

The Regular Meeting of Council was held on Monday, March 10th, 2014 at 7:00 pm in the Council Chambers.

Present: Mayor Cassidy, Deputy Mayor Jungkind, Councillors McKay, Candow, Mapes, Dohey, Jameson, Maher and Coakwell

Staff: Ross Potter – Fire Chief, Ian Frankton - Director of Recreation and Community Services, David Steele – Senior Administration Officer, Stacey Barnes – Executive Assistant/Recording Secretary, Jordan Stackhouse – Economic Coordinator

Other: Warren Nekurak

1. CALL TO ORDER:

This Meeting was called to order at 7:00 pm with Mayor Cassidy presiding.

2. ADOPTION OF AGENDA

**#14-075 MOVED BY: CLLR CANDOW
 SECONDED BY: CLLR M^CKAY**

CARRIED

3. DECLARATION OF INTEREST

Councillor Maher declared an interest in agenda item #11b) Red Deer Sportsman & Outdoor Adventure Show, as it involves his employer.

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

Councillor, Jason Coakwell –I would like to thank the organizers, volunteers, sponsors and businesses for helping with the 6th annual Polar Pond Hockey. It was a success. A lot of people came from out of town to participate.

Mayor Cassidy – Reminder of the ice fishing derby taking place this Saturday from 1pm-4pm at 2 Seasons Campground. Also would like to wish the athletes traveling to Fairbanks, Alaska to participate in the Arctic Winter Games, Good Luck!!

5. MINUTES

Minutes of the Regular Meeting of Council, February 24th, 2014

**#14-076 MOVED BY: CLLR JAMESON
 SECONDED BY: DEPUTY MAYOR JUNGKIND**

That the Council of the Town of Hay River accepts the Minutes of the Regular Meeting of Council, February 24th, 2014 as presented.

CARRIED

Minutes of the Recreation Board, January 15th, 2014

**#14-077 MOVED BY: CLLR COAKWELL
 SECONDED BY: DEPUTY MAYOR JUNGKIND**

That the Council of the Town of Hay River accepts the Minutes of the Recreation Board, January 15th, 2014 as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes of the February 24th, 2014 Regular Meeting of Council and Minutes of the January 15th, Recreation Board Meeting.

7. CORRESPONDENCE & PETITIONS

RECOMMENDATION:

**#14-078 MOVED BY: CLLR CANDOW
 SECONDED BY: CLLR DOHEY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Correspondence and Petitions as presented.

CARRIED

BACKGROUND:

a) Letter from Aurora Research Institute regarding an application for a Northwest Territories Scientific Research License to conduct a proposed study on “Influences on the Quality of Life of Older Adults in the Northwest Territories”.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

- Letter – Aurora Research Institute

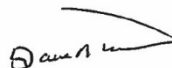
Prepared by:



Stacey Barnes
Executive Assistant

Date: March 6th, 2014

Reviewed by:



David Steele
Senior Administrative Officer

Date: March 6th, 2014

8. ADMINISTRATIVE ENQUIRIES

Councillor Coakwell:

When does the RFP for the Recreation Centre close? Should we have an engineer involved?

Director of Recreation, Ian Frankton:

Answer directed to Councillor Coakwell:

The RFP closes March 19th; also we have discussed having an engineer involved with the criteria evaluation.

Councillor Mapes:

Can we look at getting bigger signage in the School Zones, for speed limits and such?

Councillor M^cKay:

We are spending at local businesses around Town with any sort of purchase order agreement; any of the businesses can receive without tenders.

Mayor, Andrew Cassidy:

Answer directed to Councillor M^cKay:
Policy Committee is working on it.

8. PUBLIC WORKS COMMITTEE REPORTS

a) Public Works and Planning Monthly Report

RECOMMENDATION:

#14-079

**MOVED BY: CLLR CANDOW
SECONDED BY: CLLR DOHEY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report titled "Public Works & Planning Monthly Report" for February 2014 as presented.

CARRIED

BACKGROUND:

- Normal operation and maintenance activities were completed throughout the month of February.

Item	Level of Activity	
Water License	Report Title / Action Required	Timeline for Submission
	Annual Report	March 31 each year
	Identify Surveillance Network Program station(s) with signage.	At all times
	Identify Water Supply and Waste Disposal Facilities with signage.	At all times
	Copies of Water License in the Town of Hay River office(s), Solid Waste Disposal Facilities, and Water Supply Facilities	At all times
	Notify Inspector prior to conducting maintenance work on lagoon cells.	Prior to maintenance activities
	BOD and CBOD trend analysis	August 31, 2014
	Sludge Management Plan	Submitted
	Solid Waste Disposal Facility Drainage Study	Submitted
	Solid Waste Disposal Facilities Operations Report to measure, define, and identify the remaining lifespan of the facilities and volumes of Waste the facilities can accept.	Submitted
	Snow Disposal Plan	Within 90 days of issuance of the Water License
	Review of the Snow Disposal Plan and submission of updates/revision.	Annually – Annual Reporting Requirement
	Inspection of constructed berms, dykes, and dams within the Sewage Disposal Facility.	Once every two years during the summer season by an Engineer
	As-built plans and Record Drawings of the Sewage Disposal Facilities, lagoon and associated structures, sludge storage area, Solid Waste Facilities, and Biotreatment Pad.	Within six months of issuance of the Water License (Submitted)
	A surveyed description of the wetland and associated structures that comprise part of the Sewage Disposal Facilities	Within six months of issuance of the water Licence (Submitted)
	Notification of Modification	60 days prior to the proposed Modification
	Modifications to Water Supply Facilities and Waste Disposal Facilities	

	Interim Closure and Reclamation Plan for the Solid Waste Disposal Facility	Within 90 days of completion of the Modifications
	Final Closure and Reclamation Plan	At least six months prior to abandoning any Waste Disposal Facilities
	Final design drawings for the construction of any dams, dykes, or control structures	Prior to construction
	As-built plans and Record Drawings	Within 90 days of completion
	Updated plan for the operation and maintenance of the Waste Disposal Facilities (Note that this can be one plan or one plan for each Facility.)	Within three months of issuance of the Water License
	Review of Operation and Maintenance Plan and submission of updates/revision	Annually – Annual Reporting Requirement
	Spill Contingency Plan in accordance with Indian and Northern Affairs Canada’s 2007 “Guidelines for Spill Contingency Planning”	Submitted
	Review of Spill Contingency Plan and submission of updates/revision	Annually – Annual Reporting Requirement
Solid Waste Site	<p>Management of Solid Waste contract is ongoing.</p> <p>Planning for recycling, composting and waste diversion initiatives has begun. Pilot programs to be implemented in 2014.</p>	

Biotreatment Pad RFP	Event	Date	Status
	Request for Proposal	January 29 th , 2014	Complete
	Deadline for Inquiries	February 5 th , 2014	Complete
	Deadline for Response to Inquiries	February 12 th , 2014	Complete
	Tender call Closes	February 19 th , 2014	Complete
	Report to Council	February 24 th , 2014	Complete
	Final Selection and Notification	March 7th, 2014	Pending
Final selection and notification will be made on or before March 7 th , 2014.			
Lift Stations #1 and #2	<p style="text-align: center;"><u>Lift Station #1</u></p> <ul style="list-style-type: none"> - Exterior sealant and earthwork complete - Wetwell and piping cleaned and inspected - Existing mechanical and electrical systems removed - Two new pumps were placed on fabricated concrete stands - Asbestos abatement complete - Motor Control Centre (MCC) installed - Make-up Air Unit (MAU) installed - Finish date and turnover expected by March 19th, 2014 <p style="text-align: center;"><u>Lift Station #2</u></p> <p>Lift Station #2 will be completed in 2014 with supplies being purchased in advance of the anticipated start date.</p>		
Capital and Operating Budget Planning	Assessing efficiencies within the 5 year capital plan to maximize the benefit of projects to improve public service by utilizing the recommendations from the most recent studies.		

- The February O&M report is as follows:

Item	Level of Activity
Road Maintenance/Repairs	Snow clearing Street sanding
Vehicle and Equipment Maintenance	Transmission and ball joints replaced on Unit #19

	Battery and Alternator replaced on Hearse Oil Change on Dump Truck Oil Change on Grader Oil Change on Loader
Sewer Inspection/Repairs	Operate Lift Stations Twice Daily Inspections
Water Inspection/Repairs	Operate Water Treatment Plant Service Connects/Disconnects As Required Meter Reading Weekly Sampling and Testing Twice Daily Inspection of Facilities Watermain break repaired on Dean Drive
Facilities Inspections/Repairs	Maintenance as required
Misc	2 Funerals

- Miscellaneous Updates:
 - Contracts for standing offers developed for March, 2014
 - 1) Equipment As & When
 - 2) Fuel As & When
 - 3) Granular As & When
 - 4) Supply and Deliver Dust Palliative and De-icing Materials
 - Director of Public Works & Planning position became vacant mid-month. Competition for replacement closes March 12, 2014

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Canadian Council of Ministers of the Environment (CCME)
- Mackenzie Valley Land and Water Board (MV2009L3-0005)
- Environment and Natural Resources Waste Management Guidelines
- Alberta Environment. (2010). *Standards for Landfills in Alberta*. Government of Alberta.

- EBA Engineering Consultants Ltd. (2010). *Town of Hay River Solid Waste Management Facility, Operations Plan*. Yellowknife, NT: EBA Engineering Consultants Ltd.
- Guidance Document on Federal Interim Groundwater Quality Guidelines for Federal Contaminated Sites, May 2010
- Bylaw 619 Garbage Collection
- Bylaw 1516 Collection of Tipping Fees
- Bylaw 1574 Town of Hay River Purchasing Policy

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

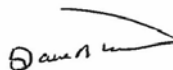
Prepared by:



Dustin Dewar
Civil Engineer Technician

Date: February 26th, 2014

Reviewed by:



David Steele
Senior Administration Officer

Date: February 27th, 2014

b) Development and Building Permit Report

RECOMMENDATION:

#14-080

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of February 2014.

CARRIED

BACKGROUND:

SUMMARY

- Five Development Permits have been approved for the month of February 2014. This is up one when compared to February 2013.

Background

- The February Development and Building Permit Report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Feb 5/14	D14-002	44 Cranberry Crescent	Home Occupation Day Care
Feb 5/14	D14-003	47 Dean Drive	Seasonal Vegetable Garden
Feb 14/14	DH14-004	19 Eagle Crescent	Translating, Artwork
Feb 14/14	DH14-005	14 Cranberry Crescent	Mechanical Contracting Mobile Servicing
Feb 26/14	DH14-006	26 Saskatoon Drive	General Contracting

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Bylaw 1812 Zoning and Building Bylaw

CONSIDERATIONS OR FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

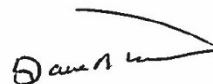


Randy Froese
Development Officer

Date: February 27th, 2014

c) Excused Absence

Reviewed by:



David Steele
Senior Administration Officer

Date: February 27th, 2014

RECOMMENDATION:

#14-081 **MOVED BY: CLLR CANDOW**
SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Mayor Cassidy, Councillors Coakwell and Maher from the Municipal Services Committee Meeting,

Monday, March 17th, 2014 and Councillors Maher from the Regular Meeting of Council,
Monday, March 24th, 2014.

CARRIED

BACKGROUND:

Mayor Cassidy and Councillors Coakwell and Maher have requested to be excused from the Municipal Services Committee Meeting, Monday, March 17th, 2014 and Councillor Maher from the Regular Meeting of Council, Monday, March 24th, 2014.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

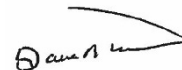


Stacey Barnes
Executive Assistant

Date: February 27th, 2014

d) Director of Protective Services

Reviewed by:



David Steele
Senior Administrative Officer

Date: February 27th, 2014

RECOMMENDATION:

#14-082 **MOVED BY: CLLR DOHEY**
SECONDED BY: CLLR M^CKAY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to change the title from Fire Chief to Director of Protective Services & Fire Chief and develop a position description.

CARRIED

BACKGROUND:

This change reflects nature of work both currently being done and that required of the Town.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

No incremental cost. Concern still remains that the Town is not being dually compensated for work required under specific direction of Fire Marshalls office. Minor change to allocation of expenses within the Towns O&M budget will be required to better reflect the nature of the services of this position.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

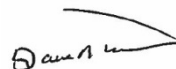
Prepared by:



Stacey Barnes
Executive Assistant

Date: March 6th, 2014

Reviewed by:



David Steele
Senior Administrative Officer

Date: March 6th, 2014

e) Fire Department Capital Reserves

RECOMMENDATION:

#14-083 **MOVED BY: CLLR CANDOW**
SECONDED BY: CLLR COAKWELL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to fund the Fire Department Capital Reserve with 10% of the Fire Department billing that is collected and any sale of equipment.

CARRIED

BACKGROUND:

There is an ongoing need to replace and upgrade emergency services equipment. This reserve will set aside funds to help cover off those expenditures.

COUNCIL POLICY / STRATEGY OR GOAL:

Sound financial management with due consideration to long term planning.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

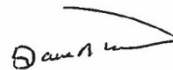
Prepared by:



Stacey Barnes
Executive Assistant

Date: March 6th, 2014

Reviewed by:



David Steele
Senior Administrative Officer

Date: March 6th, 2014

Let it be noted that Councillor M^cKay was opposed.

10. NOTICES OF MOTIONS

There were no Notices of Motions for the Regular Meeting of Council, March 10th, 2014.

11. NEW BUSINESS

a) Emergency Services Training Room

RECOMMENDATION:

#14-084

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the rental of the Training Room at the new Fire Hall and that the Protective Services Department manages the rentals of the facility.

CARRIED

BACKGROUND:

Council expressed an interest in making the Training Room at the Hay River Emergency Services Building available for rental at the February 17th, 2014 Municipal Services meeting.

When this first came up there were questions in regard to rates and the management of the rentals.

The rental of the facility would necessitate a Fire Department member being on hand during all times that the facility is being used as it is a secure building. There are medical records, personal information etc. stored within the facility that need to be kept private. During the week this is not a problem as the Fire Chief is normally available but it is during weekend hours that it becomes an issue.

As the Fire Department requirements for the area involve not only Thursday night training sessions but include weekends for some of our Fire Training and Emergency Medical Services training. It would be best if the scheduling was managed by the Fire Department. Most of our training requirements revolve around the availability of members at a particular time so we need to remain flexible to meet their needs. This means that the Training Room needs to be available to department members sometimes with short notice. Our members also use the hall for self-study in preparation for the numerous exams that are required for our Fire Fighter Certification program. Typically these study sessions are done on evenings and weekends.

The area in question is also needed for debriefings after some Fire and Ambulance related responses. It is the Department's firm commitment to its members to hold these debriefings to avoid any possible Critical Incident Stress Disorders within its membership. We also do Operational Debriefings after every fire to ensure that Fire Ground Tactics were appropriate to the response. We find these debriefings extremely valuable as a training tool and as a tool for continued improvement for our Standard Operating Guidelines.

It is our belief that the Town of Hay River should not be in competition with our Rate Payers for the rental of space. With this in mind the daily room rental for the Training Room should be no less than \$295.00 per day (this is the same rate charged by the Ptarmigan Inn for a small boardroom) unless it is Fire or Safety related at which time a discounted rate should be given. First Aid courses would fall into the discount rate structure.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

Rental of Training Room for non-Fire, EMS or safety related purposes \$295.00 plus GST per day.

Rental of Training Room for Fire, EMS or Safety related purposes \$125.00 plus GST per day (includes first aid)

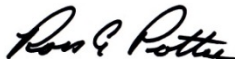
ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

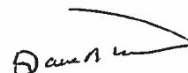
N/A

Prepared by:



Ross Potter
Fire Chief

Reviewed by:



David Steele
Senior Administrative Officer

Date: March 4th, 2014

Date: March 6th, 2014

Let it be noted that Councillor Candow was opposed.

b) Red Deer Sportsman & Outdoor Adventure Show

RECOMMENDATION:

#14-085

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled “2014 Red Deer Sportsmen and Outdoor Adventure Show” as presented

CARRIED

BACKGROUND:

For Information Only:

In 2014, The Town of Hay River expanded upon its attendance of consumer shows. We are registered for Red Deer, Edmonton and Grande Prairie for 2014 and in partnership with Fort Smith; we will also be represented at the Vancouver, Calgary and High Level shows.

The Town was able to leverage funding from the GNWT which covered 100% of the cost of registration for these events as well as 70% of the costs associated with attending the event – essentially, for the same budgeted amount as 2013; we are able to attend 3 shows as opposed to 1.

The first show was the 2014 Red Deer Sportsmen and Outdoor Adventure show and was attended by the Economic Coordinator and Director of Recreation and ran from February 28th – March 3rd 2014.

The goal from the Town perspective was to expand efforts in an attempt to capitalize on the realization that 80% of visitors to the NWT are coming from Alberta and a large number of those visitors are visiting Hay River for outdoor and nature offerings.

There were over 10,000 attendants and 200 exhibitors. The Town of Hay River personally distributed information and spoke to over 280 attendees about visiting Hay River, with the busiest day being Saturday (speaking to 128 people).

The main areas of interest were camping in Hay River and also fishing on the Great Slave Lake. We collected names and emails of those individuals that were interested in visiting Hay River and will follow-up with an email blast in the spring.

In comparison to different forms of marketing and advertising the Town of Hay River participates in, in my opinion, there is very good value in terms of reaching a wide audience and having personal interactions with them – especially with the financial support from the GNWT for attending.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Hay River Tourism Plan 2012

FINANCIAL IMPLICATIONS:

- Expense Claims - \$800
- Salaries - \$1,700
- Travel - \$2,685
- Vender Admission - \$420

Total of \$5,605.00 (ITI pays 70% and Town pays 30%)

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

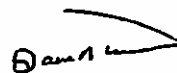
Prepared by:



Jordan Stackhouse
Economic Coordinator

Date: March 4, 2014

Reviewed by:



David Steele
Senior Administrative Officer

Date: March 6th, 2014

Let it be noted that Councillor Maher departed the Chambers and did not take part in the discussion or vote re: agenda item #11b.) Red Deer Sportsman & Outdoor Adventure Show because it involves his employer.

12. IN CAMERA

**#14-086 MOVED BY: CLLR DOHEY
 SECONDED BY: DEPUTY MAYOR JUNGKIND**

That the Council of the Town of Hay River move to In Camera at 7:40 pm.

CARRIED

**#14-087 MOVED BY: DEPUTY MAYOR JUNGKIND
 SECONDED BY: CLLR M^cKAY**

That the Council of the Town of Hay River move out of In Camera at 8:07pm.

CARRIED

13. ADJOURNMENT

#14-088 MOVED BY: CLLR CANDOW

That the Regular Meeting of Council be adjourned at 8:08pm.

CARRIED

Certified Correct as Recorded on the 10th day of March, 2014.

These minutes were accepted by motion #14-090.



Mayor



Senior Administrative Officer



Aurora Research Institute - Aurora College

PO Box 1450 Inuvik NT X0E 0T0

Phone: 867-777-3298 **Fax:** 867-777-4264 **E-mail:** licence@nwtresearch.com

Application No. 2653

March 06, 2014

Proposal for Single Year Research

I would like to inform the Town of Hay River that an application for a Northwest Territories Scientific Research Licence has been received by the Aurora Research Institute. Application No. 2653 was submitted by:

Dr. Pertice M Moffitt
Aurora Research Institute/aurora College
Bag Service 9700
5004 54th Street
Yellowknife , NT
X1A 2R3 Canada
Phone: (867) 920-3062
Fax: (867) 873-0358
Email: pmoffitt@auroracollege.nt.ca

to conduct the following proposed study:

Influences on the Quality of Life of Older Adults in the Northwest Territories

Please read the enclosed application and send comments back to the Aurora Research Institute. A comment form has been included after the application to facilitate this process. Responses can be either faxed to ARI at 867-777-4264 or entered online at <http://polar.nwtresearch.com>

Sincerely,

Jonathon Michel
Manager, Scientific Services



Aurora Research Institute - Aurora College

PO Box 1450 Inuvik NT X0E 0T0

Phone: 867-777-3298 Fax: 867-777-4264 E-mail: licence@nwtresearch.com

Research Licence Application (2014)

Application 2653

Influences on the Quality of Life of Older Adults in the Northwest Territories

Sahtu Settlement Region, North Slave Region, South Slave Region

Researcher Information

Principal Investigator

Dr. Pertice M Moffitt

Aurora Research Institute/aurora College

Bag Service 9700

5004 54th Street

Yellowknife, NT

X1A 2R3 Canada

Phone: (867) 920-3062

Fax: (867) 873-0358

Email: pmoffitt@auroracollege.nt.ca

Primary Contact Information

Same as Principal Investigator

Research Supervisor Information

Same as Principal Investigator

Members of Research Team

Gloria Bott (Co-Investigator)

Brianne Timpson (Co-Investigator)

Previous File Number (if available)

2315

Dates of Research

Dates of Research activity in the Northwest Territories

From April 01, 2014 to December 31, 2014

Location

Specific location(s) of data collection in the NWT

We will conduct focus groups in Behchoko, Hay River, and Fort Good Hope.

Base camp location(s)

N/A

Funding Information

Primary Funding Category

Other

Project Description

Objectives

The objectives of this study are to:

1. Provide a rich background and context for the study topic with input from key older adults in the NWT.
2. Engage older adults living in the NWT to identify the current actual and potential influences upon and threats to their QOL.

3. Provide older adults with information that could influence policy decisions related to the QOL for older adults in the NWT.

Rationale

Late in 2012, we were approached by Barb Hood, Executive Director, NWT Seniors' Society, a non-profit information and advisory organization, requesting support to engage in a project that would illustrate the status of programs and services available to older adults in the NWT over the past three decades. Barb explained that as the NWT Seniors' society embarks upon its 30th anniversary, there are mounting concerns from older adults about fewer supports and increasing vulnerability. Largely, their intent for the proposed project was to make visible the needs of the growing aging population in the NWT. As nurses concerned for the health and wellbeing of older adults in the territory, this has developed into a shared inquiry- ideal circumstances for a participatory action research (PAR) study.

Methods

Study Design

Community-Based Participatory Action Research (PAR) is the approach to this study. The community is the NWT Seniors' society, and by extension, older adults in the NWT. Most often associated with the early work of theorist Kurt Lewin, action research is characterized as cyclical, dynamic, and collaborative (Stringer & Genat, 2004). Loiselle, Profetto-MCGrath, Polit, and Tatano Beck (2011) refer to action research as a

“collaboration between researchers and study participants in the definition of the problem, the selection of an approach and research methods, the analysis of data, and [the way findings are used]” (p. 184). In essence, “Action research seeks to empower those who are part of the process to act on their own behalf to solve real world problems”(Strebert Speziale & Rinaldi Carpetner, 2007, p.327).

Sample

Purposive sampling began with older adults (approximately n=20) at the NWT Seniors' Society 30th Anniversary celebration meeting that took place at the Baker's Centre, Yellowknife, February 28, 2013. Snowball sampling was then used to collect individual interviews (n=8 to date).

Inclusion Criteria: Persons aged 50 years and older living in the NWT.

A demographic intake form will be completed by each participant (Appendix A)

Data Collection

A. Three focus groups were conducted in 2013. Three more focus groups are planned in 2014 at Bechoko, Hay River and Fort Good Hope. Individual interviews will continue to be completed with an aim for (n=30) over the next several months continuing to use the snowball method with recruitment facilitated by the Executive Director and President of the NWT Seniors' Society. Small index cards will be provided to those attending the focus group meetings and also will continue to be distributed by the Executive Director and the President.

The following interview guide (adapted from Bryant et al., 2004 p.302) will be used:

? As an older adult, what things make your life good?

? As an older adult, what kinds of things affect your life in a bad way?

? Is there anything that you need right now in order to make your life better?

? What is your most significant concern at this time as an older adult in the NWT?

? Are we asking the right questions to understand what kinds of things affect the lives of older adults in the NWT?

Other prompts based on the social determinants of health (Public Health Agency of Canada, 2011) may be used.

B. Key informant older adults who are experts in the history of programming and services for seniors in the NWT will be contacted and data collected using the Delphi method to provide information regarding Objective #1

Data Analysis

Data will be recorded electronically and entered into NVivo® software program. Thematic analysis will be the approach to this qualitative data analysis. This will involve reading and rereading each transcript, line-by-line coding, categorizing establishing themes. Data collection and analysis will be iterative. Member checking will occur.

Travel Arrangements

The research team will drive to communities on the road system and fly into Fort Good Hope.

Community

How will you communicate the results of this study to individuals and communities in the NWT?

At the completion of the study, the research team will write a report and present to the Seniors' Society. The information will also be disseminated to conferences and in journal publications.

What are the possible opportunities for local involvement?

This is a continuation of the work done in 2013. We want to reach out to more Older Adults in the NWT to learn about the

influences on their quality of life.

Ethics

Will you be interviewing or surveying NWT residents?

YES

What organization conducted (or will be conducting) the Ethics review for this research?

Aurora College

How will you maintain participant confidentiality in your research?

Participants will not be identified within the findings unless they want to be.

Data will be protected on the computer with guarded passwords. hard copies of any written information will be locked in a file cabinet in the office of the PI.

Demographic data will be kept separate from the consent forms and transcripts

Transcripts will be assigned a number.

How will the data be stored over the short and long terms?

Data will be stored in a password protected computer at North Slave Research Centre.

Potential Impacts of the Research

Anticipated Impacts

Since this is PAR with the NWT Seniors' Society, there are minimal negative impacts. See study Objective #3

Mitigation of Impacts

This study has minimal risks to participants.

Emergency Information

Emergency Response Capabilities

We cannot foresee emergencies.

Distribution

Akaiitcho Territory Government

Dehcho First Nations

Hay River Dene Band/Katlodeeche First Nation

K'ahsho Got'ine Charter Community Council

Métis Local #54 Land/Financial Corporation

North Slave Métis Alliance

Northwest Territory Métis Nation

Sahtu Secretariat Incorporated

Tlicho Government

Town of Hay River

Wek'èezhii Renewable Resources Board

West Point First Nation

Xahweguweh/Yamoga Land and Financial Corporation



Aurora Research Institute - Aurora College

PO Box 1450 Inuvik NT X0E 0T0

Phone: 867-777-3298 **Fax:** 867-777-4264 **E-mail:** licence@nwtresearch.com

Application No. 2653

March 06, 2014

Community Comment Form

Town of Hay River

Project Details

Influences on the Quality of Life of Older Adults in the Northwest Territories

Submitted by: Dr. Pertice M Moffitt

Length of project: 1 year

Project Details

Please outline any concerns, suggestions or requests regarding Application No: 2653

No concerns, suggestions or requests to express at this time (check here) []

Signature of Town of Hay River official

PRINT NAME

SIGNATURE

DATE

TOWN OF HAY RIVER Position Description

JOB TITLE: Director of Protective Services & Fire Chief

INCUMBENT: Ross Potter

REPORTS TO: Senior Administrative Officer

BASIC FUNCTION AND SCOPE:

Under supervision of the Senior Administrative Officer and working out of the Hay River Fire Hall the **Director of Protective Services & Fire Chief** is responsible for the overall administration of the Hay River Volunteer Fire Department, the planning, organizing and directing of emergency services, keeping up to date with changing local conditions and for technical changes in administrative matters and emergency services and overall development and improvement of the department. The Director is also responsible for life safety, harm prevention & property protection programs for the Town of Hay River, for Bylaw Enforcement and all other related non-emergency activities. Further, this position will act as coordinator for the development & implementation of training strategies and plans that enhance the capacity of all Town staff and affiliated volunteers to fulfill their responsibilities in a safe, capable and professional manner. The Director will ensure that related policies and procedures are developed in accordance with municipal bylaws, federal and territorial legislation

RESPONSIBILITIES include:

Emergency and Disaster Services Planning

- Establishment and maintenance of the Town of Hay River Emergency Plan, Co-ordinate Emergency Measures Operations.

Recruitment of Volunteer Fire Fighters and Ambulance Attendants

- Monitor staffing levels and recruit when necessary.
- Monitor training and membership skills within the department and implement practices and training as required.

Fire Department and Ambulance Operations and Incident Command

- Emergency response when required for fire, rescue and ambulance.
- Assess the seriousness of emergency situations to determine what action is required.
- Assign forward sectors and tasks to officers and firefighters.
- Instruct and direct the positioning of apparatus and equipment.
- Secure and direct support resources to assist with continuing emergency operations.

Fire Inspections, Investigations and Fire Prevention

- In accordance with Fire Prevention Act, and by virtue of the office, is a Local Assistant to the Fire Marshal of the Northwest Territories to investigate incident cause and report to the Office of the Fire Marshall.

- Prepare fire reports.
- Provide fire prevention lectures and training to the public.

Monitor Condition of Apparatus and Equipment

- Produce detailed specifications for the replacement of equipment as required.
- Monitor apparatus check sheets and implement repairs as required.
- Track apparatus functionality and plan replacement.
- Write specifications for replacement apparatus and equipment.

Maintain Records on all Functions and Maintenance of the Fire Department

- Equipment records (SCBA, turnouts).
- Apparatus records.
- Training records.
- Inspection records.
- Fire reports & investigation records.
- Monthly and annual reports to Council.
- Gather data for Fire Department statistics
- Preparing, controlling and maintaining the Department's capital and operational budgets.
- Develop department strategic plans, goals and objectives.
- Ensure that inquires and complaints regarding fire department activities and responsibilities are handled promptly, effectively and with professionalism.

Establish and Maintain Safety Programs for the Town of Hay River Staff

- Spearhead JOH&S Committee.
- Perform jobsite inspections on a periodic basis to ensure PPE is being worn and that work is being done safely.
- Investigate incidents involving damages or injury to employees or equipment.

Bylaw Enforcement

- Ensures that various Bylaws are developed and enforced in a consistent and cost-effective manner while educating, promoting & facilitating compliance wherever possible.
- Preparing, controlling and maintaining associated operational budgets.
- Ensure that inquires and complaints regarding Enforcement activities and responsibilities are handled promptly, effectively and with professionalism.

Town staff & affiliated volunteer development

- Identify individual training needs comparing experience and training to existing standards
- Co-ordinate the implementation of training strategies and plans, on both group and individual basis
- Develop associated budgets and time frames to satisfy training needs
- Identify potential trainers, facilitators, and courses to meet training needs in a cost-effective manner.

EDUCATION:

- Completion of a two to three year technical or community college certificate or diploma in Fire and Emergency Service training and Emergency Measures training.
- NFPA 1001 Level 2
- NFPA 1002
- NFPA 1021 Level 2
- NFPA 1041 Level 1
- EMT
- Air Brake Endorsed Class 3 driver's license

SKILLS REQUIRED:

- Previous fire, rescue and ambulance experience.
- Leadership experience and skills.
- Experience and skills in management, financial management, budgeting and purchasing.
- Well-developed communication skills.

COMPENSATION:

Salary Range:

- Management Personnel Level 7

I have read and understand this job description. My Supervisor has informed me that this is a general description of my duties, responsibilities and qualifications requires for my position which forms the basis for my evaluation of performance.

Employee's Signature Date

Supervisor's Signature Date

Department Head Signature Date