The Regular Meeting of Council was held on Monday, February 27th, 2012, at 7:00 PM in the Council Chambers.

Present: Mayor Schofield, Deputy Mayor Maher, Acting Mayor Latour and Councillors Cassidy, Wallington, Langille, and O'Brien.

Staff: Michael Richardson - Senior Administrative Officer & Director of Public Works & Planning, May-Britt Hetesi – Assistant Senior Administrative Officer, Tammy Buchanan –Director of Recreation & Community Services, John Holland – Director of Finance, Ross Potter – Fire Chief, and Jaimi Carter – Recording Secretary.

Absent: Councillors Langille and Dueck.

Others: Sandra Lester, Nick Bevington, Mitchell Heron, Ross Stanley, Jeff Griffiths, and Kristen Campbell – The Hub.

1. CALL TO ORDER:

This Meeting was called to order at 7:00 P.M. with Mayor Schofield presiding.

2. ANNOUNCEMENTS

Mayor Schofield

I, Kelly Schofield do hereby resign my position as Mayor of Hay River effective immediately. I believe I have served the community very well during my term; however, it is in the best interest that I resign for valid reasons;

- Misappropriation of Municipal Expenditures
- Incompletion of Council Directed Tasks
  i.e. Recreation Centre
  Negotiating and Tendering Contracts
- Breach of Confidentiality within Council
- Lack of Support by Majority of Council

Sincerely,
Mayor, Kelly J. Schofield, Town of Hay River

Deputy Mayor Maher announced that he supports Mayor Schofield, and is stepping down as Deputy Mayor and would like to remain as a Councillor.

Councillor Cassidy I wish Kelly all the best! On another note, I would also like to wish all the NWT Athletes competing in the 2012 AWG, from March 4th-10th all the best!

Councillor Latour Due to the recent event of a fire, there will be a benefit for Ms. Cano this Saturday at the Back Eddy.

3. ADOPTION OF AGENDA

#12-45 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR CASSIDY

That the Council of the Town of Hay River amend 5.a) Minutes to read as Delegation, Sandra Lester Re: Request for Quotation - Hanging Flower Baskets, with all agenda items thereafter

MF KL

proceeding in numerical order, and include 9.e) Excused Absence and 9.f) Request for Quotation – Hanging Flower Baskets: Rationale for Decision.

CARRIED

4. DECLARATION OF INTEREST

Councillor Maher declared and interest in Agenda Item #10.e) By-law No. 2257/LND/12 – Sale of Whole Lot 2127, Plan 4391, Town of Hay River to Commissioner of the Northwest Territories – Third and Final Reading, because he is Chair of Hay River Health and Social Services Authority, and Councillor Wallington declared an interest in Item #7.) Business Arising from the Minutes, because he is an affected resident of Cameron Crescent.

5. DELEGATION

a) Sandra Lester Re: Request for Quotation - Hanging Flower Baskets

6. a) Minutes of the Regular Meeting of Council, January 30th, 2012

#12-46 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR CASSIDY

That the Council of the Town of Hay River accepts the Minutes of the Regular Meeting of Council, January 30th, 2012 as presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

There was business arising from the Minutes of the Regular Meeting of Council, January 30th, 2012:

Councillor Cassidy:
1) Can I get an update on the status of Cameron Crescent Development?
Michael Richardson:
1) Cameron Crescent has idled for the last four weeks, just based on other projects I'm working on. Just based on the need and the fact it came up, we'll work to follow up. It's just a matter of getting some pricing for some aspects of infrastructure. We had suggested in the previous Council Meeting the selling price for the lot and that there are some infrastructure items missing and that we would sort out what those were in terms of phone and propane and that kind of thing, and add those back in to confirm the selling price and proceed with the development of a detailed site plan and bring that back to Council at the next Committee Meeting.
Councillor Cassidy:
2) Do we have an idea Re: Lease fees we will be charging for the Bell Mobility Leases?
Michael Richardson:
2) As far as lease fees, I'd have to go take a look, I don't have the numbers in front of me. If it doesn't appear in the package, I can get the information for you readily and pass it on asap.

Let it be noted that Councillor Wallington departed the Chambers and did not take part in the discussion or vote Re: Agenda Item #7 1.) Councillor Cassidy's first question Re: Cameron Crescent Development.

MP KL

7. COMMITTEE REPORTS

a) Excused Absence

Councillor O'Brien has requested to be excused from the Committee of the Whole Meeting, Monday, February 13th, 2012, and further Councillor Dueck has requested to be excused from the Regular Meeting of Council, Monday, February 27th, 2012.

#12-47 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR CASSIDY

That the Council of the Town of Hay River excuse Councillor O'Brien from the Committee of the Whole Meeting, Monday, February 13th, 2012, and further excuse Councillor Dueck from the Regular Meeting of Council, Monday, February 27th, 2012.

CARRIED

b) Recreation Department Monthly Facility Usage Report

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

January 2012 facility usage includes a new season of programming as well as community events. There were a couple of special events on the ice this month specifically Figure Skating Territorials and a Minor Hockey Tournament. Additionally, a recreation finance and fundraising course was held in the facility as well as a Minor Hockey Bingo. The majority of usage reflects the new programming for the winter, including step aerobics, senior's fitness, Nordic walking, PHAB girls drop in program, and guitar workshops.

Notable mention should be given to a few programs and events that went particularly well. Senior's walking fitness program started up again this month. Furthermore, a 30 minute strength and balance component was added after the hour walk leading some new participants to join the class. Step aerobics proves to be just as popular this year with a full class both Monday and Wednesday. A couple of events outside of the facility were quite well attended as well. Firstly, the Fitness Instructor Basic Theory Course saw 9 individuals take part in a full weekend workshop. Secondly, despite the weather the family snowshoe event at the ski club had almost 30 individuals out on the trails and enjoying chili and bannock.

mf KL

<u>Community Hall</u> January 7 – HR Figure Skating Meeting January 9 – Guitar Workshop January 10 – DJ Hockey Academy Dryland Training January 10 – Trade & Tourism Meeting January 12 – DJ Hockey Academy Dryland Training January 12 – Figure Skating Meeting January 16 – Guitar Workshop January 17 – DJ Hockey Academy Dryland Training January 18 – Rec Board Meeting January 19 - DJ Hockey Academy Dryland Training January 19-21 – Figure Skating Territorials January 22 – Minor Hockey BINGO January 23 – Seniors Fitness Class January 23 – Step Aerobics January 24 – Nordic Walking January 24 – Seniors Society Meeting January 25 – Step Aerobics January 26 – Nordic Walking January 27 – Seniors Fitness January 30 – Seniors Fitness January 30 – Step Aerobics January 30 – Nordic Walking <u>Doug Wieterman Hall</u> January 10 – Minor Hockey Meeting January 11 – Minor Hockey Midgets Meeting January 12 – PHAB Girls Drop In January 14 – Birthday Party January 16 – Minor Hockey Meeting January 16-19 – MACA Finance Course	<u>Doug Wieterman Hall</u> January 20-22 – Figure Skating Territorials January 23 – Minor Hockey Meeting January 24 – Trade & Tourism Meeting January 24 – Minor Hockey Meeting January 26 – PHAB Girls Drop In January 27-29 – Minor Hockey Tournament <u>Ice Surface</u> January 2 – Sponsored Skate – NWT Power Corp, Rowe's, Kingland Ford January 4 – DJ Hockey Academy January 6 – DJ Hockey Academy January 9 – DJ Hockey Academy January 11 – DJ Hockey Academy January 13 – DJ Hockey Academy January 16 – DJ Hockey Academy January 18 – DJ Hockey Academy January 20-22 – Figure Skating Territorials January 21 – Private Rental January 27-29 – Minor Hockey Tournament <u>Aquatic Centre Programs</u> Aquafit Classes - Tuesday & Thursday Hay River Lions Swim Club – Monday - Friday Adult Swim Nights – Monday – Thursday French Music in Pool - Thursdays Teen Swim Night – Friday <u>Other Events</u> January 19 – Library - PHAB Girls Drop In January 20-22 – PA School – Basic Theory Course January 28 – Ski Club – Family Snowshoe Event

#12-48 MOVED BY: CLLR CASSIDY
SECONDED BY: CLLR WALLINGTON

That the Council of the Town of Hay River accepts the Recreation Department Monthly Facility Usage Report for the month of January 2012 as presented.

CARRIED

MF KL

c) Recreation and Community Services Department Report

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

On January 5 the section replacement and repairs to the Aquatic Centre Boiler B201A tender was awarded to Stittco for $24,690.00. The parts were ordered in early January and work will commence when they arrive.

On Jan 23-26, the tourism plan researcher from the University of Waterloo arrived in Hay River for a site visit. He was able to meet with various tour operators, Town Council, Trade & Tourism Advisory Committee, NWT Tourism, and other key players involved in tourism. The five year plan is scheduled to be completed by the end of February.

On Jan 26, NWT Tourism held a "Tourism Product Development" training session in Hay River. Twelve tour/hotel operators attended the session, and cooperatively developed a draft tour package for Hay River. Once finalized the three night package will be available to promote at the Edmonton Boat & Sportsman Show, VIC, and other venues.

Item	Level of Activity
Rec Dept Finances	-Jan 17 – School of Government Recreation Dept Budget presentation
Trade & Tourism Advisory Committee	-Jan 6 – ITI meeting with Tom Colosimo -Jan 10 – meeting -Jan 24 – meeting -Jan 23-26 – site visit with tourism plan researcher -Jan 16 – Visitor Information Centre agreement signed by Senior's Society -Jan 30 – meeting for EDO position with Western Development Consultants
Recreation Board	-Jan 18 – meeting -Rec Policies reviewed and finalized -Reviewed PERC building assessment and cost estimate for a retrofit of the recreation centre
Special Events	-Jan 25 – NWT Tourism - Tourism Meet & Greet in Hay River -Jan 26 – NWT Tourism – Tourism Product Development Training in Hay River
Grant Applications	-SOGO Active & RBC for outdoor rink nets -ITI $5000 for Edmonton Boat & Sportsman Show
Trails – Development & Maintenance	-Jan 9 – received DOT letter for permission for "right of way"' for TCT extension -Jan 20 – NWTRPA partnership approval of application -Jan 23 & 30 – Council approval for TCT concept plan application -Jan 30 – submission of concept plan to TCT

mf KL

Personnel	-Jan 6 – staff safety meeting -Weekly staff meetings -Evacuation plan developed for Recreation Centre -Training for aquatic staff scheduled for Feb/March to include FAI course, Pool Ops I training, Aquafit instructor training -Jan 19 & 27 meeting with SAO
Facilities/Parks	-tender awarded for boiler B201A section replacement and repairs to Stittco -Jan 19 – meeting with MACA re: BMX/Skate Park -Insulation and drywall boards going up in the recreation storage garage

#12-49 MOVED BY: CLLR CASSIDY
SECONDED BY: CLLR WALLINGTON

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

CARRIED

d) Emergency Services Report

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

Summary:

January has been a busy month where we responded to 5 Fire Rescue situations. 2 of these fires were stovetop cooking fires, 1 propane leak, 1 shop fire and a sprinkler alarm at the arena. Damages were minimal as far as the 2 stovetop fires were concerned and the fire was contained to area of origin. The shop fire although contained quickly caused an estimate of $50,000.00 damage.

We had 9 members complete their Ambulance Oriented First Aid/CPR/AED most of which were new members to the Ambulance team all of which did extremely well during their training.

The Hay River Fire Department hosted the Northwest Territories Firefighter Curling Championships in early January and we are pleased to report that the HRFD #1 team consisting of Wyatt Scheller, Kyle Wright, Brent Medernach and Dustin Smith went through the play downs undefeated. The fellowship and sportsmanship shown throughout the play downs was outstanding. The Hay River team will be heading off to Truro, NS for the national play downs towards the end of March.

During the month of January 420 Volunteer hours were served by the members of the HRFD.

Item	Level of Activity
Patient Transfers	9
Medical Emergencies	8
Fires & Rescues	5
False Alarms	0
Ambulance Training	1
Fire Training	2

mf KE

Special Training	3
Cleanup & Maintenance	3
Fire Permits Granted	0
Fireworks Permits	0
Public Safety Sessions	0
Inspections	3 Dayhome Inspections, 2 Occupancy Inspections
Recruitment	Ongoing
Emergency Plan	Complete
Special Projects	Replacement of Firehall
Active Membership at Month End	33, 30 Active, 3 Honorary
Equipment Maintenance	
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

#12-50 MOVED BY: CLLR CASSIDY
SECONDED BY: CLLR WALLINGTON

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

CARRIED

e) <u>Development and Building Permit Report</u>
The Development and Building Permit Report for the month of January is presented for Councils review and acceptance.

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Jan 16/12	DH12-001	458 Miron Drive	Cleaning Company
Jan26/12	D12-002	38-61 Woodland Drive	Move , Demolish old Trailer
Jan 27/12	D12-003	6B Aspen Road	Office and Equipment Yard
Jan 31/12	DH12-004	1108-3 Capital Drive	Photography

mf KE

#12-51 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR O'BRIEN

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

CARRIED

f) Municipal Enforcement Report
The January 2012 activity report for Municipal Enforcement is presented for information of Council

By-law Name	Complaints Received	Warnings Issued	Tickets Issued
TRAFFIC	0	4	0
ANIMAL CONTROL	23	14	2
NOISE CONTROL	0	0	0
BUSINESS LICENSE	0	0	0
UNSIGHTLY LAND	1	0	0
LOTTERY LICENSE	0	0	0
TAXI LICENSE	0	0	0
SMOKING REGULATION	0	0	0
STREET CLEARING	1	1	0
GARBAGE COLLECTION	0	0	0

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

Dog Attack Complaints Received	3

Number of Dogs Caught	7

Unsightly Properties:
There are currently eight properties under investigation.

#12-52 MOVED BY: CLLR CASSIDY
SECONDED BY: CLLR WALLINGTON

That the Council of the Town of Hay River accepts the Municipal Enforcement Report for the month of January 2012 as presented.

CARRIED

MP KC

g) 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, November 24, 2011, are presented for Council's review and approval.

#12-53 MOVED BY: CLLR CASSIDY
SECONDED BY: CLLR WALLINGTON

That the Council of the Town of Hay River accepts the Community Energy Plan Committee Regular Meeting Minutes of November 24, 2011, as presented.

CARRIED

The Community Energy Plan Committee Regular Meeting Minutes of November 24th, 2011 are attached at the back of the Minutes.

h) Joint Occupational Health & Safety Committee Regular Meeting Minutes
The Minutes from the Town of Hay River Joint Occupational Health & Safety Committee Regular Meeting held at the Town Hall Boardroom on December 14, 2011, are presented for Council's review and approval.

#12-54 MOVED BY: CLLR CASSIDY
SECONDED BY: CLLR MAHER

That the Council of the Town of Hay River accepts the Minutes from the Town of Hay River Joint Occupational Health & Safety Committee Regular Meeting held on December 14, 2011, as presented.

CARRIED

The Joint Occupational Health & Safety Committee Meeting Minutes of December 14th, 2011 are attached at the back of the Minutes.

i) Trade and Tourism Advisory Regular Committee Meeting Minutes
The Minutes from the Trade and Tourism Advisory Committee Meeting held at the Town Hall Board Room, on Tuesday, January 10, 2012 at noon are presented for Council's review and approval

#12-55 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR O'BRIEN

That the Council of the Town of Hay River accepts the Minutes of the Trade and Tourism Advisory Committee Meeting of January 10, 2012 as presented.

CARRIED

The Trade and Tourism Advisory Regular Meeting Minutes of January 10th, 2012 are attached at the back of the Minutes.

j) Aurora Pellets
At the Regular Meeting of Council, Monday, January 30th, 2012 Council made a motion to direct the Communication Committee to draft a letter supporting this venture outlining Hay River's commitments to new development and new greener technologies, and present the draft to Council for discussion at the next Committee of the Whole Meeting, Monday, February 13th, 2012.

The Communication Committee will distribute the draft letter at the Meeting.

How does Council wish to proceed?

#12-56 MOVED BY: CLLR CASSIDY
SECONDED BY: CLLR WALLINGTON

That the Council of the Town of Hay River request Mayor Schofield and Administration to formalize the letter and submit it for expressing our support for this venture.

CARRIED

k) Safe Driving Policy P-8
In light of the recent amendments to the Motor Vehicle Act and to further safety updates to Employee Policies for the Town of Hay River, Administration has drafted a Safe Driving Policy P-8, attached. The intent of this policy is to increase the safety of the Town of Hay River employees, contractors and volunteers while driving on its behalf.

#12-57 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR O'BRIEN

That the Council of the Town of Hay River accepts the Safe Driving Policy P-8 as presented.

CARRIED

The Policy P-8 Safe Driving Policy is attached at the back of the Minutes.

l) Wireless Communication Policy W-3 Amendment
In light of the recent amendments to the Motor Vehicle Act , Administration has amended the Wireless Communication Policy W-3, to add the phrase *"This policy does not apply to an officer, member of a fire department or emergency responder, while carrying out his or her duties under any enactment".* All other clauses remain the same.

#12-58 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR MAHER

That the Council of the Town of Hay River accepts the amended Wireless Communication Policy W-3 as presented.

CARRIED

MF KE

m) Appointment of Members to the 2012 Board of Revision

BACKGROUND:

According to Section 30. (2) of the Property Assessment and Taxation Act, Council must appoint, by resolution, at least 3 members to the Board of Revision.

This year, the 2012 Board of Revision will meet on March 21, 2012 to hear assessment complaints. The following members of the 2011 Board of Revision are willing to be on the 2012 board; Colleen Gagnier, Peter Maher, Alvin Pitre and Lynn Readman.

#12-59 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR O'BRIEN

That the Council of the Town of Hay River appoints Colleen Gagnier, Peter Maher, Alvin Pitre and Lynn Readman as members to the 2012 Board of Revision.

CARRIED

n) Fire Hall Design Services – Change Order Request

An initial Construction budget of $3.2M was specified in the RFP for design services for the new Hay River Fire Hall. The Construction budget is typically the basis for design fees.

In the latter stages of design, the designers estimated a more realistic construction budget of $5.2M based on the needs of the Fire Department as they relate to a new facility.

Stantec has provided rationale for the change order request.

#12-60 MOVED BY: CLLR MAHER
SECONDED BY: CLLR WALLINGTON

That the Council of the Town of Hay River authorizes a change order request from Stantec Architecture in the amount of $149,050.00 plus GST.

TABLED

o) Ecology North Letter of Support

Ecology North is a charitable, non-profit organization based in Yellowknife that was formed in 1971 to support sound environmental decision-making on an individual, community and regional level.

The Town of Hay River has recently collaborated with Ecology North to develop a recycling guide and promote education related to waste management. Displays were set up by Ecology North to educate the public on waste reduction and recycling. These displays were very well received by the community and demonstrated the need for educating the public on waste reduction. The Town of Hay River recognizes the value in a continued partnership with Ecology North and would like to support future efforts related to waste management & environmental sustainability. This support will assist Ecology North in procuring funding for future initiatives which will benefit the community and the territory.

mf ll

#12-61 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR CASSIDY

That the council of the Town of Hay River direct administration to send a letter supporting Ecology North's continued partnership with the Town of Hay River as it relates to waste management and environmental sustainability.

CARRIED

p.)<u>Engineering Services – Lift Stations #1 & #2 Upgrades</u>
Stantec Consulting Ltd. (Stantec) has recently completed an audit of the Town's existing water and wastewater facilities. The findings of the facilities audit were submitted as a final copy on December 23rd, 2011 and are attached to this report. This study included two existing wastewater lift stations and based on the assessment, recommendations were made for upgrading the existing infrastructure to meet the current and future operational and service requirements.

A thorough review of the Water Treatment Plant (WTP), Lift Station #1 and #2 were completed by reviewing available data, completing a site visit and discussions with Town staff. Based on this review, it is evident that significant work is required on these facilities to meet both current and future operational requirements. The following outlines a summary of conclusions for each lift station facility.

• Lift Station #1 – The station is showing its age and is evidently oversized for its operations. The structure is generally in good order and does not require extensive investments. However, the mechanical and electrical systems are over 30 years of age and will have operational and maintenance concerns as time moves forward. Not only would the equipment expect to begin to show fatigue and fail, it will become increasingly difficult and costly to repair the existing system. The lift station should be either extensively upgraded or completely replaced with a new station. Three upgrade or replacement options have been presented in this report along with cost estimates, as follows.

- Option 1: Keep existing lift station structure and replace entire mechanical and electrical contents. A special temporary bypass pumping provision would be required for the duration of the upgrade. Estimated capital cost: $1,450,000.

- Option 2: Build a new wet well/drywell type, prepackaged FRP lift station to replace the existing station. This option would allow the existing station to be kept in service while the new replacement station is being built. This option would provide for an operator friendly facility as all process mechanical equipment will be installed in a drywell. This option would be preferred to other options for its cost-effectiveness and operating convenience. Estimated capital cost: $2,320,000.

- Option 3: Build a new wet well type, prepackage FRP lift station to replace the existing station. This would also allow the existing station to be kept in service while a new replacement station is being built. A major downside is that all process equipment, including pumps, will be located in the wet well, which is corrosive environment even with ventilation. Estimated capital cost: $1,930,000.

• Lift Station #2 – This station, particularly the wet well with pumps, is in poor condition in both physical and operational aspects. The overall station environment, currently with no ventilation is not considered to be safe for operating personnel and electrical equipment.

MP 14

It needs to be replaced in the very near future. Similar to Lift Station #1, the station is over 30 years old and would be expected to have major operational and maintenance concerns. Two options have been identified to replace this lift station along with cost estimates.

- Option 1: Build a new wet well/drywell type, prepackaged FRP lift station to replace the existing station. The existing station would be kept in service while the new station is constructed. This option provides for an operator friendly environment to access and service all process equipment to be located in a drywell. This option would be preferred to wet well type lift station due to its cost effectiveness and operating convenience. Estimated capital cost: $1,820,000.

- Option 2: Build a new wet well type, prepackage FRP lift station to replace the existing station. This option is not as operator friendly as Option 1 as all process equipment will be located in a corrosive wet well environment although it's less costly to build as compared with Option 1. Estimated capital cost: $1,508,000.

The Town has made a proactive decision to proceed with implementing upgrades to the two lift stations and requested Stantec to prepare a proposal to provide the necessary engineering services for the detail design, tendering, construction, and post-construction services required for this project. The proposal is attached to this report; the scope of work for this project is summarized as follows:

- Designing the upgrades to the Lift Station #1 based on option 1 as detailed in the audit report;
- Designing the upgrades to the Lift Station #2 based on option 2 as detailed in the audit report;
- Preparing design drawings and tender documents;
- Providing tender administration services and assisting the Town during the tender process and contract award;
- Administering the construction and providing post-construction services; and
- Preparing record documents and providing assistance during the warranty period.
-

These upgrades are necessary to ensure the functionality of our waste water system and will precede the upgrade of water and sewer in the area. The approved 2012 capital budget has allotted $1,450,000 for Lift Station #1 and $1,508,000 for Lift Station #2. The site specific knowledge acquired by Stantec and their background in this very specific engineering field will prove to be invaluable during design, construction and inspection. It is for this reason that the Town wishes to sole source Stantec's engineering services for the design, tender and construction of the lift station upgrades.

#12-62 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR CASSIDY

That the Council of the Town of Hay River accepts the final Water and Wastewater Facilities Audit report from Stantec Consulting Ltd. as presented.

CARRIED

The Report on the findings of the facilities audit and the proposal are attached at the back of the Minutes.

mf ke

#12-63 MOVED BY: CLLR MAHER
SECONDED BY: CLLR CASSIDY

That the Council of the Town of Hay River selects Stantec Consulting Ltd. for the design and construction of both Lift Stations #1 & #2 for a total of $399,700.00 plus GST. Funding from this project will be sourced from the 2012 approved capital plan Utility Reserve.

TABLED

9. NEW BUSINESS

a) <u>Hay River RCMP Detachment "G" Division Chief's Report</u>
A copy of the Mayor's/Chief's Report for January 2012 from the Hay River RCMP Detachment "G" Division Northwest Territories is attached for the information of Council.

#12-64 MOVED BY: CLLR CASSIDY
SECONDED BY: CLLR WALLINGTON

That the Council of the Town of Hay River accepts the Mayor's/Chief's Reports for January 2012 from the Hay River RCMP Detachment "G" Division Northwest Territories as presented.

CARRIED

The Mayor's/Chief's Report for January 2012 from the Hay River RCMP Detachment "G" Division Northwest Territories is attached at the back of the Minutes.

b) <u>Drug Free Zone Committee Regular Meeting Minutes</u>
The Minutes from the Drug Free Zone Committee Regular Meeting held at the Town Hall Boardroom on Tuesday, November 22, 2011, are presented for Council's review and approval.

#12-65 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR O'BRIEN

That the Council of the Town of Hay River accepts the Drug Free Zone Committee Regular Meeting Minutes from November 22, 2011, as presented.

CARRIED

The Drug Free Zone Committee Regular Meeting Minutes of November 22nd, 2011 are attached at the back of the Minutes.

c) <u>Development Permit Application No. D1-105, Hay River Chamber of Commerce</u>
At the Committee of the Whole meeting of January 23, 2012, the report was presented concerning the application from the Hay River Chamber of Commerce to the Town of Hay River for authorization to establish an Electronic LED Sign, (dimensions 49.7"X97") for use as a public service, non-profit advertising sign. The sign was proposed to be located on the south east corner of the Town Hall property towards Courtoreille Street and South Woodland.

Development Officer, Randy Froese (per Zoning and Building Bylaw Sign Regulations, 8.1, 10) stated that the sign in his opinion could be considered a traffic hazard in that location.

MP KL

Town Council was in favour of an informative sign and a meeting was proposed to be arranged with the Chamber of Commerce, Town Council and the Development Officer, Randy Froese, to discuss alternate locations for the proposed sign.

Chamber of Council liaison, Councillor Bernie Langille was tasked with arranging this meeting and will address this issue.

d) Request to Purchase Lots 1886 & 1888, Plan 4046 for Industrial Expansion Lots
Graham and Jackie Milne currently occupy Lots 1887 & 1889, Pan 4046, #11 & #13 Dean Drive for the purpose of a Greenhouse Operation. On February 10th the Town received a letter from Mr. & Mrs. Milne requesting to purchase two lots adjoining the lots they currently own; Lots 1886 &1888, Plan 4046. At this time the back row of Lots including the Lots 1886 & 1888 are surveyed, but **does not have developed road access** and as such they are not listed in the Town's Land Inventory available for Public Disposal.

Once lots have road access to provide for proper development and access, and are listed into the Finished Lots Land Inventory for Public Disposal, there are a number of methods Council can decide to dispose of the Lots. Each of which would require Public Advertisement.

- Ballot Draw
- Public Tender
- Auction
- Call for Proposals
- Public Advertisement – First Come First Serve
- Engage a Realtor

How does Council wish to proceed?

e) Excused Absence
Councillor Langille has requested to be excused from the Regular Meeting of Council, Monday, February 27th, 2012.

#12-66 MOVED BY: CLLR CASSIDY
SECONDED BY: CLLR WALLINGTON

That the Council of the Town of Hay River excuse Councillor Langille from the Regular Meeting of Council, Monday, February 27th, 2012.

CARRIED

f) Request for Quotation – Hanging Flower Baskets: Rationale for Decision
On February 8, 2012 I e-mailed a Request for Quotation to Steed Farms, Patterson's, Woodshed, and the Beautification Committee to supply two quotations; one for the hanging flower baskets, and another for the flower beds and planters. On February 9 I sent an addendum to the vendors via e-mail with further specifications regarding the hanging flower baskets. The Woodshed indicated that they could not open the e-mail attachments. I advised them that I would have the paperwork available at the Recreation Centre front desk. They did not pick it up. Two vendors submitted quotations.

On February 17, 2012, the Administrative Officer and I recorded the quotations. The goal in having the hanging flower baskets on the main street is to provide spectacular colour and beauty for the community and visitors to see and enjoy.

MP KL

On August 24, 2011 I submitted an e-mail to the SAO that indicated the concern of poor quality flowers in the hanging baskets. Members of the community had commented negatively on the hanging flower baskets, on multiple occasions. We removed the hanging flower baskets early so as to alleviate the negative reaction we received. The substandard hanging flower baskets of 2011 were provided by this year's unsuccessful bidder.

This year's successful bidder has a current local business license. They supplied the flowers for the Town Hall Flower Tree last year and the quality was exceptional. Many compliments were given to the look of that tree.

The Request for Quotation stated the following:

"This is not a request for tenders or otherwise an offer. The Town is not bound to accept the quote that provides for the lowest cost or price to the Town nor any quote of those submitted." And

"If a contract is to be awarded as a result of this Request for Quote, it shall be awarded to the proponent who is responsible and whose quote provides the best potential value to the Town. The determination of best potential value shall be in the sole discretion of the Town. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations."

The successful bidder was selected to provide our hanging flower baskets as it was felt they would provide the best potential value to the Town with great looking flowers.

There was a difference of $100 in the two quotes submitted by the vendors. The successful vendor was slightly higher in price; however, the quality of the product has proven to be significantly superior.

FOR INFORMATION OF COUNCIL

9. BYLAWS

a) By-law No. 2256/LND/12 – Sublease of Lot 1002, Plan 1477, Town of hay River to Thomas King – Fist and Second Reading

#12-67 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR MAHER

That the Council of the Town of Hay River give First Reading to By-law No. 2256/LND/12 – Sublease of Lot 1002, Plan 1477, Town of Hay River to Thomas King.

CARRIED

#12-68 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR CASSIDY

That the Council of the Town of Hay River give Second Reading to By-law No. 2256/LND/12 – Sublease of Lot 1002, Plan 1477, Town of Hay River to Thomas King.

CARRIED

mf Kt

b) By-law No. 2254/LND/12 – Lease of Lot 191-4, Plan 308, Town of Hay River to Bell Mobility Inc. – Third and Final Reading

#12-69 MOVED BY: CLLR CASSIDY
SECONDED BY: CLLR WALLINGTON

That the Council of the Town of Hay River give Third and Final Reading to By-law No. 2254/LND/12 – Lease of Lot 191-4, Plan 308, Town of Hay River to Bell Mobility Inc.

CARRIED

c) By-law No. 2255/LND/12 – Lease portion of Lot 1960, Plan 4178, Town of Hay River to Bell Mobility Inc. – Third and Final Reading.

#12-70 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR CASSIDY

That the Council of the Town of Hay River give Third and Final Reading to By-law No. 2255/LND/12 – Lease portion of Lot 1960, Plan 4178, Town of Hay River to Bell Mobility Inc.

CARRIED

d) By-law No. 2253/GEN/12 – K'amba Carnival ½ day Civic Holiday – Third and Final Reading

#12-71 MOVED BY: CLLR O'BRIEN
SECONDED BY: CLLR CASSIDY

That the Council of the Town of Hay River give Third and Final Reading to By-law No. 2253/GEN/12 – K'amba Carnival ½ day Civic Holiday.

CARRIED

e) By-law No. 2257/LND/12 – Sale of Whole Lot 2127, Plan 4391, Town of Hay River to Commissioner of the Northwest Territories – Third and Final Reading

#12-72 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR CASSIDY

That the Council of the Town of Hay River give Third and Final Reading to By-law No. 2257/LND/12 – Sale of Whole Lot 2127, Plan 4391, Town of Hay River to Commissioner of the Northwest Territories.

CARRIED

mp Kt

Let it be noted that Councillor Maher departed the Chambers and did not take part in the discussion or vote Re: Agenda Item #10 e.) By-law No. 2257/LND/12 – Sale of Whole Lot 2127, Plan 4391, Town of Hay River to Commissioner of the Northwest Territories – Third and Final Reading

f) By-law No. 1786/UTIL/12 – Water Rates By-law – Third and Final Reading

#12-73 MOVED BY: CLLR WALLINGTON
SECONDED BY: CLLR MAHER

That the Council of the Town of Hay River give Third and Final Reading to By-law No. 1786/UTIL/12 – Water Rates By-law.

CARRIED

g) By-law No. 1530G Traffic By-law Amendment – Third and Final Reading

#12-74 MOVED BY: CLLR CASSIDY
SECONDED BY: CLLR MAHER

That the Council of the Town of Hay River give Third and Final Reading to By-law No. 1530G Traffic By-law Amendment.

CARRIED

11. ADJOURNMENT

#12-75 MOVED BY: CLLR O'BRIEN

That the Regular Meeting of Council be adjourned at 8:17 PM.

Certified Correct as Recorded on the 27th day of February, 2012.

These minutes were accepted by motion#12-83.

Mayor

Senior Administrative Officer

A Regular Meeting of the Community Energy Plan Committee of the Municipal Corporation of the Town of Hay River was held Thursday, November 24, 2011 at 12:00 NOON in the Town Hall Boardroom.

MEMBERS PRESENT
Ken Latour - Chair, Members –Alvin Pitre, Lisa Smith, Ross Stanley, May-Britt Hetesi – Recording Secretary

MEMBERS ABSENT
Tom Makepeace, Mickey Patrick, Mayor Kelly Schofield

OTHERS PRESENT
Michael Richardson, SAO

CALL TO ORDER
The meeting was called to order at 12:12 pm by Ken Latour - Chair.

ADOPTION OF THE AGENDA

MOVED BY: LISA SMITH
SECONDED BY: ALVIN PITRE

That the Community Energy Plan Committee adopts the Agenda as presented.

CARRIED

MINUTES
a) Minutes of the Regular Meeting of the Community Energy Plan Committee of October 13, 2011.

MOVED BY: ALVIN PITRE
SECONDED BY: ROSS STANLEY

That the Community Energy Plan Committee accepts the Minutes of the Regular Meeting of the Community Energy Plan Committee on October 13, 2011.

CARRIED

BUSINESS ARISING FROM THE MINUTES

A number of issues were reviewed at the meeting:
1) **Town Hall Shredding** – the 10 year shredding contract was cancelled in 2009 (costs of $13,000 over 10 years) in a cost saving measure – shredding is now done on the premises. Current shredding costs at Tri-R are $50/mo plus .95/lb of paper.
2) **Town Waste Oil** – there is not enough waste oil within town operations to be able to use it as an alternate fuel. Waste oil goes to the landfill where it is then periodically sent out through arrangements with hazardous waste management organizations.
3) **Town Newsletter** – Administration will summarize the Arctic Energy Alliance (AEA) funding opportunity for Commercial/Business establishment in the December newsletter with a link for more info. CEP Committee members will discuss a new topic monthly for administration to enter into newsletter.
4) **New Fire Hall** – Agenda item

mp Kt

5) **New Recreation Centre** – The information on the CEP Committee's motion with regard to the feasibility of an artificial ice surface for the new Recreation Centre was submitted by the Recreation Director to the Council of the Town of Hay River in the Minutes of the Regular Meeting of Council November 21, 2011.
6) **Idling Courtesy Reminders** – Chair Ken Latour will respond to emails (3) that were received by the public in response to the question "Does Hay River want an Idling By-Law?."

NEW BUSINESS

5 a) Chair's Report
Cllr. Ken Latour (the Chair) will be attending the FCM (Federation of Canadian Municipalities) 2012 Sustainable Communities Conference and Trade Show in Ottawa February 8-10 on behalf of the Town of Hay River. The link for this conference will be send to the Committee members.

b) Energy Audit – to be addressed at the next CEP Committee meeting.

c) Fire Hall
The attached report "Draft Design Energy Performance Study for Hay River Fire Hall" prepared by Stantec Consulting Ltd. was reviewed by the CEP Committee and the SAO, Michael Richardson. While the consensus of the CEP Committee was that the New Fire Hall was a "very good one", the Committee requested a more intensive background search of all the alternate energy possibilities that were addressed in reaching the conclusion of this report. SAO Michael Richardson advised that he would request this information from Stantec and forward this to the CEP Committee.

NEXT MEETING
Thursday January 12, 2012

ADJOURNMENT – 1:05 pm
MOVED: ALVIN PITRE

Certified correct as recorded on November 24, 2011, and accepted by Motion January 12, 2012.

Ken Latour, Chair

May-Britt Hetesi, Recording Secretary

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TOWN OF HAY RIVER **December 14, 2011**
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE **1:15PM**

The Joint Occupational Health and Safety Committee meeting was held Wednesday, December 14, 2011 at 1:15 PM in the Town Hall Boardroom

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

Absent: Jamie Pynten

1. **Call to Order**
   Meeting was called to order at 1:18 pm by Ross Potter, Co-Chair.

2. **Adoption of Agenda**

   Moved: Jaimi Carter
   Seconded: Harald Kauhausen

   CARRIED

3. **Adoption of Minutes November 16, 2011.**

   Moved: Jaimi Carter
   Seconded: Emma Harper

   That the JOH&S Committee accepts the minutes from the November 16, 2011, meeting as presented.

   CARRIED

3. **Business Arising from the Minutes**
   Ross Potter is in the process of obtaining 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) Town Vehicle stuck in ditch in West Channel. No injury or damage. Incident was due to road conditions.

   (ii) Fire Department. Damage to pumper and door to fire hall due to incident upon backing up the vehicle. SOG was reviewed with personnel – no injury – minor damage.

   c) CSTS Course Update

   Forty two of fifty (42/50) personnel have completed course. One is in progress. Ross Potter purchased another 25 licences in order to keep the program going in the new year.

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VC

d) Safety Meetings

Administration meeting Friday, December 16, 2011. Ross is available to attend Safety Meetings at other Town Departments as needed.

6. ISSUES

a) Recreation
- nothing to report

b) Administration
- baseboard at front entrance of town hall needs to be repaired.

c) Public Works
- nothing to report

Adjournment

Moved: Harald Kauhausen
That the regular meeting of the Occupational Health & Safety Committee be adjourned at 1:30 p.m.

Inspection – None

Next meeting: TBD (Schedule to be made up and distributed by email for 2012)

Certified correct as recorded on December 14, 2011, and accepted by Motion January 18, 2011:

Ross A Potter

Ross Potter, Chair

May-Britt Hetesi, Recording Secretary

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The Trade & Tourism Advisory Committee Meeting of the Town of Hay River was held on January 10, 2012 at 12:00 p.m. in the Town Hall Board Room.

Members Present: *Kathy McBryan, Cllr. Dawna O'Brien, Brian Lefebvre, Curtis Rowe, Tara Schofield*

Others Present: *Tammy Buchanan (Director of Recreation), Michael Richardson (SAO), Emma Harper (Recreation Programmer), Kim Tybring (Lead Facility Maintainer), Tiffany Gallivan, Jeff Griffiths*

Excused Absence: *Tom Colosimo, May-Britt Hetesi (Asst. SAO), Mayor Kelly Schofield, Deputy Mayor Mike Maher*

1. **Call to Order** – 12:10 pm Brian Lefebvre

2. **Adopt Amended Agenda** –

Motion by: Curtis Rowe
Seconded by: Cllr. Dawna O'Brien

Carried

3. **Adopt the Minutes of Regular Meeting, December 6, 2011**

Motion by: Cllr. Dawna O'Brien
Seconded by: Kathy McBryan

Carried

4. **Delegation** – Tiffany Gallivan and Jeff Griffiths were present to discuss the "Start Your Engines/Tradeshow 2012"

5. **Discussion Items** -

A) **Start Your Engines/Tradeshow 2012** – Brian asked the two delegates if they would be interested in organizing a conference/tradeshow in Hay River in 2012. They both agreed to look at the idea. The group reviewed the need for rebranding the conference, and the need to determine what may entice companies to attend an event in Hay River. Jeff mentioned that the environment of Hay River has changed. That is, NTCL is no longer a key player in the town like it use to be. Rather than brainstorm at the meeting, it was decided to have Tiffany and Jeff work on the idea, and present a concept of how they see the conference being successful. They will present their concept on January 24.

B) **Trade & Tourism Advisory Committee Chair** - Tabled

C) **Hay River Fishing Derby – 2012** –Kathy updated the group on the Fishing Derby for 2012. She mentioned that Bernard Dueck and herself will be the key contacts, while the Jet Boat

Association will be the licencing organization. She mentioned the challenges will be the distance required to go out onto the water to make the holes to fish, where everyone would park or commute to the holes, and the need for a tent for the fish fry. Curtis suggested the possibility of having the event on the same weekend as Polar Pond Hockey. There could be a road made between the two events, so the fishing derby could access the tents at the hockey event on the Saturday evening. They will discuss this possibility further.

6. **NEXT MEETING DATE** – January 24, 2012

7. **ADJOURNMENT** – 12:41 pm ***Motion by: Curtis Rowe***

CHAIR

SECRETARY Buchanan

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TOWN OF HAY RIVER

SAFE DRIVING POLICY
POLICY S-8

Adopted by the Council of the Town of Hay River at the, Regular Meeting of Council – Motion No.

PURPOSE

This policy governs the practices required by employees, contractors and volunteers of The Town of Hay River while driving on business for the Town of Hay River. The intent of this policy is to increase the safety of the Town of Hay River employees, contractors and volunteers while driving on behalf of the Town of Hay River.

This policy is mandatory and applies to all employees, contractors and volunteers who are required to drive to carry out the work of the Town of Hay River in any type of vehicle whether their own, a leased, rented or company vehicle. It also covers any period of time when driving for work associated with the Town of Hay River, including those being reimbursed for travel time to and from work.

This policy and Policy W-3 Wireless Communication Policy, governs the use of both company and personal cell phone and electronic devices when driving on business for Town of Hay River. (This does not apply to an officer, member of a fire department or emergency responder, while carrying out his or her duties under any enactment).

POLICY

All employees, contractors and volunteers, while driving to carry out the work of the Town of Hay River must:

- Have a valid Northwest Territories driver's license in the appropriate class for the motor vehicle being driven.
- Follow all "rules of the road", as defined by the Motor Vehicle Act and Regulations including driving at or below the posted speed limit and wearing a seat belt at all times.
- Ensure that all passengers in the motor vehicle wear seat belts.
- Should a Motor Vehicle Act ticket be issued, assume full responsibility for any ticket such as exceeding the posted speed limit or failing to obey other motor vehicle rules and regulations as applicable, or for parking or other by-law infractions.

- NOT operate a motor vehicle after consuming alcohol or other substances (including prescription and non-prescription medications) that could legally impair their alertness or judgment. Disciplinary measures will be taken for any 24-hour prohibition received.
- NOT use a cell phone or other portable electronic device while under control of the vehicle. (This does not apply to an officer, member of a fire department or emergency responder, while carrying out his or her duties under any enactment).
- NOT read or send emails or text messages when under control of the vehicle.
- NOT program or adjust a GPS system while under control of the vehicle.
- Report any change to their driving status or any motor vehicle related incident in which they were involved while engaged in business on behalf of Town of Hay River, including those that do not result in damage or injury, to their manager as soon as possible.

TOWN OF HAY RIVER'S COMMITMENT TO ITS EMPLOYEES

The Town of Hay River will provide a copy of and promote the adoption of this policy to all its employees, contractors and volunteers and will expect compliance at all times.

Town of Hay River will not require its employees, contractors or volunteers to drive under conditions which are considered unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

The vehicles provided by Town of Hay River, both owned and leased, will be maintained in safe operating condition and will be serviced according to the manufacturer's recommendations.

All drivers will receive adequate training as needed to be comfortable with driving the vehicle(s) they are required to drive to conduct Town of Hay River's business.

Information will be gathered on all incidents that occur while drivers are conducting Town of Hay River's business in order to improve safe driving practices, policies and procedures.

The Safe Driving Policy is reviewed periodically to ensure Town of Hay River maintains the highest degree of safe driving practices.

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TOWN OF HAY RIVER

SAFE DRIVING POLICY
POLICY S-8

Adopted by the Council of the Town of Hay River at the, Regular Meeting of Council – Motion No.

CONSEQUENCES OF NON-COMPLIANCE

Town of Hay River will enforce its Safe Driving Policy with a range of disciplinary measures up to and including termination of employment or termination of contract.

Each case of non compliance will be reviewed by employee's supervisor or manager.

The final decision on the consequences for not complying with the Safe Driving Policy will be determined by the Senior Administrative Officer.

ACKNOWLEDGEMENT

I, ______________________________, acknowledge that have read and understand the Town of Hay River's Safe Driving Policy S-8. I have received a copy of the document and understand that if I fail to abide by the terms and conditions of the policy, I may be subject to disciplinary action, up to and including dismissal.

Signature:_________________________ Date: ____________________

Supervisor:_________________________

mp KL

Stantec

Stantec Consulting Ltd.
10160 - 112 Street
Edmonton AB T5K 2L6
Tel: (780) 917-7000
Fax: (780) 917-7330

December 23, 2011
File: 1101-27004

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

Attention: Mr. Michael Richardson, Director of Public Works and Planning

Dear: Mr. Richardson,

Reference: Lift Stations #1 and #2 Upgrades - Engineering Services Proposal

1.0 INTRODUCTION AND SCOPE OF WORK

Stantec Consulting Ltd. (Stantec) is pleased to provide the Town of Hay River (the Town) with this proposal to provide the engineering services required for the design, tendering, construction and post-construction services for upgrading the existing wastewater lift stations #1 and #2. .

Stantec has recently completed the audit of the Town's existing water and wastewater facilities. The findings of the facilities audit were compiled and submitted as a draft report in October 2011. This study included the two existing wastewater lift stations and based on the assessment, recommendations were made for upgrading the existing infrastructure to meet the current and future operational and service requirements.

The Town has made a proactive decision to proceed with implementing upgrades to the two lift stations and requested Stantec to prepare a proposal to provide the necessary engineering services for the detail design, tendering, construction and post-construction services required for this project.

The scope of work for this project is summarized as follows:

- Designing the upgrades to the Lift Station #1 based on option 1 as detailed in the audit report;
- Designing the upgrades to the Lift Station #2 based on option 2 as detailed in the audit report;
- Preparing design drawings and tender documents;
- Providing tender administration services and assisting the Town during the tender process and contract award;
- Administering the construction and providing post-construction services; and
- Preparing record documents and providing assistance during the warranty period.

2.0 PROJECT METHODOLOGY

The following summarizes Stantec's proposed project approach and deliverables for this project. Stantec recognizes and acknowledges the importance of this project and understands the activities needed to satisfy its goals and objectives. Our understanding of this project's scope and deliverables is based on our understanding and knowledge of this project acquired during the audit of these facilities as well as our knowledge gained on other projects of similar nature.

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To facilitate effective management and budgeting of the project, we have separated the work into a number of distinct tasks. These tasks, as well as the deliverables developed during each task, are summarized as follows and described in the following sections:

- Project Initiation and Management
- Data Collection and Review
- Detailed Design
- Tendering
- Engineering Services During Construction
- Post Construction Services

2.1 Project Initiation and Management

Project management services will be provided throughout the project to ensure the successful provision of deliverables, and that Stantec's contractual obligations are met. Services include the following:

- On-site project initiation meeting, regular (bi-weekly during design) teleconference progress meetings, and face-to-face meetings during project milestones;
- Facilitation of the successful interaction and coordination of team members (both internal and external) throughout the course of the project;
- Overseeing engineering including providing direction and coordination of activities, and monitoring and control of each activity within the budget and schedule allocated;
- Provision of monthly progress, manpower and fee status reports; and
- Represent and advise the client with respect to any matter arising directly from the project, and with respect to related third party discussions.

Stantec's project management framework is ISO 9001:2008 certified and our project managers are thoroughly trained in effective project delivery, from project initiation through closeout. Stantec's internal project management guide can be made available for viewing by our clients if requested.

The following reports will be provided on a monthly basis:

- Progress reports identifying:
  - Summary of work completed to date
  - Summary of work forecasted for next progress period
  - Scope additions and/or deletions
  - Outstanding items awaiting decision or action
  - Unexpected issues
- Needs and Action Items list
- Invoicing and fee status reports identifying:
  - Hours and fees expended during the period
  - Hours and fees expended to date

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  - Percent budget (hours and fees) expended
  - Percent budget (hours and fees) remaining
  - Forecast final totals (hours and fees)
- Updated project schedule progress

Project Initiation

The objective of this task is to meet with the Town to initiate the project and establish lines of communication, review and discuss project issues and concerns, and finalize the details for the engineering services agreement. This on-site meeting will also allow for further discussion regarding the requirements and expectations of all parties and provide Stantec's team with an opportunity to review the project specifics. Specific schedules will be established for the frequency of formal review meetings to ensure that the final product meets all goals and expectations.

At this meeting, Stantec will identify or collect all available resource materials relevant to the project.

Progress Meetings

One of this project's main objectives is to establish and to maintain a high degree of communication between the Town and Stantec's design team at every stage of the project. This will be accomplished through regular teleconference progress meetings. The purpose of these regularly scheduled meetings is to provide updates on work progress, and facilitate communication and information transfer between Stantec and Leading Brands. During these meetings all pertinent issues related to the project will be identified and discussed, and clear goals and objectives will be established for the project. Additional face-to-face meetings and teleconference calls can be scheduled as required during the course of the project.

2.2 Data Collection, Review and Investigation

At the present time Stantec believes it has collected all required information to complete the work proposed for upgrading the two lift stations. Should additional information be required, it can be gathered by Stantec personnel during the proposed project initiation meeting.

2.3 Detailed Design

Following the Town's approval to proceed, Stantec will begin preparing this project's detailed design documents. These documents will include:

- Conduct site survey and geotechnical investigations
- Engineering design drawings conforming to the Town's requirements and/or standards. These drawings will include process layout drawings, piping arrangement drawings and details, process schematic (i.e. P&IDs), electrical/instrumentation drawings, control panel details, wiring, SCADA and remote communications, structural and architectural drawings, and building mechanical drawings.
- Technical specifications inclusive of required front-end commercial terms and supplementary general conditions required as part of the Issued for Tender (IFT) package.
- Equipment lists
- Pre-tender opinion of probable cost
- Preparation and printing of IFT documents (10 sets)

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At approximately the 90% detailed design complete stage, drawings and specifications will be submitted for the Town's review and input. Following Town's review, an on-site meeting will be held to discuss the design and receive Town's input. The detailed design documents will be updated as appropriate.

2.4 Tendering

The following services will be provided during this project's tendering period:

- Management of tender document distribution and receipt from Stantec's office in Edmonton
- Conduct an on-site contractor pre-tender meeting at the midpoint of the tendering period
- Respond to contractor requests for information (RFI) during the tendering period and issue addenda as appropriate
- Assist the Town in evaluating submitted tenders and provide recommendation of award

It has been assumed that all construction entailed under this project will be completed under one contract.

2.5 Engineering Services during Construction

Engineering services proposed to be provided by Stantec during this project's construction period are summarized as follows:

- Preparation and printing of Issued For Construction (IFC) drawings (10 sets)
- Conduct a contractor on site start-up meeting
- Respond to contractor requests for information (RFI) during construction
- Review and validate contractor progress payments and prepare progress payment certificates
- Review of the contractor's detailed construction schedule to facilitate tracking of the work
- Review shop drawing submittals
- Periodic site visits to monitor contractor progress and identify any concerns related to the work's general compliance with the requirements of the contract documents
- Construction site inspections (scheduled to coincide with contractor construction meetings) to monitor contractor progress and identify any concerns related to the work's general compliance with the requirements of the contract documents.
- Evaluate field testing reports of installed materials and equipment
- Preparation of field orders and change notices
- Preparation of site inspection/progress reports
- Monitor contractor's construction progress
- Assist the contractor in the development of a shutdown and tie-in schedule and coordinate with the Town
- Maintain a set of construction photographs
- Complete inspection of the final works and the preparation of deficiency lists
- Participate in commissioning and start up activities

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2.6 Post Construction Services

Operations and Maintenance Information

Well in advance of commissioning and start up activities, operation and maintenance (O&M) manuals, in hard copy and digital formats (Adobe Acrobat), will be prepared by the contractor and submitted to the Town.

Operator Training

Stantec, the contractor and applicable supplier representatives will work with the Town during the commissioning and start-up period to train the Town's personnel in the necessary O&M procedures.

Final Inspections

Following construction and start-up, all work will be inspected with the contractor and Town and final deficiency lists completed. Stantec will follow up regarding the rectification of identified deficiencies as required. Upon completion of the rectification of deficiencies, Stantec will recommend that the Town issue a Construction Completion Certificate (CCC).

Record Documents and Contract Closeout

Upon completion of the work, record drawings will be prepared using the contractor's "red-line" mark-ups. The following will be submitted to the Town upon completion:

- Two sets of full size bond copies
- A digital version in AutoCAD and Adobe Acrobat formats on compact disc

Warranty Period

During the warranty period, Stantec will provide assistance as necessary to rectify deficiencies in the work. During the warranty period, Stantec will conduct one inspection to monitor contract deficiencies in workmanship, materials or equipment and prepare correspondence informing contractor of such deficiencies. Monitor rectification of identified warranty deficiencies and prepare recommendations to the Town for the issuance of the Final Acceptance Certificate (FAC) once rectified.

3.0 PROJECT TEAM

For this project, Stantec has assembled a comprehensive team of experts to provide the resources necessary to satisfy this project's objectives in a timely and cost effective manner. Stantec's proposed project team of skilled professionals has been carefully selected based on their experience and qualifications and will be committed to this project throughout its duration. During previous assignments, the proposed team has displayed a high level of commitment, enthusiasm, and experience that has led to the successful delivery of the projects that were well received by the clients.

The key members of our team, their roles and years of experience are summarized in the table below.

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Table 3.1 - Project Team Roles and Experience

Team Member	Role	Years of Experience
Lalith Liyanage, Ph.D., P.Eng.	Project Manager/Senior Process Engineer	20
Rauno Hiltunen	Senior Design Advisor	40
Steven Cho, M.Eng., P.Eng.	Pump Station Design Lead	37
Suchit Kaila, M.Eng., P.Eng.	Project Engineer	13
Brian Bennett, P.Eng.	Senior Civil Engineer	37
Simon Chan, P.Eng.	Senior Structural Engineer	30
Wally Ingham, P.Eng.	Senior Electrical and Instrumentation Engineer	40
Nelson Epp, M.Sc., P.Eng.	Senior Controls Engineer	15
Paul Lam, M.Sc., P.Eng., LEED® AP	HVAC Design Lead	10
Corrado Agnello	Architect	2
Dave Hopper	Cost Consulting	30
AMEC	Geotechnical Investigations	
Sub-Arctic Surveys Ltd.	Site Survey	

Descriptions of the roles and responsibilities of each team member, as well as a brief synopsis of their qualifications relative to their assigned responsibilities, are provided in the following section. Corporate résumés of each team member are included in **Appendix A** for your reference.

Dr. Lalith Liyanage – Project Manager

Dr. Liyanage is a senior process engineer with over 16 years of experience specializing in the assessment, master planning, design, and pilot testing of water and wastewater treatment processes. His extensive water experience includes numerous water treatment processes assessment and design; including filtration and chlorine contact time optimization, membrane technologies disinfection utilizing UV radiation, and pump stations. His wastewater experience includes wastewater treatment process assessment, design, process optimization including; lift stations, headworks, aeration mixing, activated sludge, biological nutrient removal, enhanced primary treatment, membrane bioreactors, sludge fermentation, digesters, tertiary filtration, and disinfection processes.

In addition to his design experience, Dr. Liyanage has also published numerous papers related to water and wastewater treatment, and recently received the prestigious Rosen M. Harvey Award for one of his publications in the area of drinking water disinfection.

For this project Dr. Liyanage will be the project manager and responsible for the overall management and successful completion of the project, budget and schedule control, preparation of invoicing and progress reports, and the review and quality of all submissions in addition to providing process advisory services.

mp KL

Rauno Hiltunen – Senior Design Advisor

Rauno Hiltunen is a senior process design specialist with over 40 years of experience including the planning, assessment, and design of water and wastewater treatment processes and facilities. Rauno is responsible for providing conceptual process designs, detailed designs, specifications, and senior technical reviews for water and wastewater treatment projects carried out by the process engineering group. He provides senior technical input for municipal and industrial projects in the areas of process equipment selection, chemical and filtration systems, piping, and control and instrumentation systems. As a technical specialist, he is employed in rehabilitation or upgrading projects, where trouble-shooting or modifications to existing systems are required.

For this project Rauno will provide technical support for the process mechanical design of the proposed upgrades including gathering required equipment design information, preparing performance specifications and detailed design drawings, and obtaining equipment supply price quotes. Rauno will also assist with the preparation of opinions of probable cost.

Steven Cho – Lift Station Design Lead

Steven Cho is a senior project engineer with extensive experience in process mechanical design for various pumping systems, pipelines and control/instrumentation aspects of water/wastewater infrastructure. Steven's responsibilities include engineering quality control in the capacity of senior input, project execution, detailed design, preparation and review of engineering reports, contract documents and specifications, along with technical coordination as needed to achieve each project goal. Steven's experience includes serving as lead designer for numerous small and large pump stations in Alberta and hi recent experience includes ACRWC's Morinville Pump Station and Big Lake Lift Station in Edmonton.

For this project, Steven will serve as design lead for lift the lift station upgrades and will also act as senior technical advisor, providing design peer review comments and QA/QC reviews throughout the course of the project.

Suchit Kaila – Project Engineer

Suchit is an environmental engineer with over 13 years of experience in water and wastewater treatment for municipal and industrial applications. He has extensive experience in assessment and design of upgrades to the existing infrastructure, process design, project management and construction administration of water and wastewater treatment facilities. His expertise includes contaminant removal by filtration, ion exchange and membrane processes. He has excellent experience in the areas of iron and manganese removal, brackish water treatment, hardness reduction, membrane separation technologies, fluoride and arsenic removal, pumping systems, septage receiving stations, wastewater treatment including primary, secondary, tertiary, sludge thickening and fermentation.

For this project, Suchit will assist Rauno and Steven and serve as the project engineer responsible for designing the lift station upgrades, preparing tender documents, and providing services during construction and post-construction.

Brian Bennett – Civil Design

Brian has 37 years of civil engineering experience on a broad range of environmental, municipal, industrial and transportation projects. The scope of this work includes water supply and distribution, sewage collection and treatment, storm water management, site grading and drainage, sanitary landfills, environmental site remediation, roads and parking facilities.

He has played a significant role in various projects as a resident engineer, design engineer, lead engineer and project manager, as required.

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His skills include site inspection, report preparation, contract document preparation, preliminary and detailed design, cost estimating, contract administration, project management, obtaining regulatory approvals and public speaking. He has expertise in trackwork drainage design for light rail transit, and design knowledge of soil and synthetic liners for various hydraulic structures.

Brian will be responsible for civil site works design.

Simon Chan – Structural Design

Simon Chan is a senior structural engineer with extensive experience designing all types of concrete, steel, and timber structures. Simon's project experience includes a wide range of projects as designer, project engineer, contract administrator, and project manager. He has been involved on new projects, additions, upgrades, and modifications to existing facilities, and in the preparation of investigation reports for pre-purchase assessments and existing structures.

For this project, Simon will be responsible for all structural design requirements of the project.

Wally Ingham – Electrical and Instrumentation Design

Wally Ingham is a senior electrical engineer with extensive experience designing electrical power systems, process control systems, programmable controls, and instrumentation. He has spent the last 40 years as an electrical, instrumentation and controls engineer in Alberta. Wally has significant experience in the design of water and wastewater treatment related projects, providing electrical and instrumentation solutions to support process mechanical designs.

For this project, Wally will be responsible for all electrical and instrumentation aspects of the project.

Nelson Epp – Controls Design

Nelson Epp is a control systems engineer with significant experience in the management, detailed design and commissioning of power, water and wastewater treatment, pharmaceutical, and biomedical related projects. He has hands on experience with multiple SCADA, RTU, PLC, DCS, HMI, and wired and wireless communication systems. He also provides ongoing plant engineering support for customers in the power, water, and pharmaceutical industries.

For this project, Nelson will responsible for all controls design for the two lift stations.

Paul Lam – Building Mechanical Design

Paul has over 10 years of experience in building systems. His background includes field investigation, design and project management in the areas of building envelope, HVAC and plumbing, and fire protection. He has provided services for clients in the residential, commercial, institutional and telecommunications sector.

Paul has specialized in the area of building envelope, including a M.Sc. thesis on condensation due to air leakage. He was also seconded to the Department of Natural Resources for a year where he contributed to federal programs dedicated to energy efficiency.

Paul's combination of experience and knowledge in multiple areas has allowed him to contribute to the project team and provide services to clients.

Paul will be responsible for building mechanical design.

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Corrado Agnello – Architect

Corrado is an intern architect with experience in residential, commercial, municipal, and institutional projects such as healthcare and education. His technical and artistic background enables him to create imaginative, feasible solutions, while his interest in sustainable communities and architecture has driven him to produce environmentally sensitive responses to technical, social and architectural conditions.

Corrado will be responsible for architectural design mainly for lift station #2.

Dave Hopper – Cost Consulting

Dave Hopper is a senior cost consultant with more than 30 years of experience estimating capital-intensive industrial facilities. The majority of his experience has been gained in western Canada's industrial sector, particularly in the areas of petrochemical, light rail transit, pulp and paper, oil sands, and power facilities. Dave's involvement in a significant portion of the planned and ongoing Stantec projects within Alberta provides him with an up-to-date understanding of cost issues associated with this industry. Dave specializes in developing feasibility, design basis memorandum, and EDS cost estimates for large scale projects.

For this project, Dave will be responsible for preparing all opinions of probable cost.

4.0 SCHEDULE

Stantec's proposed project schedule, detailing proposed completion dates for major work components, is summarized in Table 4.1. We believe this tentative schedule to realistically represent the time requirements for this project; however, adjustments can be made if required.

Table 4.1 - Proposed Project Schedule

Task	Date
Authorization to Proceed	Jan 16, 2012
Project Initiation Meeting	Jan 19, 2012
Detailed Design:	
90% Client Review Meeting	March 2, 2012
Detailed Design Complete	March 16, 2012
Preparation of IFT Documents	March 30, 2012
Tendering Period (Four Weeks)	May 1, 2012
Tender Review and Contract Award	May 11, 2012
Contractor Mobilization	May 28, 2012
Construction	December 21, 2012
Post Construction	January 31, 2013
Warranty Period (One year from issuance of F.C.C.)	January 31, 2014

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5.0 COMMERCIAL PROPOSAL

Based on the aforementioned scope of work, Stantec proposes to perform the work on this project on time and materials basis in accordance with the consulting fee summary presented in Table 5.1 and the commercial terms herein.

Table 5.1 - Consulting Fee Summary

Task	Rate ($Cdn)
Project Management and Meetings	$21,620
Geotechnical Investigations	$35,970
Site Survey	$6,765
Detailed Design	$232,100
Tendering	$10,155
Engineering Services During Construction	$66,550
Post Construction Services	$26,540
Total (Excluding Taxes) =	$399,700

Please see the attached Personnel Hour and Consulting Fee Estimate Table on the following page for additional details regarding Stantec's estimated level of effort by task and the total estimated budget. Our proposed deliverables and associated level of effort are open to discussion, should you request adjustments to our proposed project methodology. Our consulting fees will be adjusted accordingly.

Additional services if requested may be provided on a lump sum or time and material basis at the Town's discretion. Hourly rates for additional work performed on a time and materials basis are as follows. For lump sum work, the hourly rates will also be used for budget build-up.

Table 5.2 - Schedule of Hourly Billing Rates

Billing Level	Hourly Rate ($Cdn)	Billing Level	Hourly Rate ($Cdn)
Billing Level 1	50.00	Billing Level 10	123.00
Billing Level 2	57.00	Billing Level 11	132.00
Billing Level 3	64.00	Billing Level 12	139.00
Billing Level 4	72.00	Billing Level 13	146.00
Billing Level 5	80.00	Billing Level 14	152.00
Billing Level 6	88.00	Billing Level 15	172.00
Billing Level 7	96.00	Billing Level 16	194.00
Billing Level 8	105.00	Billing Level 17	Capped at 194.00
Billing Level 9	114.00	Billing Level 18	Capped at 194.00

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Stantec

TOWN OF HAY RIVER
SANITARY LIFT STATIONS #1 AND #2 UPGRADES

DETAILED PERSONNEL HOUR & CONSULTING FEE ESTIMATE

DESCRIPTION	LL $194.00	SCho $194.00	SK $139.00	BB $152.00	SChan $172.00	WI $172.00	NE $172.00	PL $146.00	CA $90.00	DH $194.00	Tech $123.00	CAD $105.00	OSS $95.00	LABOUR COST ($)	DISBURS-MENTS ($)	SUB-CONSULT. ($)	TOTAL ($)
1 PROJECT MANAGEMENT DURING DESIGN																Sub-Total =	$23,621
.2 Project Management Services During Design	8.0		32.0										4.0	$8,352	$508		$8,860
.1 Project Meetings:																	
.1 Project Initiation Meeting		20.0											1.0	$3,968	$2,417		$6,385
.2 Internal Design Coordination Meetings	4.0	4.0	4.0	2.0	4.0	4.0	4.0	4.0	2.0				2.0	$5,428	$434		$5,862
.3 Biweekly Teleconference Client Progress Meetings (6 meetings)	12.0													$2,328	$186		$2,514
2 DETAILED DESIGN - LIFT STATION #1																Sub-Total =	$93,651
.1 Detailed Design Drawings																	
Civil				2.0										$304	$24		$328
Process Mechanical	2.0	20.0	20.0									48.0		$12,088	$967		$13,055
Electrical, Controls, Instrumentation and Communication		4.0				56.0	40.0					40.0		$21,488	$1,719		$23,207
Structural					60.0							32.0		$13,680	$1,094		$14,774
Architectural														$0	$0		$0
Building Mechanical		2.0						24.0				28.0		$6,832	$547		$7,379
.2 Prepare Technical Specifications	2.0	6.0	16.0		6.0	16.0	16.0	12.0					4.0	$13,148	$1,052		$14,200
.3 Control Narrative		2.0				6.0	24.0							$5,892	$471		$6,363
.4 Update Opinions of Probable Cost	1.0	1.0	2.0		2.0	1.0	1.0	2.0		16.0				$4,750	$380		$5,130
.5 Tender Documents	2.0	4.0	12.0		4.0	6.0	8.0	8.0				12.0	2.0	$8,532	$683		$9,215
3 DETAILED DESIGN - LIFT STATION #2																Sub-Total =	$181,157
.1 Geotechnical Investigations		1.0												$194	$16	$35,970	$36,180
.2 Site Survey		1.0												$194	$16	$6,765	$6,975
.3 Detailed Design Drawings																	
Civil				32.0								20.0		$6,964	$557		$7,521
Process Mechanical	2.0	20.0	20.0									60.0		$13,348	$1,068		$14,416
Electrical, Controls, Instrumentation and Communication		2.0				60.0	50.0					40.0		$23,508	$1,881		$25,389
Structural		2.0			80.0							40.0		$18,348	$1,468		$19,816
Architectural									80.0			40.0		$11,880	$950		$12,830
Building Mechanical								40.0				36.0		$9,620	$770		$10,390
.4 Prepare Technical Specifications	2.0	8.0	16.0	8.0	16.0	20.0	20.0	20.0	32.0				4.0	$21,356	$1,708		$23,064
.5 Control Narrative		4.0					20.0							$4,216	$337		$4,553
.6 Regulatory Approval (Development and Building Permits)	2.0	2.0	2.0						20.0					$2,974	$238		$3,212
.7 Update Opinions of Probable Cost	1.0	1.0	2.0	2.0	2.0	1.0	1.0	2.0		24.0				$6,608	$526		$7,134
.8 Tender Documents	2.0	4.0	12.0			8.0	8.0	8.0	8.0			12.0	2.0	$8,956	$716		$9,672
4 TENDER PERIOD SERVICES																Sub-Total =	$10,154
.1 Bidder Liaison During Tender Period	2.0	4.0	4.0		2.0	2.0		2.0			10.0		2.0	$4,106	$328		$4,434
.2 Pre-Bid Meeting											16.0		1.0	$2,056	$914		$2,970
.3 Bid Review and Award Recommendation	2.0	2.0	4.0		2.0	2.0			2.0		2.0		1.0	$2,546	$204		$2,750
5 ENGINEERING SERVICES DURING CONSTRUCTION																Sub-Total =	$66,547
.1 Project Management During Construction	8.0		20.0								40.0		4.0	$9,604	$768		$10,372
.2 Pre-Construction Meeting											16.0		1.0	$2,056	$914		$2,970
.3 General Engineering and Advisory Services	8.0	8.0	12.0	4.0	8.0	20.0	20.0	8.0	4.0		16.0	32.0	4.0	$20,136	$1,611		$21,747
.4 Construction Review and Progress Meetings (5 meetings)			10.0								80.0		4.0	$11,582	$4,677		$16,259
.5 Commissioning (2 days)	8.0	22.0									24.0			$8,384	$3,521		$11,905
.6 Final Inspection and Issue Construction Completion Certificate	2.0										16.0			$2,356	$938		$3,294
6 POST-CONSTRUCTION SERVICES																Sub-Total =	$26,562
.1 Prepare Record Documents Based on Contractor's Red-line Markups and Contract Closeout	2.0	8.0	4.0	4.0	4.0	4.0	4.0	4.0	2.0		4.0	40.0	2.0	$10,812	$865		$11,677
.2 Review Operation and Maintenance Documents Prepared by Contractor	2.0	8.0	2.0			4.0	4.0	4.0					2.0	$4,354	$348		$4,702
.3 Warranty Inspection and Issue Final Acceptance Certificate	2.0	16.0	16.0			8.0					16.0			$8,716	$1,447		$10,163
TOTAL HOURLY FEE TASKS — Project Hours:	72.0	178.0	210.0	54.0	190.0	218.0	220.0	138.0	160.0	40.0	240.0	480.0	40.0				
Project Fees:	$13,968	$34,532	$29,190	$8,208	$32,680	$37,496	$37,840	$20,148	$14,400	$7,760	$29,520	$50,400	$3,820	$319,692	$37,273	$42,735	$399,700

TOTAL (NOT INCLUDING GST) = $399,700

Project Team Members:

LL	Laith Liyanage, Ph.D., P.Eng.	Project Manager
SCho	Steven Cho, M.Sc., P.Eng	Lead Project Engineer
SK	Suchit Kaila, M.Eng., P.Eng	Project Engineer
BB	Brian Bennett, P.Eng.	Civil Design Lead
SC	Simon Chan, P.Eng.	Structural Design Lead
WI	Wally Ingham, P.Eng	Electrical and Instrumentation Lead
NE	Nelson Epp, M.Sc., P.Eng.	Controls Lead
PL	Paul Lam, P.Eng.	Building Mechanical Lead
CA	Corrado Agnello, Arch. Tech, B.E.D.S., M.Arch.	Architect
DH	Dave Hopper	Cost Estimating
TECH	Technical Support Staff	
CAD	Drafting Support Staff	
OSS	Administrative Support Staff	

Notes:

1) An 8% flat rate disbursement recovery charge will be applied to the Stantec fees portion of hourly invoices to recover miscellaneous project expenses such as internal printing, copying and plots, film, vellum, report materials;communications expense - faxes, office and mobile phones, calling cards, pagers and other devices; office expenses - postage, courier, supplies, equipment, computer expenses, maintenance, common software and supplies, staff local mileage/kilometrage; archive maintenance.

2) Project-specific reimbursable expenses such as sub-consultants, travel, meals, accommodation, project-specific printing of deliverables, field equipment and consumables, company owned, leased or rented project vehicles, test lab and other external service charges, specialized computer software, and other significant expenses will be charged as incurredwith a 10% mark-up.

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For the core team members, staff classification and corresponding hourly rates are provided in the following table:

Table 5.3 - Team Member Classification and Billing Rate

Team Member	Staff Classification	Rate ($Cdn)
Lalith Liyanage	Billing Level 16	194.00
Rauno Hiltunen	Billing Level 16	194.00
Steven Cho	Billing Level 16	194.00
Suchit Kaila	Billing Level 12	139.00
Brain Bennett	Billing Level 14	152.00
Simon Chan	Billing Level 15	172.00
Wally Ingham	Billing Level 15	172.00
Nelson Epp	Billing Level 15	172.00
Paul Lam	Billing Level 13	146.00
Corrado Agnello	Billing Level 7	96.00
Dave Hopper	Billing Level 17	194.00
CAD Support Staff	Varies	105.00 (Estimated average)
Clerical Support Staff	Varies	88.00 (Estimated average)

As majority of the work for this project will be completed in 2012, the proposed hourly billing rates are firm and will remain in effect through to the end of 2012. These hourly billing rates will be renegotiated on an annual basis to include inflation increases and changes to individual billing levels, directly related to each individual's experience and compensation. This will not result in an increase in budgets for the proposed works as hours expended are considered to be reduced with an increase in experience.

Hourly billing rates are all inclusive including payment of salaries, wages, and all premiums for insurance, taxes, payroll burdens, associated overheads and profits, but excluding any value added tax, business transfer tax, goods and services tax, or any other levies which may be applied by Federal, Provincial, or Municipal Government.

An 8% flat rate disbursement recovery charge will be applied to the Stantec fees portion of invoices to recover miscellaneous project expenses such as internal printing, copying and plots, film, vellum, report materials; communications expense - faxes, office and mobile phones, pagers and other devices; office expenses - postage, courier, supplies, equipment, computer expenses, maintenance, common software and supplies; staff local mileage/kilometrage; archive maintenance.

Project-specific charges such as sub-consultants, travel, meals, accommodation, project-specific printing of deliverables, field equipment and consumables, company owned, leased or rented project vehicles, test lab and other external service charges, specialized computer software, and other significant expenses will be charged as incurred. Project-specific reimbursable expenses will be charged as incurred with a 10% mark-up.

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Reference: Lift Stations #1 and #2 Upgrades - Engineering Services Proposal

6.0 CLOSURE

Thank you very much for the opportunity to provide this proposal for your consideration. Should you have any questions during your review of this proposal, or require adjustments to our proposed scope of work, feel free to contact the undersigned at your earliest convenience.

Respectfully,

STANTEC CONSULTING LTD.

Lalith Liyanage, Ph.D., P.Eng.
Project Manager
Tel: (780) 917-6975
Fax: (780) 917-7049
lalith.liyanage@stantec.com

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Stantec

Water and Wastewater Facilities Audit: Lift Stations

FINAL REPORT

Prepared For:

Town of Hay River
73 Woodland Drive
Hay River, Northwest Territories
X0E 1G1

Prepared By:

Stantec Consulting Ltd.
10160 – 112 Street
Edmonton, AB T5K 2L6

Project No.: 1101-27004

December 2011

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Table of Contents

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1.0 Introduction

1.1 GENERAL

The Town of Hay River is a community located on the southern shores of the Great Slave Lake at the mouth of the Hay River. The Town boasts a population of more than 3,700 and is complete with a large number of amenities for residents and visitors to enjoy.

The Town's infrastructure system consists of water and sanitary systems complete with a Water Treatment Plant (WTP), reservoirs, sanitary pump stations and treatment lagoons. Sanitary Lift Station #1 and Lift Station #2 were constructed in 1976. The original Intake Pumphouse was built in 1977 and was expanded in 1986 to include a water treatment plant addition. Now more than 30 years later, these facilities require attention to meet both the operational and process requirements for current and future demands. Assessment of water treatment plant was conducted in a separate study and a draft report has been submitted. This report outlines the findings of the lift station assessment study.

1.2 BACKGROUND

The Town of Hay River retained Stantec Consulting Ltd. (Stantec) to complete an audit of the Town's water and wastewater facilities. In particular, the focus of the study included Lift Stations #1 and #2 and the Water Treatment Plant (WTP). This audit was conducted to evaluate these systems to provide the Town with the necessary background information to support ongoing and future plans for the continued operation of these facilities. In order to evaluate the current condition of the Town's facilities, Stantec reviewed the following documents and data:

- As-built drawings of the Intake Pumphouse, Water Treatment Plant Addition, Sewage Lift Stations and Sewage Collection System
- Town of Hay River Population Statistics (1996-2009)
- WTP Building Energy Audit (2010)
- Energy costs for the WTP and lift stations
- WTP operating license
- Public Health Act of the North West Territories, Public Water Supply Regulation
- Canadian Drinking Water Quality Guidelines
- Annual treated water quality test results (2010)
- Bacteriological test results (2010)
- Trihalomethane test results (2010)
- WTP daily logs (2009-2010)

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- Filter operation daily logs (2009-2010)
- WTP maintenance logs (2008-2010)
- WTP chemical consumption (2010)
- Treated water reservoir daily logs (2009-2010)
- Monthly Water Reports (2009-2010)
- Sewage chemical analysis results (2010)
- Lift Station #1 daily logs (2009-2010)
- Lift Station #2 daily logs (2007-2010)
- Operation and Maintenance manual for the WTP and filters.

1.3 SITE VISIT

In addition to reviewing all available data on the three facilities under review, Stantec completed a site visit in December 2010 to ascertain the existing condition of the facilities and to have further discussions with the Town operators. The visit included a walk through of each of the facilities including the wet wells at both sanitary lift stations. Prior to entry into the wet wells, the Town secured third party support for entry.

The following sections outline a summary of the site visit in terms of general condition of existing equipment and processes. Site photos of each of the facilities are included in Appendix A.

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2.0 Lift Station #1

2.1 EXISTING CONDITIONS

2.1.1 General

Lift Station #1 was constructed in the 1970's. Other than normal repairs and maintenance over the years, it appears the station and its components have generally remained intact although they are showing the age approaching their lifespan. The station is located on a relatively unsecured site and as such has been the target of vandalism in the past as evidenced by broken lights and graffiti. In addition, the station is located near the river and is susceptible to flooding.

This station is equipped with two 50 HP dry pit pumps, each rated 800 gpm with extended vertical drive shafts and motors. One of the two pumps is driven by combination of electric motor-engine drives.

The following sections provide an overview of each of the components of the lift station both in terms of existing condition and recommended changes and upgrades to meet current and future operational requirements. Site photos are included in Appendix A.

2.1.2 Structural

Lift Station #1 superstructure is a small single storey masonry block structure (Figure S1) with a metal deck roof supported on OWSJ (Figure S2). The superstructure building is in fairly good condition with no evidence of cracks in the masonry block wall. The exterior walls of the building consist of painted masonry block. These walls are in fairly good condition. Some minor damage was noted to exterior lighting and soffits.

The substructure comprises of two separate concrete substructure compartments: one 'dry' well accessed by an interior stair in the main building area, and a second 'wet' well (Figure S6 & S7) accessed from a separate door located on the exterior of the building via a stair descending into it. There are some locations where water seepage is happening through cracks in the concrete foundation walls in both compartments (Figure S3 & S4). They appear to have been leaking for some time. There are also some elevated steel platforms located in the dry well that appear to be rough constructed for accessing key points of the pumping system (Figure S5). They have been welded directly onto the stair stringers and don't appear to be very safe. Otherwise, no serious structural issues have been found with the substructure.

2.1.3 Mechanical/Electrical

The heating and ventilation system for the facility is based on a hydronic fuel system using propane as its primary fuel source. The system includes all required piping, valves and a boiler

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to ensure the building remains heated, including both the wet and dry sides of the facility. Their does not appear to be any concerns with the heating system in general, however, like the remainder of the facility, the equipment is aging and will soon become an operational and maintenance issue.

The pumps and related piping are currently in functional condition; however, they are old, outdated, and in dire situation for major refurbishment or replacement. The steel pipes are badly corroded and may have lost a significant amount of wall thickness inside and out. The recent pipe leak just outside the lift station could be a reflection of the general condition of the discharge piping system. Any piping failure inside the lift station dry well could cause a major flooding, equipment damage and stoppage of the pumping system. The pump equipment could be overhauled or replaced, but the piping is difficult to repair without completely shutting down the lift station operation. Of particular concern is the piping adjacent to and through the concrete wall, where it would be extremely difficult to properly repair unless new pipes are installed through the wall. Shutting down the station for any piping repair would be a major issue, let alone the costly temporary measures to dispose of or bypass the incoming sewage during the repair operation.

The existing pumps with the vertical drive shaft bearings and support system is high maintenance equipment. Submersible dry pit pumps with high head pumping capability are currently available and could replace the existing pumps. The submersible pumps are not subject to flooding damage and are easier to maintain as compared with the existing vertical drive shaft pumps.

The electrical equipment is also in functional condition, but it is old and outdated requiring replacement in the near future.

2.2 UPGRADE/REPLACEMENT OPTIONS

Three options have been considered to upgrade or replace Lift Station #1, as follows.

1. Option 1: Keep the existing lift station structure. Replace pumps with submersible type dry pit pumps, which are considered easier to inspect and maintain. The existing hoist equipment should be reviewed and upgraded as needed. Replace all steel piping inside and outside the lift station. The existing steel forcemain section should be replaced up to the point where it connects to the AC forcemain section. Replace the MCC with new soft starters. A standby generator will be installed to run the pump and other miscellaneous station load. Heating and ventilation equipment along with other mechanical items in the station will be either refurbished or replaced. The substructure and superstructure do not require any major repair, but would need refurbishment on a number of items such as leak repair, repainting, and so on. This option would require taking the lift station operation off the line for several months. The incoming sewage should be bypassed using temporary pumps, or trucked to the lagoon or other temporary storage site.

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2. Option 2: Build a new wetwell-drywell type FRP lift station to replace Lift Station #1. The new station would be situated near the existing station such that the existing infrastructure of the inlet and outlet pipes can be utilized without major pipework rerouting. The new station would be a prepackaged lift station with submersible dry pit pumps located in a fiberglass (FRP) tank while another wetwell tank would be located next to the drywell tank. The advantage of having two separate tanks (side by side) is to allow inspection of pump and piping equipment in a dry pit environment. A superstructure building will be built directly above the drywell/wetwell tanks to house the electrical MCC, standby generator, heating, ventilation, hoist and other equipment. A PLC (Programmable Logic Control) will be used to control pumps based on water level in the wetwell tank. The existing Lift Station #1 will be kept in operation during the construction of a new lift station until all yard pipework is substantially completed. There will be a relatively short interruption to Lift Station #1 while the discharge pipe and inlet pipes from the new lift station are connected to the existing piping system.

3. Option 3: Build a new wetwell type lift station to replace the existing Lift Station #1 using submersible pumps to be located in a wet well FRP tank. This option would be similar to Option 2 except that the pumps would be installed in a wetwell tank. No drywell will be provided. A superstructure building would be provided above the wetwell to facilitate servicing of pumps. All internal pipework will be located in the wetwell, which will only be accessible from a separate outside building door. This option, without a drywell compartment, would be less costly than Option 2, but it has several downsides compared with Option 2, as all pumps and piping are situated in a corrosive wetwell environment. This option is not considered to be operator friendly as all process pump equipment would be located in the wetwell tank.

Another option of building a new lift station similar to the existing wetwell-drywell type concrete structure would be available, but it has not been given serious consideration as it would be the most costly and time consuming to build.

2.3 RECOMMENDATIONS

2.3.1 Structural

Based on Option 1 (Keep Existing Station Structure), it is recommended that the walls of both the substructure compartments be thoroughly cleaned of all seepage and all crack locations be patched using an approved product. This could be temporary as water will always find another access point. A permanent solution should be explored in the next few years to avoid any more serious structural damage to the wall and the reinforcing within. This approach would require the exterior to be excavated down to expose the outer face of the walls and patch from the outside; as well, as applying an approved waterproofing membrane to seal the wall from any moisture.

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If the City wishes to continue maintaining the existing vertical pumps with extended drive shafts, then it should be considered to remove the rough constructed platforms that have been scabbed onto the stair stringers and adequate engineered platforms be designed with supports extending down to the base slab.

Damage to the exterior lights and soffit should be repaired and a routine maintenance schedule be put in place to ensure these don't open up again in the future which could allow water to penetrate into the building causing unnecessary damage during freeze thaw cycles.

The above recommendation is based on assumptions that the existing lift station will be kept in service, i.e. Option 1.

However, it is Stantec opinion that the Option 2 is preferred not only for cost effectiveness to build but also for accommodating operator friendly maintenance environment with minimal interruption to the existing service.

2.3.2 Mechanical/Electrical

In terms of all the mechanical and electrical components in the building, it is recommended to refurbish or replace all components in their entirety. The lift station is 30+ years old with many original components. Given the nature of the facility, i.e. wastewater pumping station's typical equipment is designed with a 20 to 30 year life span depending upon the degree of regular maintenance. The fact that the station has reached 30+ years without any major refurbishment or upgrade suggests that the lift station is due for major refurbishment or replacement. As the equipment and systems continue to age and fail, it will become increasingly difficult to obtain parts and/or service to repair.

With Option 1, it will be required to complete a removal of all equipment and materials in the lift station. As each system is integrated with one another, the lift station will be taken off-line during the course of the construction. Sanitary flows will need to be either bypassed or trucked to a temporary disposal location during the removal and installation of the equipment.

The preferred would be Option 2, which is building a new wetwell-drywell type, prepackaged FRP station to replace the existing station. Option 3 would be less costly than Option 2, but it is not considered as operator friendly as Option 1 or Option 2.

Regardless of which option is considered, the existing steel pipe outside the lift station should be replaced with new pipe as its structural integrity as a primary sewage transmission pipe is suspect after 30+ years in service.

With Options 2 or 3, the electrical power service for a new lift station should be 575 Vac/3 Phase, which is Canadian standard. A new transformer would be provided for the new lift station. The existing power voltage of 480 Vac/3 Phase would not be changed with Option 1.

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A magnetic flow meter will be installed along with PLC based controllers. The station status and alarms will be transmitted to the City central control office for remote monitoring.

In addition, the station should be upgraded to include a security perimeter fence; as well, as appropriate grading or other measures to mitigate the potential for flooding from the river.

2.3.3 Construction Considerations

With Option 1, it will be necessary to develop a strategy to bypass flows as the scope includes complete removal of all existing mechanical and electrical equipment. A detailed strategy will need to be developed to ensure an effective and durable system is put in place to last the duration of the construction.

A new bypass manhole could be constructed and may include high head submersible pumps with level switches and controls. The temporary discharge pipe could be connected to the existing forcemain outside the lift station; however, some modifications will be required to the forcemain piping to allow for a bypass connection. Trucking the sewage to a temporary storage or to the lagoon would be a very costly operation.

Other lift station options would involve minimal interruption to the existing system operation as the existing station would be kept in service while the new station is being built.

Geotechnical investigations would be required for new station options in order to evaluate subsurface soil conditions and constructability issues.

2.4 OPINION OF PROBABLE COST

For each of the upgrade options considered throughout this report, an opinion of probable cost has been prepared. These costs were prepared to a Class 4 level of estimation based on the level of detail available at the time of consideration. At this stage, the information available to us was used to determine the general project scope to identify the main components associated with the proposed works. A Class 4 estimate is fairly broad in nature and will range in accuracy from -30% to +50%.

These estimates include consideration for engineering design, regulatory approvals (limited), construction considerations including staging and contractor mob/demob. Further efforts are required to refine both the scope of work and associated capital costs.

The estimates include the contractor overhead/profits, but they do not include any indirect costs related to the land, legal costs, or City's management or administration costs.

The following tables provide a summary of estimated costs for the three options.

Table 2.1: Lift Station #1 – Upgrade/Replacement Option 1 - Probable Cost (Keep and Upgrade Existing Station)

Component	Cost
Civil/Sitework	$200,000
Equipment Removal/Replacement	$100,000
Bypass Pumping	$200,000
Structural/building	$50,000
Mechanical/Electrical	$450,000
Subtotal	**$1,000,000**
Engineering (15%)	$150,000
Contingency (30%)	$300,000
Total	**$1,450,000**

Table 2.2: Lift Station #1 – Upgrade/Replacement Option 2 - Probable Cost (Build New FRP Packaged Wetwell/Drywell Station)

Component	Cost
Civil/Sitework	$350,000
Prepackaged Lift Station	$350,000
Yard Piping	$150,000
Structural/Building	$300,000
Mechanical/Electrical	$450,000
Subtotal	**$1,600,000**
Engineering (15%)	$240,000
Contingency (30%)	$480,000
Total	**$2,320,000**

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Table 2.3: Lift Station #1 – Upgrade Option 3 - Probable Cost

Component	Cost
Civil/Site Works	$300,000
Packaged Lift Station	$250,000
Yard Piping	$150,000
Structural/Building	$200,000
Mechanical/Electrical	$430,000
Subtotal	**$1,330,000**
Engineering (15%)	$200,000
Contingency (30%)	$400,000
Total	**$1,930,000**

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3.0 Lift Station #2

3.1 EXISTING CONDITIONS

3.1.1 General

The original construction of Lift Station #2 consisted of a wet well with controls located outdoors. Since then, a structure has been built on top of the wet well with controls and heating located indoors. The station is equipped with two 30 HP submersible pumps, each rated at 500 gpm.

Overall, the superstructure building is in good order, however, the metal wet well shaft, pipes and pumps are in poor condition. The state of the wet well shaft and structure is considered to be unsafe and immediate replacement should be considered.

Included in Appendix A are photos of Lift Station #2. Inside the shaft and at the bottom there is evidence of extreme corrosion on all metallic components. The influent isolation valve is in such disrepair, it is no longer functional and has probably been in that state for some time. The pumps have significant corrosion with signs of sediment/solids built up in the well. Access to the pumps is unsafe as one walks across an unsecured platform.

In addition to the poor physical condition of the station, the influent into the wet well does not provide for sufficient active volume for the pump operation. As a result, the influent pipe is partially submerged when the pumping is called for. The constant surcharge on the collection piping system is expected to create maintenance issues down the road due to encrustation or sedimentation in the system.

Overall, Lift Station #2, especially the substructure components, is in such disrepair that the entire facility should be considered due for replacement as early as possible.

3.1.2 Structural

Lift Station #2 is a very small load bearing concrete block structure (Figure S8) supporting a steel framed roof covering the six foot diameter steel pipe access shaft (Figure S9 & S10) which goes down into the small underground space which is the wet well. Access into the shaft is precarious and unsafe with no grab bar present and requiring a step over the approx. one metre high steel shaft wall onto a vertical aluminum ladder fastened to the shaft of the wet well.

Access into the wet well is tight and dark, the bottom of the ladder stops short of the bottom leaving an abnormally large last step onto an unstable steel plate which is being used as the floor. All of the supporting steel in the wet well is severely corroded (Figure S11-S18) with the layers of steel visibly flaking off the members.

3.1.3 Mechanical/Electrical

The lift station is considered a typical duplex pump station with two submersible solids handling pumps located at the base of the wet well shaft. The system is controlled through a PLC utilizing an ultrasonic level sensor and level switches. All piping, pumps and valves are badly corroded. The position of the wet well and the access shaft does not allow for efficient transfer of equipment and may be a factor in servicing the station over the years.

The building was placed on top of the wet well years after the original construction primarily to provide a better environment for operators to operate and maintain the station, especially during the long winter months. Electrical unit heaters have been installed. No ventilation of the building is present causing concern for adequate venting of air and gases, particularly methane or H2S.

Overall the station receives relatively low flows and is not expected to see much growth in the future. As such, during the design stages, flows to the station should be reviewed to ensure the pumps are properly sized to meet future demands.

3.2 UPGRADE/REPLACEMENT OPTIONS

Two options have been considered to upgrade/replace Lift Station #2, as follows.

1. Option 1: Build a new wetwell-drywell type FRP lift station to replace Lift Station #2. This would be a similar concept to Lift Station #1 Upgrade Option 2. The new station would be situated near the existing station such that the existing infrastructure of inlet and outlet pipes can be utilized without major pipework rerouting. The new station would be a prepackaged lift station with submersible dry pit pumps located in a fiberglass (FRP) tank while another wetwell tank would be located next to the drywell tank. A superstructure building will be built directly above the drywell/wetwell tanks to house the electrical MCC, standby generator, heating, ventilation, hoist and other equipment. The existing Lift Station #2 will be kept in operation during the construction of a new lift station until the new station including yard pipework is substantially completed. There will be a short interruption to Lift Station #2 while a discharge pipe and sewer inlet from the new lift station are connected to the existing piping system.

2. Option 2: Build a new wetwell lift station to replace the existing Lift Station #2 using submersible pumps to be located in a FRP tank. This option would be similar to the above Option 1 except that the pumps would be installed in a wetwell tank. No drywell will be provided. A superstructure building would be provided to facilitate servicing of pumps. All internal pipework will be located in the wetwell, which will only be accessible from a separate outside building door. This option, without the drywell component, would be less costly than Option 1, but it has several downsides compared with Option 1 as all pumps and piping are situated in a corrosive wetwell environment. This option is not considered to be operator friendly as all pump equipment and associated piping would be located in the wetwell tank.

3.3 RECOMMENDATIONS

3.3.1 Structural

Due to the corroded condition of the lower wet well and all associated structural support elements, the unsafe access into it and the expected high cost of repairs, our recommendation is to replace this lift station in the very near future.

3.3.2 Mechanical/Electrical

As the structural condition of the station is considered unsafe and not fit for continued use, a new facility would be required. No existing mechanical or electrical equipment should be considered for reuse.

Lift Station #2 is a smaller infrastructure than Lift Station #1. A duplex pump station with a similar pumping capacity to the existing would be adequate for this facility. A new building structure is recommended to provide an area to house the mechanical and electrical components, and more importantly, to provide a safe working environment for operators when visiting or maintaining the station.

A magnetic flow meter will be installed along with PLC based controllers. The station status and alarms will be transmitted to the City central control office for remote monitoring.

Either upgrade option would meet functional requirements for this station. The Option 1 with wetwell/drywell type substructure would provide for operator friendly, safe working environment, while Option 2 is less costly to build.

3.3.3 Construction Considerations

The location of Lift Station #2 affords the Town the opportunity to construct a new lift station in its entirety while maintaining operation of the original station. Land adjacent to the lift station is available and may be used to position a new station. Further geotechnical investigations will be required to provide soil/ground information for the structural design of the new substructure.

Upon completion of the new station, connections to the existing sanitary collector sewer and forcemain will be required. Special planning will be required to minimize the impact of isolating the line during the tie-in.

In addition, timing of the work must also be factored into the program. As a new substructure is required, a deep excavation will be required. This work should be completed during the summer/fall months to minimize the costs associated with working in frozen ground.

3.4 OPINION OF PROBABLE COST

Tables 3.1 and 3.2 provide a summary of estimated costs for a complete replacement of Lift Station #2. As outlined in Section 2.4 above, the estimates are generally considered in order of magnitude costs to be used for planning and budgeting purposes. Further design will allow for refinement of these costs.

A Class 4 estimate has been prepared, which is fairly broad in nature and will range in accuracy from -30% to +50%.

The following Tables 3.1 and 3.2 show the capital cost estimate for the two options.

Table 3.1: Lift Station #2 – Replacement Option 1 - Probable Cost

Component	Cost
Civil/Sitework	$250,000
Packaged Lift Station	$250,000
Yard Piping	$100,000
Structural/Building	$250,000
Mechanical/Electrical	$400,000
Subtotal	**$1,250,000**
Engineering (15%)	$190,000
Contingency (30%)	$380,000
Total	**$1,820,000**

Table 3.2: Lift Station #2 – Replacement Option 2 - Probable Cost

Component	Cost
Civil / Site Works	$200,000
Packaged Lift Station	$180,000
Yard Piping	$100,000
Structural/Building	$160,000
Mechanical/Electrical	$400,000
Subtotal	**$1,040,000**
Engineering (15%)	$156,000
Contingency (30%)	$312,000
Total	**$1,508,000**

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4.0 Conclusions and Recommendations

4.1 CONCLUSIONS

A thorough review of the WTP, Lift Station 1 and 2 were completed by reviewing available data, completing a site visit and discussions with Town staff. Based on this review, it is evident that significant work is required on these facilities to meet both current and future operational requirements. The following outlines a summary of conclusions for each lift station facility.

- Lift Station #1 – The station is showing its age and is evidently oversized for its operations. The structure is generally in good order and does not require extensive investments. However, the mechanical and electrical systems are over 30 years of age and will have operational and maintenance concerns as time moves forward. Not only would the equipment expect to begin to show fatigue and fail, it will become increasingly difficult and costly to repair the existing system. The lift station should be either extensively upgraded or completely replaced with a new station. Three upgrade or replacement options have been presented in this report along with cost estimates, as follows.

  - Option 1: Keep existing lift station structure and replace entire mechanical and electrical contents. A special temporary bypass pumping provision would be required for the duration of the upgrade. Estimated capital cost: $1,450,000.

  - Option 2: Build a new wetwell/drywell type, prepackaged FRP lift station to replace the existing station. This option would allow the existing station to be kept in service while the new replacement station is being built. This option would provide for an operator friendly facility as all process mechanical equipment will be installed in a drywell. This option would be preferred to other options for its cost-effectiveness and operating convenience. Estimated capital cost: $2,320,000.

  - Option 3: Build a new wetwell type, prepackage FRP lift station to replace the existing station. This would also allow the existing station to be kept in service while a new replacement station is being built. A major downside is that all process equipment, including pumps, will be located in the wetwell, which is corrosive environment even with ventilation. Estimated capital cost: $1,930,000.

- Lift Station #2 – This station, particularly the wetwell with pumps, is in poor condition in both physical and operational aspects. The overall station environment, currently with no ventilation is not considered to be safe for operating personnel and electrical equipment. It needs to be replaced in the very near future. Similar to Lift Station #1, the station is over 30 years old and would be expected to have major operational and maintenance concerns. Two options have been identified to replace this lift station along with cost estimates.

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- Option 1: Build a new wetwell/drywell type, prepackaged FRP lift station to replace the existing station. The existing station would be kept in service while the new station is constructed. This option provides for an operator friendly environment to access and service all process equipment to be located in a drywell. This option would be preferred to wetwell type lift station due to its cost effectiveness and operating convenience. Estimated capital cost: $1,820,000.

- Option 2: Build a new wetwell type, prepackage FRP lift station to replace the existing station. This option is not as operator friendly as Option 1 as all process equipment will be located in a corrosive wetwell environment although it's less costly to build as compared with Option 1. Estimated capital cost: $1,508,000.

4.2 RECOMMENDATIONS

Each of the facilities was reviewed above both in terms of existing condition and operation, as well, as considerations for upgrades and future operations. The following summarizes the recommended actions to bring each facility to a condition to meet both current and future operational requirements.

- Lift Station #1

  In view of the functional criticality of this lift station, Option 2 with the the new wetwell/drywell configuration is preferred due mainly to its cost-effectiveness, operating convenience and minimal interruption to the existing operation. This option would allow the existing station to be kept in service while the new station is being constructed.

  If a low cost option becomes the primary criteria, then Option 1 would be preferred to other options.

- Lift Station #2

  For the same reason as in Lift Station #1, it is recommended that Option 1 with the new wetwell/drywell configuration be adopted for its cost-effectiveness, operating convenience and minimal interruption to the existing operation.

  If a low cost option becomes the primary criteria, Option 2 would be preferred.

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APPENDIX A - SITE PHOTOS

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Appendix A
Site Photos

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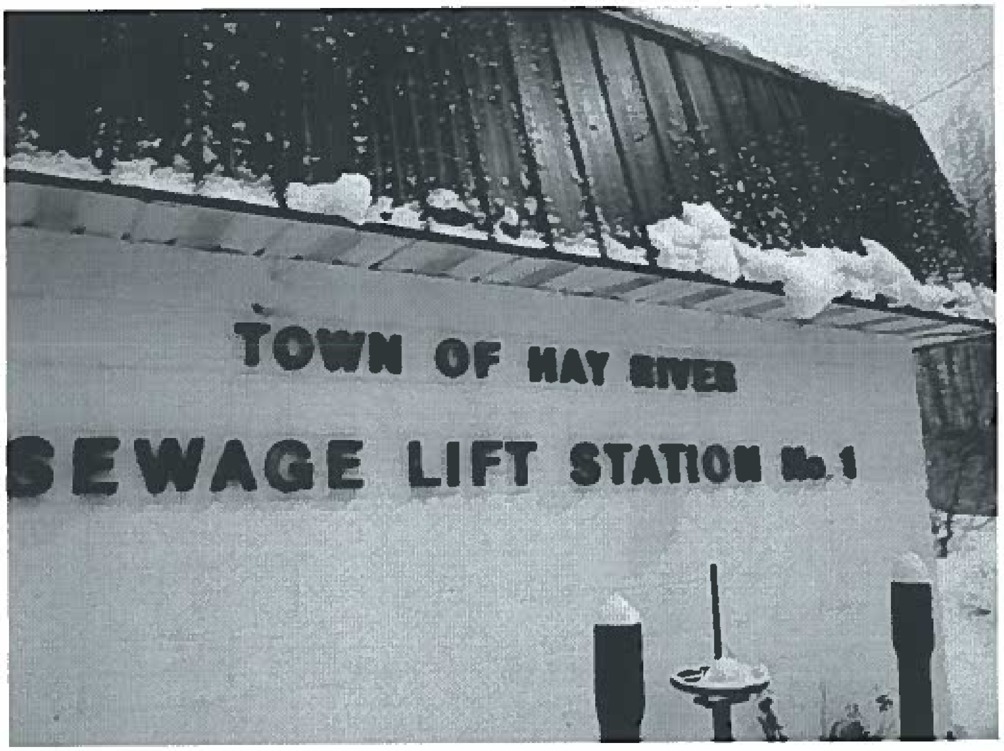
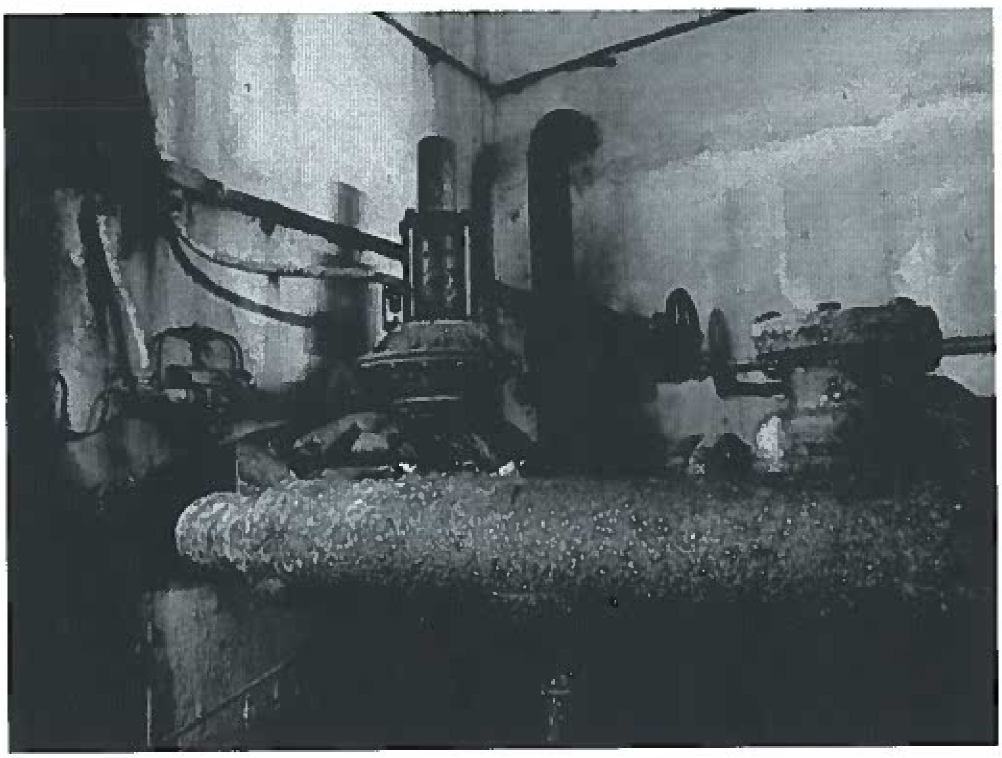
Lift Station #1





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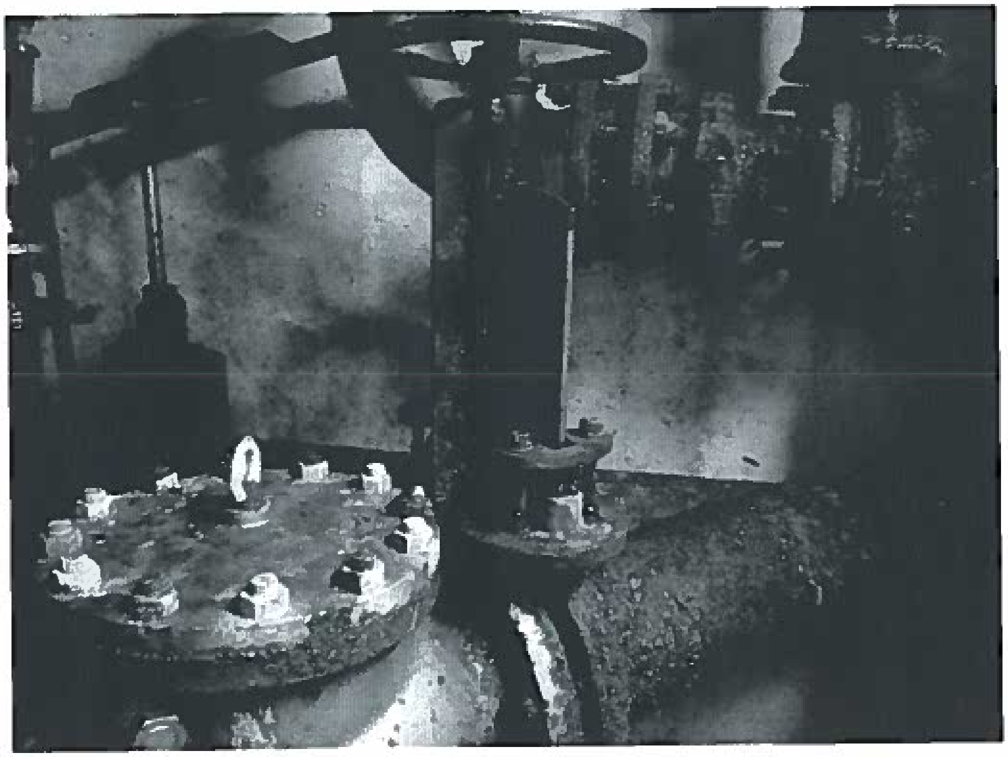

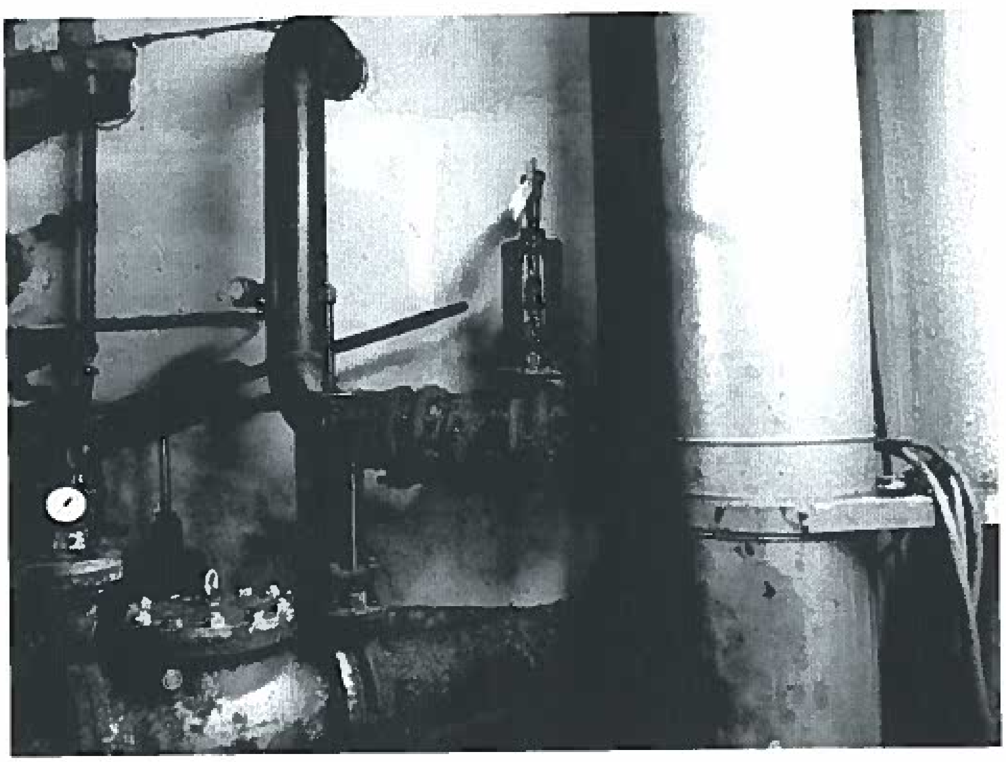

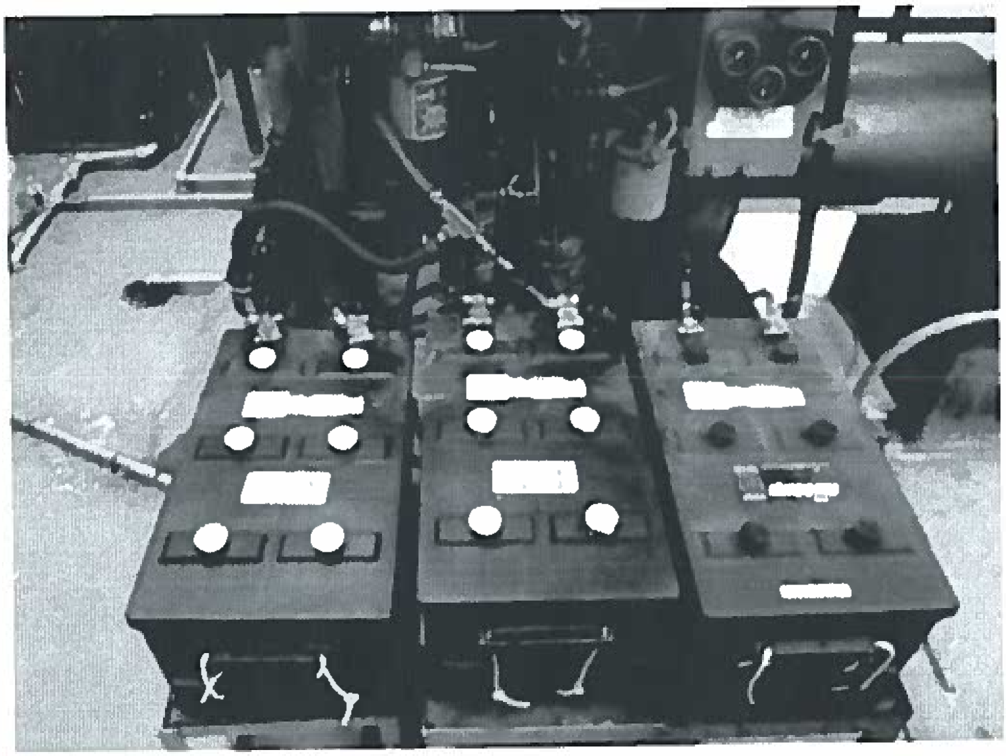

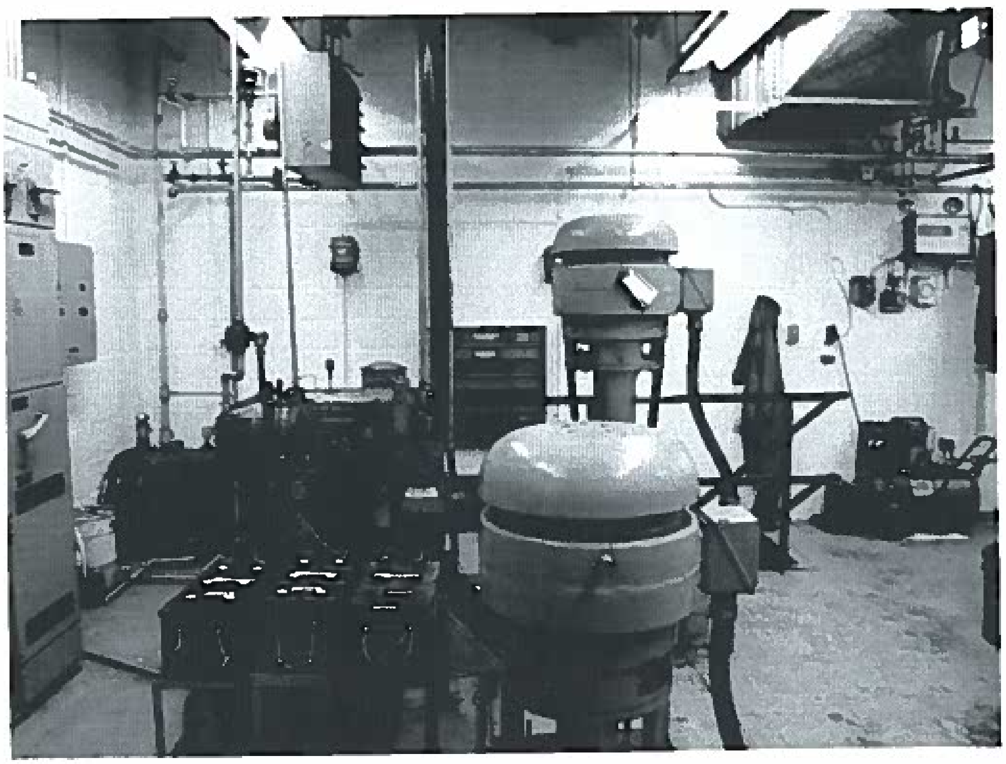

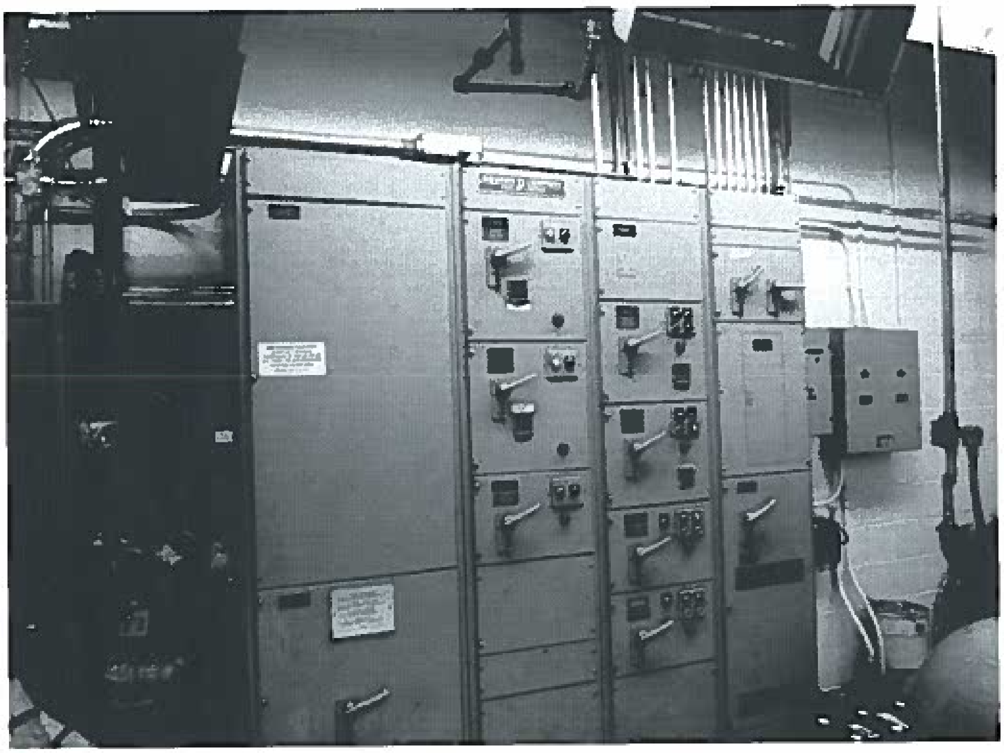


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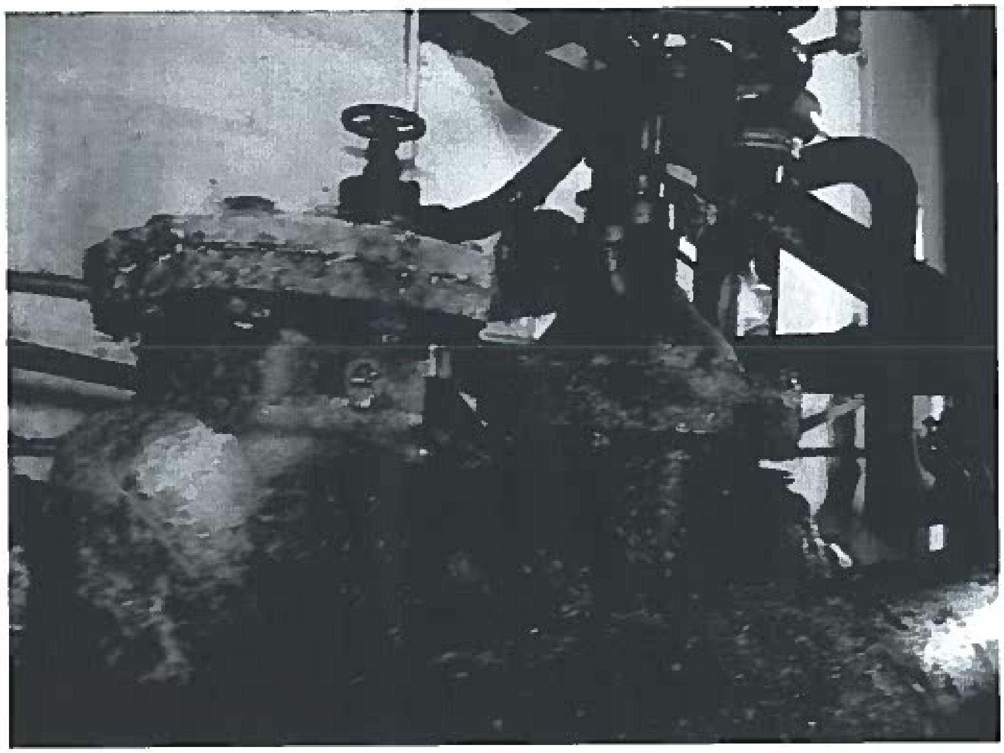

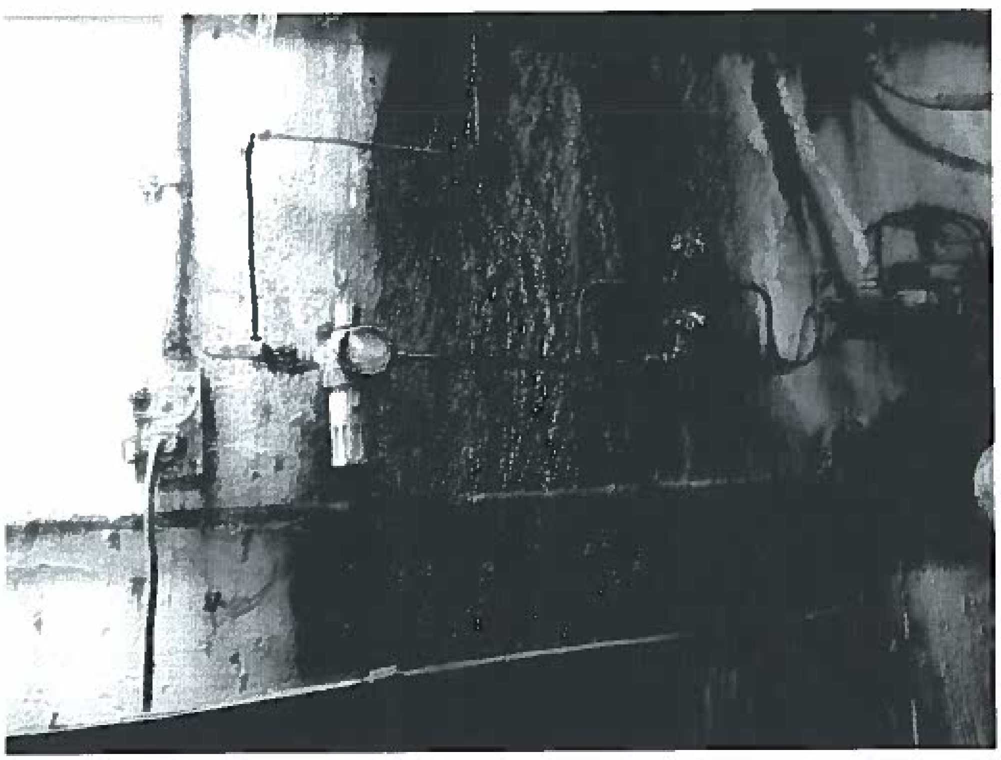

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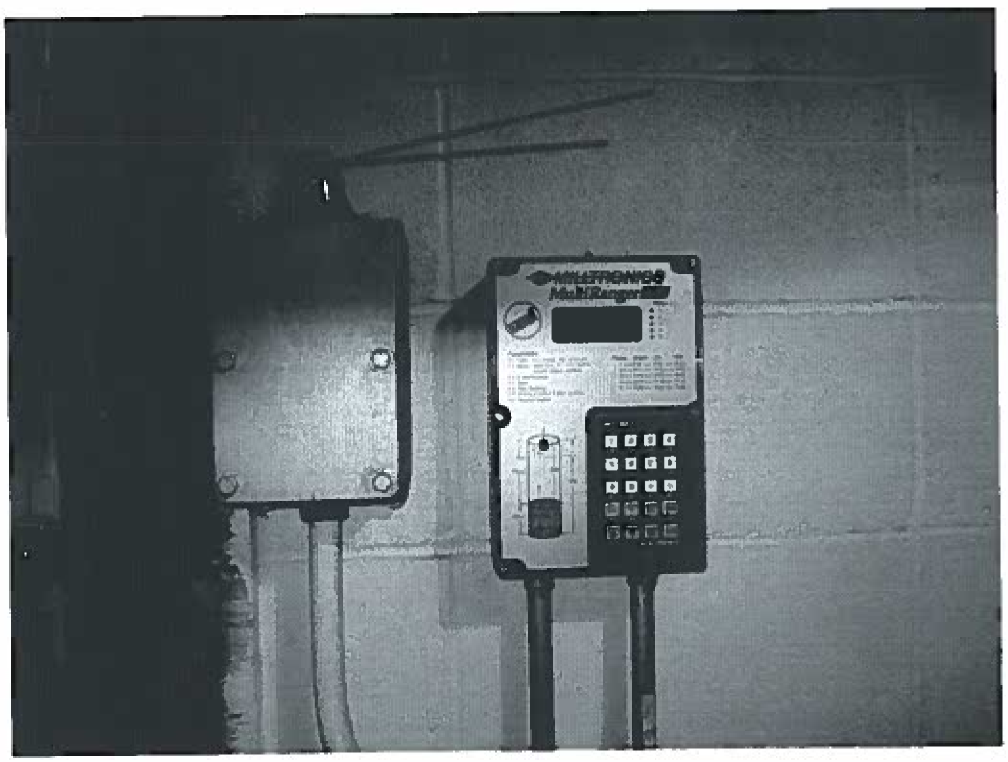
Lift Station #2



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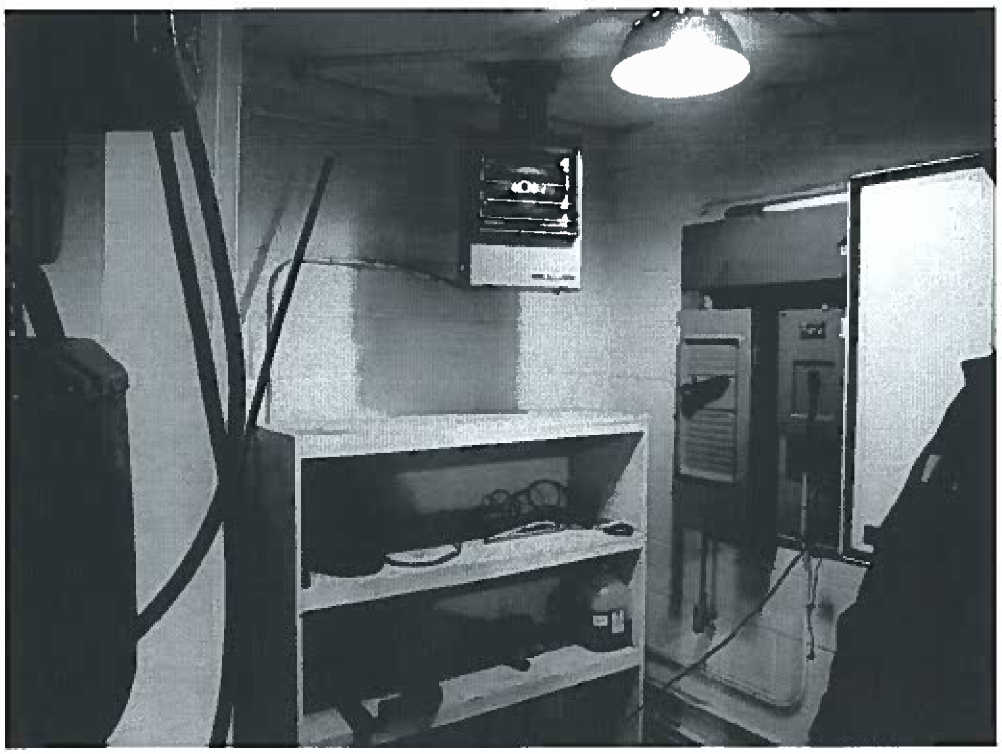

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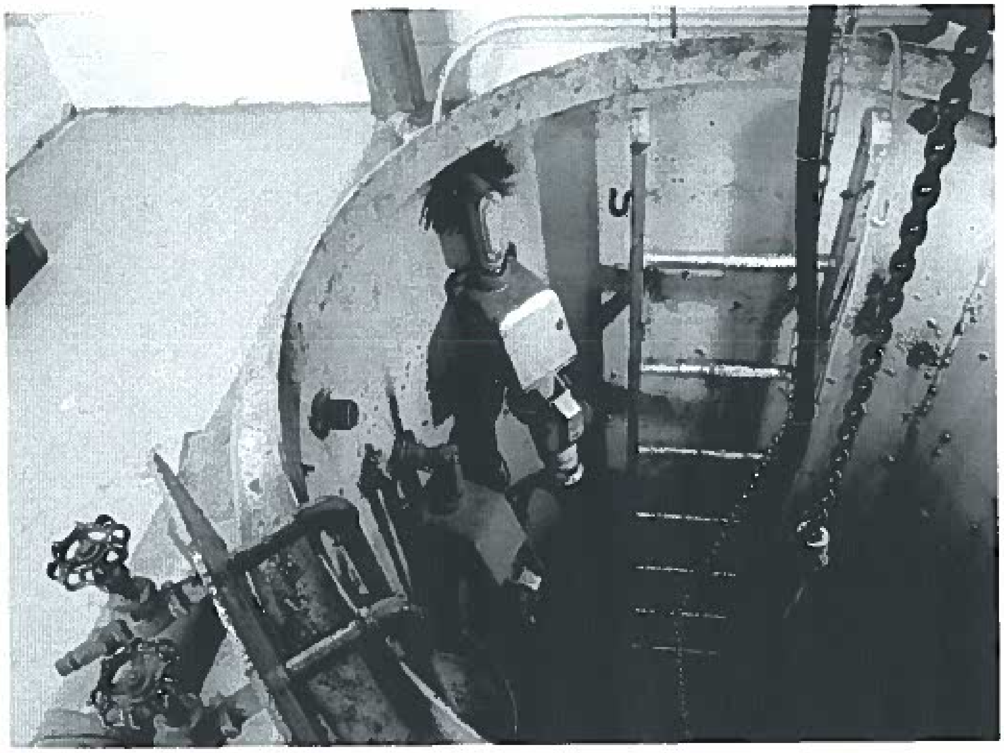

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Lift Station #1

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Figure S1

Figure S2

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Figure S3

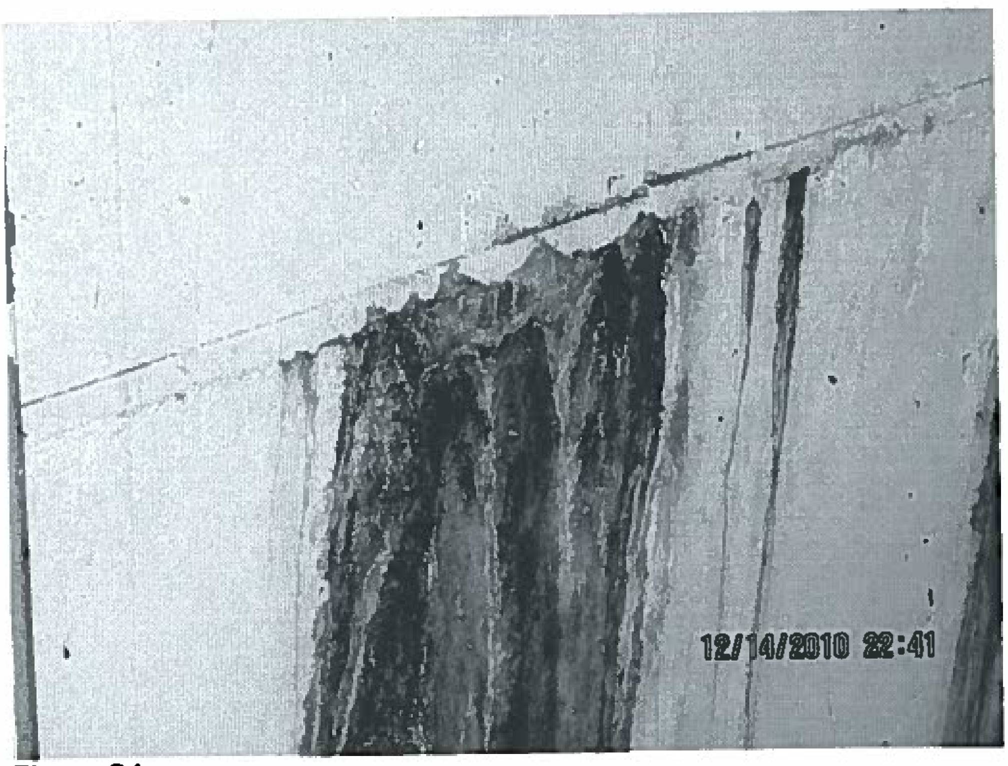

Figure S4

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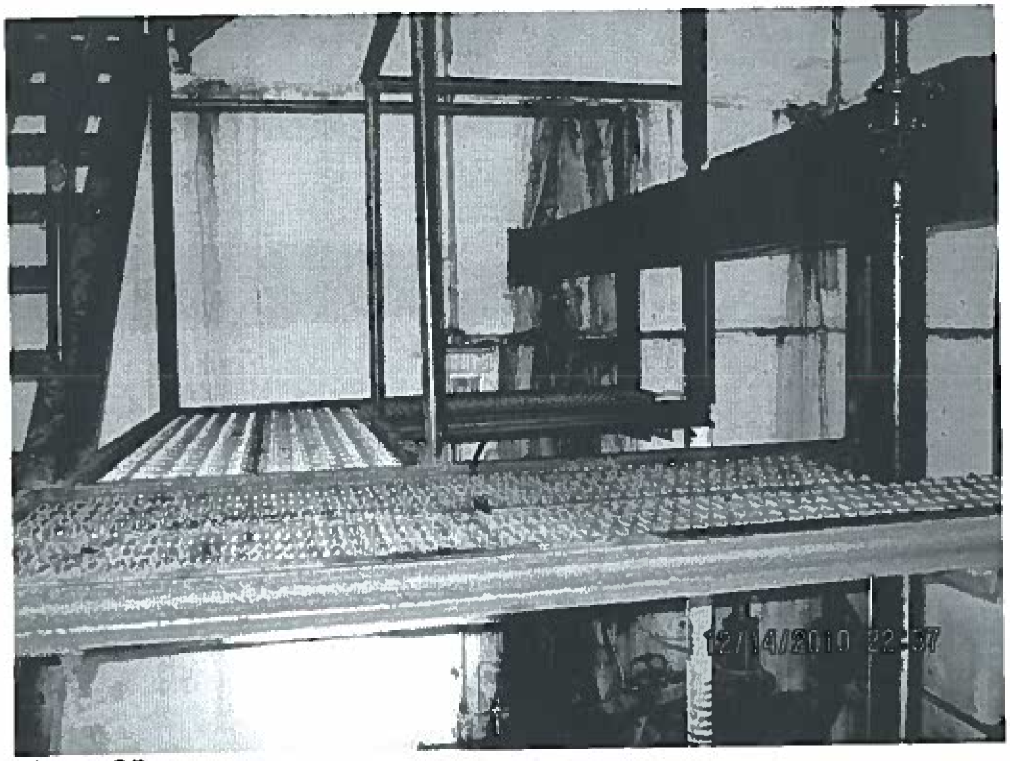
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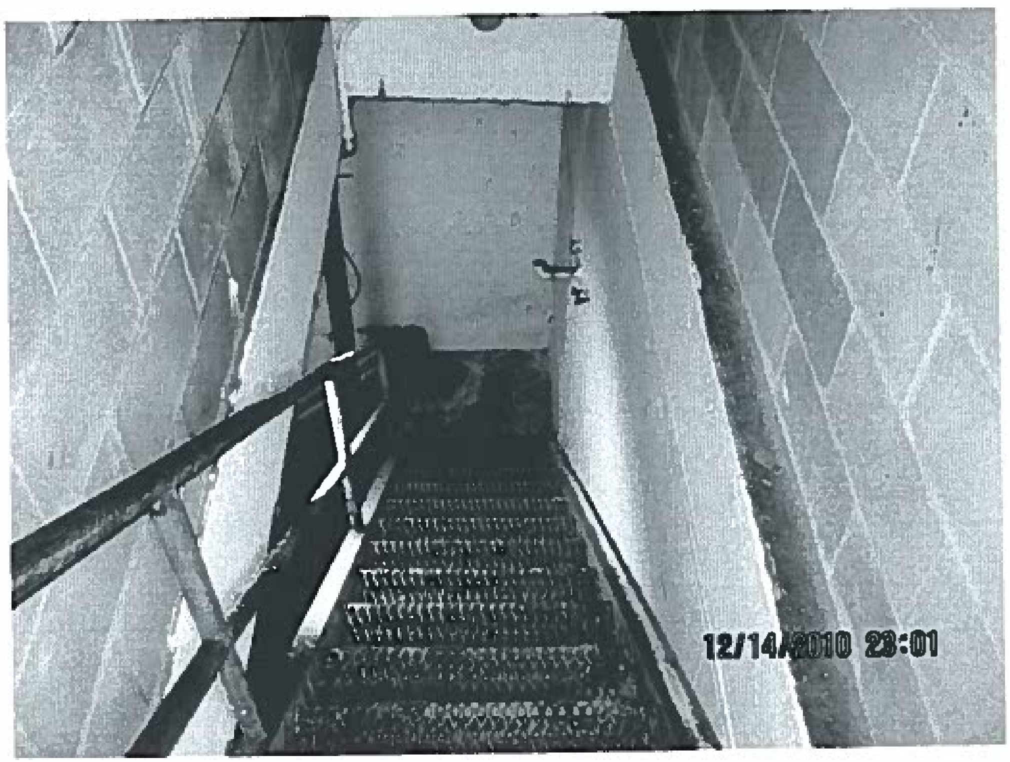

Figure S6

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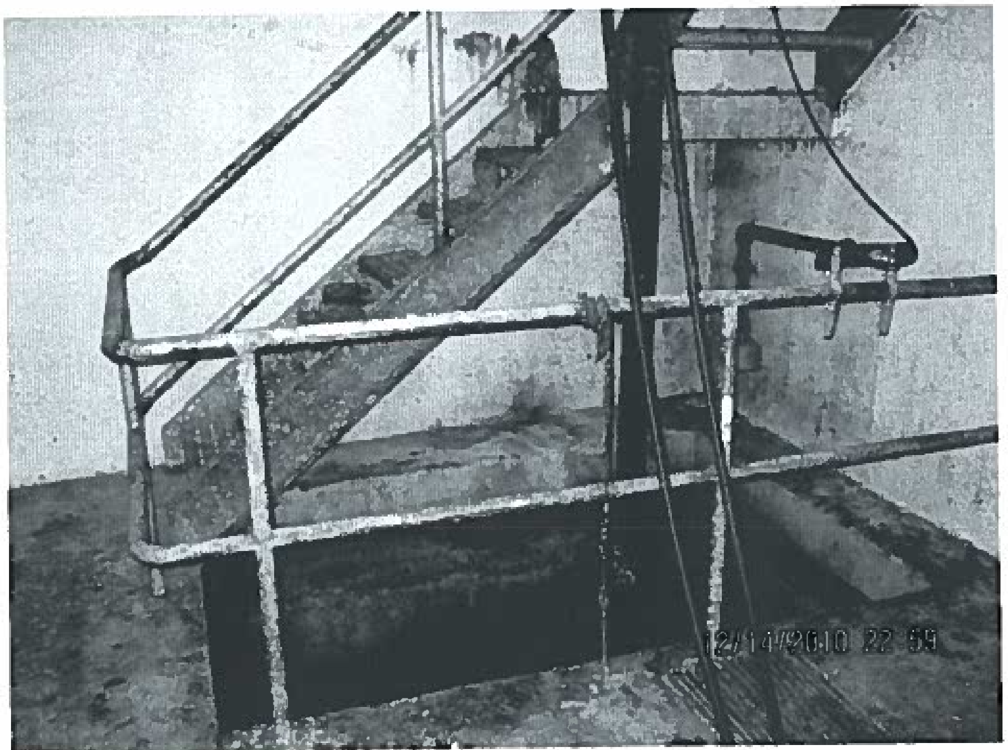

Figure S7

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Lift Station #2

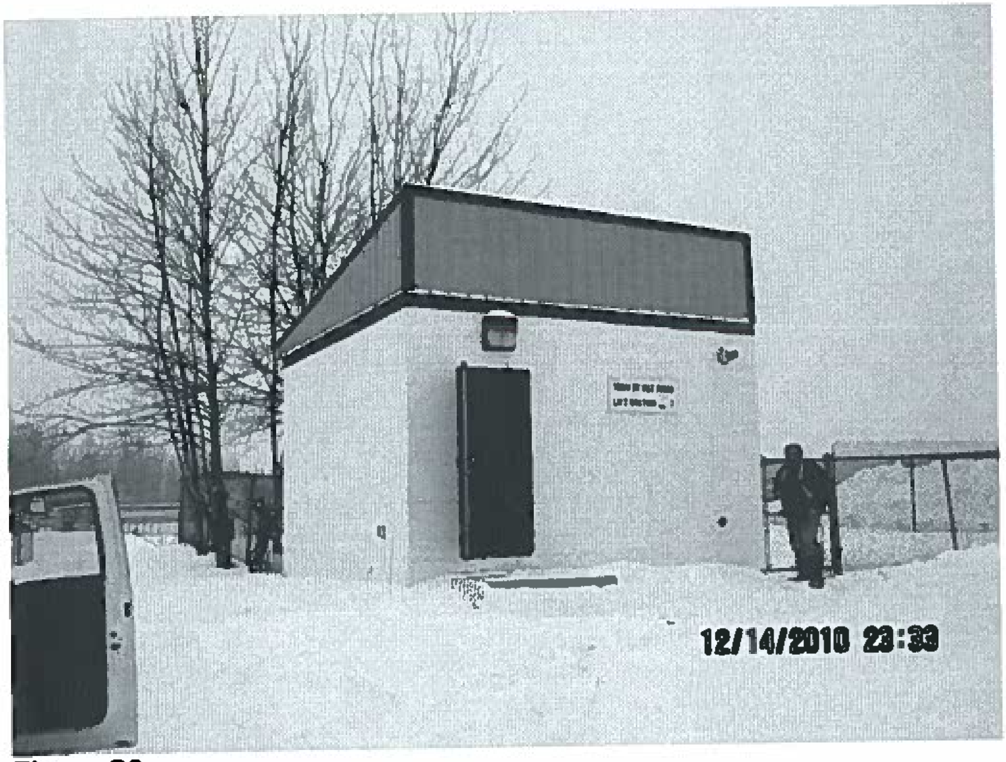

Figure S8

Figure S9

Figure S10

Figure S11

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Figure S12

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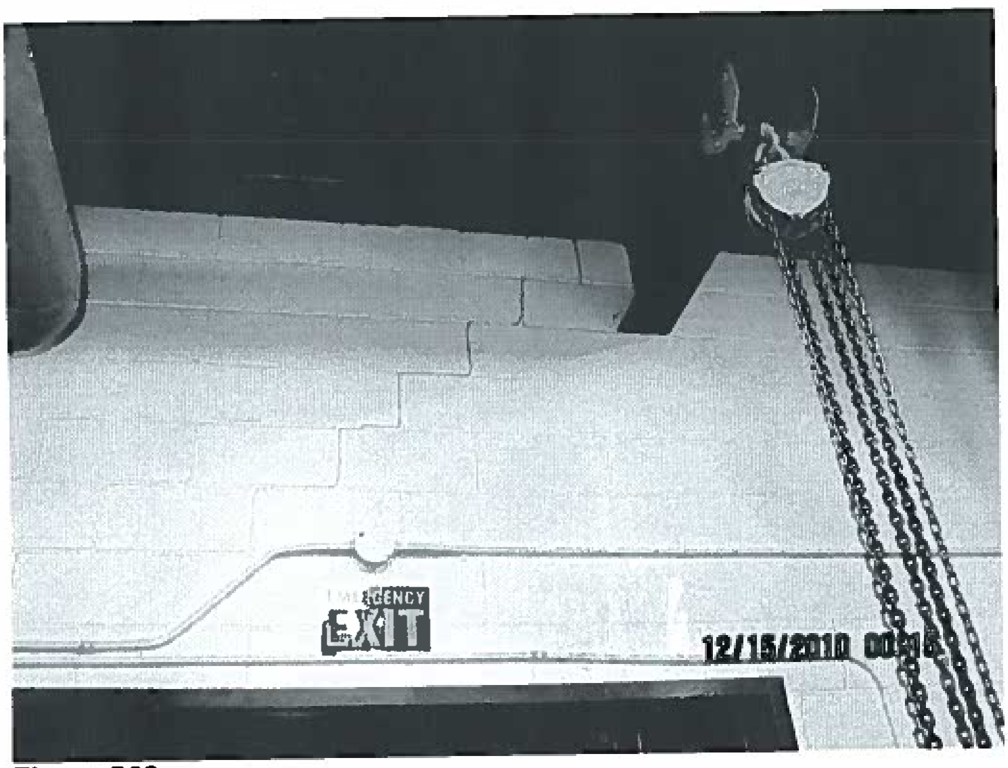
Figure S18

Figure S27



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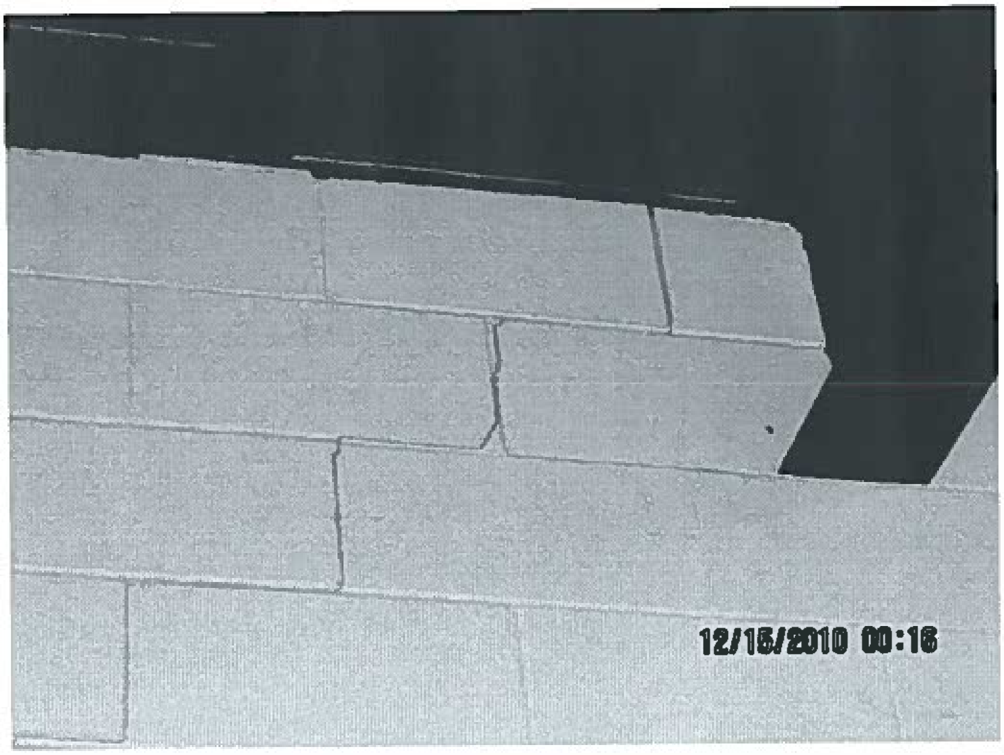

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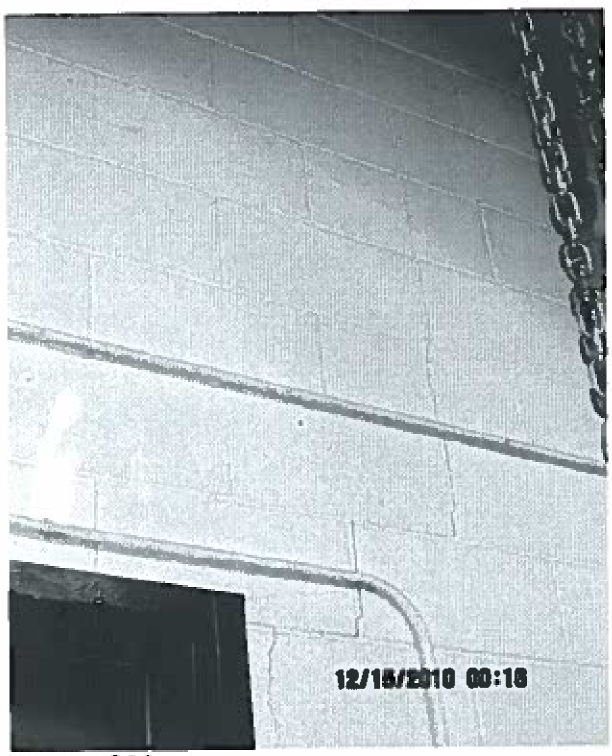

Figure S30

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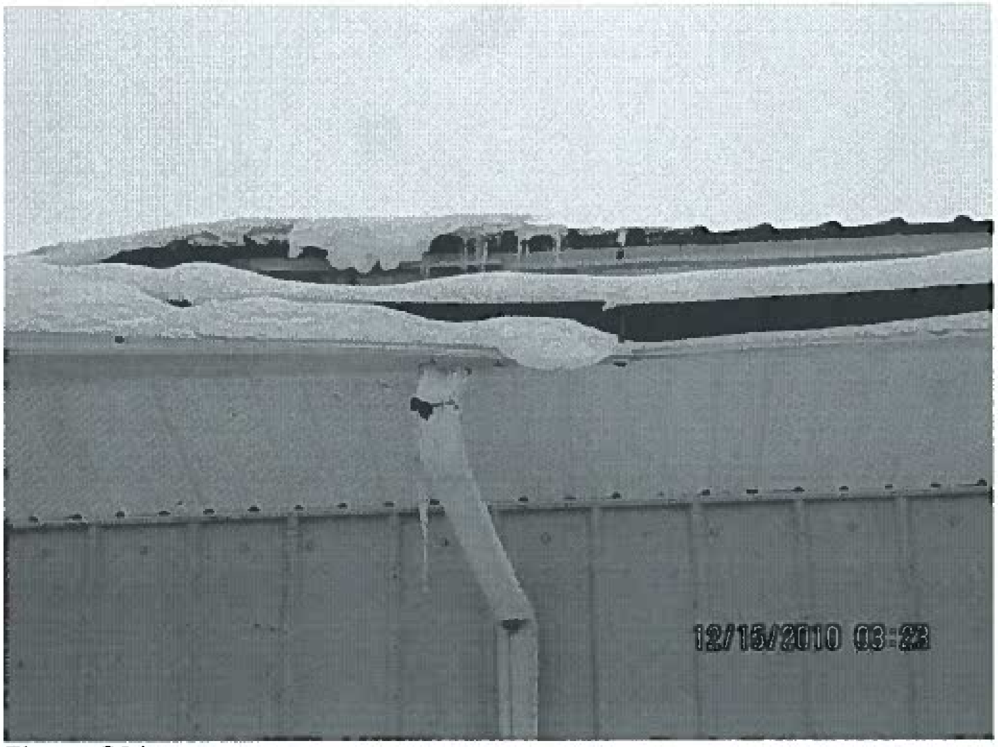

Figure S31

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RCMP·GRC
ROYAL CANADIAN MOUNTED POLICE · GENDARMERIE ROYALE DU CANADA

Mayor's / Chief's Report
January, 2012

Hay River RCMP Detachment
"G" Division
Northwest Territories

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The Hay River RCMP Detachment responded to a total of 223 calls for service during the month of January 2012. This is an increase of approximately 8% from the month of January 2011.

OCCURRENCE COUNT	Jan. 2011	Dec. 2011 Hay River	Jan. 2012 Hay River	Jan. 2012 Hay River Dene Reserve	Jan. 2012 Hamlets of Enterprise
Assaults (all categories)	7	9	9	5	0
Break and Enters (Residence, Business & other)	3	4	5	1	0
Theft of Motor Vehicle	0	5	2	0	0
Theft Under $ 5000.00	4	5	5	0	0
Theft Over $ 5000.00	0	0	0	0	0
Drugs (Possession)	0	1	2	0	0
Drugs (Trafficking)	4	2	6	0	0
Liquor Act	9	15	11	2	0
Unlawful Sale (Bootlegging)	0	0	0	0	0
Causing a Disturbance/Mischief (including public intoxication)	35	63	47	9	0
Impaired Driving	4	12	8	1	0
Other Complaints	62	99	94	16	0
Total Complaints	184	215	189	34	0
					0
PRISONER COUNT	61	1016	56	10	0
Prisoners	53	66	52	10	0
Outside Detachment Prisoners	8	0	1	0	0
Total Prisoners	61	66	56	10	0

The total PROS occurrences for 2012 to date is: 223
The total PROS occurrences for 2011 to date is: 193
This is an 8 % 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

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Community Policing Activities :

During the month of January, Hay River RCMP Detachment Commander Sgt. Scott Buchanan will be transferring to Yellowknife Detachment. Sgt. Buchanan has served this community very well over the past 2 ½ years. We wished Scott and his family all the best in their future endeavors in Yellowknife.

On January 5, 2012, Cpl. Young and S/Cst. Beck delivered Identification packages to the various schools of Hay River, including Harry Camsell Elementary, Princess Alexandra, Ecole Boreal and Chief Sunrise on the Hay River Dene Reserve.

On January 6, 2012, Cpl. Young and S/Cst. Beck delivered several boxes of items, including baby diapers to the hay River Women's Shelter. This was an initiative to assist vulnerable women in need of items to care for their children.

From January 9-12, S/cst. Beck continued with his Take a Kid Trapping program by taking several students from Diamond Jenness High School on the land to harvest 2 animals. These animals were to be harvested and distributed among the elders of the community. Some of the meat was kept for a feast for the upcoming reserve spring carnival

On January 12, Cpl. Young, Sgt. Buchanan, Cst. Thomas, Cst. Martel. Cst. MacKenzie, Cst. Unger, all attended a BBQ that was hosted by Diamond Jenness High School. All members had an opportunity to interact with both the students and teachers of the school.

On January 18, Cpl. Young met with Victim Services Coordinator Jamie Forsey to discuss ongoing relations between the two organizations. Discussed were ways to keep the lines of communication open, ways to improve and any issues that may have arisen. This detachment continue to have an excellent working relationship with the Victim Services program in the community.

On January 23, 2012, cpl. Young conducted a walk through of Harry Camsell Elementary and Diamond Jenness High School. Cpl. Young had an opportunity to interact and mingle with both students and staff of these schools.

On January 25, 2012, Cpl. Young held a meeting with Terry Rideout, Resident Care Coordinator of Continuing Care and Assisted Living with the Hay River Health Authority. Rideout is spear heading a committee geared towards working with seniors in the community and rasing awareness of elder abuse. Hay River RCMP will volunteer on this committee and work with the various other agencies that become involved. Elder abuse is an important issue in any community and the Hay River RCMP will assist to educate the public and raise awareness to confront this issue.

On January 27, 2012, Cpl. Young attended Harry Camsell Elementary School for their monthly student assembly. As it was also Literacy Week, Cpl. Young read stories to the Grade 2 students in the gymnasium.

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Also on this day, Cpl. Young, detachment clerk Ron Auger and Sgt. Buchanan attended woodland Manner and had lunch with the seniors.

Aboriginal Community Constable Activities:

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

- In Edmonton for two weeks and was certified to teach youth (DARE) Drug Abuse Resistance Education course.
- Preparing for the upcoming Take a Kid trapping project Mid February
- Cabin Building is ongoing
- Set up a potato program for the Local soup kitchen in May to be done with local school youth.

Proactive Patrols for Hay River Satellite Communities:

Enterprise : A total of 4 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 7 proactive patrols where conducted by the Hay River RCMP Detachment during this reporting month.

Notable Occurrences for Month :

On January 4th, 2012, the Hay River RCMP and Social Services entered into a Child Abuse investigation. As a result of the investigation, a 45 years-old man from the Hay River Dene Reserve was charged of 5 counts of Assault on 3 young persons under the age of 15 years-old. The children were apprehended by Social Services and were placed in the care of foster parents. On January 16th, 2012 , the local man appeared in front of a Justice of the Peace and was released on conditions until his next court appearance set on February 9th, 2012 at the Hay River Territorial Court.

On January 9th, 2012, members of the Hay River RCMP and the Fire Department responded to truck that caught fire on highway 2, near Enterprise. No injuries were caused to the driver of the vehicle. Investigation revealed that the fire was non-criminal and was caused by mechanical / electrical issues.

On January 14th, 2012, the Hay River RCMP received a call for service in which a Red 2008 Ford F-150 pick up truck had been stolen from a residence during the early morning hours. The stolen vehicle was subsequently involved in an accident near the intersection of Woodland and McBryan Drives.

The vehicle struck a light post and sustained serious damage to the front bumper and hood. The suspect(s) then drove the vehicle to Andy's Auto where they abandoned it sometime between the hours of 08:00 a.m. and 9:00 a.m. The investigation is still ongoing.

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On January 16th, 2012, the RCMP received a complaint of a Hit & Run which had occurred on January 14th, 2012 between the hours of 13:30 and 14:45 in front of the Salt & Pepper Restaurant. Damages over $1000 were caused to a vehicle that was parked on Woodland Drive. Suspect driver drove off without reporting the collision or notifying the owner.

In the night of January 28, 2012, members of the Hay River RCMP and the Fire Department responded to a fire alarm at the high rise. Alarm was set off by a garbage bag that caught fire on the third floor. Fire was extinguished by one of the tenants prior to police and firefighters' arrival. No injuries were caused during the fire. Damages done to property was done. The investigation is continuing in order to determine of the fire was accidental or criminal.

Drugs Seizures & Complaints:

The Hay River RCMP have received and investigated 7 drug related occurrences during to the month of January. Due to the lack of information in 5 of those investigations, no illegal drugs have been seized. However, our Detachment continues to deal with its four Unit Priorities; Combating Organized Crime, Substance Abuse, Youth and Crime Prevention and Aboriginal Policing Concerns and are actively involved in Intelligence Led Policing.

On January 3rd, 2012, members of the Hay River RCMP Detachment received information from the public in respect to drugs trafficking. The RCMP located the suspect vehicle which was driven by a local male. A search of the vehicle was conducted which resulted in the seizure of a significant amount of marihuana. The local male and one youth were arrested for Possession of a Controlled Substance for the purpose of Trafficking. This matter is still under investigation.

On January 13th, 2012, while on patrol in the town of Hay River, the RCMP observed a group of young people hanging out at a local park. Upon approach and investigation, the RCMP observed that the young people were in possession of a small amount of marihuana and drugs paraphernalia. The drugs were destroyed locally and a warning was issued to the young people.

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:

*136 hours of training and mandatory qualifications shared by the Membership.

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* 156 hours of leave spent this month.
* 40 hour of sick leave spent this month.
*40 criminal record checks were conducted during the month of January
* 50 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.

Finally A Word From our Outgoing Detachment Commander

I have mixed emotions when considering the fact that we, "the Buchanan's", will be leaving Hay River. Work wise, it has been a challenging 2 and ½ years, and at the same time very rewarding. The Detachment has seen some significant and positive changes, mainly due to the incredible efforts put forth by the Members and Staff that I have worked along side of at Hay River. I consider myself fortunate to have had the opportunity to get to know these talented and committed men and women. They made my job as a manager much easier than it could have been. I will miss the excellent working relationship with the community stakeholders, including the Hay River Drug Strategy Committee, the Drug Free Zone Committee, the Town of Hay River, Katlodeeche First Nation, the Hamlet of Enterprise, and West Point First Nation. The support from all local governments, businesses, and organizations has been outstanding, again making my job much easier. Finally, the partnership between the Detachment and Emergency Services- including the Fire, Ambulance, and Hospital- has been second to none. We will be living in Hay River until spring when the boys are done school. We already know that we will miss living in Hay River because of the many friendships we have developed, and the lifestyle that is available here. It's always difficult moving away from "home", but we do look to the future in Yellowknife with a positive attitude and enthusiasm. We do so knowing that our lives have been enriched by being a part of the Community of Hay River for the last few years. Thank you for your support, it has been a pleasure to "Serve and Protect" the citizens of Hay River and surrounding area. Mahsi Cho.

Sgt. Scott BUCHANAN

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

Cpl. Scott YOUNG
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.

mp

JL

A Regular Meeting of the Drug Free Zone Committee of the Municipal Corporation of the Town of Hay River was held Tuesday, November 22, 2011 at 12:00 NOON in the Town Hall Boardroom

MEMBERS PRESENT
Mayor Kelly Schofield, Cllr. Kevin Wallington, Sgt. Scott Buchanan, Melvin Larocque, May-Britt Hetesi – Recording Secretary

OTHERS PRESENT
Fiona Huang, Ally Carston (students from Princess Alexandra School)

MEMBERS ABSENT
Ferne Furrow, Rev. Vivian Smith, Geoff Buerger

CALL TO ORDER
The meeting was called to order at 12:09 pm by Kelly Schofield.

ADOPTION OF THE AGENDA

MOVED BY: KEVIN WALLINGTON
SECONDED BY: SCOTT BUCHANAN

That the Drug Free Zone Committee accepts the Agenda for the Regular Meeting of November 22, 2011.

CARRIED

MINUTES
Minutes of the Regular Meeting of the Drug Free Zone Committee of October 20, 2011.

MOVED BY: KEVIN WALLINGTON
SECONDED BY: SCOTT BUCHANAN

That the Drug Free Zone Committee accepts the Minutes of the Regular Meeting on October 20, 2011.

CARRIED

BUSINESS ARISING FROM THE MINUTES
None

NEW BUSINESS

a) **Review of the 2nd Annual DFZ/RCMP Hockey Game**
Everyone felt the event went smoothly and participation doubled (at least) from the previous year. The "White" team won over the "Blue" team 5 to 2. The sound system worked perfectly and the event was pronounced "awesome" by our visiting PA students.

mp KW

Things that could be done or improved for next year:

- Shorten red carpet – it is very unwieldy and difficult and heavy to handle – Cllr. Wallington committed to looking for an apparatus for rolling carpets.
- We need some sort of sound system to link the community hall to the ice surface – it would be nice for the other participants to hear the game – also it would be handy to be able to make announcements
- Hockey Game – it would be good to introduce each player and really awesome if we could have lights & smoke!
- Invite other groups to the informational section ie. SAD, MADD, Youth Centre, Soaring Eagle Friendship Centre etc.
- Have a canteen with a bake sale to raise money for the Drug Free Zone Committee

b) Drug Free Zone Project for PA Students

Geoff Buerger requested this item for the agenda and in his absence we had Fiona Huang address the Committee. She had attended Town Hall about a month previous and talked to Mayor Schofield and May-Britt Hetesi about her idea to have a fundraising "business" in support of the Drug Free Zone Committee as a business for the "Dragon's Den" group that attended Hay River. Ms. Huang was eloquent in her support of a Drug Free culture in Hay River and her and her friend, Ms. Carston gave us many ideas for fundraising ideas and promo giveaways for the Drug Free Zone.

OTHER DISCUSSIONS:

Mayor Kelly Schofield committed to drafting letters to businesses asking them to sponsor a Drug Free Zone Sign. It was decided that we could send the letter to schools as well and perhaps we could mention this on the town website to give individuals a chance to sponsor a sign..

NEXT MEETING

Next year – exact date to be decided.

ADJOURNMENT – 12:48 pm
MOVED: KEVIN WALLINGTON

Certified correct as recorded on November 22, 2011, and accepted by Motion February 7, 2012.

mp KL

Kelly Schofield, Chair

May-Britt Hetesi, Recording Secretary

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