



**TOWN OF HAY RIVER
MUNICIPAL SERVICES COMMITTEE MEETING**

*October 23rd, 2018
6:30 PM*

AGENDA

PUBLIC INPUT

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DECLARATION OF INTEREST**
- 4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**
 - a) Proclamation – Recognize November as Indigenous Disabilities Awareness Month
- 5. ADMINISTRATIVE ENQUIRIES**
- 6. NEW BUSINESS**
 - a) Emergency Services Activity Report for September – page 3-24
 - b) Municipal Enforcement Activity Report for September – page 25-26
 - c) Discussion on Smoking Bylaw Amendment and Cannabis – page 27-32
- 7. ADJOURNMENT**

**Indigenous Disabilities Awareness Month
November, 2018**

BE IT KNOWN to whom these presents do concern;

WHEREAS the Town of Hay River is committed to creating an accessible and inclusive community.

AND WHEREAS 47% of the population of Hay River is Indigenous peoples.

AND WHEREAS the rate of disability within the Indigenous population is conservatively estimated at 31%-- at least two-times higher than that of the non-Indigenous population.

AND WHEREAS Indigenous peoples living with disabilities in our community face unique challenges as a marginalized population within a marginalized population.

AND WHEREAS Indigenous peoples in our community disproportionately face complex life barriers, from a legacy of colonialism that can cause disability, including: poverty, food insecurity, homelessness, victimization, trauma, and lack of resources.

AND WHEREAS disability services often rely on medical understandings of disability that undermine Indigenous community knowledge and experiences.

AND WHEREAS Indigenous peoples living with disabilities are resilient and make important contributions to our community that must be honored.

NOW THEREFORE, I, **Brad Mapes**, Mayor of the Town of Hay River, by the power vested in me, do hereby proclaim November, 2018 as Indigenous Disabilities Month, in the Town of Hay River.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Hay River to be affixed this 23rd day of **October** 2018.

Mayor



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES

DATE: OCTOBER 23, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

RECOMMENDATION:

That the Council of the Town of Hay River accepts the Protective Services Activity Report for September, 2018 as presented.

BACKGROUND:

Summary:

Training for September focused on Mass Casualty Incidents and Medical Training. Members of the department participated in the On-Scene Command Course, Triage, Packaging and Transport provided by Infrastructure in preparation for the Airport Exercise. We also held an advanced skills course where Advanced Medical Solutions provided training. All of this training will make our medical teams much more confident when dealing with large scenarios or complex responses.

The Airport Exercise was also a great learning tool for the department. Both strengths and weaknesses within all response agencies were identified. The Hay River Fire Department Fire, Rescue and Medical team were commended for their performance in the formal exercise report on the exercise (attached). One highlight of the exercise was the total commitment shown by the administration of the Town of Hay River by participating along with the Protective Services Division.

The Director of Protective Services is presently involved in a 1-year process with Hay River Health and Social Services to obtain Accreditation for their Emergency Department. This process will help to ensure that Pre-Hospital Care is in line with what the requirements of the Emergency Department are, and will build a better team all around, which will better customer service to our clients.

Meetings:

PWS Committee Meeting
Municipal Services Meeting



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES

DATE: OCTOBER 23, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

Council Meeting
Fire Meetings
Management Meetings
RCMP Meeting
FMO Meeting
Hospital Accreditation Meetings
SAO Meeting

During the month of September 685 paid on-call hours were served by the members of the HRFD for a year to date total of 4,061.5 hours.

STATISTICS

	September 2016	September 2017	September 2018	2018 YTD
Patient Transfers	9	13	8	109
Medical Emergency Local	17	13	12	125
Medical Emergency Reserve	2	1	1	14
Medical Emergency Highway	0	0	0	6
Medical Emergency Out of Town Patients	3	1	0	12
Body Transfer	3	0	2	8
Fires & Rescues	3	1	3	19
False Alarms	1	2	2	26
Training	3	4	4	35
Special Training	10	0	4	20
Cleanup & Maintenance	3	4	4	34
Fire Permits	0	4	0	17



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	September 2016	September 2017	September 2018	2018 YTD
Fireworks Permits	2	1	2	8
Public Safety	0	0	0	22
Inspections	3	6	8	60

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, Full Service, Repair Air Leaks
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



REPORT TO COMMITTEE

COMMITTEE: MUNICIPAL SERVICES

DATE: OCTOBER 23, 2018

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MONTHLY REPORT OF ACTIVITIES

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Hay River Airport Exercise

Prepared by:

Ross Potter

Director Protective Services/Fire Chief

Date: October 17, 2018

Reviewed By:

Judy Goucher

Senior Administrative Officer

Date: October 17, 2018



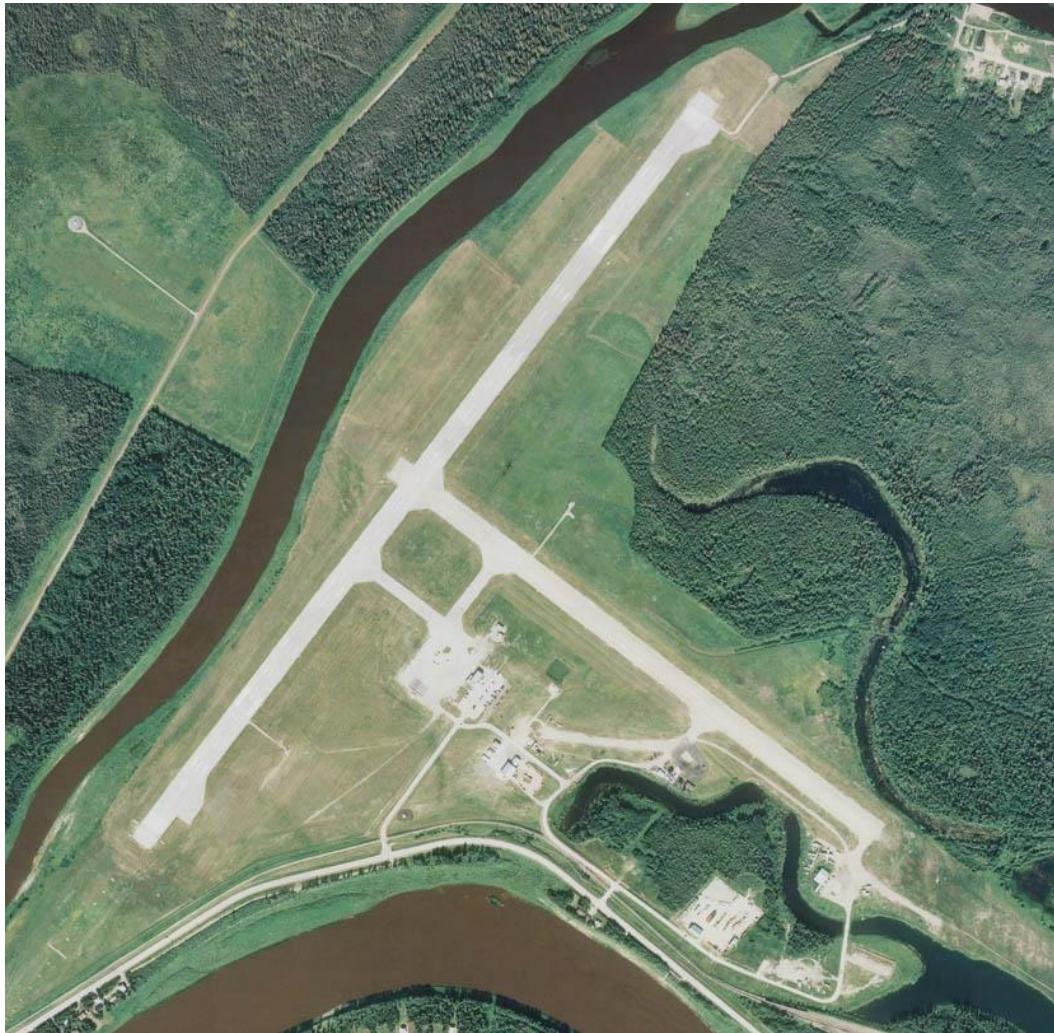
Government of
Northwest Territories

Gouvernement des
Territoires du Nord-Ouest

DEPARTMENT OF INFRASTRUCTURE AIR, MARINE & SAFETY DIVISION HAY RIVER MERLYN CARTER AIRPORT

FULL SCALE EMERGENCY EXERCISE REPORT

September 13, 2018





INTRODUCTION

Government of the Northwest Territories, Department of Infrastructure (INF), Air, Marine and Safety Division is required through Canadian Aviation Regulations (CARs) to exercise its airport emergency plans regularly. This requirement is met through tabletop and full scale exercises. Air, Marine & Safety Division working with various organizations ensures that these exercises involve the community's emergency response agencies, other government departments, both Territorial and Federal, as well as private businesses that form part of the community's emergency response team.

The objective of a full scale emergency exercise is to build upon existing community emergency response capacity to effectively respond to aircraft accidents and incidents at Airports.

The full scale airport emergency exercise held in Hay River on September 13, 2018 was successful due to the contribution and effectiveness of the community emergency response agencies, Department of Infrastructure staff, as well as volunteers who participated in the exercise.

Debriefing was carried out with all responding personnel after the exercise to discuss any issues identified during the exercise. The items identified and possible solutions are contained within the body of this report.

It is important to note that an emergency exercise is not a "pass" or "fail" scenario. The exercise is designed to be a practical training tool for everyone involved. The exercise allows for an evaluation of emergency plans, procedures and policies as well as the identification of weaknesses where additional training and resources may be necessary to improve the emergency response process.

Hareg Omer
Exercise Director
Operations, Safety and Emergency Planning Officer
Air, Marine & Safety Division
Department of Infrastructure
Government of the Northwest Territories



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AIRPORT

Airport: Hay River Merlyn Carter

Type of Exercise: Full Scale Airport Emergency Exercise

Time: 10:00am

Duration of Exercise: Approximately 1:10 minutes

Exercise Director: Hareg Omer, Operations, Safety & Emergency Planning Officer

Date of last Full Scale: September 17, 2014

AGENCIES INVOLVED

- Town of Hay River
 - Hay River Fire Department
 - Hay River Emergency Measures Organization (EMO)
- Government of NWT
 - Department of Infrastructure, Air, Marine & Safety Division
 - Department of Infrastructure, Hay River Merlyn Carter Airport
 - Hay River Hospital
- Other Agencies and Organizations
 - Hay River RCMP Detachment
 - Hay River Airport Community Aerodrome Radio Station (CARS)

AGENCIES NOTIFIED

- Government of NWT (GNWT)
 - Department of Infrastructure, Regional Superintendent
 - Department of Infrastructure, Regional Airport Manager
 - Department of Infrastructure, Public Affairs
 - Municipal and Community Affairs (MACA)
 - Public Safety Canada
 - Risk Management and Insurance Treasury, Department of finance
 - Environment and Natural Resources (ENR)
 - Department of Health and Social Services (DHSS)
 - NWT Fire Marshal
 - Chief Coroner
- Other Agencies
 - Canadian Transport Emergency Centre (CANUTEC)
 - Royal Canadian Mounted Police (RCMP), G Division Headquarters
 - Transport Canada, Aerodrome Safety
 - Transport Canada, Aviation Operations Centre
 - Transportation Safety Board (TSB)
 - Department of National Defense (DND)/Joint Task Forces North
 - JRC Trenton
 - NAV CANADA – Edmonton Flight Information Centre



EXERCISE OBJECTIVES

Evaluate interagency coordination and procedures in response to a major aircraft accident.

EXERCISE PLANNING

Initial Contact for Participation:

The initial community consultation was completed by Alec Hanna, Manager, Air Safety & Security on February 2, 2018 in Hay River. The community agreed to participate in the delivery of the On-Scene Controller, basic emergency first responders training (Triage, Packaging and Transport) and full scale airport emergency exercise.

Exercise Planning Meetings

Exercise planning meetings were completed on May 18, 2018 and September 10, 2018 at the Airport Emergency Operations Centre with the various participating agencies.

Exercise Debriefing:

Exercise debriefing involving participating agencies was completed by Hareg Omer, Operations, Safety & Emergency Planning Officer on September 13, 2018 at the Airport Maintenance Garage. The minutes of the meeting have been incorporated in the Observation and Recommendation section of this report. The report will be distributed to debriefing meeting attendees.

Final Exercise Meeting:

A final meeting with participating agencies to review the draft exercise report was completed by Hareg Omer, Operations, Safety & Emergency Planning Officer on Wednesday, October 3, 2018 in Hay River.

Exercise Debriefing Attendees	
Jayden Smith, Hay River Fire Department (HRFD)	Trent Atwell, HRFD
Lauren Hargraves, HRFD	Alexander Luckham, HRFD
Ross Potter, HRFD	Gary Vizniowski, Hay River Health & Social Services Authority (HRHSSA)
Ralph Sanguzez, HRFD	Alvin Pitre, HRHSSA
Morgan Monkmen, HRFD	Ian Lafferty, Hay River Airport
Korin Carter, HRFD	David Gauthier, Hay River Airport
Elliot Merz-Wood, HRFD	Alex Daigneault, Hay River Airport
Garett Flaherty, HRFD	Terry Courtoreille, Hay River Airport
JR Barnes, HRFD	Alec Hanna, Air, Marine & Safety Division
Stacey Barnes, HRFD	Betty Harder, Hay River Airport
Jordan Groenewegen, RCMP	Al Buth, Hay River Airport
Keelian Chicoisne, RCMP	Brandon Humbke, RCMP
Jeff Stephen, RCMP	Brian Davie, RCMP
Meag Shouhda, Air, Marine & Safety Division	Mike Handley, Air, Marine & Safety Division
Travis Wright, Office of Fire Marshal	



EXERCISE SCENARIO

Airline:	Mad Dog Airlines
Aircraft:	ATR 42
Registration:	C-XXXX
Flight Number:	1234
Crew:	3 crew (2 pilots and 1 flight attendant)
Fuel:	3500
Phase of Ops:	Departing Hay River Airport
Cargo:	Luggage and dangerous goods (aerosols 6kg gross weight)
Passengers:	27 passengers
Flight Plan:	Hay River to Yellowknife

Weather

The weather in Hay River at the time of the accident was 7°C.

Scenario

At approximately 11 am MDT, a scheduled Mad Dog Airways flight 1234 departed runway 14 at Hay River Merlyn Carter Airport with 2 pilots, 1 flight attendant and 27 passengers on board. Shortly after rotation, cylinder head temperatures increased and both engines began to lose power. The pilots attempted to return to the airport, but were unable to maintain altitude. The aircraft crashed before reaching the runway. The aircraft sustained substantial damage.

Scene:

The CARS Observer/Communicator noticed the crash and notified local emergency response agencies. Smoke is visible from the crash site.

Location of Crash Site:

The simulated crash site was located by the field near the Airport Maintenance Garage.



EXERCISE TIMELINE:

(All times are local and approximate)

- 11:00 Exercise initiated through communication with the Community Aerodrome Radio Station (CARS), Observer Communicator (O/C)
- 11:01 CARS O/C notified Edmonton Flight Information Centre
- 11:02 CARS O/C notified Fire Department and advised that smoke is visible
- 11:03 CARS O/C notified Hay River Hospital and advised number of individuals on board
- 11:04 CARS O/C notified Hay River RCMP and passed on available information
- 11:06 CARS O/C notified Hay River Airport Manager and passed on available information
- 11:08 RCMP members received information from dispatch
- 11:08 CAR O/C notified Air, Marine & Safety Division Duty Manager and passed on available information
- 11:08 Hospital fan-out initiated
- 11:10 CARS O/C called ATS Services but got answering machine
- 11:11 Airport Manager contacted NAV Canada
- 11:12 Airport Manager contacted RCMP, Hospital and Airlines
- 11:13 Airport Manager contacted Air, Marine & Safety Division Duty Manager
- 11:14 Airport Manager contacted Hay River Fire Department
- 11:14 Fire truck arrived at the scene
- 11:14 Airport maintenance staff, ambulance and RCMP arrived at the scene
- 11:15 Airport maintenance staff activated as On Scene Controller (OSC)
- 11:15 Airport Manager contacted the Regional Superintendent
- 11:17 CARS O/C called Airport Maintenance staff to get updated Runway Surface Condition (RSC) report
- 11:17 Airport maintenance staff started triage
- 11:17 RCMP established road blocks
- 11:18 Walking wounded started being removed from the scene
- 11:19 Fire Chief arrived in the Airport Emergency Operations Centre (EOC)
- 11:20 Fire Department established casualty collection area
- 11:21 Fire Department staff started completing secondary triage at the casualty collection area
- 11:22 Airport Manager advised airport staff at crash site to separate walking casualties away from aircraft
- 11:22 EOC informed airport staff to stand down until Fire Department contains dangerous goods on board aircraft
- 11:23 CARS O/C contacted another O/C for assistance
- 11:23 CARS O/C received call from Hospital asking if Runway was accessible for medivac flights. Received information from Airport Manager that runway is accessible. CARS O/C passed this to Hospital
- 11:25 Fire Department staff put out the fire
- 11:26 Fire Department staff activated as Triage Officer and started triage of causalities
- 11:27 First casualty secured onto a backboard and placed in an ambulance
- 11:26 EOC received confirmation that RCMP established road blocks
- 11:30 First ambulance left the scene with casualties to the Hospital
- 11:32 CARS O/C received RSC report from Maintainer
- 11:34 Fire Department staff located dangerous goods on board the aircraft
- 11:35 Fire Department staff removed dangerous goods away from the aircraft
- 11:40 Second ambulance left the scene with casualties to the Hospital
- 11:43 EOC advised airport staff all dangerous goods have been removed from the scene
- 11:43 Third ambulance left the scene with casualties to the Hospital
- 11:45 CARS O/C called FIC to touch basis and answer any questions they had
- 11:45 Triage Officer confirmed that everyone involved in the accident has been accounted for



- 11:46 First ambulance returned to the scene from the Hospital
- 11:50 All casualties, except for those who were deceased, were removed away from the scene
- 12:02 Last ambulance left the scene with the last casualties
- 12:03 Fire Department operation completed
- 12:04 Fire Department handed over the scene to RCMP
- 12:07 Exercise terminated
- 12:10 Last casualty arrived at the Hospital
- 15:00 Exercise debriefing started with participating agencies at the Airport Maintenance Garage



EXERCISE EVALUATION

Area	Evaluator and Position	Contact Information
Safety Officer	Mike Handley, Operations, Safety & Emergency Planning Officer	Mike handley@gov.nt.ca 867-767-9084 ext. 31091
On Scene Controller Evaluator	Meagan Shouhda, Operations, Safety & Certification Officer	Meagan shouhda@gov.nt.ca 867-767-9084 ext. 31094
Airport Emergency Operations Centre (EOC) Evaluator	Alec Hanna, Manager, Air Safety & Security	Alec.hanna@gov.nt.ca 867-767-9084 ext. 31088
RCMP Evaluator	Brian Davie, Hay River RCMP	Brian.davie@rcmp-grc.gc.ca
Fire & Triage Evaluator	Travis Wright, Assistant Fire Marshal	Travis.wright@gov.nt.ca 867-872-6535
Hospital Evaluators	Bonnie Kimble, Manager, Quality & Risk Management and Gary Vizniowski, Hay River Hospital	Bonnie.kimble@gov.nt.ca 867-874-8150 and gvizniowski@northwestel.net 867-875-8001

OBSERVATIONS AND RECOMMENDATIONS

The full scale emergency exercise held in Hay River on September 13, 2018 was designed to meet Canadian Aviation Regulations requirements and provide an opportunity to improve efficiencies and effectiveness in responding to an airport emergency.

Based on observations made by Air, Marine and Safety Division exercise staff and evaluators, the overall response during the exercise was well executed. The cooperation shown between the responding agencies in working together at the emergency scene ensured a satisfactory and coordinated response.

The observations made during this exercise related to safety, operations, procedures and communication, all of which are the foundation of any successful airport emergency response, are provided below.

Air, Marine and Safety Division interprets the observations and recommendations provided below as being constructive and applicable to the unique environment of an airport emergency response. However, Air, Marine and Safety Division has no authority to impose identified recommendations on any external entity, but encourages and supports implementation of recommendations.



Observation	Recommendation
<u>On Scene Controller (OSC)</u>	
<p>One of the Airport maintenance staff activated as the OSC during this exercise. This was the OCS's first experience with a full scale emergency exercise and being an OSC.</p> <p>The OSC remained calm during the whole process and communicated effectively with the Airport Emergency Operations Centre (EOC).</p>	<p>We recommend Airport maintenance staff review the OSC checklist regularly in order to become more familiar with the roles and responsibilities of an OSC and the required OSC tasks.</p> <p>We also recommend that Airport maintenance staff participate in cross training opportunities with the Fire Department in order to practice lessons learned and further improve the airport emergency response capacity and effectiveness.</p>
<p>The OSC did not establish contact with the Hay River Fire Department (HRFD) personnel when they first arrived at the scene. Consequently, the HRFD set up own command location without an official transfer.</p>	<p>As per the Airport Emergency Plan and the Canadian Aviation Regulations (CARs), the OSC is required to establish a command post and communicate the location with responding agencies. Then bring the senior member of each responding agency together on a regular basis to ensure that response objectives are established, communicated, understood by each agency and are being implemented.</p> <p>Such would allow interagency coordination (Unified Command) to be established, eliminating the need for each agency to establish own command post.</p>
<p>A scene size up of the emergency site was not completed prior to starting emergency response activities.</p>	<p>It is essential that the OSC or designate conduct a scene size up of the emergency site prior to starting emergency response activities in order to determine and communicate the extent of the emergency and to identify any safety hazards that could endanger responders.</p>
<p>The On Scene Controller kit had outdated contents.</p>	<p>A contents inventory was carried out and Air, Marine & Safety Division will provide assistance to the Airport Manager to update outdated contents.</p> <p>Inventory checklists have been provided in the kit to assist the Airport Manager to keep track of the contents and to contact Air, Marine & Safety Division if require assistance or if the kit's contents need to be replenished.</p>



On Scene Controller (OSC) kit and emergency response supplies.	<p>It was decided that the OSC kit will be kept at the Airport Terminal Building and the remaining emergency response supplies (spine boards, blankets, cervical collars, head blocks etc....) will be stored at the Fire Hall.</p> <p>Posters will be created and supplied identifying the location of the emergency response supplies as well as contact information of trained emergency first responders within the community.</p>
<u>Emergency Scene Management</u>	
There was great cooperation and communication between agencies who responded to the exercise.	We recommend Hay River emergency response agencies schedule regular cross training opportunities involving local emergency responders in order to further strengthen interagency cooperation.
Airport Maintenance staff entered the emergency scene and started to perform triage before the scene was confirmed safe to enter.	In emergencies where hazardous material is involved, it is recommended that casualty triage should be left up to the HRFD personnel as they train in responding to hazmat operations on a regular basis.
<u>Airport Emergency Operations Centre (EOC)</u>	
The Airport Emergency Operations Centre (EOC) was activated during this exercise and was managed by the Airport Manager.	Airport Manager did a great job of managing the Airport EOC and following through the Airport Emergency Plan.



<p>Emergency response agencies, except for the Fire Department, did not have a representative at the Airport EOC, which would have allowed for better communication and coordination of the emergency response.</p>	<p>During an emergency, it is recommended for someone from each agency to be at the Airport EOC to facilitate a coordinated emergency response and communicate current information.</p> <p>During future exercises or real emergencies, the Airport EOC Manager is recommended to contact each agency to request a representative to attend the Airport EOC to help coordinate the response.</p> <p>The Hay River Airport Emergency Plan (AEP) will be revised to include steps in notifying emergency response agencies to advise the activation of the Airport EOC, and request each to send a representative to the Airport EOC.</p> <p>Update: The AEP has been updated to include the above noted changes.</p>
Fire Department	
<p>Hay River Fire Department (HRFD) personnel participated in the planning process and responded to the exercise as per their operating guidelines including:</p> <ul style="list-style-type: none">• Established staging area in a safe location and in a way that could support the flow of responding vehicles• Wore appropriate PPE for each situation they were exposed to (i.e. bunker gear and SCBA for fire suppression and safety glasses and gloves for medical assistance)• Waited to start fire suppression activities and casualty triage until receiving information as to type and condition of dangerous goods on board the aircraft and confirmation that the scene was safe to enter• While waiting to confirm the scene safety, staff established casualty collection areas and charged the fire suppression apparatus• Accurately identified and communicated, to the onsite commander, the number of casualties and their triage colour categories• Safely transported casualties, in accordance with their triage priorities, to the Hospital.	<p>HRFD personnel should be commended for a well-coordinated emergency response during this exercise.</p> <p>We recommend Hay River emergency response agencies schedule regular cross training opportunities involving local emergency responders in order to further develop interagency coordination and cooperation.</p>



<p>The Hay River Fire Department (HRFD) onsite commander:</p> <ul style="list-style-type: none">• Maintained good control of multiple operations going on at the same time, fire and medical• Managed the resources properly and communicated to HRFD personnel effectively• Kept the Fire Chief, who was at the Airport EOC, informed of the status of the operation• Provided regular update to the Fire Chief as to the number of casualties transported and their triage categories• Effectively communicated transfer of command to all HRFD personnel prior to turning the scene over to the RCMP and identified what areas not to enter now that the scene is transferred.	<p>HRFD onsite commander did an outstanding job of managing the various operations during this exercise.</p>
<u>Hospital</u>	
<p>Hay River Hospital participated in the planning process and responded to the exercise as per their operating guidelines.</p> <p>This was the first mass casualty exercise since the opening of the new Hospital. The response went well with the exception of minor internal work flow issues identified during this exercise.</p> <p>In addition, the following were noted during this exercise:</p> <ul style="list-style-type: none">• After responders identified the type and condition of dangerous goods on board the aircraft, this information was not communicated to the Hospital• Applicable Hospital personnel were not advised of number of casualties on board each ambulance and their triage categories• Hospital was advised as each ambulance left the scene. On the way to the Hospital, ambulance personnel provided information regarding number of casualties on board each ambulance and their triage colour categories; however, these information were not passed on to applicable personnel at the Hospital.	<p>It was great having Hay River Hospital's full participation during this exercise.</p> <p>It was noted that some of the communication issues from the scene to the Hospital experienced during this exercise reinforced the need to have a Hospital representative at the Airport Emergency Operations Centre.</p> <p>We recommend that Hay River Hospital participate in cross training opportunities with other emergency response agencies in order to evaluate effectiveness of changes implemented in response to this exercise.</p>



<u>RCMP</u>	
Hay River RCMP detachment staff participated in the planning process and responded to the exercise as per their operating guidelines including establishing roadblocks to the airport.	We recommend that Hay River RCMP detachment members continue to work with other emergency responding agencies in conducting regular cross training sessions in order to further improve the town's emergency response capacity and effectiveness. We recommend some of the training sessions should be based on airport/aircraft emergency scenarios to ensure that emergency responding agencies are more familiar with the Airport Emergency Plan.
<u>Community Aerodrome Radio Station (CARS)</u>	
Hay River Airport Community Aerodrome Radio Station (CARS) Observer/Communicator (O/C) participated in the emergency exercise. The CARS O/C followed the Airport Emergency Plan to notify applicable agencies/personnel and provide relevant information.	Information provided by the CARS O/C regarding the exercise played an important role in emergency responding agencies being able to safely respond to the exercise. We recommend inviting the Hay River CARS O/Cs during future table top/full scale exercises and training sessions.
<u>Communication</u>	
The On Scene Controller emergency response radio (on EMO frequency) provided to RCMP by Air, Marine & Safety Division has not been tested/operated in sometime.	We recommend the Hay River Airport Manager to include all the OSC emergency response radios provided to local emergency response agencies during the regularly scheduled testing process.
Some of the exercise staff radios used during this exercise did not function properly (could receive but not transmit).	Air, Marine & Safety Division will work with a local communication company to identify and resolve the exercise staff radio issues.



<u>AIR, MARINE & SAFETY DIVISION ACTION ITEMS</u>
Revise the Airport Emergency Plan to include newly trained OSCs, community first responders and location of emergency response supply.
Revise the Airport Emergency Plan to include steps in notifying emergency response agencies to advise the activation of the Airport EOC, and request each to send a representative to the Airport EOC.
Supply contact information of newly trained emergency responders to MACA.
Provide posters that list the emergency first responders in the community and location of the emergency response supply.
Work with the Airport Manager to update On Scene Controller kit contents.
Work with a local communication company to identify and resolve the exercise staff radio issues.



EXERCISE PHOTOS







REPORT TO COMMITTEE



COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** October 23, 2018
DEPARTMENT: PROTECTIVE SERVICES
SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report September 2018 as presented.

BACKGROUND:

06/09/2018	9:00	Large dog loose in West Channel	Spoke to owner and he tied dog up right away
06/09/2018	5:00	Large tree at intersection causing vision problems	Warning Letter
11/09/2018	13:35	Possible dog bite to resident	Investigating, Provoked Attack
17/09/2018	8:40	Cat loose at 8A Caribou	No answer on phone call, continue trying
18/09/2018	6:40	Cab # 88 racing through pump area at Esso station	Called cab company and issued warning.
20/09/2018	12:52	Barking Dog complaint	Warning Letter
20/09/2018	13:01	Dog tied up behind library	Picked dog up and took to shelter
21/09/2018	14:41	Garbage container presenting a hazard	Delivered warning letter
21/09/2018	14:30	2 dogs loose on Elm a white dog and a black dog	Unable to find dogs
23/09/2018	13:30	Black and white dog loose on Stewart	Lock dog in back yard of owners house
23/09/2018	15:00	Malamute loose in West Channel	Dog taken to animal shelter fines pending
26/09/2018	9:30	Report of Dog Bite	Warning Letter
27/09/2018		Report of Loose Dogs	Warning Letter Delivered
28/09/2018	9:30	Report of Loose Dogs	Warning Letter Delivered

Dog Attack Complaints Received	1
Cat Attack Complaints Received	0

Number of Dogs Caught	1
Number of Cats Caught	0

Unsightly Properties: 1

REPORT TO COMMITTEE



COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** October 23, 2018
DEPARTMENT: PROTECTIVE SERVICES
SUBJECT: MUNICIPAL ENFORCEMENT REPORT

When time permits patrols are being done in areas where there have been complaints of barking and loose dogs. The timing of these patrols varies from day to day to keep from setting a pattern which enables us to provide better service to the affected areas.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaws as applicable

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ross Potter
Date: October 17, 2018

Reviewed By:

Judy Goucher
Date: October 17, 2018



REPORT TO COMMITTEE

COMMITTEE:	MUNICIPAL SERVICES	DATE: OCTOBER 23, 2018
DEPARTMENT:	ADMINISTRATION	
SUBJECT:	DISCUSSION ON SMOKING BYLAW AMENDMENT AND CANNABIS	

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report on the Smoking Bylaw amendments as presented.

BACKGROUND:

With the legalization of Cannabis laws are in place at the federal and territorial level that govern many of the legalities for cannabis including minimum age to purchase, possession limits, growing cannabis guidelines, where it can be purchased/sold, where it can be consumed, drug-impaired driving, workplace impairment, enforcement, etc.

This web link <https://www.eia.gov.nt.ca/en/cannabis> provides information that the GNWT has published on cannabis and how it is regulated both federally and territorially.

Municipalities also have the option of introducing bylaws that further restrict the use of cannabis within the Municipality and many have elected to do this through an amendment to their smoking bylaw.

The Municipality of Hay River, through amending its smoking bylaw can further restrict the use of cannabis within the Municipality.

Administration has worked with legal Counsel to prepare an amended smoking bylaw as a recommended approach to addressing cannabis consumption within Municipal boundaries.

This bylaw has a broader reach than the existing smoking bylaw, and updates sections of the current bylaw that don't reflect the regulation of smoking currently in effect (e.g. smoking prohibited in workplaces, restaurants, etc.).

Currently, enforcement of cannabis consumption resides with the Environmental Health Officers and enforcement of impairment (outside the workplace) resides with the RCMP. Any proposed amendments to Municipal legislation would be enforced by the Municipal Bylaw Officer.



REPORT TO COMMITTEE

COMMITTEE:	MUNICIPAL SERVICES	DATE: OCTOBER 23, 2018
DEPARTMENT:	ADMINISTRATION	
SUBJECT:	DISCUSSION ON SMOKING BYLAW AMENDMENT AND CANNABIS	

Administration is also drafting a more detailed workplace impairment policy to comply with WSCC requirements which include:

- Clear expectations on workers' responsibility to complete tasks unimpaired;
- Training for supervisors and workers on their responsibilities to recognize and respond to an impaired worker.

Attached are two documents that outline who to contact in the event of cannabis complaints and some information around health effects and use of cannabis.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw to come to Special Meeting for First and Second Reading

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Contact Sheet – Cannabis Complaints
Cannabis Fact Sheet – Health and enforcement

Prepared by:
Judy Goucher
Senior Administration Officer
October 19, 2018

Reviewed by:



Complaint topic	Enforcement authority	Contact information
General questions around the rules related to cannabis use and possession can be directed to the Government of the Northwest Territories cannabis website: www.gov.nt.ca/cannabis		
Smoking in: <ul style="list-style-type: none">• playgrounds and similar areas frequented by children• recreational areas like athletic fields, skate parks, rinks, and ball diamonds• public spaces during community or public events	GNWT – Department of Health and Social Services Position: Environmental Health Officers Regional environmental health officers serve all 33 communities out of offices in Yellowknife, Hay River, and Inuvik	Phone: (867) 767-9066 ext. 49262 Fax: (867) 669-7517 Email: environmental_health@gov.nt.ca
Smoking in restricted areas of territorial parks	GNWT – Industry, Tourism and Investment Position: Parks Officers	Beaufort Delta: (867) 777-7353 Dehcho Region: (867) 695-7515 South Slave Region: (867) 875-5565 Sahtu Region: (867) 587-7165 North Slave Region: (867) 445-5931
Cannabis use, growing, and possession, <i>within legislative limits</i> , in condos, apartments, and multi-family dwellings	Tenancy agreements and condominium bylaws	Matter between landlord and tenant



Complaint topic	Enforcement authority	Contact information
Impairment in the workplace and smoking at worksites	Workers' Safety and Compensation Commission Position: Safety Officers or Mine Inspectors (at mines)	1-800-661-0792 Alternatively, the general public can use the WSCC's Report Unsafe Work online tool to report anonymously. Link to online tool is found on main WSCC page - http://www.wscc.nt.ca/
Retail sales complaints	NWT Liquor and Cannabis Commission	Hay River Office: (867) 874-8700
Non-compliance with community specific bylaws related to cannabis	Local municipal bylaw office or community government office	
Impaired driving (motorized vehicles)	RCMP	
Overlimit growing of cannabis		
Overlimit possession of cannabis		
Underage purchasing, possession, or consumption of cannabis		
Illegal selling or purchasing of cannabis		
Transportation of open cannabis in motorized vehicles		

REMEMBER: JUST BECAUSE CANNABIS IS A PLANT DOESN'T MEAN IT'S HARMLESS.

Every resident of the NWT needs to understand the rules around cannabis and how their governments intend to enforce those rules.

- The GNWT has developed rules that set out to protect the health and safety of residents.
- Cannabis is legalized, but, like alcohol and tobacco, it comes with restrictions. Individuals are expected to follow the laws.
- The legal minimum age for cannabis use is 19, similar to the legal drinking age in the NWT.
- There are laws in place that regulate the purchasing, possession, growth and consumption of cannabis.
- The RCMP is the main contact for impaired driving, while the GNWT holds authority over enforcement in most situations.
- To report a violation, visit the GNWT's website for the appropriate phone numbers.

All residents have a role to play in knowing and following the laws and rules that have been established.

Visit www.gov.nt.ca/cannabis to learn more about the laws around cannabis in the NWT.

HEALTH EFFECTS

Be aware of the health effects of cannabis and the risks that come with it.

Pregnancy and Breastfeeding

Cannabis can affect the healthy development of your baby's brain. THC, the chemical in cannabis that gets you "high" is passed to your baby through the placenta. When you use cannabis, so does your baby.

Youth

The brain is developing until about age 25. Research shows that heavy and frequent cannabis use during this time can affect your attention span, memory and ability to learn.

Mental Health

If you have a personal or family history of mental health issues, the use of cannabis can trigger or worsen potential or current mental health problems.

Driving

Cannabis clouds your judgment and slows your reaction time. You can put yourself and your fellow community members in danger when driving impaired. It is a criminal offence in Canada to drive while impaired by alcohol or drugs—including cannabis.

If you or someone you know wants to discuss the risks of cannabis use, contact the 24/7, free and anonymous NWT Helpline at **1-800-661-0844**



CANNABIS IN THE NWT

HOW TO STAY
SAFE AND WITHIN
THE LAW

ENFORCEMENT

Health and Social Services Environmental Health

Under the *Tobacco Control Act* and the *Cannabis Control Act*, Environmental Health Officers conduct inspections of cannabis retailers for compliance with the legislation. They also enforce many of the rules where cannabis cannot be smoked, such as in playgrounds, recreational areas and public spaces. These rules and inspections protect the health of NWT citizens and helps retailers stay within the law.

For questions about using cannabis in public spaces or health signage requirements, contact the Environmental Health Unit by emailing environmental_health@gov.nt.ca or calling **867-767-9066 ext. 49262**. Collect calls are accepted.

RCMP

Remember, you must be 19 or older to purchase or consume cannabis, the same as alcohol. Selling or giving cannabis to minors is illegal. To contact the RCMP call (867) followed by your local community prefix followed by 1111.

Community Enforcement

Municipal and community governments may create laws that further restrict cannabis in public areas. Know where you can use cannabis in your community. Contact your local municipal bylaw or community government office.



ENFORCEMENT

NWT Parks

For questions about smoking cannabis in NWT parks, call an NWT Parks officer in your region or visit www.nwtparks.ca.

Beaufort Delta: 867-777-7353

Dehcho Region: 867-695-7515

South Slave Region: 867-875-5565

Sahtu Region: 867-587-7165

North Slave Region: 867-445-5931

Workplace

For questions about using cannabis or impairment at work, talk to your employer or call the Workers' Safety and Compensation Commission at **1-800-661-0792**.

Renters

For questions about using, growing and storing cannabis in your rented apartment or home, talk to your landlord.

Visit www.gov.nt.ca/cannabis for more information on enforcement, legislation and regulation of cannabis in the NWT.

WHERE YOU CAN AND CANNOT SMOKE CANNABIS

You can use cannabis on private property and in some public spaces.

Smoking cannabis is prohibited within 30 metres from the boundaries of the following outdoor places:

- Playgrounds
- Fields, courts or rinks used for sports or other athletic activities
- Skateboard or bicycle parks
- Public parks during the duration of a public event taking place in that park

It is important to follow these rules to ensure public health and safety.

