

Late in the year, the Fort Resolution Fire Department was ordered to stop functioning as a Fire Department by the WSCC due to a lack of proper records, training and obsolete gear. In an effort to try and get this Fire Department back up and running the HRFD offered to supply community based firefighter training to them to meet one of the WSCC requirements. This training was accomplished with a joint effort between MACA and the HRFD. Chief Potter and Captain Fischer donated their time to provide the training to the Ft. Resolution Fire Department and we believe that they are once again functioning as a Defensive Department. The HRFD will be providing more training for Ft Resolution in the New Year to help them increase the number of trained members for their department.

The members of the Hay River Fire Department had 347 Emergency Responses this year which is just under an emergency response per day. This in my opinion shows the pure dedication our Paid on Call members have to the community. These responses do not take into account any of the training hours that have been put in this year nor do they include any of the Fire Prevention or Safety related programs supplied by the department over the year. This number also does not include the hours that have been spent maintaining and inspecting equipment to ensure that it is in top notch condition and ready to respond at any given time. Revenues generated by the Fire Department for 2014 have been in the access of \$225,000.00 including grants and operating agreements.

Meetings:

- PWS Committee Meeting
- Council Meeting
- Municipal Services Meeting
- Northwest Territories Fire Chiefs Association Meeting
- Management Meetings
- JOH&S Meeting

During the month of December 389 Volunteer hours were served by the members of the HRFD for a year to date total of 4726.5 hours.

STATISTICS

	12/2013	12/2014	2013 YTD	2014 YTD
Patient Transfers	15	14	157	159
Medical Emergency Local	9	9	144	103
Medical Emergency Reserve	0	1	13	19
Medical Emergency Highway	0	5	5	8
Medical Emergency Out of Town Patients	1	0	12	20
Body Transfer	0	0	14	6
Fires	3	3	28	24
Rescues	0	0	7	10
False Alarms	3	1	30	22
Ambulance Training	1	1	9	8
Fire Training	1	2	30	33
Special Training	0	2	26	10
Cleanup & Maintenance	4	2	52	34
Fire Permits	0	0	25	9
Fireworks Permits	6	6	10	8
Public Safety	2	4	33	47

Inspections	0	0	59	55
Child Seat Inspections	0	1	1	4

MAINTENANCE

Ambulance 1	Weekly Checks
Medic 1	Weekly Checks
Pump 1	Weekly Checks
Pump 2	Weekly Checks
Pump 3	Weekly Checks
Tanker 1	Weekly Checks
Rescue 1	Weekly Checks
Rescue 2	Weekly Checks
Rescue 5	Weekly Checks

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

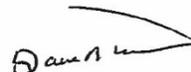
Prepared by:



Ross Potter
Director Protective Services/Fire Chief

Date: January 14th, 2015

Reviewed by:



David Steele
Senior Administrative Officer

Date: January 14th, 2015

Bylaws as applicable

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:



Dave Ryan
Bylaw Officer

Date: January 14th, 2015

Reviewed by:



Ross Potter
Director Protective Services/Fire Chief

Date: January 14th, 2015

c) December Recreation & Community Services Activity Report

RECOMMENDATION:

#15-020

**MOVED BY: CLLR JUNGKIND
SECONDED BY: CLLR COAKWELL**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled
"Recreation Monthly Activity Report" for December 2014 as presented.**

CARRIED

BACKGROUND:

RECREATION PROGRAMMER REPORT

December 1-31, 2014: Month-End Activity Report

Department Statistics:

Recreation Centre Rentals

- Arena Surface: Figure Skating Test Day (Dec 6-7), Minor Hockey Peewees Tournament (12-14), Holiday Ice Schedule (Dec 22-Jan 4)
Smaller Rentals = 13hr
- Pool: Regular Scheduled Pool Hours, Holiday Pool Schedule (Dec 22-Jan 4)
- Curling Surface: Regular Scheduled Usage
- Community Hall: Health Authority Public Meeting (Dec 3), DJ PAC Bingo (Dec 5), Public Council Meeting (Dec 10), Ski Club Bingo (Dec 12)
Smaller Rentals = 0hr

- Doug Wieterman: Figure Skating Test Day (Dec6-7), Minor Hockey Peewees Tournament (12-14)
Smaller rentals = 2hr

Programs

- Nature Club: avg. 10 participants, Thursday once a month
- PHAB Girls program: avg. 18 participants, Wednesdays
- Bootcamp: 18 participants, Tues & Thurs
- Zumba: avg. 10 participants, Tues & Thurs
- Total Aqua: avg. 6 participants, Tuesdays
- Senior Fitness: avg. 8 participants, Mon & Fri
- Senior Mitten Making: 6 participants, Wednesdays
- Cancelled Programs: Fitness Testing (low enrollment)
- Private Lessons: 3 in December
- Aqua Fit: avg. 15 participants, 2 classes/week
- Aqua Therapy: avg. 10 participants, 2 class/week
- Total Aqua : avg. 7 participants, 1 class/week
- Morning Swim Club: 1 signed up yearly, 1 Seasonal, 1 Monthly
- Bronze Cross: 7 Participants
- Cancelled Programs: none
- Upcoming Programs: Bootcamp (Tues & Thurs), Zumba (Tues & Thurs), Total Aqua (Tues), Senior Fitness (Mon & Fri), Traditional Mitten Making for seniors (Wed), Nature Club (Tues Jan 20), PHAB Girls Program (Wed), High Five PHCD & Fundamental Movement Training (Jan 10-11). Parent and Tot Aquafit, Parent and Tot swim lessons free to participants, Junior Lifeguard Club, Seniors Swimming Lessons

Grants/Funding:

- Girls Action Funding: PHAB Girls Program Day of Action Event (approved \$510)
- Canada Summer Jobs: Summer Student Program (applied \$36000)

Events:

- Breakfast with Santa (Dec 6): Over 100 people came out to a free pancake breakfast, crafts, and visit with Santa.
- Santa Fun Run (Dec 13): 7 people participated in the first Santa Fun Run to Chamber Park and back.
- Skate with Santa (Dec 14): Over 100 people came out to Skate with Santa
- New Year's Eve Festival at the Forks (Dec 31): Over 300 people came out to the bonfire and fireworks to ring in 2015.
- Holiday Sponsored Swims – over the holidays we had multiple sponsored swim times. All were very well attended with an average of about 35 people.
- Upcoming Events: Afternoon Aquafit Luau (Jan 15), Snowshoe Scavenger Hunt (Jan 24).

Director Meetings:

- ITI meeting (Dec 4)
- DJSS Gym Orientation (Dec 8)
- Rec Board Meeting (Dec 10)
- JOH & S meeting (Dec 17)

Personnel Updates:

- Departures:
- Vacancies:
- New Hires:

Variance Report and Monthly Tracking:

Pool Attendance:

<u>December</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Birthday Party	2	4	4
Aquasize	73	61	136
Schools	161	128	104
General	1269	952	919

Arena Ice Attendance:

<u>December</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Public Skate	69	50	187
Jr Shinny	53	20	65
Sr Shinny	32	78	53

Aquatic Revenue:

<u>December</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Admissions	\$2,736.26	\$1,963.44	\$1,838.76
Kids Lessons	\$257.14	\$0.00	\$67.38
Adult Lessons	\$357.14	\$333.34	\$0.00
Miscellaneous	\$143.79	\$61.86	\$168.72
Hourly Rental	\$361.88	\$528.87	\$240.00
Swim Club	\$1,065.13	\$1,070.13	\$530.07

Arena Revenue:

<u>December</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Ice Rental	\$15,812.80	\$18,022.39	\$15,566.26
Miscellaneous	\$295.81	\$32.30	\$1,485.78
Hall Rental	\$1,798.23	\$4,361.52	\$0.00
Ball Park	\$0.00	\$0.00	\$0.00
Public Usage	\$1,082.92	\$190.20	\$538.86
Other Rec	\$833.33	\$187.57	\$0.00

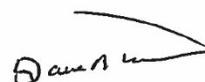
Prepared by:



Ian Frankton
Director of Recreation & Community Services

Date: January 13th, 2015

Reviewed by:



David Steele
Senior Administration Officer

Date: January 13th, 2015

d) DSRC Renovations

RECOMMENDATION:

#15-021

**MOVED BY: CLLR COAKWELL
SECONDED BY: CLLR DOHEY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs administration to develop a business plan with financing options and explore all available outside sources of funding for the Don Stewart Recreation Centre based on the re-use and re-invent preferred option 1 dated July 8th, 2014, with an upset value of \$27,000,000.

CARRIED

BACKGROUND:

The Multi-Use Building Committee reviewed four options. Based on the community consultation outcomes, the committee was cognizant of the financial limitations that the town faces moving forward with this project and other capital project challenges. As a result, a few scaled-back options were explored, but it was determined that there was not substantial savings and the best option was to retain the walking track and dressing room additions and repurpose the old pool area (approximately \$2.7 million) as deemed in the best interest of the community rather than to sacrifice the old pool area as allocated dressing rooms. There are also substantial savings involved in a single phase building approach in the amount of \$2.5 million, however that would eliminate one full ice season.

The Multi-Use Building Committee has agreed that Revised Building Option #1 is the best direction for the community. If a business case and funding options are developed and supported by council for an upset limit of \$27,000,000 the building committee would like to continue with the previous goal of final design and plebiscite.

The Building Committee was asked to stand down as we dealt with concerns around the Town Hall. We have now secured an interim Town Hall facility and would like to re-initiate program.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

No immediate financial implications, no further spending is required until the business case is approved by council.

Allocate \$600,000 to the Capital budget for 2015 for completion of the design when the business case is approved.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Re-use and Re-invent, July 8-2014

Prepared by:

Reviewed by:

Let it be noted that Councillor Mapes was opposed.

9. BYLAWS

a) ByLaw No. 1786J/UTIL/15 Amendment to Water & Sewer ByLaw – First and Second Reading

#15-022

**MOVED BY: CLLR CANDOW
SECONDED BY: M^CKAY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER give First Reading to ByLaw No. 1786J/UTIL/15 Amendment to Water & Sewer ByLaw

CARRIED

#15-023

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER give Second Reading to ByLaw No. 1786J/UTIL/15 Amendment to Water & Sewer ByLaw

CARRIED

ByLaw No. 1786J/UTIL/15 Amendment to Water & Sewer ByLaw – Consent for Third Reading

#15-024

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

That the Council of the Town of Hay River give consent to Third and Final reading to ByLaw No. 1786J/UTIL/15 Amendment to Water & Sewer ByLaw

CARRIED

ByLaw No. 1786J/UTIL/15 Amendment to Water & Sewer ByLaw – Third and Final Reading

#15-025

MOVED BY: DEPUTY MAYOR JUNGKIND

SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER give Third and Final Reading to ByLaw No. 1786J/UTIL/15 Amendment to Water & Sewer ByLaw

CARRIED

Let it be noted that Councillor M^cKay was opposed to the third reading.

10. NOTICES OF MOTIONS

There were no Notices of Motions for the Regular Meeting of Council, January 26th, 2014.

11. NEW BUSINESS

a) NFTI 2014 Interim Report

RECOMMENDATION:

**#15-026 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR M^cKAY**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER

(a) Accepts the Northern Farm Training Institute's "Interim Report to the Town of Hay River on Activities and Expenditures April 1- December 31, 2014" for furtherance to CanNor as part of the reporting requirements to them under contribution agreement; and

CARRIED

**#15-027 MOVED BY: CLLR DOHEY
 SECONDED BY: CLLR MAHER**

(b) Authorizes a further advance to the Northern Farm Training Institute in the amount of \$250,000 in accordance with their specific request and plans at January 12, 2015, pending CanNors approval.

CARRIED

BACKGROUND:

The Town of Hay River has entered into a contribution agreement with CanNor and a partnership with the Northern Farm Training Institute (NFTI) in their collective interests to explore and develop farming/agriculture related visions, initiatives, systems and infrastructure for the betterment of the Town, NWT, and northern parts of the world. With the support of the different levels of government, NFTI is taking the lead on this initiative. Given their role, they are directly incurring costs on behalf of these Governments, and as such there is a need to provide reports and plans to both comply with the funding agreement(s) and ensure that the assigned funds are managed in accordance and consistent with an appropriate accountability and reporting framework. This report and associated request are in accordance/consistent with those expectations and requirements.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Contribution agreement between CanNor and Town of Hay River, in the amount of \$2,000,000 through March 31, 2016.

FINANCIAL IMPLICATIONS:

As per agreement with CanNor; their number 1415-CN-000042.

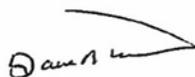
ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

- Interim report at December 31, 2014
- Request for 2nd Funding Draw on CanNor Funds – January 12, 2015

Prepared by:



David Steele
Senior Administrative Officer
January 22, 2015

b) 2015 Capital Budget - Approval

#15-028 MOVED BY: CLLR M^CKAY
SECONDED BY: CLLR JAMESON

THAT THE COUNCIL OF THE TOWN OF HAY RIVER add the Air Conditioner unit for the Fire Hall back into the Capital Budget.

CARRIED

#15-029 MOVED BY: CLLR JAMESON
SECONDED BY: CLLR M^CKAY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approved the 2015 Capital Budget as presented with the amendment of the AC.

CARRIED

15. ADJOURNMENT

#15-033 MOVED BY: CLLR CANDOW

That the Regular Meeting of Council be adjourned at 8:52pm.

CARRIED

Certified Correct as Recorded on the 26th day of January, 2015.

These minutes were accepted by motion #15-039



Mayor

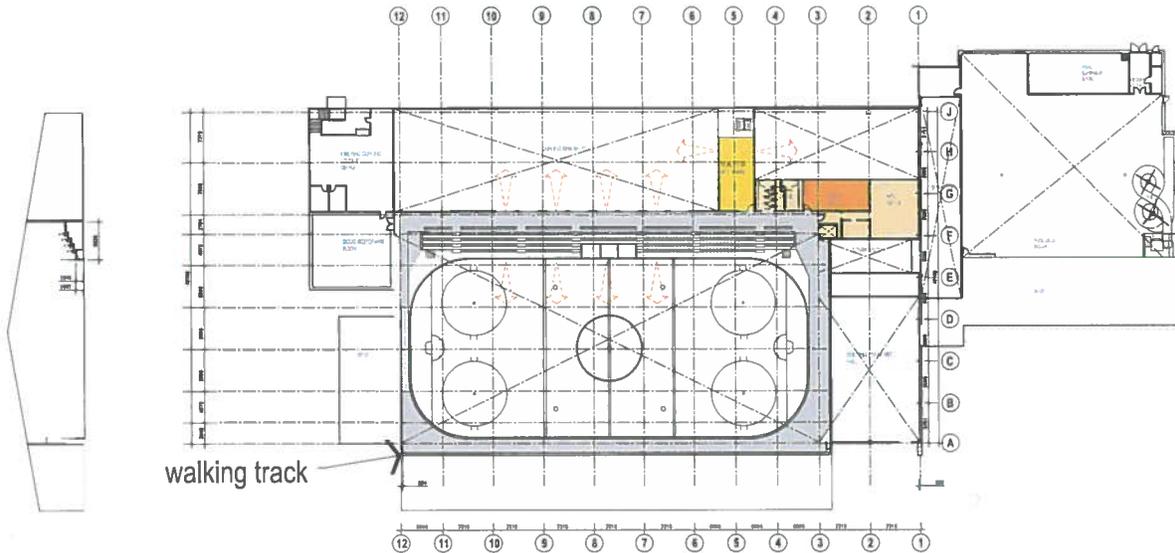
Senior Administrative Officer

re-use and re-invent

8 July 2014

This concept explores renovations and upgrades to the existing long span structures but includes new skate change rooms. Hockey and curling may have shortend seasons.

SECOND FLOOR PLAN

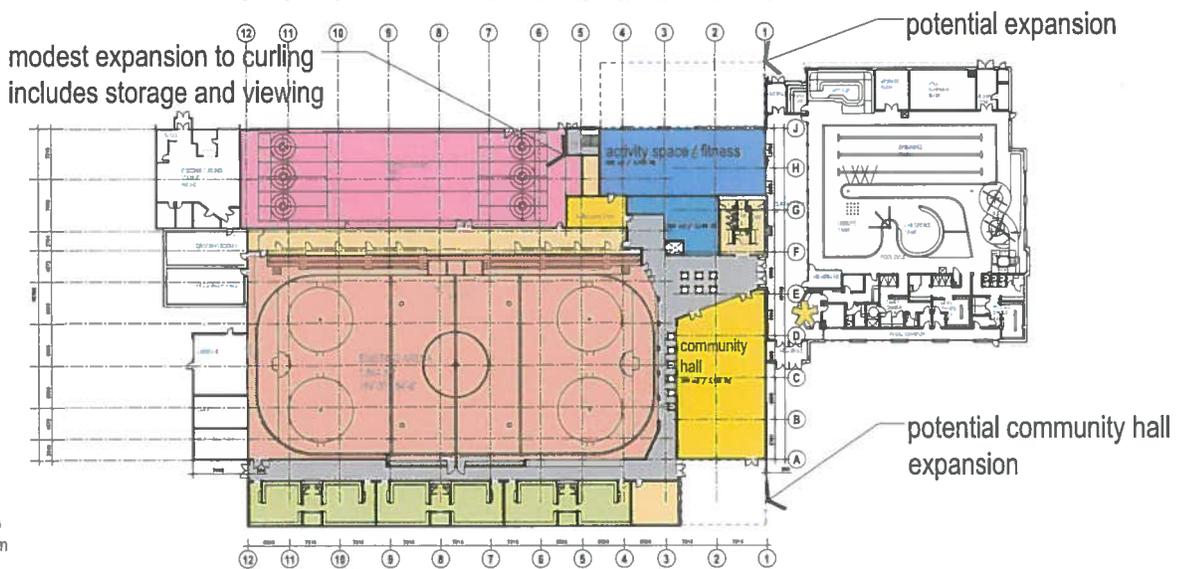


legend

- Entrance / Exit
- Views
- Node
- 1. Opportunity

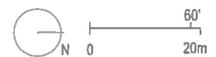
legend

- Lobby / Viewing / Circulation
- Administration / Offices
- Multipurpose / Community Hall
- Service and Mechanical
- Activity/ Fitness Spaces
- Change Rooms
- Arena and Seating
- Curling / Lounge
- Walking Track
- Food Service



GROUND FLOOR PLAN

existing plus 600m2



The Town of Hay River don Stewart recreation centre



bruce carscadden
ARCHITECT

1.

NORTHERN FARM TRAINING INSTITUTE

INTERIM REPORT TO THE TOWN OF HAY RIVER

ON

ACTIVITIES AND EXPENDITURES

April 1 – December 31, 2014

(Pursuant to CanNor Funding Agreement No. 1415-CN-000042)

TABLE OF CONTENTS

1.0	INTRODUCTION	1
1.1	Northern Food Security	1
1.2	Project History	1
2.0	ACTIVITY SUMMARY	3
2.1	Establish NFTI / Business Planning	3
2.2	NFTI Operational Capacity / Staffing	4
2.3	Site Assessment & Planning	6
2.4	Site Development	7
2.5	Buildings	8
2.6	Other Equipment & Facilities	8
2.7	AgNorth Pilot Project	8
2.8	Training, Curriculum Development & Research	9
3.0	PROJECT DELIVERABLES	10
3.1	Deliverables	10
3.2	Benefits	11
4.0	REVENUE AND EXPENDITURE SUMMARY	12
4.1	Revenues & Fund-Raising	12
4.2	Expenditures	13

1.0 INTRODUCTION

The Town of Hay River (the Town) and the Territorial Farmers Association (TFA) agreed to work collaboratively to establish the Northern Farm Training Institute (NFTI) as a permanent, fully-operational farm training campus that can foster and support the development of the NWT agriculture industry.

The site for the NFTI farm campus is an old pork farm, referred to as the “Northern Pork” property, situated approximately 10 km south of Hay River along the MacKenzie Highway. The property, now owned by the Town, is located in an oxbow of the Hay River and is considered prime agricultural land.

1.1 Northern Food Security

At present, there is a strong demand for fresh produce and a huge potential market for increasing food production in the NWT. This is demonstrated by the success of local farmers markets (e.g. Hay River, Yellowknife) and the GNWT’s efforts to support community gardens and greenhouses (via the Growing Forward Initiative).

It is estimated that 8 million kg of fresh produce (fruits and vegetables) is sold each year in the NWT, representing a retail market value of \$18-\$20 million. However, almost all of this produce is shipped in from Canadian, American and Mexican farms and takes an average of 10 days (or longer) to make it from the field to NWT communities. The long distances significantly inflate costs and the travel time reduces the quality of the produce available to NWT residents. In turn, high food costs and poor availability of quality produce affects diets and nutrition and contributes to the prevalence of diet-related chronic diseases.

Increasing local food production (through agriculture training and support) will reduce the dependence on imported food, provide employment and economic opportunities in small communities and lead to improved diets and nutrition for NWT residents.

1.2 Project History

While the need to improve food security by increasing local food production is well understood, there are significant challenges to overcome including access to land for agriculture and a general lack of knowledge and experience in agricultural production. To date, very little has been done, either within the private or public sectors, to specifically build the knowledge and expertise required to increase agricultural endeavours in the NWT.

The TFA decided to help fill this gap by creating the NFTI Living Classroom as a pilot program. During 2013, six (6) three-day farm training workshops were developed and delivered in Hay River to provide hands-on training to local growers and small-scale farmers from across the NWT – in total, 2,160 hours of training was given to 28 participants from 14 communities. Additional workshops were conducted during 2014.

The establishment of the NFTI farm campus on a permanent basis will allow comprehensive agriculture training, research projects and farm business incubation services to be provided – all of which can foster and support the NWT agriculture industry.

Once the initial site development is complete, it is also proposed that the AgNorth project – which involves the use of advanced LED lighting and commercial greenhouse technology to grow fresh produce indoors during winter (or all year) – be incorporated into the campus as a five-year pilot initiative.

2.0 ACTIVITY SUMMARY

The Work Plan for the project is described on pages 16 and 17 of the CanNor Funding Agreement. The activities reported below are presented using the same categories as the Work Plan:

2.1 Establish NFTI / Business Planning

The first area of activity undertaken during 2014/15 was to establish NFTI as a separate, stand-alone organization that could assume responsibility to operate, manage and direct all activities associated with the Northern Farm Training Institute. Key steps completed included:

Establish NFTI

The Northern Farm Training Institute was incorporated as a not-for-profit society under the *Societies Act* of the Northwest Territories on October 2, 2014. The incorporation number is 701942. As an established society, NFTI's objects (as specified in the NFTI Constitution) are:

- To establish and operate a fully-functioning training farm (in the Hay River area) that is environmentally and economically sustainable. Components of the farm operations may include (but are not limited to) farming, gardening, greenhouses, animal husbandry, composting, food processing and retail sales;
- To foster sustainable agriculture in the NWT (and Circumpolar Region) by providing Northerners with hands-on training and advisory services in suitable northern agricultural practices;
- To provide incubation opportunities and support for start-up food production and processing businesses;
- To undertake applied research to improve northern agricultural production and management practices; and,
- To re-invest any profits in the operation or expansion of the farm campus and/or the delivery of agriculture training, applied research and business incubation.

NFTI's initial Bylaws were also established through the Societies application process. The fiscal year end for NFTI was set at December 31st.

Establish Board of Directors

The application to establish NFTI as a not-for-profit society was signed by five individuals, who, as the subscribers to the Application, automatically became the initial Directors of the Society.

The first Board meeting was held on October 7, 2014 in Hay River. The Officers appointed at that meeting were as follows:

President – Jackie Milne
Vice-President – Michael Hansen
Secretary / Treasurer – Rob Marshall

Additional Board meetings were held on:

- November 29, 2014
- December 13, 2014

As of December 31, 2014, the following individuals made up the full NFTI Board of Directors:

- Jackie Milne
- Michael Hansen
- Helen Green
- Rob Marshall
- Mike Maher (ex-officio, non-voting member)
- Keith Dohey (ex-officio, non-voting member)

Funding Strategy

To ensure the future financial viability of NFTI and broaden the level of funding support, some initial work has been completed to identify additional partners and start discussions. Organizations that NFTI has established an opening dialogue with include:

- Industry, Tourism and Investment (GNWT); and,
- Agri-food and Agriculture Canada (AAFC).

Other funding opportunities, such as the Arctic Inspiration Prize, are being investigated as well.

Business Planning

In early 2014, the TFA utilized consultants to develop an initial Business Plan for the development of the Northern Farm Training Institute. By March 31, 2015, the NFTI Business Plan will be updated to incorporate the following:

- Infrastructure development plans (modular buildings, gardens, greenhouses, barn etc.);
- 2015 capital spending forecast;
- Savory Institute accreditation activities;
- 2015 & 2016 farm operations budget (revenue and expense forecasts); and
- 2015 and 2016 training program budget (revenue and expense forecasts).

2.2 NFTI Operational Capacity / Staffing

Following the establishment of NFTI as a legally-incorporated, not-for-profit Society, there has been a concerted effort to identify and complete essential steps to develop NFTI's operational capacity.

Work Plan

From July to December, NFTI has had to make significant changes to its original work plan due to the delays experienced in receiving the CanNor funding and an inability (to date) to engage in meaningful discussions with the Town regarding a long-term lease for the Northern Pork property.

To work around these challenges, NFTI has decided to focus on the purchasing of necessary equipment and building supplies and the construction (off site) of several modular buildings that can be re-located to the site in spring once a long-term lease is in place and site preparations have been completed.

Towards this end, NFTI completed a full-day planning meeting on Saturday, December 27th to discuss the details of the infrastructure work that it intends to complete by March 31, 2015. Key activities completed (or underway) include:

- Stantec review of modular building plans for approval to use in the NWT;
- Rental of a large heated shop in Hay River to use as an indoor construction area; and,
- Purchase of required building materials and supplies.

A Gantt chart detailing tasks and schedules is being developed to help manage the construction and site preparation activity.

Establish Policies and Procedures

A comprehensive Policy and Procedures Manual was prepared and initially reviewed by the Board of Directors at the November 29 meeting. Adoption of the Policy Manual is anticipated at the next Board meeting in January. Key topics addressed in the draft Policy Manual include:

- NFTI Mandate and Strategic Objectives;
- Core Values;
- Code of Conduct;
- Conflict of Interest;
- Health and Safety;
- Board Member Policies;
- Financial Policies;
- Procurement Policy;
- Travel Expenses Policy; and,
- Staff Policies.

The Policy Manual will be revised on a regular basis as NFTI moves from its current “establishment” stage to a fully-operational farm and training institute.

Financial Management

In accordance with the proposal submitted to CanNor, NFTI is building its internal capacity to fully manage all project-related financial matters. Significant steps completed or underway include:

- Set the fiscal year end at December 31st;
- Opened a bank account at the Royal Bank in Hay River;
- Received the first draw of \$250,000 from the Town;
- Received approval for a Royal Bank VISA;

- Working with Ashton to create a Chart of Accounts and have the 2014 transactions entered into Sage 50;
- Hired a local book-keeper (Adam Swanson) to maintain the 2015 electronic books (and beyond); and,
- Preparation of an Interim Accountability Report to the Town (and CanNor) for the period of April 1 to December 31, 2014.

Staffing

To support the hiring of NFTI's first employees, job descriptions (in the form of Role & Responsibility Statements) were prepared for the position of President and the position of Program Coordinator.

At its November 29, 2014 Board meeting, NFTI hired Jackie Milne as a salaried employee, in the role of President, effective January 1, 2015. At the same meeting, Kim Rapati was hired as a wage employee, in the role of Program Coordinator, also effective January 1, 2015.

Remuneration owed to Jackie and Kim for work completed from July to December 2014 was paid out to them as independent contractors.

No work has been completed to date on determining the permanent or part-time staff that will be required for farm operations or teaching once the campus is fully operational. This will be addressed once there is more clarity on the timing for completion of the infrastructure developments.

Communications & Public Awareness

NFTI recognizes that it is important to provide the Town, CanNor, other stakeholders and the general public with accurate and timely information about the project and the delivery of NFTI's agriculture training activities.

Efforts completed to support NFTI's communications and public awareness objectives included:

- Preparation and dissemination of Terms of Reference for the project (in July 2014);
- Correspondence with the Town (July 16, July 30, August 14, August 25, November 17)
- Preparation of a Project Activity Summary – July to September 2014;
- Creation of a website (www.nftinwt.com);
- Public meetings (October 25);
- Meetings with Council (August 11, October 6); and,
- Meetings with Town Administration (July 22, August 27, Sept 23, Nov 17)

2.3 Site Assessment & Planning

Given the current derelict condition of the Northern Pork site, NFTI started by arranging for the completion of some initial assessment work to establish a "baseline" understanding of the property and identify any potential impacts from the historical activity on the property.

Key activities completed include:

- Photos of the site as it exists today;
- Tracey Williams - site assessment visit (a 2nd opinion from an agriculture specialist)

- Hired Stantec to undertake an initial assessment. Work completed includes:
 - Structural Report (pig barn and feed mill) – December 8 draft
 - Pre-Demolition Hazardous Building Materials Assessment – December 9 draft
 - Phase 1 Environmental Assessment – December 17 draft

As noted in section 2.2 above, NFTI completed a full-day planning meeting on Saturday, December 27 to discuss details regarding its infrastructure design and construction activities. Following from this meeting, several site maps showing the location, description and size of various infrastructure components were finalized. These maps will be used in an upcoming presentation to Town Council scheduled for January 12th.

2.4 Site Development

NFTI's original intent was to begin site preparations (road repair, garbage removal, demolition of old pig barn, restore power etc.) in late summer and complete as much of this work as possible before the onset of winter.

On August 19, 2014, the Hay River Council approved a Motion (#14-280) that the Town enter into a 2 year partnership with the TFA / NFTI to develop the Northern Pork site and identify a portion of that for research farming.

Given the delay that occurred in receiving funding, very little site work has been completed. Activities connected to site development completed so far include:

- Tree removal under the power line. For safety reasons, this work was arranged by Northland Utilities while a contractor was available in Hay River (in October) doing other brushing work for Northland. NFTI is still responsible for clearing a corridor on both sides of the power line. Once this is done, Northland will proceed to repair the line and restore electrical service. NFTI will be responsible for paying the tree removal and line repair costs;

- Several verbal and written requests to the Mayor and/or Council to begin discussions on the development of a suitable, long-term lease agreement (or similar mechanism) for all, or a portion, of the Northern Pork site. As of December 31st, no formal discussions with the Town had been initiated, however, a presentation on site planning scheduled for January 12th is anticipated to be a catalyst in getting a process going; and,

- Planning for the necessary site preparations (power, barn, road, garbage etc.) has been mostly completed but site work won't proceed until a lease is in place and any required permits / authorizations have been secured.

2.5 Buildings

The proposal originally contemplated the design and construction of a multi-purpose building that would contain a kitchen, cooler, teaching space, office space and the AgNorth pilot project.

Due to several factors already touched on earlier, NFTI's focus now is on the design and construction of modular pieces of infrastructure that can be built off-site and re-located to the site once the lease, permits and site preparations are all complete.

The main infrastructure planned for the site includes:

- A modular kitchen / cooler building – 16' x 40';
- A modular bathroom & laundry building – 16' x 40';
- A modular power shed – 12' x 12'
- Various tents and yurts (on wooden platforms) to house students and guests;
- A large yurt for eating / gathering / teaching – 32' across;
- A large canvas building for storage and an animal barn – 65' x 140';
- A large "hoop" greenhouse – 35' x 150'; and,
- Several smaller south-facing greenhouses – 16' x 40'.

As of December 31st, NFTI had begun purchasing some of the building materials and have rented a large shop to work inside during winter. Once the building plans have been reviewed and modified (by Stantec) to accommodate "steel skid" foundations, local carpenters and labour will be hired to begin construction of various camping platforms and modular buildings.

2.6 Other Equipment & Facilities

Once the first funding draw was received by NFTI in mid-November, immediate steps were taken to begin purchasing some of the machinery and equipment that will be needed for site development work and the eventual operation of the farm. Major purchases included:

- A used 4x4 pick-up truck with a blade attachment for snow removal; and,
- A mulcher attachment and a shearer attachment for removal of trees and stumps.

2.7 AgNorth Pilot Project

As per the original proposal, a five-year pilot project to test the technical and economic performance of the AgNorth modular farm system was planned as an initial research project that would be included as part of the NFTI farm campus.

NFTI and the AgNorth team are still interested in pursuing this pilot project, however, this work cannot proceed until the basic layout for the NFTI campus has been finalized and NFTI has a secure, long-term lease agreement (or similar mechanism) for the property.

No activity or expenditures on the AgNorth pilot project occurred between April 1 and December 31, 2014.

2.8 Training, Curriculum Development & Research

During 2013 and 2014, the NFTI training program, which comprises a series of workshops, was delivered on a pilot basis and was very successful and well received.

For 2015, NFTI plans to deliver the same program as before plus two (2) specialized Arctic week-long programs for students from more northern areas.

NFTI is very pleased to report that it has been selected as the first Savory Hub candidate site in Canada and will be working towards becoming a fully-accredited Hub by the end of 2015. Once complete, this accreditation and affiliation with the Savory Institute means NFTI will have access to technical and teaching support and thus be able to deliver unique agriculture programs that could attract students from North America and internationally.

To achieve this prestigious accreditation, NFTI will need to complete the following milestones in 2015:

- Send staff and teachers for training to become SI accredited professionals;
- Send management staff for Hub leadership bootcamp training; and,
- Maintain management influence or control over a local demonstration site for the purposes of education, training and research. This site must be managed using the Savory Institute's Holistic Management practices and procedures.

3.0 PROJECT DELIVERABLES AND BENEFITS

This section of the Interim Accountability Report summarizes the deliverables generated by the project and the associated benefits.

3.1 Deliverables

The various project deliverables to December 31, 2014 are listed below by activity area. Copies of documents or photos are available from NFTI upon request:

Establish NFTI / Business Planning

- NFTI Certificate of Incorporation
- NFTI Board Meeting Minutes
 - October 7, 2014
 - November 29, 2014
 - December 13, 2014

NFTI Operational Capacity

- NFTI Policy and Procedures Manual (draft)
- Role & Responsibility Statements – President & Program Coordinator
- NFTI correspondence and planning documents (various)
- Website (www.nftinwt.com)
- Council / Public meetings – posters and presentations

Site Assessment & Planning

- Baseline photos
- Stantec reports:
 - Structural Report – December 8 draft
 - Pre-Demolition Hazardous Building Materials Assessment – December 9 draft
 - Phase 1 Environmental Assessment – December 17 draft
- Site map – proposed location of NFTI infrastructure components

Site Development

- NFTI Site Development Presentation – draft

Buildings

- Modular building plans – as submitted to Stantec for review

Training & Curriculum Development

- Savory Institute – invitation letter re: Hub accreditation

3.2 Benefits

In addition to the benefits that NFTI can provide to the NWT agriculture sector through training and support, there will also be tangible benefits to the Town of Hay River and to the local economy as a result of this project.

Benefits to the Town

At present, the Northern Pork site has been inactive for at least 25 years and is in a derelict condition. The pig barn has partially collapsed and there are old vehicles, mobile structures and garbage lying around.

Site improvements that NFTI will make, which will directly benefit the Town as the property owner, are estimated at \$180,000 as shown below:

- Site assessment work – \$40,000
- Tree removal and brushing of vegetation – \$50,000
- Road repair and fencing – \$30,000
- Demolition of the pig barn and garbage / waste removal – \$35,000
- Power line repair - \$25,000

Local Economic Benefits

As of December 31st, NFTI had spent approximately \$200,000 and had another \$50,000 in accounts payable for a total financial outlay of approximately \$250,000 between April 1 and December 31st (see section 4.0 below for details).

Out of the total \$250,000 in expenditures & payables, about 35% (~\$88,250) occurred in the local economy, as shown below:

- Local businesses and suppliers –20%; and,
- Local wages – 15%.

As the project moves into the site development work, the extent of the project spending on local suppliers, labour and contractors will rise significantly.

4.0 REVENUE AND EXPENDITURE SUMMARY

This section summarizes the revenues received and fund-raising efforts to date and provides a breakdown of the project expenditures to December 31, 2014.

4.1 Revenues & Fund-Raising

NFTI received an initial draw of \$250,000 from the Town in November. A written request for another \$250,000 will be submitted to the Town in early January.

As per the proposal submitted to CanNor, the Town of Hay River and the Territorial Farmers Association (TFA) were expected to make in-kind contributions to the project. As well, NFTI was planning to pursue other funding sources in order to take full advantage of the CanNor funding commitment.

The status of the in-kind contributions and NFTI's fund-raising efforts (as of December 31st) is itemized below:

Town of Hay River

The Town's major contribution to the project is to provide NFTI with access to the Northern Pork property on a secure and long-term basis. NFTI and the Town have had some preliminary discussions on this matter but the Town Council has requested that a site development plan be presented to it before serious discussions begin regarding the terms of a lease. NFTI is scheduled to present a plan to the Council in early January.

Territorial Farmers Association

The TFA has made several in-kind contributions to the project, which total approximately \$100,000 in value. A summary of these contributions is shown below:

- Unpaid staff time for Jackie Milne from April to July – \$20,000 (estimate)
- Mobile kitchen – \$50,000 (estimate)
- Cost to prepare the NFTI Business Plan – \$25,000
- Cost to prepare the NFTI proposal submitted to CanNor – \$5,000

Fund-raising

Given the delay that NFTI experienced in receiving the CanNor funding and the subsequent need to re-organize the project work plan and make essential purchases, NFTI did not have an opportunity to formally pursue any other funding sources.

NFTI has had some casual contact with officials at Ag Canada, ITI and ECE and will be following up on these opportunities in January.

4.2 Expenditures

Following is a summary of the major expenditures, organized by categories, made by NFTI from the first draw of \$250,000:

Category 1: Establish NFTI / Business Planning

Category 2: NFTI Operational Capacity

Category 3: Site Assessment & Planning

Category 4: Site Development \$ 0.00

Category 5: Modular Buildings (changed from “Multi-Purpose Building”)

Category 6: Equipment & Other Facilities

Category 7: AgNorth Pilot Project \$ 0.00

Category 8: Curriculum Development / Accreditation

• Savory Institute – training deposit		<u>\$ 5,000.00</u>
	Sub-total	\$ 5,000.00
	Total =	\$194,068.76

In addition, NFTI had the following items in accounts payable (as of December 31st):

• Concept Energy Services – materials & steel skids	\$ 29,939.07
• Stantec – structural, environmental and hazmat assessments	\$ 17,278.58
• Superior Propane (to heat rented shop)	\$ 1,596.27
• Northland Utilities (power in rented shop)	<u>\$ 1,330.35</u>
	Total pending payables = \$ 50,144.27

In summary, NFTI's free bank balance at December 31st was \$5,786.97.

January 12, 2015

Mr. David Steele

77A Woodland Drive
 Box 4386, Hay River NT, X0E 1G3,
 Tel: (867) 874-4706
 Fax: (867) 874-3641
 Email: Admin@nftinwt.com
www.nftinwt.com



Senior Administrative Officer
 Town of Hay River

Re: NFTI Project – Request for 2nd Funding Draw on CanNor Funds

Following is a summary of the major expenditures, organized by categories, made by NFTI from the first draw of \$250,000:

Category 1: Establish NFTI / Business Planning

• Liability insurance	\$ 1,050.00
• Laptops (2)	\$ 2,939.98
• Computer software	\$ 1,237.97
• Office supplies	\$ 72.02
• WSCC dues	<u>\$ 1,170.00</u>
Sub-total	\$ 6,469.97

Category 2: NFTI Operational Capacity

• R. Marshall & Associates – fees and expenses (July to Dec)	\$30,035.00
• Indian Summers (J. Milne) – fees and expenses (July to Dec)	\$36,750.00
• K. Rapati – fees and expenses (July to Dec)	\$ 1,000.00
• Bank charges	\$ 157.69
• Email & web site set-up & subscription	\$ 354.10
• Vehicle registration	\$ 49.99
• Shop – deposit & rent	\$18,600.00
• Shop – repairs & maintenance	\$ 136.47
• Travel (Buffalo book of tickets)	<u>\$ 1,300.00</u>
Sub-total	\$88,383.25

Category 3: Site Assessment & Planning

• Tracey Williams – site visit	<u>\$ 1,383.90</u>
Sub-total	\$ 1,383.90

Category 4: Site Development

\$ 0.00

.../2

January 12, 2015
 Page 2

Category 5: Modular Buildings (changed from "Multi-Purpose Building")	
• Barn plans	\$ 360.33
Sub-total	\$ 360.33
Category 6: Equipment & Other Facilities	
• Tree mulcher and shearer attachments	\$73,024.35
• Freight (for mulcher and shearer attachments)	\$ 2,000.00
• Mulcher & shearer attachment adaptor modifications	\$ 785.48
• Used pick-up truck / snow plow attachment	\$16,378.95
• Farm supplies	\$ 72.93
• Fuel	<u>\$ 209.60</u>
Sub-total	\$92,471.31
Category 7: AgNorth Pilot Project	
	\$ 0.00
Category 8: Curriculum Development / Accreditation	
• Savory Institute – training deposit	<u>\$ 5,000.00</u>
Sub-total	\$ 5,000.00
Total =	\$194,068.76

In addition, NFTI has the following items in accounts payable:

• Concept Energy Services – materials & steel skids	\$29,939.07
• Stantec – structural, environmental and hazmat assessments	\$17,278.58
• Superior Propane (to heat rented shop)	\$ 1,596.27
• Northland Utilities (power in rented shop)	<u>\$ 1,330.35</u>
Total pending payables	\$50,144.27

Our current free bank balance after accounting for the pending payables is \$5,786.97 (i.e. \$250,000 - \$194,068.76 actual expenses - \$50,144.27 payables).

As per the requirements outlined in Appendix B of the CanNor Funding Agreement, NFTI is preparing an interim report which will provide additional information on all project-related activities and expenditures from July to December 2014. It is anticipated that this report will be provided to the Town by January 15, 2015.

.../3

January 12, 2015

Page 3

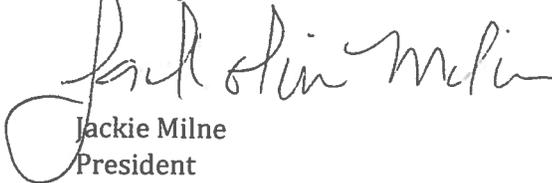
Given the winter conditions, our efforts are now mainly focused on the purchase of necessary equipment and building materials and the construction (off-site) of several modular buildings and storage facilities that can be re-located to the site in spring, once the snow is gone and a long-term lease arrangement (or similar) for access to the site is in place between the Town and NFTI.

NFTI is hereby requesting a second draw of \$250,000 which will be spent on office expenses, contractor fees, equipment and materials purchases and construction labour. A breakdown of the forecast expenditures is provided below:

NFTI office expenses and wages (J. Milne & K. Rapati)	\$ 20,000
Stantec – balance of assessment work / engineered plans	\$ 20,000
Contractor fees	\$ 25,000
Shop rent & utilities	\$ 10,000
Building materials	
65' x 144' canvas structure	\$110,550
Greenhouse	\$ 25,000
Labour (carpentry & other trades)	\$ 25,000
Contingency	<u>\$ 14,450</u>
Total	\$250,000

If you have any questions, please do not hesitate to contact me at 874-4706 or at jackie@nftinwt.com. Your support and assistance is greatly appreciated.

Sincerely,



Jackie Milne
President

**Town of Hay River
'Provisional' 2015 Capital Budget**

---Summary---
(\$000)

["Amended" as at January 26, 2015]

Carry forward from 2014	\$	
Community Public Infrastructure		4,524.7
Gas Tax		1,210.1
GNWT Accessibility Funding		59.0
Trans Canada Trail Foundation		124.2
		\$ 5,918.0

Add: 2015 Funding		
Community Public Infrastructure		1,260.0
Gas Tax Funding		1,016.0
Interest		60.0
ITI of GNWT(Application Based re VIC)		50.0
Available to Invest		\$ 8,304.0

Less: 2015 Priority Projects as per detailed schedule [attached]
Unallocated - [as potential 'reserve' for DSRC project?]

		4,103.9
		\$ 4,200.1

**5 Year Capital Plan - 2015- 2019
(\$000) - "Amended" Draft @ January 26, 2015**

Project	Priority / Status	Budget	Year						
			2015	2016	2017	2018	2019	2020+	
Fire Hall - Construction Holdbacks	In progress	30.0	30.0						
#2 Pumper	166	376.0		376.0					
Collapsible Radio Tower	New Item	30.0	30.0						
Bunker Gear	151	68.3	10.8	11.0	11.3	11.5	11.7	12.0	
Replace Radios	151	20.2	3.2	3.3	3.4	3.4	3.4	3.5	
Thermal Imaging	103	14.0	14.0						
Upgrade SCBA	160	8.5	8.5						
Air Conditioning Fire Hall	New Item	30.0	30.0						
Pressure Washer	New Item	2.5		2.5					
Wildfire Protection Plan	New Item	25.0	25.0						
Replace Flooring @ERTC	New Item	3.0	3.0						
Subtotal Protective Services		607.5	154.5	392.8	14.7	14.9	15.1	15.5	
Debenture - Acquatic Centre	111	3,600.0	265.0	265.0	265.0	265.0	265.0	2,275.0	
Rec Centre	201	24,000.0	600.0	2,000.0	2,000.0	2,000.0	2,000.0	15,400.0	
Trans Canada Trail	In progress	248.4	248.4						
Van Replacement-R&CS	67	40.0	40.0					-	
Outdoor Rink	New Item	100.0	50.0	50.0					
Visitor Information Centre	New Item	112.0	112.0						
Pine Point Park Upgrades	157	50.0	25.0	25.0					
Subtotal Recreation & CS		28,150.4	1,340.4	2,340.0	2,265.0	2,265.0	2,265.0	17,675.0	
Lift #1 Upgrade[Carryover]	In progress	60.0	60.0						
Lift #2 Upgrade[Carryover]	In progress	50.0	50.0						
Hearse	95	25.0	25.0						
General Plan[In House]	In progress	10.0	10.0						
Watermain-McRorie/N.Store	New Item	550.0	550.0						
McBryan Upgrade	Not Scored	2,200.0	1,200.0	1,000.0					
Paving of Main Service Road	New Item	400.0	400.0						
Truck Replacement -PW&P	New Item	32.0	32.0						
Truck Replacement -PW&P	New Item	32.0	32.0						
WTP Upgrades	178	1,500.0	125.0	275.0				1,100.0	
Subtotal Public Works & Planning		4,859.0	2,484.0	1,275.0	-	-	-	1,100.0	
Town Hall	168	4,000.0	50.0				400.0	3,550.0	
General Admin. & IT	70	375.0	75.0	60.0	60.0	60.0	60.0	60.0	
Subtotal Finance & Administration		4,375.0	125.0	60.0	60.0	60.0	460.0	3,610.0	

SCBA Compressor	New Item	25.0						25.0	
Fire Hall (Demolition)	Not Scored	500.0							
Vale Island Drainage Work	In progress	200.0		100.0	100.0		500.0		
Landfill Improvements	In progress	200.0		100.0	50.0		50.0		
Woodland Drive Waterline	Not Scored	250.0		250.0					
Riverview Water/Sewer Line	Not Scored	4,000.0					2,000.0	2,000.0	
Wright Upgrades	Not Scored	1,500.0			1,500.0				
1 Ambulance	193	150.0							150.0
2 Heavy Rescue	166	150.0						150.0	
3 New Landfill	154	850.0				50.0		50.0	750.0
4 Emergency Mains Repairs	153	1,000.0		250.0	250.0		250.0	250.0	
5 Pre-engineering Surveys	143	250.0			50.0		50.0	50.0	50.0
6 Sewage Lagoon	137	250.0							250.0
7 Park Signage	132	15.0					15.0		
8 Sewer Repairs	120	200.0							200.0
9 Lift #3 Upgrade	119	60.0							60.0
10 Road/Sidewalk Construction	111	1,500.0						1,500.0	
11 Energy Efficiency	107	250.0							250.0
12 Flood Remediation	100	100.0							100.0
13 Beautification	98	200.0							200.0
14 Grader	87	200.0							200.0
15 Beaver and Caribou	86	250.0							250.0
16 Trucked Water Feasibility Study	82	50.0							50.0
17 Relocate Truck Fill	78	500.0							500.0
18 Old Town Roads Rehab	64	300.0							300.0
19 Archiving	58	67.4							67.4
20 Skid-steer	49	50.0							50.0
21 Paradise Road Realignment	45	500.0							500.0
22 Salt Shed	43	50.0							50.0
23 Drainage Improvements	29	200.0							200.0
24 AMR Water Meter Upgrade	16	300.0							300.0
Total	52,109.3	4,103.9	4,817.8	4,339.7	5,204.9	5,265.1	28,377.9		

52109.3