



AGENDA

PUBLIC INPUT

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DECLARATION OF INTEREST

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

5. ADMINISTRATIVE ENQUIRIES

6. NEW BUSINESS

- a. Public Works Monthly Report for January – page 2-5
- b. Recreation Monthly Report for January – page 6-12
- c. Tourism and Economic Development Report for January – page 13-18
- d. Emergency Services Monthly Report for December – page 19-23
- e. Board of Revision Appointments – page 24-25
- f. Asset Management Software Selection – page 26-28
- g. Excused Absence – page 29

7. NOTICE OF MOTIONS

8. IN CAMERA

- a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)
 - Legal

9. ADJOURNMENT



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: February 6th, 2023

SUBJECT: Public Works Monthly Report for January 2022

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for January 2022.

BACKGROUND:

Capital Projects 2022:

A list of 2022 Capital Projects along with a brief update of the status of these projects is included in the chart below.

| 2023 Capital Projects | |
|--|---|
| Project | Update |
| New Town Hall | Discussions have occurred with Town's engineering partner on preliminary building designs to support funding applications. Administration investigating funding opportunities. |
| Old Town Hall Demolition | Working through contract process with last successful proponent. |
| New Lift Station #4 | Deficiency list completed and items being actioned. |
| Fraser Place Development | Area fenced off and delineated, project is shut down for winter. Spring start-up date pending. Winter haul of material to be scheduled for February 2023 |
| Caribou Crescent Water Sewer and Drainage | Minor deficiencies to be addressed. Spring start-up date pending. |
| Beaver Crescent Water, Sewer, and Drainage | Deficient items will be addressed in spring/summer of 2023. |
| Riverview Drive Upgrade | Deficient items will be addressed in spring/summer of 2023. |
| Waste Diversion Project - Tire Shredding | Tire shredding is completed, remaining rimmed and over size tires will be stockpiled away from construction material and addressed in 2023. Options for tire shred are being reviewed and include slope protection of the sewage lagoon and sludge pit as well as road base test section through recycling funding. |
| Hazardous Waste Removal Project | MACA led project. RFP for work closed July 4, 2022. Project to start in spring 2023. |



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: February 6th, 2023

SUBJECT: Public Works Monthly Report for January 2022

| | |
|--|--|
| Capital Drive Watermain | Deficient items will be addressed in spring/summer of 2023. Fire suppression completed. |
| Paradise Road | Seeding and vegetation of area between the road and riverbank to be addressed next spring as well as drainage improvements. |
| Sewer line Re lining | Completed, areas include the Ravine from Old Hospital to Lift Station #1 as well as 2 highway/rail crossings |
| Industrial Drive | Items remaining include ditch grading and culvert installation, these items will be completed in spring/summer 2023. Resurfacing will be completed in 2023. Tender development underway |
| Water Treatment Plant Feasibility Study and Preliminary Design | The WTP feasibility study status: the technology review is complete, and the feasibility study is near completion. Next step is preliminary design with geotechnical investigations post breakup season. |

Solid Waste Facility Operations:

- Thawing of frozen water line x 2 - **Complete**
- Ongoing operations and maintenance activities

Water License Activities:

- Regular monitoring programs - Ongoing
- Development of annual report – Ongoing
- Submitted revised Hydrocarbon Contaminated Soil Treatment Facility Plan to Water Board – Awaiting comments
- Submitted Water Treatment Plant O&M Plan to Water Board – Awaiting comments

Public Works Daily Operations and Completed Work Orders

Water and Sewer:

- Month end reads – **Complete**
- Water meter reads – **Complete**
- Curb stop locates in multiple locations – **Complete**



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: February 6th, 2023

SUBJECT: Public Works Monthly Report for January 2022

- Manhole checks for various freeze ups – **Complete**
- Sewer line flushing on Miron Dr. and John Mapes Cres. – **Complete**
- Sampling and water reporting – Ongoing
- Daily inspections of Lift Stations, WTP and Reservoir – Ongoing

Roads & Ditches

- Burn slash pile from 2022 road work – **Complete**
- Snow in snow dumps pushed up – **Complete**
- Road Sanding as required – Ongoing
- Snow Clearing as required – Ongoing

Equipment Maintenance

- Case loader repair (Fuel Pump) – **Complete**
- Case backhoe (Blower Motor) – **Complete**
- CAT loader blower attachment (Scupper welds) – **Complete**
- Landfill compactor (Heater Core) – **Complete**
- CAT loader repair (Heater Core) - Ongoing
- Zamboni repairs and maintenance – Ongoing
- Passenger Truck servicing - Ongoing

Building and Ground Maintenance

- Various sign installations – **Complete**
- Service boilers at WTP and Old Town truck fill – **Complete**
- Christmas light removal – **Complete**
- Issues with fuel pumps at town garage – Ongoing
- Doorway and sidewalk snow clearing (All Facilities) – Ongoing

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Mackenzie Valley Land and Water Board Town of Hay River License #MV2009L3-0005
- Bylaw 1812 Zoning and Building Bylaw



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: February 6th, 2023

SUBJECT: Public Works Monthly Report for January 2022

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Bradley Harrison
DPW
Date: Feb 1, 2023

Reviewed by:
Patrick Bergen
ASAO
Date: Feb 1, 2023



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: February 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for January 2023 as presented.

BACKGROUND:

Recreational Programming

After School Programming

After School Club continued through the month of January. Registered attendance increased this month when compared to December. The After School Club has the capacity to host 10 youth from Monday to Thursday and 20 youth on Fridays. Registration was approximately 80% full for Mondays through Thursdays and 90% full on Fridays. Weekly special programming for After School Club registrants includes library visits, art sessions and public skating, with successful partnerships being maintained with Community Counselling and the NWT Centennial Library.

After School Club is 100% covered by outside funding, namely MACA's Children and Youth Resiliency Contribution Program, as well as its Youth Contributions Program, which are used to purchase program equipment and supplies and to offset the wages of the Department's Play Leaders.

Fitness Programming

Regular fitness programming continued through the month of January. Fitness class attendance increased slightly overall through the month of January, with increases in both spin classes and wellness class attendance. Fitness programming attendance numbers doubled when compared to January 2022 and they remained on par with attendance averages from the past 3 months. It should also be noted that January 2023 and the current 3-month averages are higher than the 12-month averages in 4 of 5 categories.

Wellness and Yoga Classes: Vinyasa Yoga and Chair Yoga continued, led by a contracted yoga instructor. A second contracted yoga instructor is scheduled to begin teaching in February. She will be offering four different yoga classes weekly.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** February 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Spin Classes: Spin classes continued, also led by a contracted fitness instructor. A second contracted fitness instructor began teaching additional spin classes in January and she is expected to add spin classes to the monthly fitness schedule.

High Intensity Fitness Classes: High intensity fitness programming was removed from the regular schedule due to a lack of certified fitness instructors available for these types of classes. The Recreation Programming Supervisor has begun discussions with a certified instructor, regarding the possibility of resuming high intensity fitness classes in March.

Virtual Fitness Classes: Attendance at virtual fitness programming decreased in January, likely due to the increase in the number of instructor-led programs and the tendency for participants to prefer in-person instruction. Additional advertising for virtual programming has begun to attract more participants.

Community Programming

Full Moon Snowshoe: Full Moon Snowshoe was offered again this month, in partnership with the Hay River Ski Club and the NWT Recreation and Parks Association. A total of 18 community members took part in Full Moon Snowshoe, which is the highest recorded attendance number for this event since December 2021.

Public Skating & Shinny: Public skating attendance decreased this month, due in large part to the end of the holiday season. While attendance declined when compared to December, it is considerably higher when compared to January 2022 and the 12-month average, which is a good indication that residents, particularly youth, are making more use of public skating and shinny times. This is likely due to the addition of public programming during prime ice times on weekends and after school on weekdays. School groups have also resumed booking the ice for gym class and special activities.

NWT Recreation and Parks Association Walking Challenge: The Recreation Programmer has been advertising the NWT Recreation and Parks Association Walking Challenge, encouraging regular patrons and residents to join the Hay River Community Centre team. A total of 15 participants have joined the Hay River Community Centre team.

Grants and funding: The Department received confirmation of an \$8,100 grant from the Canadian Tire Jumpstart Foundation. The grant will be used for programming equipment and supplies and to offset staff wages for the Summer Heat program.



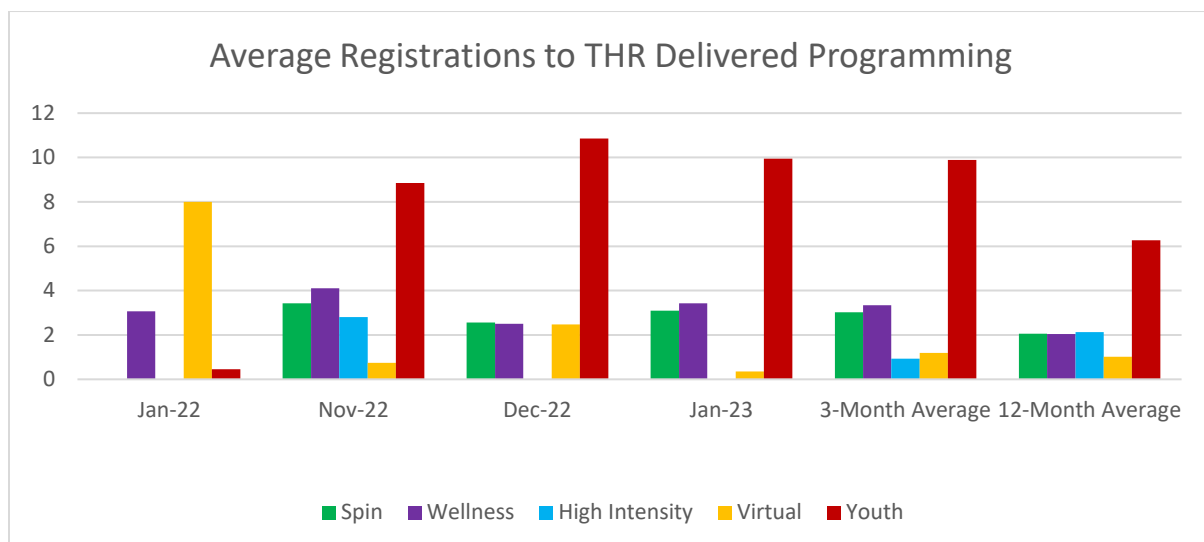
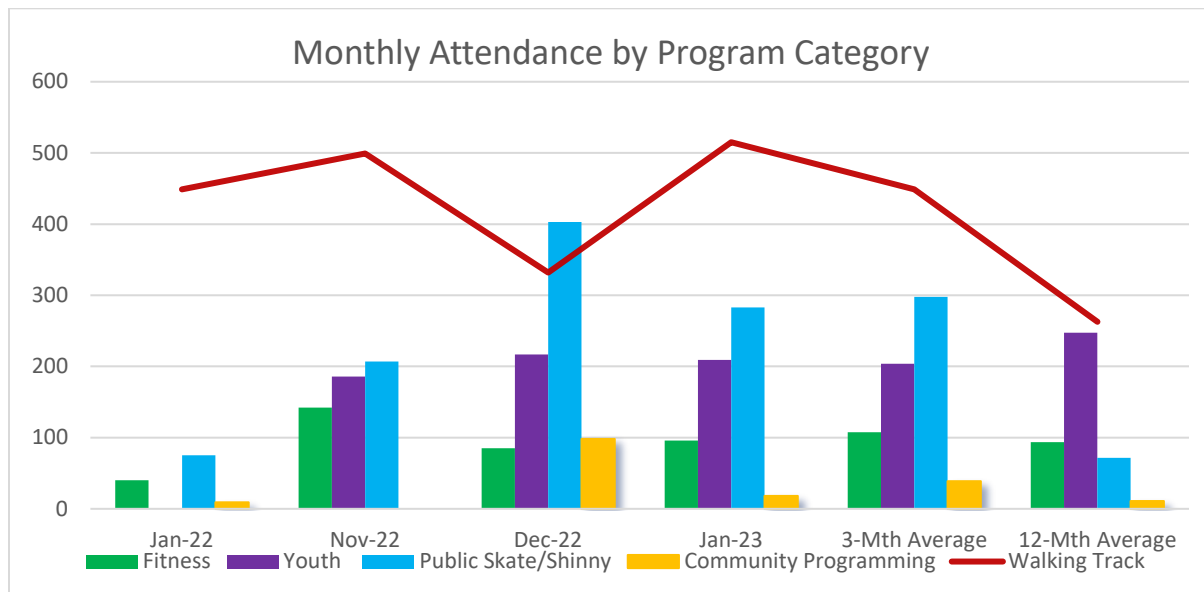
REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** February 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

The Department also received confirmation of a \$15,000 grant from the Canada Parks and Recreation Association. The grant, titled Reaching Each and Every One: A Community Sport Intervention, is awarded to support community-led projects that remove barriers and increase participation in recreational sport. This grant will be used to purchase sports equipment and offset wages for the Multi-Sport Drop-In program.

Recreation Programming Statistics





REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** February 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Aquatics

General

The pool continues to run smoothly with minimal issues. Safety gates were recently installed on changeroom doorways to the pool deck. These will ensure that there is no access to the pool deck between swims and it will prevent access after hours or during times when the changerooms or showers are needed for larger events when the pool is closed.

Staffing

The Don Stewart Aquatic Centre continues to be fully staffed with 3 full-time lifeguards and 7 casual and assistant lifeguards. An in-service training was attended by 8 staff members on January 21st. Training included in-water fitness training, water testing tools and methods, cleaning routines, as well as reminders on staff policies and procedures.

Attendance

The Don Stewart Aquatic Centre hosted 1,350 swimmers in January. This was an increase from 1,271 swimmers in December, and it is approximately 240 more swimmers than the previous 3-month and 12-month averages. January statistics were particularly high for afternoon lane swim, open swim and family swim blocks when compared to previous 3-month and 12-month averages. Post pandemic data seems to indicate continued increases, with some marked peaks around school holidays and breaks.

Swimming Lessons

Swim lessons began the week of January 9th and run until the week of March 6th. There are 41 children registered in 15 classes. There are 21 children in Swimmer level classes (ages 6+) and 20 in Preschool level classes (ages 3-5).

Courses & Training

The Aquatic Supervisor has completed the Aquatic Safety Operator certification that will enhance his skills and knowledge as a safe operator of an aquatic's facility. This was an online course which included topics such as occupational health and safety regulations, behaviour-based safety, leadership for safety excellence, workplace violence and harassment training, as well as other courses that focused on health and safety and legislative requirements.



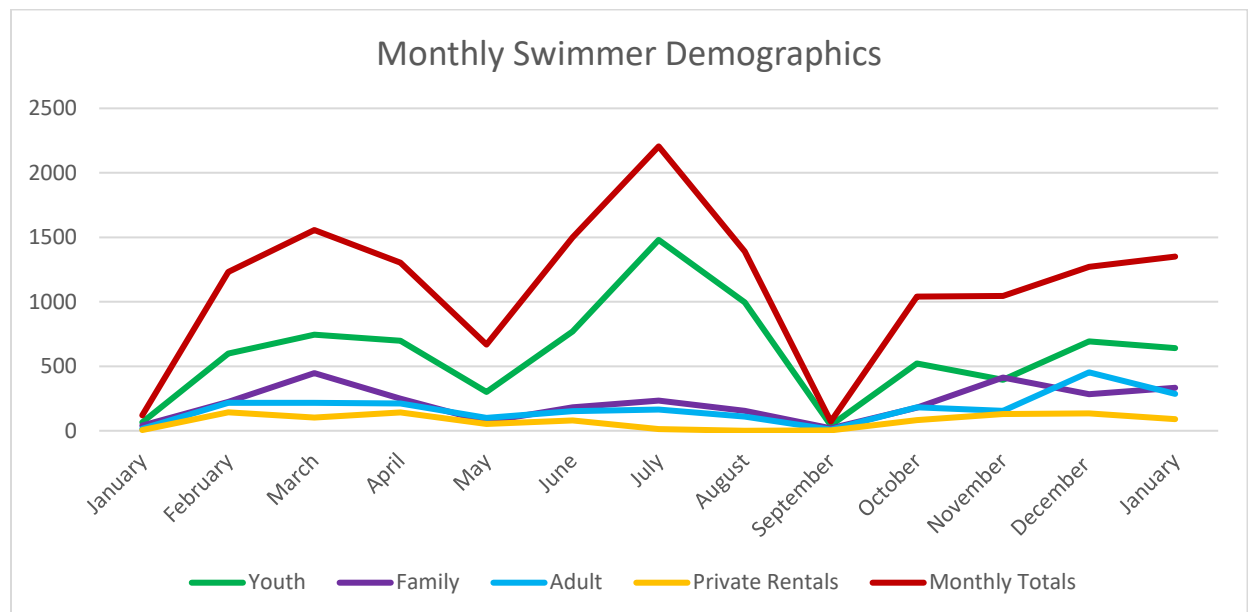
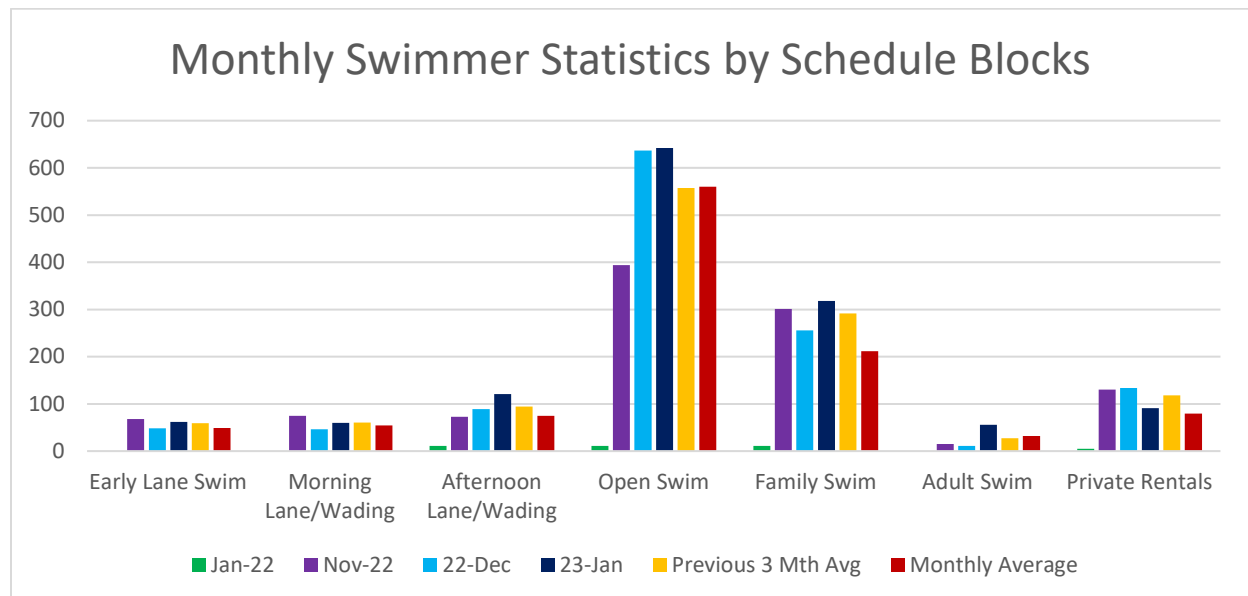
REPORT TO COMMITTEE

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SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

One of the Department's Senior Lifeguards will begin Aquafit Instructor training in March. The training will take several weeks to complete because it includes basic fitness certification training, prior to the specialized Aquafit Instructor training.

Don Stewart Aquatic Centre Statistics





REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: February 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Facilities and Maintenance

Recreation and Aquatic Centre:

Don Stewart Aquatic Centre:

- Weekly walkthrough of aquatic centre with Maintenance and Aquatics staff
- Increase in weekly vacuuming of pool and hot tub
- Monitoring weather conditions for frost and humidity in air handlers – daily checks and maintenance required
- Snow and ice clearing at Community Centre and VIC parking lots and sidewalks
- Ordered new drain covers for pool deck

Aurora Ford Arena and Hay River Curling Club:

- Routine daily ice maintenance and weekly measurements
- Weekly ice taps and ice edging as part of regular ice maintenance
- Working with local contractor to repair curling club stairwell heaters
- Conversion of arena storage room into a referee room
- Improvements to Maintenance staff work area and meeting room
- Repairs to ice resurfacer wash water pump and vertical auger
- Annual inspection and balancing of AHU by local contractor
- Facilities and Parks Supervisor training as ice resurfacer operator
- Repairs made to arena player bench gates and dressing room doors

Other Community Centre Maintenance Items:

- Ongoing building inspections, preventative maintenance, etc.
- Monthly fire extinguisher and safety checks
- Snow and ice removal around the building
- Increased frequency of room rentals requiring setup (i.e. birthday parties and meetings)
- Implementation of additional daily preventative maintenance checks and routines
- Support hockey tournaments and weekend special event rentals
- Semi-annual cleaning of concession area fume hood
- Local locksmith hired to train staff (i.e. door mechanism servicing and repairs)

Parks and Greenspaces:

- Garbage containers emptied weekly in downtown core and at greenspaces and trails
- Regular litter pickup and weekly checks of Town sites and assets in the downtown core



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** February 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- Lights turned off at Mayor's Christmas tree
- Preparation and deployment of winter signs in downtown core
- Weekly checks of offsite facilities and assets
- Started weekly greenspace checks for garbage damage and any other issues

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:
Stephane Millette
Director Recreation and Community Services
Date: February 2nd, 2023

Reviewed by:
Patrick Bergen
Assistant Senior Admin Officer
Date: February 2nd, 2023



REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: Feb 1, 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Report for the month of January.

BACKGROUND:

Tourism & Economic Development Activity:

- Waiting for the ITI GNWT Community Tourism Coordinator Grant to be announced.
- UpHere Magazine is trying to produce the visitor guides in time for the Calgary Outdoor Show on March 18th and 19th. (See Below)
- Quotes are currently underway for the proposed highway signage presented at the last meeting of Council.
- All of the current literature, including flatsheets and brochures are being updated by the towns graphics consultants.
- A number of local photographers have been contacted and are providing samples of their work for selection in printed materials and the upcoming Tourism website.
- Funding applications are underway to support the work of the South Slave Accelerator Group which will create events and promotional efforts on behalf of the South Slave communities.
- Currently composing a flat sheet advertisement for the Waterfall & Waterway Adventure Route for the Hay River area to hand out at the Calgary outdoor Adventure & Travel Show Taking Place March 18-19, 2023.
- The furnace at the Visitors Information Centre has been quoted to be replaced and should occur in the coming month.
- Work is underway to get local tour companies with registering and getting licensing with ITI support.

Upcoming Events/Contests:

- Hay River Tourism, Jill, will have a booth at the Calgary Outdoor Show on March 18th and 19th. SpectacularNWT has sponsored the cost of the booth for reciprocal future efforts. Jill has reached out to all guides, hotels, restaurants, airlines and other businesses to provide literature at the booth as well as giveaway items. There will be approximately 13,500 visitors to the show.
- The planning stages of the 2023 friends reunion is well underway. The curling club ice surface will once again be used for the registration on Aug 18th and they will also be



REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Feb 1, 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

utilizing the Fisherman's wharf Pavilion on Aug 20th for a Pancake Breakfast in the AM and a Fish Fry and dance in the PM.

Tourism Projects:

Hay River Tourism Website

The Town of Hay River Tourism Website will be the destination website for those interested in coming to Hay River and the area. It will have a separate web address than the Town of Hay River website.

The remaining project activities are as follows:

- Image and Text content – Jill has been providing written content and licensed images as well as listings of town amenities. 50% Complete and anticipated to be completed by March 31, 2023. A call out to local photographers will assist this process.
- Writing the Lure Copy – the lure copy provides the motivation to the website consumer to take a next step and / or spend more time on the site. The work for this starts the week of January 9th and is anticipated to be completed by February 28, 2023.
- Final Review and Testing – the website will be shared with a small number of stakeholders for final input and testing of links etc. This will take about 2 weeks and occur when the site is completed at the end of March 2023.

Town of Hay River Promotional Literature

All Town of Hay River promotional literature is being review and updated. Once approved, printed copies will be generated.

Wayfinding Plan

The initial next step is to look at the blue road signage and address any gaps. Signage will be identified and complete by March 31, 2023. Quotes are currently being generated.

Social Media Strategy

Funded by CANNOR grant funding, a consultant will assist the Town with a strategy that will support the rollout of the new Tourism website. This work has not been started but is intended to be complete by the end of April 2023.



REPORT TO COMMITTEE

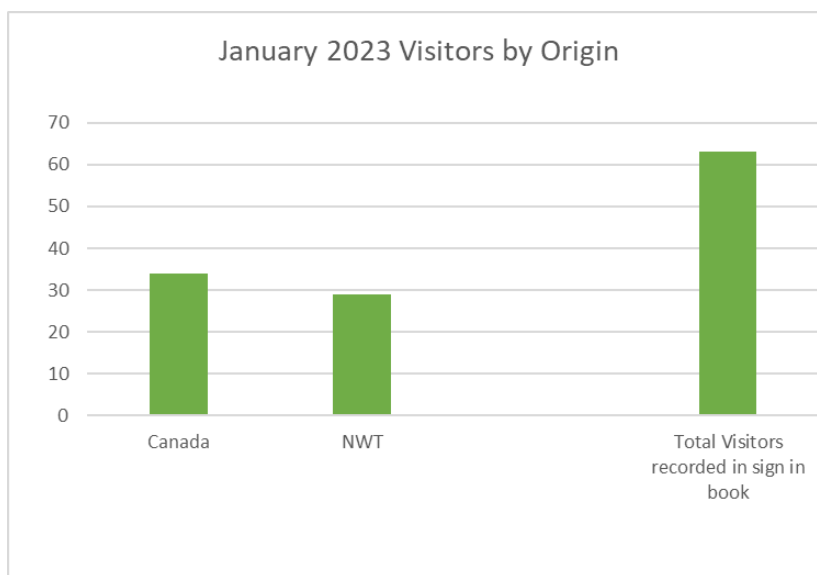
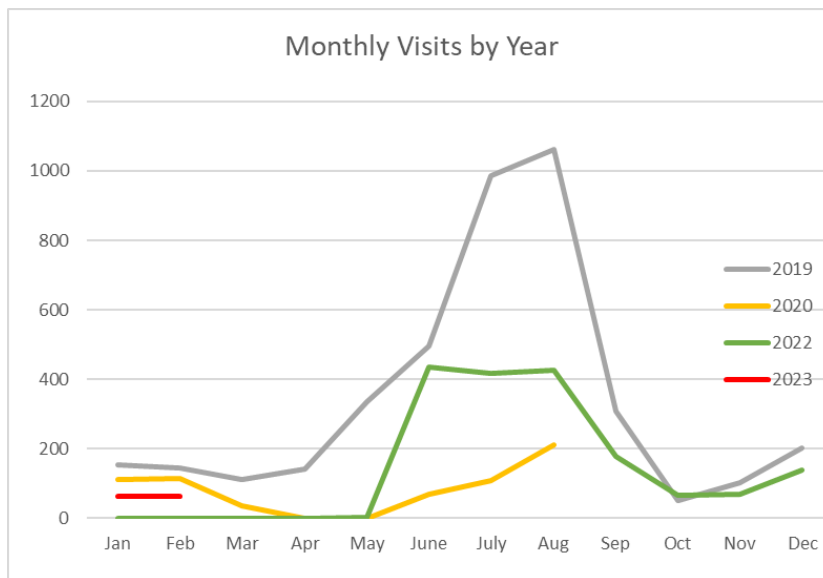
DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: Feb 1, 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

Key Performance Indicators:

Visitor Information Centre Visitation

There is a gap in the data from September 2020 to June of 2022.





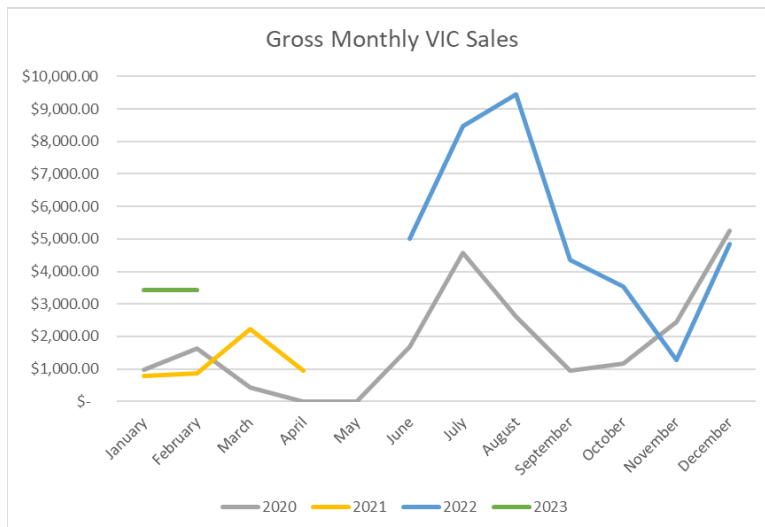
REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: Feb 1, 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

Gift Shop Sales

There is a gap in the data from September 2020 to June of 2022.



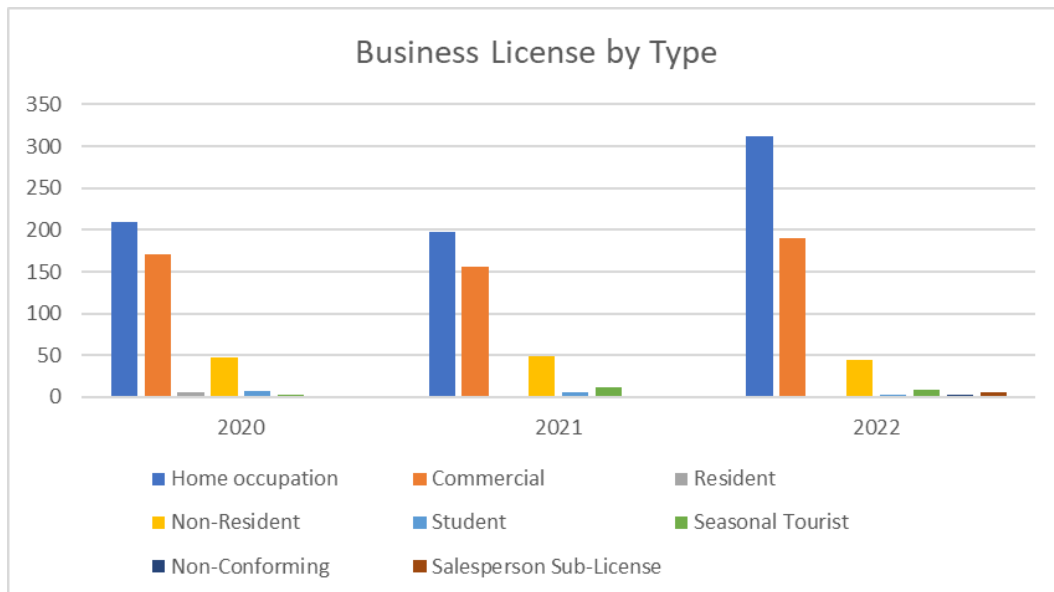
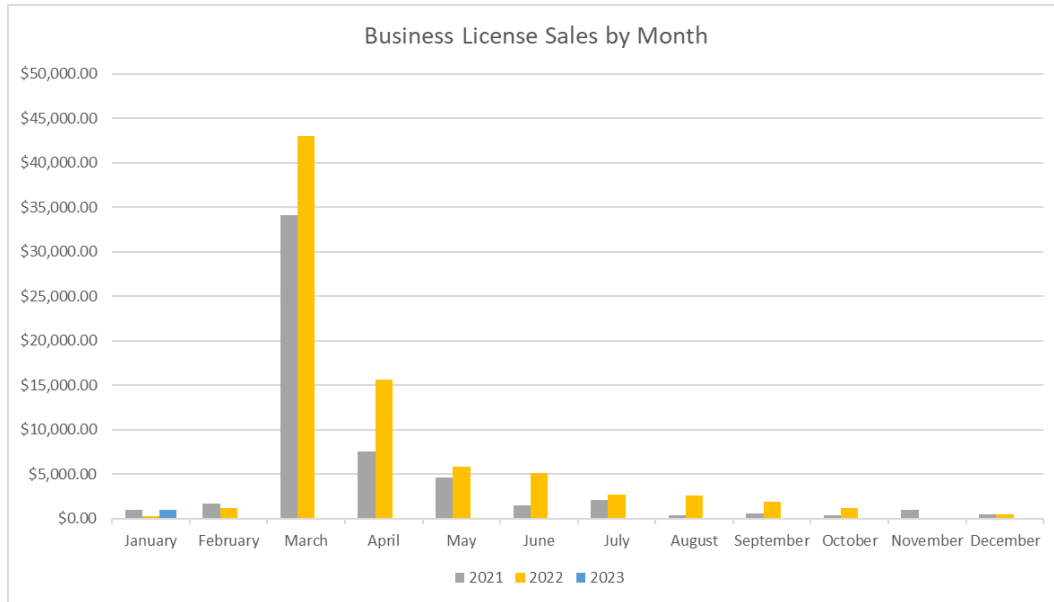


REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: Feb 1, 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

Business License Sales





REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Feb 1, 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

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:

Jill Morse
Tourism and Economic Development Coordinator
Date: Feb 1, 2023

Reviewed by:

Patrick Bergen
ASAO Town of Hay River
Date: Feb 1, 2023



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

That the Council of the Town of Hay River approves the Emergency Services Activity Report for December 2022 as presented.

BACKGROUND:

| Monthly Stat Summary | |
|----------------------|----|
| EMS Calls | 53 |
| False Alarms | 4 |
| Fires | 1 |
| Rescue | 0 |

The Protective Services department had a uniquely challenging year, highlighted by the 2022 break-up season and community flood. The department's key actions were coordinating 24-hour river monitoring during the event and coordination and execution of the town's evacuation at different critical stages of the event. The department was also called to rescue an estimated 130 people during the event. Another challenging event this year was when the department responded to a residential explosion, which was another unpredictable situation. The department evacuated the surrounding area until the risk could be understood and conducted fire suppression operations to control the situation. In both situations the Fire Departments, town staff and other involved agencies response and handling of the events was commendable.

In addition to those unique challenges this year, the fire department also faced the second most calls in the history of the department trailing last year by only 18 emergency calls. The calls were slightly down from last year, but the emergency hours are up by 135 hours. There was a monthly average of 63 emergency calls per month. The department responded to a total of 757 emergency calls on the year. There was a total of 5,497 hours put in by volunteers and 4,395 hours put in by department staff for a total of 9,892 of individual hours put into the department. That is an average of 27 hours per day put into the department. 3,147 of those hours were spent on emergency calls which has a daily average of 9 individual hours spent on emergency calls per day.



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

Administratively, the department has been working on a few projects this year. In collaboration with a contractor the department is doing an in-depth gap analysis of the town's safety program. This will identify the gaps and challenges that currently exist with the program and build a plan to address them. We have also successfully arranged a fire department review and comparison project for 2023 that will help inform the demands the department faces and inform on the needs to meet that demand.

2022 SUMMARY STATISTICS

| 2022 Response Summary | | |
|-----------------------|-----------------------|-------------|
| Type | Total calls/functions | Total Hours |
| EMS | 652 | 1528 |
| Fire/Rescue | 102 | 1174 |
| Training | 61 | 2232 |
| Maintenance | 53 | 358 |
| Special Function | 27 | 669 |
| Total | 895 | 5962 |

| 2022 Staff & Volunteer Calls/Hours | | | |
|------------------------------------|-------------|-------------|-------------|
| Type | Staff | Volunteer | Total |
| Emergency Calls | 423 | 686 | 757 |
| Operational Hours | 3735 | 3010 | 6745 |
| Emergency Hours | 660 | 2487 | 3147 |
| Total | 4395 | 5497 | 9892 |

| Top 5 Volunteer Responders | | |
|----------------------------|-----------------|-------------|
| Responder | Total Functions | Total Hours |
| 1. Jonathan Wallington | 337 | 520 |
| 2. Ross Potter | 288 | 438 |
| 3. Henry Braun | 239 | 362 |
| 4. Courtney VandeBovenkamp | 207 | 358 |
| 5. Crystal Potter | 189 | 330 |

Note: The top 5 volunteer responders stats do not include the staff responses, functions, or hours.



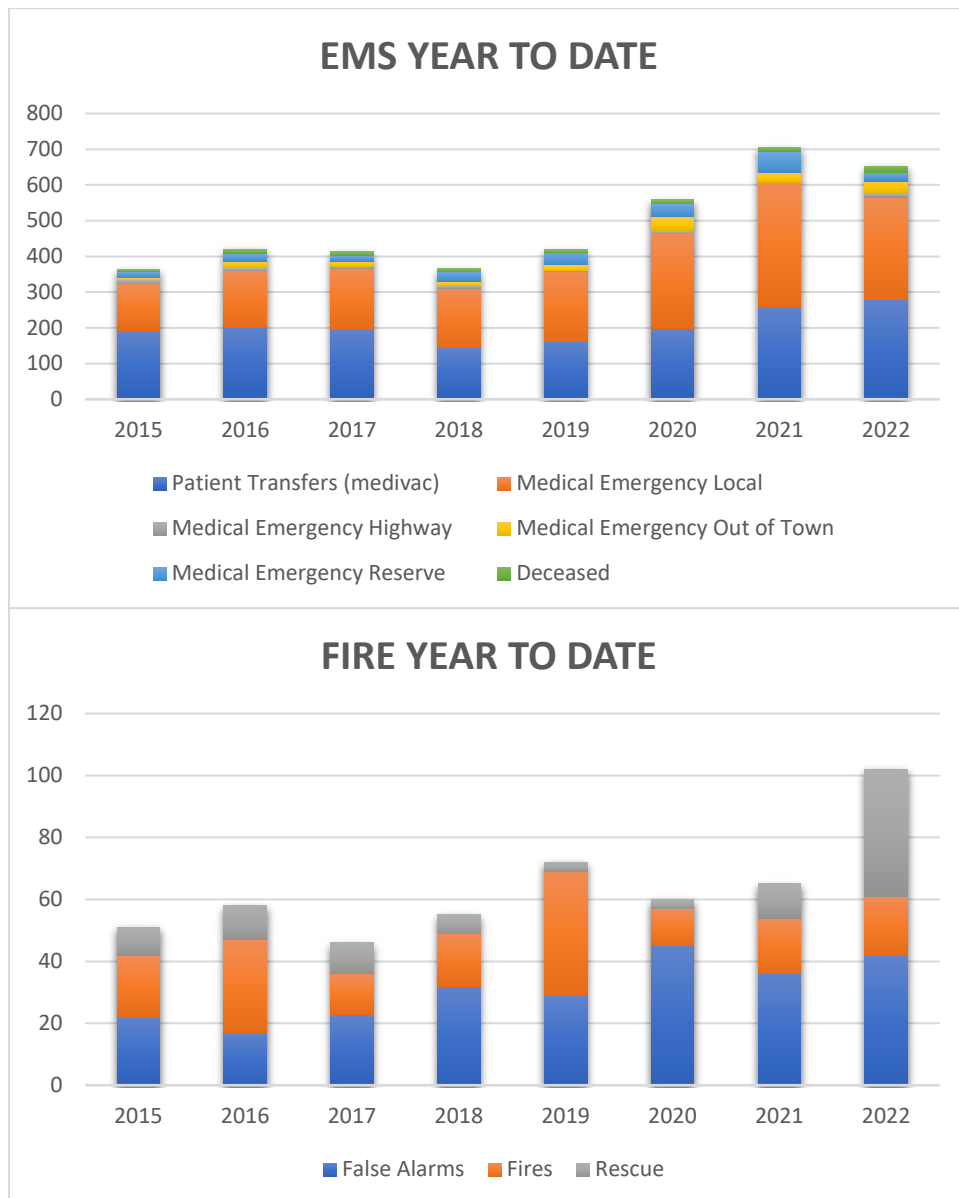
REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

7 YEAR COMPARISON STATISTICS





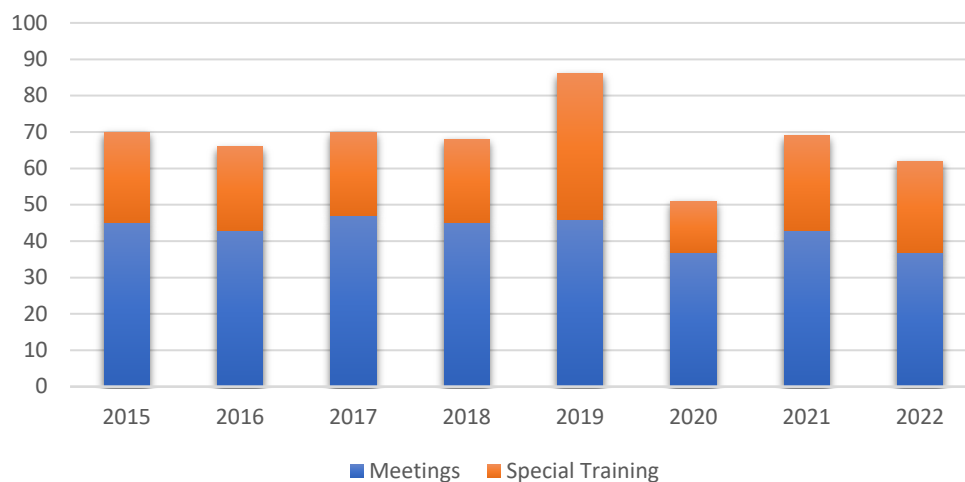
REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

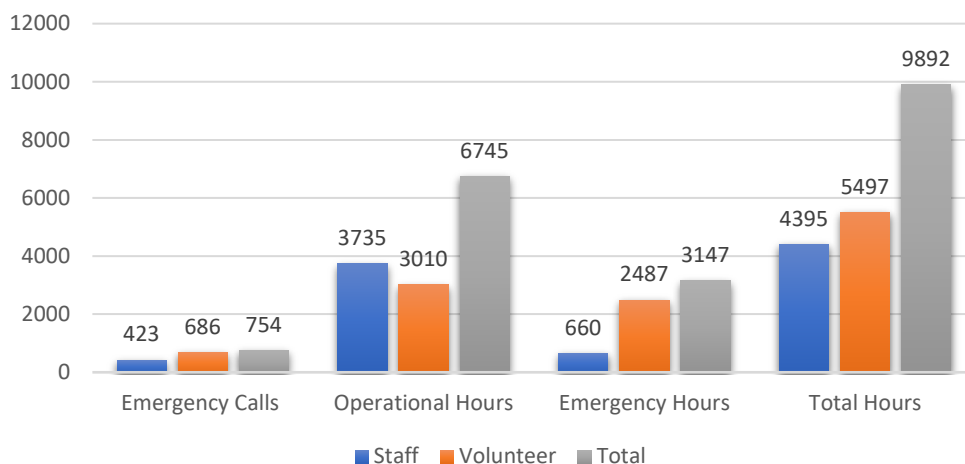
DATE: February 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

TRAINING YEAR TO DATE



Fire Department Calls/Hours





REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

MAINTENANCE

1. All daily/weekly/monthly maintenance activities were completed.

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:

None

Prepared by:

Travis Wright
Director Protective Services/Fire Chief
Date: January 31st, 2023

Reviewed By:

Patrick Berge
Assistant Senior Administrative Officer
Date: February 2nd, 2023



REPORT TO COMMITTEE

DEPARTMENT: LANDS

DATE: February 6, 2023

SUBJECT: 2023 BOARD MEMBERS FOR THE BOARD OF REVISION HEARING

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints as Members to the 2023 Board of Revision the following:

- **Steve Anderson**
- **Liam Dean**
- **Brian Kovatch**
- **Vince McKay**
- **Lynn Readman**
- **Doug Swallow**

And approves the new rate of Honoraria for each Chairperson and other Members to the Board of Revision from \$50 per Board hearing to \$50 per hour minimum to \$200 per day maximum.

BACKGROUND:

According to Section 30. (2) of the Property Assessment and Taxation Act, Council must appoint, by resolution, at least three members to the Board of Revision. Each Member holds office during pleasure, for not more than one year. However, a person may be reappointed as a Member of a Municipal Board of Revision.

The following Individuals are willing to be on the 2023 Board of Revision; and are in good standing with the Town of Hay River:

Steve Anderson
Liam Dean
Brian Kovatch
Vince McKay
Lynn Readman
Doug Swallow

Also, according to Section 31. (3) of the Property Assessment and Taxation Act, the Chairperson and other Members of a Municipal Board of Revision may be paid the honoraria that the Council, by resolution, determines for the performance of their respective duties. Every year the Town has difficulty recruiting volunteers to sit on the Board. In the past, ad in local newspaper resulted in not much of a success. It now becomes a common practice for Administration to reach out to members from the year prior if re-appointment is of an interest.



REPORT TO COMMITTEE

DEPARTMENT: LANDS

DATE: February 6, 2023

SUBJECT: 2023 BOARD MEMBERS FOR THE BOARD OF REVISION HEARING

For the last (estimated) twenty (20) years or so, the honoraria for each Chairperson and other Members to the Board of Revision is \$50 per Board hearing.

With thought and consideration, we are recommending a new rate of honoraria at \$50 per hour minimum to \$200 per day maximum for the Chairperson and other Members to the Board of Revision.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Property Assessment and Taxation Act (PATA)

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Susan Gallardo
Lands
Date: 26 January 2023

Reviewed by:
Patrick Bergen
Assistant Senior Administrative Officer
Date: 26 January 2023



REPORT TO STANDING COMMITTEE

DEPARTMENT: Office of the SAO

DATE: February 6, 2023

SUBJECT: ASSET MANAGEMENT SOFTWARE SELECTION

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs administration to progress with the Asset Management Project as detailed in the Asset Management Roadmap and identified in the 2023 10 Year Capital Plan through the purchase and implementation of NexGen software not to exceed the approved capital and operational budgets.

BACKGROUND:

The Asset Management Project was initiated on October 21, 2021 with a grant provided from the Federation of Canadian Municipalities. The activities associated with this grant include; an updated Asset Management Bylaw, a 3 year road map, software selection and related activities.

The updated Asset Management Bylaw was passed by Council on August 23, 2022. The 3 Year Roadmap was also presented to Council. The asset management project was added to the 10-year capital plan for 2023 and 2024.

The software selection process was undertaken by ASAO Patrick Bergen PMP, SAO Glenn Smith MBA, Director of Recreation Stephane Millette and Ryan McNeil CET as well as SKL Consulting, the engineering consultant. All available municipal asset management solutions were surveyed by the engineering consultant and reduced to 4 options.

The 4 solutions considered were;

- Central Square Municipal Asset Management Software
- NextGen Enterprise Asset Management Software
- Azzier CMMS (currently in use with MACA)
- COGEP Asset Management Software

The decision matrix reviewed and supported by the team considered

- **Functionality** which includes;
 - Work Order processing
 - Asset condition tracking,
 - Capital planning,
 - Data analysis and reporting,
 - Web and Mobile interfaces,
 - Process functionality (water production, ice making, pool maintenance, sewage lagoon and landfill operation), as well as linear structures like roads, pipes etc.
 - Support linear infrastructure,
 - Database that can incorporate SOPs, safety protocols, photos, manuals, training requirements, warranty information, graphics, checklists, asset tagging, etc.

REPORT TO STANDING COMMITTEE

DEPARTMENT: Office of the SAO

DATE: February 6, 2023

SUBJECT: ASSET MANAGEMENT SOFTWARE SELECTION

- **Operation and Maintenance** – the software should be intuitive and easy to use to mitigate the risk associated with adoption by employees.
- **Support** – The vendor must have a proven history with municipalities and provide robust implementation and ongoing support.
- **Fees** – the software options were also rated based on annual, implementation and employee time costs.

There was a significant functionality difference between the top 2 solutions, which were Central Square and Next Gen and the bottom 2 which were Azzier and COGEP. The reduced functionality of the bottom 2 solutions would require additional employee time and additional add-on software that would negate any price differences. Azzier and COGEP did not meet the base functionality requirements as well.

Of the 2 best solutions, one was significantly more expensive on an annual basis with relatively the same functionality. The price difference between the selected software and the one related to MACA is negated when the employee time is calculated in. The MACA solution also carries a much larger risk of being cumbersome and not adopted by Town employees.

Regardless of software choice MACA has agreed to offer full support with information and personnel to be successful.

COUNCIL POLICY / STRATEGY OR GOAL:

2022 to 2025 Strategic Plan

Goal: Ensure that current best practices guide infrastructure development and maintenance in Hay River.

Related Tactic: Develop and implement an asset management program.

Office of the SAO 2023 Business Plan Goal: Ensure that asset management best practices guide infrastructure development and maintenance in Hay River

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

- The 2022 FCM Grant and associated Asset Management Roadmap ending March 31, 2023, is \$48,600.
- The 2023 10 Year Capital Plan budget is \$185,000 for 2023 and \$135,000 for 2024.



REPORT TO STANDING COMMITTEE

DEPARTMENT: Office of the SAO

DATE: February 6, 2023

SUBJECT: ASSET MANAGEMENT SOFTWARE SELECTION

- In 2021, the Tangible Capital Assets were \$ 85,123,915. The annual depreciation was \$3,405,528. The Asset Management System is intending to improve the length of service of assets and provide more cost-effective means of replacement.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Patrick Bergen

Assistant Senior Administrative Officer

Date: 1 January 2023

Reviewed by:

Glenn Smith

Senior Administrative Officer

Date: 1 January 2023



REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

DATE: February 6th, 2023

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Willows from the Standing Committee of Council, Monday, February 6th, 2023.

BACKGROUND:

Councillor Willows has asked to be excused from the Standing Committee of Council, Monday, February 6th, 2023

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
Council Administrator
Date: February 3, 2023

Reviewed by: