the 2008-2010 events has been very helpful in developing this plan.

*2008 - 2011*

#### 3. Debrief with Stakeholders

Providing an opportunity to those not directly involved with the EMO to relay their experiences and make suggestions for further improvement may be considered. This has been suggested before, however, with concerns raised that overall the feedback may not be constructive. It does potentially also present an opportunity to demonstrate the Town's commitment and engage the community in future preparation and mitigation efforts.

**4. Reassess Flood Preparation Plan**

**This document is intended to provide a framework beyond the current flood year and can be adapted as procedures are standardized and new ones are implemented. Reassessment and revision of the plan based on experience will help continually improve the Town's flood preparedness and response.**

## 5 Next Steps

This Flood Preparation Plan deals primarily with preparation and response activities and presents options and costs for temporary works. In the longer term the Town faces the challenge of addressing the annual flood threat in a more permanent manner. A critical decision for the Town is where investments in flood preparation and possibly mitigation would be most effective and best suited to the community.

### 5.1 RISK MANAGEMENT

Currently Vale Island is home to approximately 10% of the residents of Hay River. While the residents would prefer the flood risk be reduced or eliminated such actions would have other impacts. The construction of an effective permanent dike would have aesthetic impacts as it would impose a physical barrier between Vale Island and the river. The Town must consider, in collaboration with residents, what level of risk is acceptable to the community.

### 5.2 COMMUNITY PLANNING

Central to the discussion is land-use planning. The 1963 event did spur much of the Town to move to higher ground. We understand the Town is considering further development on Vale Island. Our investigation of the background material indicates that based on previous experience the vast majority of the island may be at some risk of flooding. The location and elevation of the island indicate it is within the floodplain; barring the design and construction of extensive flood protection systems it will continue to be at risk.

We understand the Town currently has a minimum building elevation based on the 1963 event. This elevation does not take into account the hydraulic grade line that increases in the upstream direction. We have not confirmed but based on discussions we suspect this also does not include a freeboard allowance. Given the substantial uncertainty in predicting peak water levels on the Hay River, this may also be prudent to consider in more detail prior to approving new development.

Depending on the long term plans for Vale Island it is possible to envision a restored diversion from Strang's Corner through the oxbow. This strategy is likely prohibitively expensive and complex as long as residential and industrial land uses are still permitted.

### 5.3 WATERWAY MANAGEMENT

Over the years the Hay River delta has experienced significant change through natural processes and anthropogenic factors. While the waterway is not explicitly in the jurisdiction of the Town the management of the waterway does impact on the annual flood threat.

The Hay River channels are subject to natural processes including sedimentation, scour and erosion. This can lead to aggradation or degradation and therefore changes in channel geometry that may impact

channel conveyance (and resulting peak water levels), navigation, and recreation or industrial uses. It is reported anecdotally that both the East and West Channel mouths have reduced in depth most likely as a result of sediment deposition. This may already be impacting the potential peak water levels at Vale Island as a result of reduction in conveyance capacity. As the annual dredging works carried out by the Federal government ceased at the latest in 1998 (reports from our interviews indicate it was earlier) we expect this may be the case.



Figure 5-1: Barges adjacent to 'Island A'

The channels, most notably the East Channel, have also experienced anthropogenic changes since the settlement of Vale Island. The closing off of three back channels in the vicinity of 'Island D' (and reported expansion via filling) have somewhat reduced the conveyance capacity from historic levels and currently preclude their use as diversion channels other than during high flow events when their embankments are overtopped. The Town may consider whether these back channels can be reopened in the future. The wasting of dredged material to form "Seagull Island" just west of the East Channel mouth may be impacting hydraulics at the outflow to Great Slave Lake, the impacts (or benefits) of this are unclear. During our site visit we also observed numerous barges anchored in the back channel east of 'Island A'. Anecdotal reports indicate significant sedimentation has occurred in this back channel (see Figure 5-1).

#### 5.4 ENVIRONMENTAL MANAGEMENT

Another consideration in addressing the flood threat is preventing environmental damage. The East Channel waterfront on Vale Island is currently home to industrial facilities. Several large tanks exist and reportedly most (if not all) have containment berms to avoid contamination during a spill. We expect the design of these berms also considered the external flood elevation but we have not confirmed this. Similarly several aging boats and barges are dispersed throughout the East Channel and the interconnected back channels may also present an environmental risk in the event of a severe impact by ice.

# 6 Closure

**The annual flood risk at Hay River is a complex issue that demands the Town take a proactive approach both in annual preparation and response and over the longer term in striving to continually improve and further mitigate the risk.**

# REPORT

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## References

- Dr. Faye Hicks, University of Alberta, *Hay River Breakup Study - Ice Jam Profiles*, <http://www.riverice.ualberta.ca/breakup/hayriver/pub/Profiles.html>, March 22, 2010
- Zhao et al., *Long Lead Forecasting of Peak Flow during Breakup Using Fuzzy Logic*, CGU HS Committee on River Ice Processes and the Environment, Workshop on River Ice, St. John's, Newfoundland & Labrador, June 15-17, 2009.
- M. Jasek for the Town of Hay River, *Hay River Flood Control Report*, 1993.
- Lee Maher Engineering Associates for Northwest Territories Municipal and Community Affairs, *Flood Mitigation, Hay River, N.W.T.*, 1990.
- R. Gerard and M. Jasek, University of Alberta for Environment Canada and Indian and Northern Affairs, *Break-up observations and ice-jam flood forecast algorithm evaluation, Hay River, N.W.T.*, 1989, 1989
- R. Gerard and S. Stanley, University of Alberta for Environment Canada and Indian and Northern Affairs, *Ice Jams and Flood Forecasting, Hay River, N.W.T.*, 1988.
- J.H. Wedel, Water Planning and Management, Environment Canada, *1985 Hay River Flood Report N.W.T.*, 1985.
- Underwood McLellan Ltd. for Environment Canada inland Waters Directorate, *Flood Risk Mapping for Hay River Northwest Territories*, 1979.

# A

## Appendix A - Hay River EMO Mapping

# APPLICATION FORM

## Category 3 - Skill Builder

### Advancing Local Government Administrator Program (ALGAP)

#### PART 1 – GENERAL OVERVIEW

The Advancing Local Government Administrator Program (ALGAP) provides financial support and assists community governments to recruit, develop, and retain NWT residents for the role of Local Government Administrator<sup>1</sup> (LGA).

The Advancing Local Government Administrator Program, developed in partnership with the Northwest Territories Association of Communities (NWTAC), the Local Government Administrators of the Northwest Territories (LGANT), Municipal and Community Affairs, and the Department of Human Resources, is intended to increase the human resources capacity of community governments through development and training. ALGAP has three funding categories:

- Investing Locally (Category 1)
- Succession Planning (Category 2)
- Skill Builder (Category 3)

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<sup>1</sup>For the purpose of this program Local Government Administrator (LGA) means the senior staff person responsible for a community government administration and operations. e.g. Senior Administrative Officer (SAO), City Administrator, Village Manager and Band Manager of Designated Authorities.

### Available Funding

- Training funds to a maximum of 12 months, and up to \$20,000 are available for training and development costs; this funding must be matched (50/50) by the community government.

### LGA Requirements

- Complete Training and Development Plan as submitted and approved by Council.

### Community Government Requirements

- Submit a Council motion/resolution to participate in ALGAP;
- Include in motion an agreement to match (50/50) the required training and development resources within the maximum allowable (\$20,000);
- Submit a signed Contribution Agreement; and
- Submit the approved Training and Development Plan and all Reports as outlined in the Contribution Agreement.

For more information, contact your MACA Regional Superintendent or refer to the Advancing Local Government Administrators Program Guidelines available at [www.33Strong.com](http://www.33Strong.com).

Should you have any questions about the program or the application process, please contact:

Dan Schofield  
School of Community Government  
Department of Municipal and Community Affairs  
Dan\_Schofield@gov.nt.ca  
1-867-873-7755

## PART 2 – APPLICATION FORM

### Mayor or Chief (or delegate)

Mayor or Chief \_\_\_\_\_

Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Local Government Administrator

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

#### 1. ALGAP presentation

Has your community government council received a MACA presentation on ALGAP?

If yes, please provide details: \_\_\_\_\_

If no, please contact MACA Regional Superintendent and indicate when you will schedule:  
\_\_\_\_\_

#### 2. Commitment to participate in ALGAP

Has the community government council passed a motion demonstrating commitment to the program and an agreement to match the required training and development funds;

Motion attached: Yes  No

If delayed, when will the motion will be submitted: \_\_\_\_\_

#### 3. Training Plan and Accompanying Budget

Has your community completed and submitted an approved Training and Development Plan detailing the schedule, planned courses or training activities and correlating budget. The budget must clearly indicate its contribution to match (50/50) the training plan costs.

Training Plan/ Budget attached: Yes  No

If delayed, expected date that Training Plan and Budget will be submitted:  
\_\_\_\_\_

**Note: Applications may be “conditionally approved” if the candidate waits for admittance at an educational institution or similar. No funds will be released before proof of admittance is forwarded to MACA.**

### PART 3 – AUTHORIZATION

This is to confirm that the community government of \_\_\_\_\_ is prepared to enter into a Contribution Agreement with the Department of Municipal and Community Affairs to receive funding under the Advancing Local Government Administrators Program Category 3 – Skill Builder as per the terms and conditions outlined in the ALGAP Guidelines. We further verify that the information provided in this application is correct to the best of our knowledge and that Council has approved and will support the Training and Development Plan.

**Mayor or Chief:**

\_\_\_\_\_

Signature of Mayor or Chief

\_\_\_\_\_

Print name of Mayor or Chief

\_\_\_\_\_

Date

**Local Government Administrator**

\_\_\_\_\_

Signature of LGA

\_\_\_\_\_

Print name of LGA

\_\_\_\_\_

Date

## Appendix

### APPLICATION PACKAGE CHECKLIST

- Submit completed and signed Application
- Submit signed Council Motion demonstrating the Community Government's commitment including an agreement to match (50/50) the requested training and development funds.
- Submit ALGAP Training and Development Plan
- Submit ALGAP Budget

**Please return two copies of the completed application form to:**

**Dan Schofield, Director  
School of Community Government  
Department of Municipal and Community Affairs  
Government of the Northwest Territories**

**Mailing Address: BOX 1320, Yellowknife NT X1A 2L9  
Physical Address: Suite 500 Northwest Tower  
5201 50th Avenue, Yellowknife, NT X1A 3S9**



**APPENDIX B****CATEGORY 3 – SKILL BUILDER SAMPLE****PROPOSED TRAINING AND DEVELOPMENT PLAN EXAMPLE****COMMUNITY:** Hamlet of Snow Creek**NAME:** Jane Smith**DATE:** June 15, 2010

The training and development opportunities listed are APPROVED BY Council providing the submitted application is approved by the ALGAP Steering Committee. Once approved the LGA will follow and complete the submitted Training and Development Plan.

<b>Course, Workshop, Conference, Other</b>	<b>Date 2010-2011</b>	<b>Skill or Professional Development</b>	<b>ALGAP Contribution</b>	<b>Community Contribution</b>
Survival Skills for New Supervisors	Sept. 27, Inuvik Aurora College	Leadership Attributes		\$3000
Invite MACA to review MACA funding and budget preparation	TBA 2010-2011	Finances		\$5000
Orientation workshop to ALGAP and LGA Handbook ( 1 day)	October 25 – 26 Yellowknife	Professional Development	\$1000	
LGANT AGM	October 26-28 Yellowknife	Professional Development	\$1500	\$1500
Host three 5 day training session with CGA all areas of Financial Management	Oct 1-5, Nov 1-5, Jan 3-8,	Financial Management	\$11,000	\$8,000
SCG Land Admin 2	October 20-27 Fort Simpson	Land Management	\$2500	\$2500
Good Governance Conference	Dec 5-7 Yellowknife	Leadership/ Governance	\$4000	
<b>TOTAL</b>			<b>\$20000</b>	<b>\$20000</b>

**APPENDIX C – CATEGORY 3 – SKILL BUILDER BUDGET TEMPLATE**

Note: Budget template is available electronically as an Excel spreadsheet.

COMMUNITY	DATE	
	ALGAP Contribution	Community Contribution
<b>TRAINING AND DEVELOPMENT</b> (Training and Development activities as outlined in the LGA Council approved Training and Development Plan maximum is \$20,000 matched by community)		
<b>TOTAL BUDGET</b>		

Signed Mayor or Chief

Signed Local Government Administrator

## PART 2 – APPLICATION FORM

### Mayor or Chief (or delegate)

Mayor or Chief Mr. Ken Latour  
Title Mayor  
Mailing Address 73 Woodland Drive, Hay River, NT X0E1G1  
Telephone 867-874-6522 Fax 867-874-3237  
Email mayor@hayriver.com

### Local Government Administrator

Name Mr. Michael Richardson  
Title Senior Administrative Officer  
Telephone 867-874-6522 Fax 867-874-3237  
Email mrichardson@hayriver.com

#### 1. ALGAP presentation

Has your community government council received a MACA presentation on ALGAP?

If yes, please provide details: Yes, personal visit from Mr. Dan Schofield at the end of March 2012.

If no, please contact MACA Regional Superintendent and indicate when you will schedule:  
\_\_\_\_\_

#### 2. Commitment to participate in ALGAP

Has the community government council passed a motion demonstrating commitment to the program and an agreement to match the required training and development funds;

Motion attached: Yes  No

If delayed, when will the motion will be submitted: April 24, 2012

#### 3. Training Plan and Accompanying Budget

Has your community completed and submitted an approved Training and Development Plan detailing the schedule, planned courses or training activities and correlating budget. The budget must clearly indicate its contribution to match (50/50) the training plan costs.

Training Plan/ Budget attached: Yes  No

If delayed, expected date that Training Plan and Budget will be submitted:  
\_\_\_\_\_

**Note: Applications may be “conditionally approved” if the candidate waits for admittance at an educational institution or similar. No funds will be released before proof of admittance is forwarded to MACA.**

**PART 3 – AUTHORIZATION**

This is to confirm that the community government of Hay River is prepared to enter into a Contribution Agreement with the Department of Municipal and Community Affairs to receive funding under the Advancing Local Government Administrators Program Category 3 – Skill Builder as per the terms and conditions outlined in the ALGAP Guidelines. We further verify that the information provided in this application is correct to the best of our knowledge and that Council has approved and will support the Training and Development Plan.

**Mayor or Chief:**

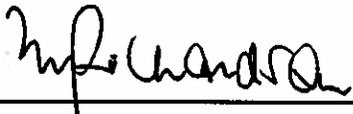
Conditional to April 23 Council Approval

\_\_\_\_\_  
Signature of Mayor or Chief

\_\_\_\_\_  
Print name of Mayor or Chief

\_\_\_\_\_  
Date

**Local Government Administrator**



Signature of LGA

Mr. Michael Richardson

Print name of LGA

April 15, 2012

Date

Community: Hay River, NT  
 LGA: Michael Richardson  
 Prepared: April 15, 2012

**ALGAP Category 3 - Skill Builder  
 Proposed Training and Development Plan and Budget**

The training and development opportunities have not yet been approved by Council. Council approval is expected to be achieved and forwarded to the ALGAP Steering Committee by April 24, 2012. Two copies of the approved plan with original signatures will be forwarded at that time.

Once approved by Council and the ALGAP Steering Committee, the LGA will proceed with the Training and Development Plan as proposed below.

Course, Workshop, Conference, Other	Date	Skill or Professional Development	ALGAP Contribution (\$)	Community Contribution (\$)
Canadian Assoc. Of Municipal Administrators Conference and AGM - Saskatoon, SK	May 28-31, 2012	Professional Development	2500	2500
LGANT Professional Development Conference and AGM - Yellowknife, NT	October 24-25, 2012	Professional Development	1250	1250
LGA Essentials Workshop - Fort Simpson, NT	October 16-18, 2012	Administration	1500	1500
Budgeting, Reporting, and Monitoring Workshop - Yellowknife, NT	November 21-28, 2012	Financial Management	2000	2000
University of Alberta Leadership Development Program - Edmonton, AB	December 2012 - March 2013	Leadership	7500	7500
SAO Occupational Certification Testing - Yellowknife, NT	February 20-24, 2013	Administration	1250	1250
Host two three-day Financial Management training sessions with CA - Hay River, NT	TBD 2012	Financial Management	4000	4000
<b>TOTAL BUDGET</b>			<b>20000</b>	<b>20000</b>

*Infuandra*

Signature of LGA

Signature of Mayor



5. a) Minutes of the Regular Meeting of Council, July 18<sup>th</sup>, 2011

#11-347      **MOVED BY: CLLR LATOUR**  
                 **SECONDED BY: CLLR DUECK**

**That the Council of the Town of Hay River accepts the Minutes of the Regular Meeting of Council, July 18<sup>th</sup>, 2011 as presented.**

**CARRIED**

b) Minutes of the Special Meeting of Council, July 25<sup>th</sup>, 2011

#11-348      **MOVED BY: CLLR CASSIDY**  
                 **SECONDED BY: CLLR LATOUR**

**That the Council of the Town of Hay River accepts the Minutes of the Special Meeting of Council, July 25<sup>th</sup>, 2011 as presented.**

**CARRIED**

c) Minutes of the Special Meeting of Council, August 4<sup>th</sup>, 2011

#11-349      **MOVED BY: CLLR LATOUR**  
                 **SECONDED BY: CLLR CASSIDY**

**That the Council of the Town of Hay River accepts the Minutes of the Special Meeting of Council, August 4<sup>th</sup>, 2011 as presented.**

**CARRIED**

d) Minutes of the Special Meeting of Council, August 15<sup>th</sup>, 2011

#11-350      **MOVED BY: CLLR CASSIDY**  
                 **SECONDED BY: CLLR DUECK**

**That the Council of the Town of Hay River accepts the Minutes for the Special Meeting of Council, August 15<sup>th</sup>, 2011 as presented.**

**CARRIED**

6. **BUSINESS ARISING FROM THE MINUTES**

**There was business arising from the Minutes of the Regular Meeting of Council, July 18<sup>th</sup>, 2011:**

**Councillor Latour:**

**1) What is the status of the Dog off-leash Areas? Will we be looking at costs for fence or did we already get past that? Are we notifying the Public about the Dog off-leash Areas?**

***Deputy Mayor Maher:***

**1) We already received the costs for fencing for the Dog off-leash Areas in Town that would require fencing and it is going to be a budget item. The off-leash Areas that didn't require fencing are now in effect.**

***Michael Richardson:***

**1) We have signs already that will be mounted sometime this week. We haven't notified the public yet, but will in the Community Newsletter and the Website.**

***Councillor Latour:***

**2) Have we set a Public Meeting Re: ATV's to speak with ATV users, and stakeholders to discuss the By-law?**

***Deputy Mayor Maher:***

**2) We were talking about September – we haven't set a date yet. You will notice in Information Listed, we received a letter from the Department of Transportation comparing our By-law with Territorial Legislation. We should go through that and plan for a meeting in late September.**

***Councillor Latour:***

**3) What is the timeline for renaming the Hay River Airport?**

***Deputy Mayor Maher:***

**3) The Mayor received two letters; Jalmi will forward those to you.**

***Councillor Cassidy:***

**1) Comments on previous comments Re: Public Meeting for the ATV By-law. I noticed that it is online with a request for submissions, and I think there's a deadline for submissions so we might want to hold a Public Meeting shortly after that time.**

***Councillor Cassidy:***

**2) For the Dog off-leash areas, I believe we had asked for a better of a schematic as to where the physical boundaries for the fenced areas would be. We were given a generic description of the location.**

***Deputy Mayor Maher:***

**2) That will be brought forward at budget time.**

***Councillor Cassidy:***

**3) We were going to meet with our MLA's in early August, and that hasn't happened so I'm just wondering if that was still going to happen or if we were just going to meet with the new MLA's?**

***Deputy Mayor Maher:***

**3) Yes, we will meet with the new MLA's, whoever they may be. I think that is a better idea at this point.**

7. COMMITTEE REPORTS

a) Excused Absence

Councillors Langille and Latour have requested to be excused from the Committee of the Whole Meeting, Monday, August 8<sup>th</sup>, 2011, and further, Councillor Langille requested to be excused from the Regular Meeting of Council, Monday, August 22<sup>nd</sup>, 2011.

#11-351      **MOVED BY: CLLR O'BRIEN**  
                  **SECONDED BY: CLLR CASSIDY**

**That the Council of the Town of Hay River excuse Councillors Langille and Latour from the Committee of the Whole Meeting, Monday, August 8<sup>th</sup>, 2011, and further excuse Councillor Langille from the Regular Meeting of Council, Monday, August 22<sup>nd</sup>, 2011.**

**CARRIED**

b) Recreation Department Monthly Facility Usage Report

The July report for the Recreation Department Monthly Facility Usage is presented for Council's review and acceptance.

<p><b><u>Community Hall</u></b> July 1 - Canada Day July 4 - Indian and Inuit Services Meeting July 8 - Hay Days July 9 - Hay Days</p> <p><b><u>Doug Wieterman Hall</u></b> July 4 - Summer Heat Program July 5 - Summer Heat Program July 6 - Summer Heat Program July 7 - Summer Heat Program July 8 - Summer Heat Program July 9 - Minor Hockey Meeting July 11 - Summer Heat Program July 12 - Summer Heat Program July 13 - Summer Heat Program July 14 - Summer Heat Program July 15 - Summer Heat Program July 18 - Summer Heat Program July 19 - Summer Heat Program July 20 - Summer Heat Program July 21 - Summer Heat Program July 22 - Summer Heat Program July 25 - Summer Heat Program July 26 - Summer Heat Program July 27 - Summer Heat Program July 28 - Summer Heat Program July 28 - Birthday Party July 29 - Summer Heat Program</p>	<p><b><u>Ice Surface Rentals</u></b> July 1 - Canada Day July 2 - Water Bomber Baseball Wet Dance July 7-9 - Wedding July 12 - Adult Ball Hockey July 14 - Adult Ball Hockey July 19 - Adult Ball Hockey July 30 - Coors Light Wet Dace</p> <p><b><u>Aquatic Centre Programs</u></b> Swimming Lessons - Monday-Thursday Aqua Fit - Tuesday &amp; Thursday &amp; Friday Adult Swim - Monday-Thursday Youth Swim - Friday Hawks Swim Camp - Tuesday &amp; Thursday</p> <p><b><u>Other Events</u></b> July 2-3 - Water Bomber Baseball Tournament July 9 - Hay Days - Front Parking Lot July 10 - Hay Days - Curling Rink July 13 - Senior's Exercise - Tri Service July 20 - Senior's Exercise - Tri Service July 23 - Tubing Down the River and BBQ July 27 - Senior's Exercise - Tri Service July 30 - Paintball - Old Town Ball Diamond July 30 - Coors Light Baseball Tournament</p>
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#11-352      **MOVED BY: CLLR CASSIDY**  
**SECONDED BY: CLLR DUECK**

**That the Council of the Town of Hay River accept the Recreation Department Monthly Facility Usage Report for the month of July 2011 as presented.**

**CARRIED**

**c) Recreation and Community Services Department Report**

The Recreation and Community Services Department Monthly Report for July is presented for Council's review and acceptance.

Item	Level of Activity
Trails - Development Plans	Developed Trail Project Timeline 2011-2013 Finance Dept secured extension on funding to 2013
Recreation Board	Compiled June's meeting minutes
Trade & Tourism Advisory Committee	Compiled June's meeting minutes
Visitor information Centre	Meet w/Seniors Society re:VIC
Skate Park	Developed Waiver Form, Maintenance Process, & Entrance Card for liability reasons
Tourism Plan	Submission of May's Trade & Tourism Advisory Committee Meeting minutes to Town Council for approval
Rec Dept Finances	Ongoing meetings with John Holland
Grant Applications	-Investigated Service Canada Summer Student Grant -Final financial report for Health Promotion Fund grant
Capital Purchases	Ongoing
Personnel	-Individual meetings with Lead Hand, Programmer, Aquatic Supervisor -Weekly team meetings with Supervisors -Posting for two (2) Lifeguard positions and one (1) Facility Maintainer position -Crim record checks for all Rec Staff
Facilities/Parks	-Tender sent out for Replacement of Old Pool Boilers -Site Visit for Contractors for Boiler Tender -Preparation of ball fields for Coors Slo-Pitch Tournament -Preparation of field for Paintball Tournament -Special Event Preparation - Tubing Down the River -Aquatic Centre Boilers - Contractor's work ongoing

#11-353      **MOVED BY: CLLR DUECK**  
**SECONDED BY: CLLR O'BRIEN**

**That the Council of the Town of Hay River accept the Recreation & Community Services Report for the month of July 2011 as presented.**

**CARRIED**

**d) Emergency Services Report**

The July activity report for Emergency Services is presented for Council's review and acceptance.

<b>Item</b>	<b>Level of Activity</b>
Patient Transfers	18
Medical Emergencies	7
Body Transport	0
Fires & Rescues	5
False Alarms	1
Ambulance Training	1
Fire Training	4
Special Training	0
Cleanup & Maintenance	5
Fire Permits Granted Refused	1 permit granted
Public Safety Sessions	(5) Parade, Jet Boat Races, Dawg Days, Summer Heat x 2
Fire Prevention Sessions	1 Juvenile Fire Setter
Child Car Seat Inspections	0
Building Inspections	4
Fire Pit Inspections	5
Day Care/Day Home Inspections	0
Recruitment Sessions	0
Mass Casualty Incidents	0
Emergency Plan	In progress 75% completion
Special Projects	0
Active Membership at Month End	27
<b>Equipment Maintenance</b>	
Ambulance 1	Weekly Checks
Ambulance 2	Weekly Checks
Pump 1	Weekly Checks
Pump 2	Weekly Checks
Pump 3	Weekly Checks
Tanker 1	Weekly Checks
Rescue 1	Weekly Checks
Rescue 2	Weekly Checks
Rescue 5	Weekly Checks

**#11-354      MOVED BY: CLLR CASSIDY  
                  SECONDED BY: CLLR LATOUR**

**That the Council of the Town of Hay River accepts the Emergency Services Activity Report for the month of July 2011 as presented.**

**CARRIED**

**e) Development and Building Permit Report**

**The Development and Building Permit Report for July is presented for Council's review and acceptance.**

NAME	DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Deborah Langille	June 30/11	D11-054	62 Cranberry Crescent	Fence Rear Property
Klassen Homes	July 4/11	D11-055, B11-015	59 Fir Crescent	New Mobile Home
Al Schofield	July 11/11	B11-016	15 Cedar Road	Exterior Renovations
Lesley Lobb	July 12/11	D11-056	32 Cranberry Crescent	Deck, Landings, Shed and Fence
James LaBlanc	July 19/11	D11-057	18 Wild Current Court	Fence Rear Yard
Hay River Poultry Farms	July 19/11	B11-019	5 Studney Drive	Repairs to Egg Grading Facility
GNWT Public Works	July 20/11	D11-058	Lot 1493, New Medical Centre Site	Site Clearing and Prep for New Health Centre
Xiao Qin Feng	July 21/11	D11-059	910 Mackenzie Highway	Re-Open Caribou as Café/Dining Banquet Room
Albert Gallardo	July 22/11	D11-060	55 McBryan Drive	Addition to Existing Porch
Taylor Webb	July 26/11	D11-061	3 Woodland Drive	Re-Pave Driveway
Tammy Schofield	July 26/11	D11-062	13-105 <sup>th</sup> . Street	Front Veranda
Scotty Edgerton	July 28/11	D11-063	17 Caribou Crescent	New Deck
Sheldon Whitlock	July 29/11	D11-064	2-103 <sup>rd</sup> . Street	Fence front and side

**#11-355      MOVED BY: CLLR CASSIDY  
                  SECONDED BY: CLLR O'BRIEN**

**That the Council of the Town of Hay River accept the Development and Building Permit Report for the month of July 2011 as presented.**

**CARRIED**

**f) Municipal Enforcement Report**

**The July activity report for Municipal Enforcement is presented for Council's review and acceptance.**

By-law Name	Complaints Received	Warnings Issued	Tickets Issued
<b>TRAFFIC</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ANIMAL CONTROL</b>	<b>15</b>	<b>7</b>	<b>1</b>
<b>NOISE CONTROL</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>BUSINESS LICENSE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>UNSIGHTLY LAND</b>	<b>1</b>	<b>0</b>	<b>0</b>

<b>LOTTERY LICENSE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TAXI LICENSE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SMOKING REGULATION</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>STREET CLEARING</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GARBAGE COLLECTION</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>NWT Offences</b>	<b>Complaints Received</b>	<b>Warnings Issued</b>	<b>Tickets Issued</b>
<b>Motor Vehicle Act</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>"ATV" Act</b>	<b>5</b>	<b>3</b>	<b>0</b>

<b>Dog Attack Complaints Received</b>	<b>1</b>
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<b>Number of Dogs Caught</b>	<b>6</b>
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**Complaints received for which there are No bylaws in effect at this time.**

**Quads / Dirt Bikes:** Ongoing complaints received about quads and dirt bikes driving on the pedestrian trails, therefore endangering the safety of the pedestrians and leaving the pedestrians in a cloud of dust. Many of these ATV's are driving at speeds of over 40 km/h on the pedestrian trails and not stopping when crossing the streets. Many quad / dirt bike drivers wear helmets therefore making identification difficult. There is ongoing damage created to both public and private lands by these ATV's. Many ATV's and dirt bikes have either removed or replaced the mufflers with much louder mufflers, therefore disturbing many residents and visitors trying to enjoy a quiet afternoon in their back yards or in the town parks.

**Additional Information**

**Loose Dogs:** Ongoing complaints regarding loose dogs, especially in 553, Old Town and West Channel areas especially in the evenings and weekends. Seems to be mostly repeat offenders.

**Unlicensed Dogs:** It is estimated that approx. 50% of all dogs living within Hay River are not currently licensed. Approx. 80% of the loose dogs picked up and taken to the Pound are either not licensed or not wearing their dog tag. Approx. 80% of dog owners with unlicensed dogs are aware of the dog licensing requirement, but still refuse to license their dogs. Greatest success of getting unlicensed dogs licensed is when the owners are required to license their dogs before getting them returned when the dogs have been picked up for running loose and taken to the Pound or when the owners are given a ticket for having an unlicensed dog.

**Number of Allowable Dogs:** Ongoing feedback received about the current limit of only 2 dogs allowed per household. Should be increased to 3 dogs. HR appears to have the lowest limit of dogs per household in the NWT. Yellowknife does not have any limits and Inuvik allows 3 dogs per household. Increasing to 3 dogs per household should have little impact on the noise from the dogs.

**Animal Control By-law:** This Bylaw should be updated, including eliminating the section requiring Kennels to follow the Code of Practice for Kennel Operations, unsecured dogs in back of open pick-up trucks and several other bylaw sections. Animal cruelty and neglect should also be removed from the by-law as it is contained within the NWT Dog Act.

**Boarding Fee at Pound:** Currently there is no daily boarding fee for dogs in the Pound. The Animal Control Bylaw mentions boarding fees, but there is currently no fees listed. Sometimes dogs are required to be quarantined after they bite someone (as directly by the Environmental Health Officer) for 10 days. Sometimes there is no ticket issued and therefore no fines collected, therefore it is recommended that Boarding Fees be charged for dogs kept in the Pound and claimed back by their owners.

**Address Numbers Not Posted:** Many houses and businesses do not have their address numbers posted as required in "The Street Naming and Numbering By-Law No. 616". There are many other properties that have their address number posted in a color that blends into the background. Addresses not posted or poorly posted causes a delayed response for Emergency Personnel and others trying to locate properties. It is suggest that the bylaw pertaining to the posting of address numbers be amended to: ***To ensure that Emergency Personnel can respond to a location quickly, the civic address shall be posted on every property within the Town. The address will be posted in a location on the front of the premises clearly visible from the road and in a color in contrast to its background and with the individual numbers being a minimum of 6 inches in height and 3 inches wide.***

**Obstacles Placed On Pedestrian Trails:** Ongoing feedback from public suggesting that obstacles be placed along the walking trails therefore preventing the quads, dirt bikes and snowmobiles from driving on the walking trails.

**Trespass By-law:** It is recommended that a Trespass By-law be implemented therefore allowing for fines to be issued to persons who continue to enter Town facilities after being banned for a period of time. Reports received from Arena staff of banned persons continuing to enter the Arena after been banned.

**Traffic By-law:** Should be updated, including adding a charging section. In addition, it is recommended that all traffic offences be removed from the Bylaw in which the same offence is contained within the NWT Motor Vehicles Act. Benefit to charging under the NWT Motor Vehicle Act is that the RCMP will prosecute if the ticket is disputed in court. Under the Bylaw, the Town would have to hire a lawyer or someone else to be the Prosecutor. Traffic fines going to the GNWT also eliminates the thought that the town is collecting traffic fines as a cash source.

**Speed Display Sign:** This is a sign mounted on a dolly and placed on the roadside that displays the speed of vehicles travelling towards the sign. The Town does own one of these signs. Two people are needed for the transportation and set-up/take-down of this sign due to the side. This is considered a valuable education tool in reminding motorists of their speed. (Pending SAO approval for use).

**Public Information:** Information is submitted for the Town Newsletter on a monthly basis. Submissions are now been provided to the Chamber of Commerce newsletter and the Community TV (Ch. 5) too.

**Newspaper Advertising:** It is suggested that advertising be placed in the local newspaper a couple of times per month on different topics. Estimated monthly cost approx...\$1,500.00 per month. (Pending SAO approval).

**Public Information Sessions:** It is suggested that public information sessions be held once a month on different topics by the Bylaw Officer and other guest speakers. These would be held during a weekday (12:15 - 12:45pm). Lunch and beverages would be provided to entice the public to attend and to further entice them to stay a door prize (\$100.00 gift certificate) would be drawn at the end of the session in which the winner must be present to win. (Total cost, includes advertising \$1,000.00 per session) (Pending SAO approval).

**Gift Certificates:** It is recommended that the Town purchase gift certificates in \$10.00 amounts in which the Bylaw Officer would issue to the public (youth) for obeying the laws, including walking their dog on-leash, riding their bicycle on the right side of the road, wearing a bike helmet, crossing the road at crosswalks, etc. I would suggest issuing \$200.00 per month in gift certificates. (Pending SAO approval).



- 23 - 103 St.
- 3 - 102 St.
- 43035 Mackenzie
- 42073 Mackenzie
- 48016 Mackenzie
- 1 - 102 Ave.
- 3 Capital

**PROCESS FOR INVESTIGATING UNSIGHTLY PROPERTIES**

- 1) **Locate Property.**
- 2) **Letter to Property Owner and request a date & time for a joint inspection of the property (minimum 2 days notice).**
- 3) **Inspect Property and take Photos.**
- 4) **Letter to Property Owner indicating property in violation of Town "Unsightly Land Bylaw". (attach copy of "Unsightly Land Bylaw" and photos). Indicate date for which property is to be cleaned up by (1 month from date of letter).**
- 5) **Property Owner request time extension to clean up property.**
- 6) **Letter to Property Owner and request a date & time for a joint inspection of the property (minimum 2 days notice).**
- 7) **Inspect Property and take Photos.**
- 8) **Time Extension Approved - if reasonable attempt was made to clean up the property (letter to property owner).  
Time Extension Denied - if reasonable attempt was not made in cleaning up the property (letter to property owner).**
- 9) **If Property is cleaned up - Letter to Property Owner advising Property is now in satisfactory condition (file closed).**
- 10) **Letter to Property Owner and request a date & time for a joint inspection of the property (minimum 2 days notice).**
- 11) **Inspect Property and take Photos.**
- 12) **"Clean-Up Order" and "Unsightly Land Bylaw" sent by Registered Mail to Property Owner.**
- 13) **If "Clean-Up Order" is not received by Property Owner and no other way to serve the "Order" to the Property Owner, then the "Order" is attached to the property.**
- 14) **Property Owner has 30 days (from date "Order" received) to clean up the property.**

- 15) Property Owner has 14 days to submit Appeal to Town SAO (from date "Order" received).
- 16) If Appealed submitted within 14 days, the "Clean-Up Order" is stayed pending a decision by Council.
- 17) Letter to Property Owner and request a date & time for a joint inspection of the property (minimum 2 days notice).
- 18) Inspect Property and take Photos
- 19) Provide evidence and latest photos to SAO for Appeal Hearing.
- 20) Council must hear the Appeal within 30 days from the date the Appeal is received by the SAO. Council may confirm, vary, or revoke the "Clean-Up Order" or may substitute its decision in place of the "Clean-Up Order" which was issued.
- 21) Letter sent to Property Owner advising the decision of Council.
- 22) Letter to Property Owner and request a date & time for a joint inspection of the property (minimum 2 days notice).
- 23) Inspect Property and take Photos.
- 24) Letter sent to Property Owner advising result of Inspection.
- 25) Letter to Property Owner and request a date & time for a joint inspection of the property (minimum 2 days notice).
- 26) Inspect Property and take Photos
- 27) Bylaw Officer Consult with SAO.
- 28) SAO to arrange staff or Contractors to clean-up the property.
- 29) Items removed from the property shall be stored for 14 days in a location designed by the SAO therefore allowing the owner to claim back his/her items.
- 30) Items not claimed back by the owner within 14 days, may be disposed of as directed by the SAO.

It is estimated that the complete process may take up to five (5) months from the start of the investigation to the time that the property is cleaned up by the Town.

#11-357      **MOVED BY: CLLR DUECK**  
                  **SECONDED BY: CLLR O'BRIEN**

**That the Council of the Town of Hay River accepts the Unsightly Properties Report for the month of July 2011 as presented.**

**CARRIED**

h) Statement of Financial Activities



**#11-361      MOVED BY: CLLR O'BRIEN  
                  SECONDED BY: CLLR DUECK**

**That the Council of the Town of Hay River direct administration to engage an independent contractor to review and update our existing Tourism Plan, "Worth the Extra Mile". Public consultation will form a fundamental part of this work.**

**CARRIED**

The Minutes from the Trade and Tourism Regular Meeting, May 3<sup>rd</sup>, 2011 are attached at the back of the Minutes.

**k) Recreation Board Regular Meeting Minutes**

The Minutes from the Recreation Board Meeting held at the Don Stewart Recreation Centre, Community Hall, on Wednesday, May 4, 2011 at noon are presented for Council's review and approval.

**#11-362      MOVED BY: CLLR DUECK  
                  SECONDED BY: CLLR O'BRIEN**

**That the Council of the Town of Hay River accepts the Minutes of the Recreation Board Special Meeting of May 4, 2011 as presented.**

**CARRIED**

The Minutes from the Recreation Board Regular Meeting, May 4<sup>th</sup>, 2011 are attached at the back of the Minutes.

**l) Community Energy Plan Committee Regular Meeting Minutes**

The Minutes from the Community Energy Plan (CEP) Committee Regular Meeting held at the Town Hall Boardroom on Thursday, June 16, 2011 and Thursday, July 14, 2011, are presented for Council's review and approval.

**#11-363      MOVED BY: CLLR CASSIDY  
                  SECONDED BY: CLLR DUECK**

**That the Council of the Town of Hay River accepts the Community Energy Plan Committee Regular Meeting Minutes of June 16 and July 14, 2011, as presented.**

**CARRIED**

**#11-364      MOVED BY: CLLR CASIDY  
                  SECONDED BY: CLLR DUECK**

**That the Council of the Town of Hay River accepts Mickey Patrick as a member of the Community Energy Plan Committee.**

**CARRIED**





**b) Trail Project Timeline**

As requested at the August 8, 2011 Committee of the Whole Meeting the Trail Project Timeline is included for your review.

<b>TRAIL PROJECT TIMELINE</b>			
Item	Actioned by:	Cost	Date of Completion
Selecting Trail -Cut Sheet	NWTRPA	n/c	DONE 2011
MOU - Town & Airport	Rec Director	n/c	DONE 2010
Move 930m of fence at airport	Rec Director	\$15,000	Aug 30-11
Concept Plan - A, B,C Trail Development	FSA	\$10,000	Jan 15-12
Engineering Plan	FSA	\$10,000	Nov 1/11
Environmental Assessment	FSA	\$3,000	Nov 1/11
Certificate of Insurance	Rec Director	n/c	Jan 15/12
Submit Grant Funding Request	Rec Director	n/c	Feb 1/12
Design Tenders for : Trail Gap 1 & Gap 2	Rec Director	n/c	Feb 1/12
Approval Granted in 30 days for TCT Funding	TCT	n/c	Mar 1/12
Award tenders for Gap 1 & Gap 2	SAO	n/c	Mar 5/12
Gap 1 Tender Completed	Contractor	\$210,000	Aug 30/12
Gap 2 Tender Completed	Contractor	\$110,000	Aug 30/12
Interim Reporting to TCT	Rec Director	n/c	Ongoing
Install TCT Signage	Public Works	\$4,000	Nov 1/12
Final Report	Rec Director	n/c	Jan 1/13
<b>TOTAL COSTS</b>		<b>\$365,000</b>	

**Gap 1 Suggested walking track - 4 metres wide, 100mm depth of compacted 20mm crush underlain by geotextile**

**Gap 2 suggested walking track - a boardwalk or 4 metres wide, 100mm depth of compacted 20mm crush underlain by geotextile**

**For information of Council.**

**c) Re-Allocation of Capital Plan Funds**

The Arena lights are near the end of their service life. There are 40 lights in the arena at 400 watts per bulb. The cost of these bulbs is approximately \$0.20 per kilowatt. The expense incurred is \$3.20 per hour (400x40 = 16000 watts or 16 kilowatts x \$0.20 = \$3.20 per hour). During the high ice usage season we utilize the lights for 2,000 hours at a cost of approximately \$6,400.00.

In 2010, six (6) Arena lights were replaced with LED lights at 150 watts with a 50,000 hour lifespan, with great success. The expense incurred during high ice usage season would be \$1.20 per hour if all 40 lights were changed out. This cost would be approximately \$2,400.00 for 2,000 hours of usage during high season.







*Town of Hay River  
Regular Meeting of Council*

*August 22<sup>nd</sup>, 2011  
7:00 PM*

**Certified Correct as Recorded on the 22<sup>nd</sup> day of August, 2011.**

**These minutes were accepted by motion#11-382.**

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

# TOWN OF HAY RIVER

## REPORT TO COUNCIL

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**SUBJECT: STUDNEY & POPLAR ROAD WATER MAIN IMPROVEMENTS**

**DATE: August 22, 2011**

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In July, the Town issued for tender Construction Services to replace the Studney & Poplar Water Main with a closing date of August 19<sup>th</sup>, 2011. The purpose of this project is to improve and maintain the quality and reliability of the town's water distribution system.

Two responses were received, as follows:

Rowe's Construction	\$525,777.50 plus GST
Carter Industries Ltd	\$393,765.00 plus GST

The project was identified in the 5 year Capital Plan for completion in 2011 with a budget of \$150,000.

In April, the Director of Public Works issued a report to Council recommending that the Town complete the project utilizing its own forces. Council then requested that Administration issue a tender for the work.

The Town receives just over \$1,000,000 in Gas Tax Funding for infrastructure projects.

It is anticipated that the project will take a month to complete.

**MOVED BY: CLLR DUECK  
SECONDED BY: CLLR O'BRIEN**

**That the Council of the Town of Hay River award the Tender for Studney and Poplar Water Main Improvements to Carter Industries for \$393,765.00 plus GST. Gas Tax Funding will be utilized to fund the entire project.**

**CARRIED**