



AGENDA

PUBLIC INPUT

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DECLARATION OF INTEREST

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

5. ADMINISTRATIVE ENQUIRIES

6. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- a. Regular Meeting of Council, January 23rd – page 2-32

7. INFORMATION ONLY

- a. Monthly Policing Report for January 2023 – page 33-36

8. COMMITTEE REPORTS

- a. Public Works Monthly Report for January – page 37-40
- b. Recreation Monthly Report for January – page 41-47
- c. Tourism and Economic Development Report for January – page 48-53
- d. Emergency Services Monthly Report for December – page 54-59
- e. Board of Revision Appointments – page 60-62
- f. Asset Management Software Selection – page 63-65
- g. Excused Absence – page 66

9. NEW BUSINESS

- a. Excused Absence – page 67
- b. Municipal Enforcement Report for January – page 67-70
- c. Emergency Services Report for January – page 71-75

10. IN CAMERA

- a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)
 - Agrifood Hub - North Star Agriculture NWT & AWP Partnership Announcement
 - NFTI – Lease Agreement

11. ADJOURNMENT



REGULAR MEETING MINUTES January 23rd, 2023

The Regular Meeting of Council was held on Monday, January 23rd, 2023 at 6:30pm

Present: Mayor Kandis Jameson, Deputy Mayor Dohey, Councillors Duford, Bouchard, Wall, Chambers, Groenewegen, and Willows

Staff: SAO – Glenn Smith, ASAO – Patrick Bergen, Director of Public Works – Brad Harrison, Director of Finance – Abena Nyarko, Stephane Millette – Director of Recreation & Council Administrator – Stacey Barnes, Protective Services Specialist – Jonathon Wallington

1. CALL TO ORDER:

This Meeting was called to order at 6:30pm with Mayor Jameson presiding.

2. ADOPTION OF AGENDA

#23-001

MOVED BY CLLR DUFORD

SECONDED BY: CLLR WILLOWS

Add 6) In Camera and move other items down

3. DECLARATION OF INTEREST

There were no declarations of interest for the Regular Meeting of Council, Monday, January 23rd, 2023

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

Mayor Jameson – Dropped the puck at the U13 tournament – was some great hockey
Cllr Groenewegen – Good luck to all the participants competing in Arctic Winter Games “Go Hay River”
SAO Smith – U11 Huskies picked up Gold this weekend in Peace River

5. DELEGATION

a. Hay River Health and Social Services - Erin Griffiths and Brian Willows

6. IN CAMERA

#23-002

MOVED BY: CLLR CHAMBER

SECONDED BY: CLLR DUFORD

That the Council of the Town of Hay River move to In Camera at 6:40pm.

CARRIED

#23-003

MOVED BY: CLLR GROENEWEGEN

SECONDED BY: CLLR DOHEY

That the Council of the Town of Hay River move out of In Camera At 7:39PM.



REGULAR MEETING MINUTES January 23rd, 2023

CARRIED

7. ADMINISTRATIVE ENQUIRIES

Director of Finance – Abena

- Working on year end audit
- Q4 Capital reporting

Protective Services Specialist – Jonathon Wallington

- Calls to date
30 Ambulance
3 Fire
5 False Alarms

Director of Recreation – Stephane Millette

- 371 swimmers last week – 942 for the month
- Full ice schedules planned till march every weekend
- Staff shortage in maintenance
- Aquatics has a small impact due to leave for AWG
- Rec Committee met last week – reviewing recreation rates
- Beautification Committee will dissolve November 1st

Director of Public Works – Brad Harrison

- Capital Drive work completed last week
- Onboarding ongoing
- 2023 projects including tenders coming out
- Working on Sundog Development
- Water Treatment Plant Operator hired
- Manager of Public Works job ad is out this week

ASAO – Patrick Bergen

- Working on Disaster Mitigation Funding
- Asset Management Software – in negotiations and MACA is assisting
- ITI – 10k application applying for Tourism website work
- Updating tourism guides through funding
- Tourism Coordinator funding applied for
- Flood donation committee met to review remaining funds
- Talking with VP of Sales for Canadian North regarding daily flights

SAO – Glenn Smith

- GNWT – Started after action review
- Public input session last week – approx. 50 attendees
- Interview this week with THR/MACA
- Attended Flood claims and preparedness meeting
- Emergency Plan update – Director of Protective Services continuing work on it
- Public Meeting – March 7th week – Flood Preparedness
- NTPC and THR- Responses to Public Utilities board – due end of February



REGULAR MEETING MINUTES January 23rd, 2023

8. INFORMATION ONLY

- a. Recreation Committee Minutes – March 18th, 2022
- b. Recreation Committee Minutes – July 21st, 2022
- c. Recreation Committee Minutes – September 28th, 2022
- d. Recreation Committee Minutes – October 27th, 2022 – page
- e. Recreation Committee Minutes – November 1st, 2022 – page
- f. Mayor's Monthly Policing Report for December 2022– page

9. NEW BUSINESS

- a. Public Works Monthly Report for December

RECOMMENDATION:

#23-004

MOVED BY: CLLR BOUCHARD
SECONDED BY: CLLR CHAMBERS

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

carried

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.

2022 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	Deferred to 2023.
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.



REGULAR MEETING MINUTES January 23rd, 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.
Capital Drive Watermain	Deficient items will be addressed in spring/summer of 2023. Fire suppression line to one property will require additional line installation when weather permits.
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.
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.

Solid Waste Facility Operations:

- New computer program introduced to track transitions
- Thawing of frozen sewer 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
- Submitter 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**
- Manhole checks for various freeze ups – **Complete**



REGULAR MEETING MINUTES January 23rd, 2023

- Water meter installation monitoring (Courthouse, Riverview Lodge) – **Complete**
- Heating issues in LS #2 – **Complete**
- Locates for NUL on Irma Morin Trail – **Complete**
- Old Town truck fill bleeder valve maintenance – **Complete**
- Sampling and water reporting – Ongoing
- Daily inspections of Lift Stations, WTP and Reservoir – Ongoing

Roads & Ditches

- Road Sanding as required – Ongoing
- Snow Clearing as required – Ongoing

Equipment Maintenance

- Case loader repair (Fuel Pump) – Ongoing
- Zamboni repairs and maintenance – Ongoing
- Passenger Truck servicing – Ongoing

Building and Ground Maintenance

- Repair busted water line at animal shelter - **Complete**
- Doorway and sidewalk snow clearing (All Facilities) – Ongoing

Development Permits

- 2 Development Permits and no Building Permits have been approved for December 2022. In the month of December 2021, we had 2 Development Permits and no Building Permits signed out.
- The December 2022 Development and Building Permit Report is as follows:

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Dec 19/22	D22-095	3 Gaetz Drive	Reinstate power to Existing Workshop Garage on HH Williams Hospital site.
Dec 20/22	D22-096	22 Miron Drive	Renovate entire Basement.

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

FINANCIAL IMPLICATIONS:

N/A



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ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Bradley Harrison
Director of Public Works
January 5, 2022

Reviewed by:
Glenn Smith
SAO
January 5, 2022

b. Recreation Monthly Report for December

RECOMMENDATION:

#23-005

MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for December 2022 as presented.

carried

BACKGROUND:

Recreational Programming

Youth Programming

After School Club

After School Club continued through the month of December. Registered attendance was lower this month compared to November's attendance totals, however the vacancies in After School Club were often filled by drop-ins. Registration was approximately 55% full for Mondays through Thursdays and 60% full for Friday half-day programming.

The partnership between the After School Club and the NWT Centennial Library continued this month, with the Program Librarian delivering weekly craft and story sessions. The partnership between the HRHSSA Child and Youth Counsellor and the After School Club also continued this month, with the Child and Youth Counsellor facilitating art sessions for After School Club participants. The After School Club continues to make use of the Hay River Community Centre's rental skates and helmets during scheduled public skating times.

Special Holiday Programming

Full-day and half-day programs were offered while school was out for the Christmas holidays. Full-day programming, offered from December 19th to 23rd, was near maximum capacity with a 92%



REGULAR MEETING MINUTES January 23rd, 2023

registration rate. Half-day programming was offered from December 28th to December 30, with a 76% registration rate. Programming included swim times, skating, cookie decorating, Christmas movies, crafts and active games.

Fitness Programming

Regular fitness programming continued through the month of December. Vinyasa Yoga and Chair Yoga continued, led by a contracted yoga instructor. Spin classes continued, also led by a contracted fitness instructor. The remainder of the fitness schedule was offered via virtual programming. Fitness programming was offered on a drop-in by donation basis from December 18th to January 2nd.

Fitness class attendance decreased slightly overall through the month of December, although wellness class programming saw a slight increase when compared with November 2022. Fitness programming attendance was lower this month when compared to December 2021.

Community Programming

Full Moon Snowshoe

Full Moon Snowshoe resumed this month, in partnership with the Hay River Ski Club and sponsored by the NWT Recreation and Parks Association. A total of 13 community members took part in December's Full Moon Snowshoe, despite very cold weather conditions.

Skate with Santa

Skate with Santa was held on December 17th. The event was well attended with approximately 100 community members attending the 2-hour skate. Growing Together staff members served hot chocolate and cookies to participants.

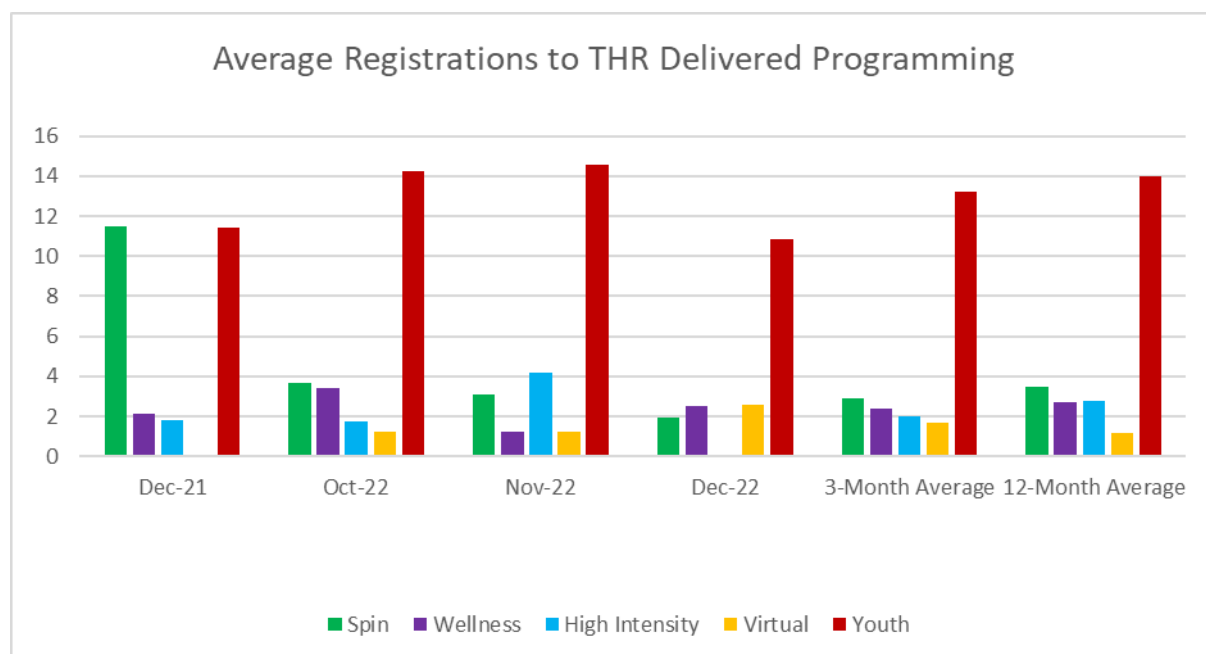
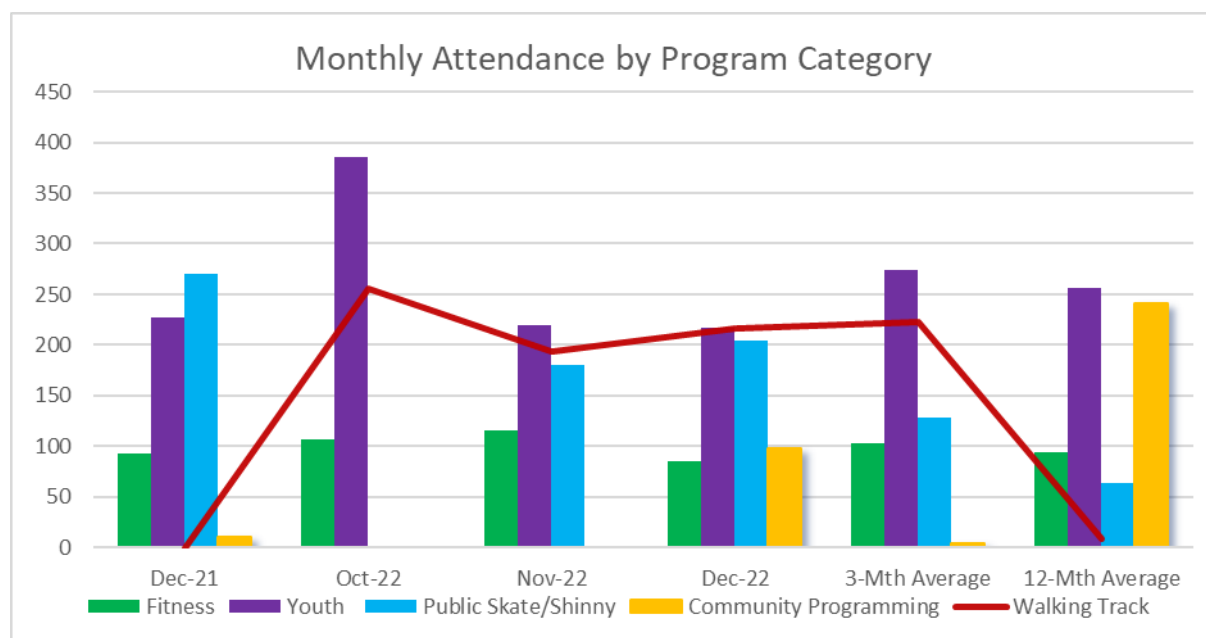
Public Skating & Shinny

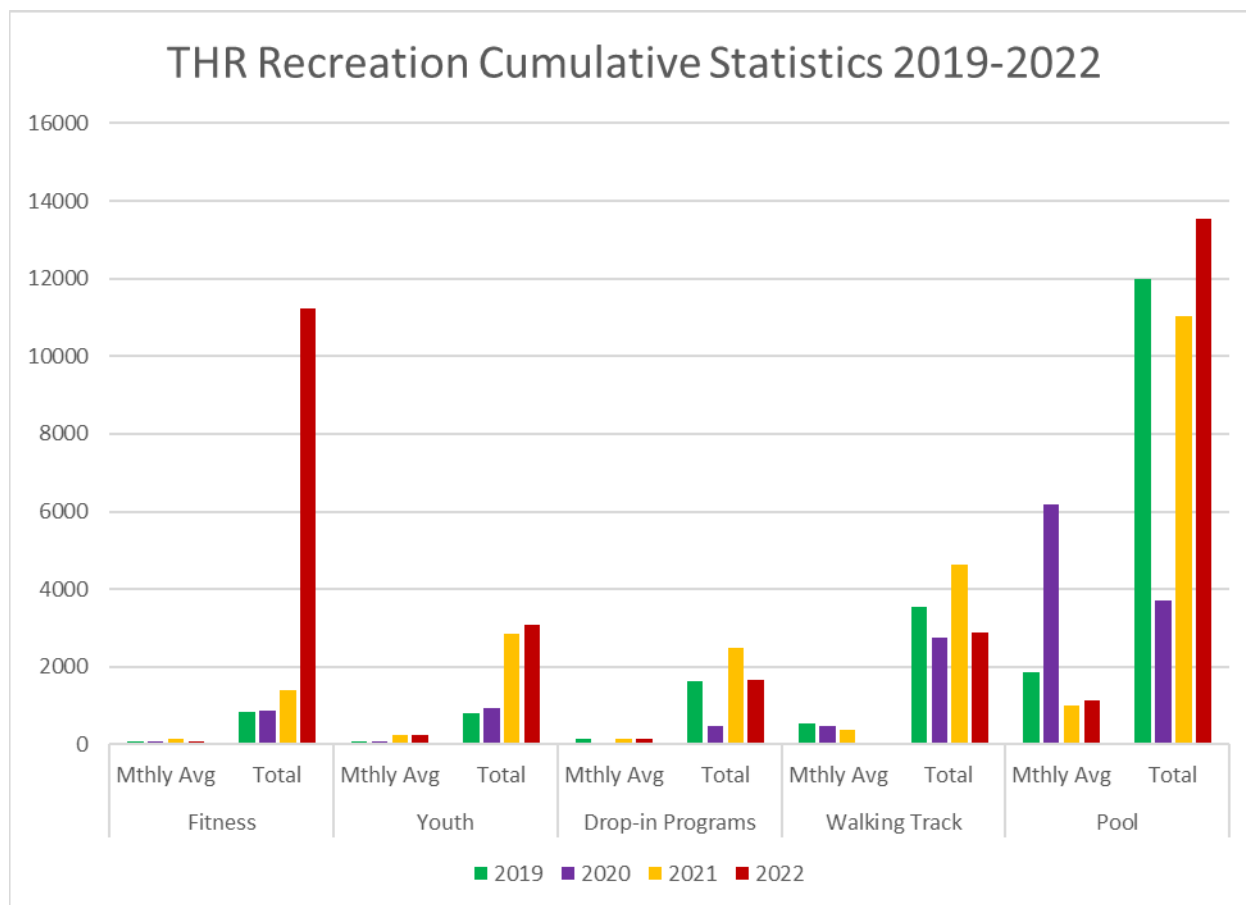
Public skating attendance has increased again this month, in large part due to the number of school classes taking part in public skating during school hours. Noon hour Junior Shinny attendance has also increased again this month with an average of 8 youth attending each session.

Sponsored Holiday Skates & Swims

Sponsored holiday public skating and swimming took place from December 21st to January 2nd and were well attended throughout. A total of 66 hours of activity time were sponsored by local businesses and community groups - 36 hours of public skating/shinny time and 24 hours of swimming time.

Recreation Programming Statistics





Aquatics

General

The aquatic centre remained open 7 days per week with a regular weekly schedule and little to no unforeseen service interruptions. The new chemical feed system for chlorine and pH control continues to operate well since installation in September and staff are noting improved efficiency with the new system.

Variable flow drive (VFD) power panels for the pool and hot tub circulation systems were impacted by frequent power outages in December. There is also some concern that pool pumps are being impacted. There haven't been any critical failures to this point, but concern has been expressed by local contractors who service the equipment.

The Aquatic Centre was inspected by the South Slave's Environmental Health Officer (EHO). No major concerns were raised and the EHO was satisfied with recent upgrades to the pool circulation and chemical feed systems. The Aquatic Supervisor toured the facilities with the EHO to confirm that new operations and procedures that have been implemented are in alignment with Public Health standards and legislation.



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Staffing

The Don Stewart Aquatic Centre continues to be fully staffed with 3 full time lifeguards and 7 casual and assistant lifeguards. The weekly swim schedule has been adjusted to reflect the full compliment of staff. Swim blocks and operating hours are expected to increase further in 2023 given that staff can rotate through breaks, rather than closing the pool to allow for appropriate rest and breaks.

Attendance

This month's swimmer statistics were slightly higher than 2021 data for all categories. Note also that December 2022 swimmer numbers are higher than 3-month averages for the open swim, private rentals and afternoon swim times as per the *Monthly Swimmer Statistics* graph below, as well as being higher in most 12-month averages. Total attendance for December was 1,271. Attendance for the whole of 2022 was 13,541, an increase of 2,149 from 2021.

There were 4 birthday parties held at the pool in December. The Swim Club has steadily increased its numbers and now has 14 swimmers registered. The Swim Club also held a mini swim camp over the holidays with 10 swimmers participating in all sessions. Holiday swims were well attended and most of the open and family swims were sponsored by local businesses and the Town. Many of these swims had over 30 people.

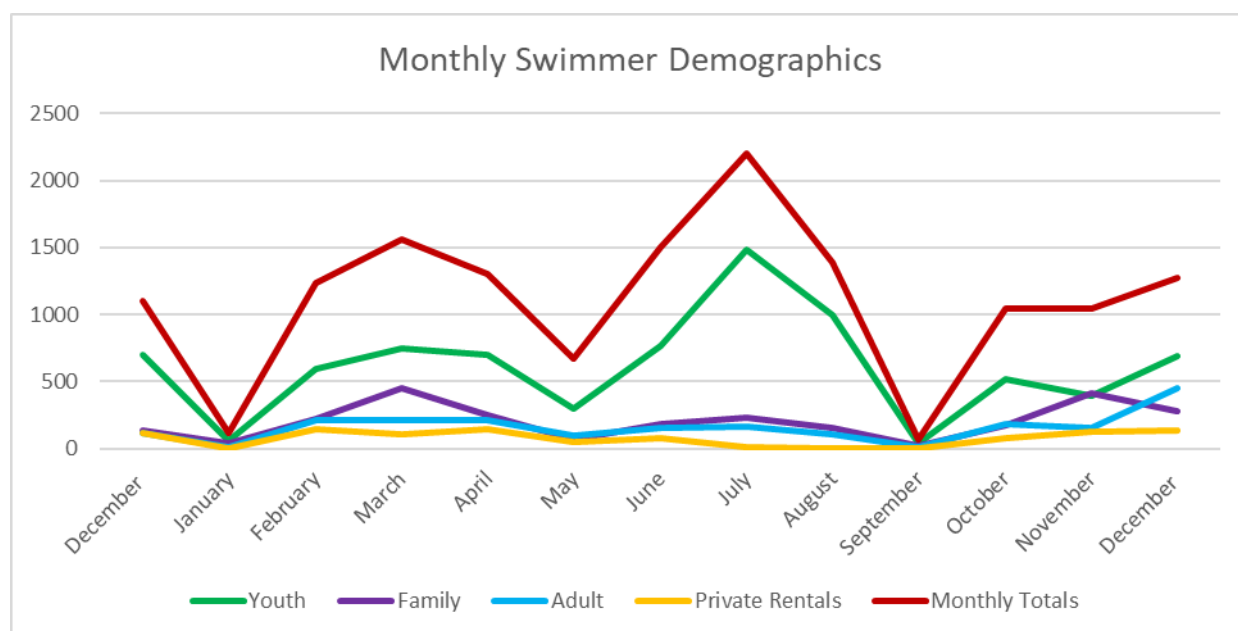
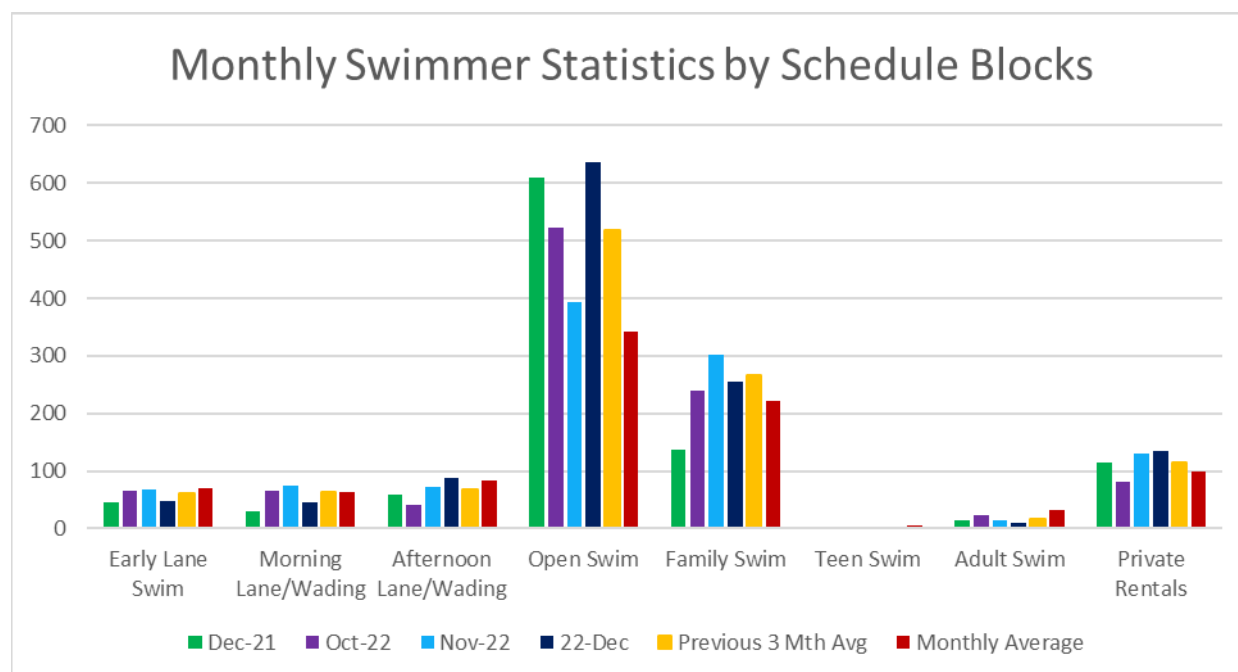
Swimming Lessons

Swim lessons wrapped up on Dec. 15th. There were 17 swimmers registered in 5 lesson groups ranging from Preschool 2 to Swimmer 4 levels. Twelve swimmers successfully completed their levels resulting in a 70% success rate.

Courses & Training

The Aquatic Supervisor continues to work towards the Aquatic Safety Operator certification offered jointly by AMHSA (Alberta Municipal Health & Safety Association) and AARFP (Alberta Association of Recreation Facility Professionals).

Don Stewart Aquatic Centre Statistics



Facilities and Maintenance

Recreation and Aquatic Centre:

Don Stewart Aquatic Centre:

- Change filter sand in hot tub
- Repair hot tub filter pump



REGULAR MEETING MINUTES January 23rd, 2023

- Weekly walkthrough of aquatic centre with Maintenance and Aquatics staff
- Installation of permanent door stops on all aquatic centre doors
- Increase in weekly vacuuming of pool and hot tub
- Repair of pool storage room heater – drive belt replaced
- Snow, cold weather and frost causing issues with air handlers – daily monitoring and maintenance required
- Maintenance and support provided when pumps impacted by power outages and bumps

Aurora Ford Arena and Hay River Curling Club:

- Routine daily ice maintenance and weekly measurements
- Working with local contractor to repair curling club stairwell heaters
- Deployment of new ice edger
- Conversion of arena storage room into a referee room
- Improvements to Maintenance staff work area and meeting room
- Repairs to front end of spare ice resurfacer

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)
- Support provided to Festival of Trees, Santa Claus Parade and other holiday traditions
- Support hockey tournaments and weekend special event rentals

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
- The Mayor's Christmas tree was setup and illuminated at Bob McMeekin Park
- Preparation and deployment of winter signs in downtown core

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A



REGULAR MEETING MINUTES January 23rd, 2023

ATTACHMENTS:

Prepared by:
Stephane Millette
Director Recreation and Community Services
Date: January 5th, 2023

Reviewed by:
Glenn Smith
Senior Administrative Officer
Date: January 5th, 2023

c. Municipal Enforcement Monthly Report for December

RECOMMENDATION:

#23-006 **MOVED BY: CLLR WILLOWS**
 SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for December 2022 as presented.

carried

BACKGROUND:

Monthly Stat Summary	
Animal Control	13
Traffic	13
Other	5

This month has seen a decrease in animal calls partially due to families traveling and the arrival of extremely cold weather. Vehicles parked around town were addressed in an effort to make snow clearing during the holiday season efficient and safe for the work crews.

Yearly Stat Summary	
Animal Control	161
Business License	37
Traffic	175
Unsightly	45
Taxi	12
Noise	18



REGULAR MEETING MINUTES January 23rd, 2023

Snow	22
Other	29

Yearly Summary:

Vehicle Safety and Traffic compliance continue to be a focus around town. Safety in the school zones continues to be actively monitored to ensure compliance. Vehicles parked around town have been addressed and will continue to be monitored, to ensure the safety of public works crews during the winter months and keep traffic choke points and congestion down.

Animal Control is an important issue around town. Active monitoring, in addition to informative conversations about the bylaws given to animal owners, continues to be an important part of seeking compliance. Neglected and loose animals are the biggest issue and will continue to be monitored and addressed to ensure healthy animal welfare and fewer animals running around.

Unsightly property owners were addressed this year, and we saw some compliance in getting these areas cleaned up, and some started on their way. Due to the flood and the complications that arose from that, there has been an increase in additional areas that are slowly being brought back into compliance. We will continue to work with residents with fair and consistent expectations and timelines in the new year.

Research into other communities' bylaws is being done so that a few of the local bylaws can be updated to help make enforcement and compliance more efficient. This will also help with the recovery of the cost of certain enforcement. The Unsightly, Traffic, and Animal Control bylaws are all included in consideration to be researched and updated and will be presented to the Policy and Bylaw Committee for review in 2023.

The Protective Services Specialist has supported Emergency Services this year by taking extra training, which includes International Trauma and Pediatric Support and an EMR refresher to help solidify personal and team skills on the ambulance. A 1002 Pump Operators course was also completed to help with fire response. The PS Specialist has also helped with some of the other projects this year that included Winterizing the ERTC building and helping with the installation and programming of the electric cot on Medic 2.

COUNCIL POLICY / STRATEGY OR GOAL:

Strategy:

Goal:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

All applicable Bylaws and Territorial Legislation

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A



REGULAR MEETING MINUTES January 23rd, 2023

ATTACHMENTS:					
OFFENCE	INQUIRY	INVESTIGATED (NO SUBSTANTIATION)	WARNINGS (VERBAL, LETTER OR VISUAL)	FINES / ENFORCEMENT	OTHER ACTION
Animal Control Bylaw					
Animal Abuse/Welfare	23	9	5	4	5
Barking Dogs	30	12	6	5	7
Dog Attack	6	1	3	1	1
Dog Bites	5	0	0	0	5
Loose Cat/Dog	74	15	19	6	33
Sled Dog Complaints	0	0	0	0	0
Miscellaneous	23	3	5	2	12
Business License					
No Business License	36	0	13	5	18
Operating business not as permitted	1	0	0	0	1
Traffic Bylaw					
Vehicle/Trailer Parking	91	9	25	44	13
ATV/Snow Machine	14	5	5	3	1
Fail to Stop (Sign or Light)	4	0	3	0	1
Distracted Driving	2	0	0	2	0
No Seat Belt	1	0	0	0	1
Fail to carry-No Insurance/Registration	4	0	3	1	0
Fail to drive to road conditions	0	0	0	0	0
Improper use of plate/ No Plate	1	1	0	0	0
Drive w/o lights during low visibility	0	0	0	0	0
Speeding	53	4	38	3	8
Speeding (School/Construct/Industrial)	1	0	1	0	0
Suspected Impaired Driver	1	1	0	0	0
Miscellaneous	3	0	0	1	2
Unightly Bylaw					
Overgrown Trees	2	0	0	0	2
Long Grass & Weeds	27	1	13	13	0
Garbage	7	1	2	0	4
Miscellaneous	9	1	0	2	6
Taxi Bylaw					
Taxi Not Available	3	1	0	0	2



REGULAR MEETING MINUTES January 23rd, 2023

No Brokerage/ Business Licence	2	0	1	0	1
Fail to carry/No Taxi/Chauffer Permit	7	0	5	2	0
Noise Abatement Bylaw					
Noise Complaint	18	5	7	3	3
Fire Prevention Bylaw					
Burning without permit	0	0	0	0	0
Miscellaneous	4	0	0	0	4
Unsafe/Hazardous Behaviour					
Miscellaneous	13	2	2	1	8
Intoxicated- Unable to care for self	10	1	0	0	9
Public Disturbance	2	0	0	1	1
Snow Removal Bylaw					
Sidewalks not cleared	9	0	7	0	2
Driveway cleared on to street / sidewalk	8	0	8	0	0
Snow being put on private property	3	0	2	0	1
Miscellaneous	2	0	1	0	1
TOTAL	499	64	161	99	138

Prepared by:

Reviewed By:

Jonathan Wallington
Protective Services Specialist
Date: January 5, 2023

Glenn Smith
Senior Administrative Officer
Date: January 5, 2023

d. Tourism and Economic Development Report for December

RECOMMENDATION:

#23-007

MOVED BY: CLLR CHAMBERS
SECONDED BY: CLLR WILLOWS

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

carried

BACKGROUND:

Tourism & Economic Development Activity:

- Completed the 6 month ITI GNWT Community Tourism Coordinator Grant reporting for the period ending December 31, 2022. We have reached out to the new contact for the South Slave region about applying for the upcoming round of funding that should be coming out in the next week.

- Conference rental agreement and details have been finalized for the Northwest Territories Association of Communities AGM June 7th to 10th, 2023, including set up instructions with venue setup diagrams and signed rental agreement.
- South Slave tourism incubator meetings have started to take place, exchanging ideas, plans and partnering to pool our resources and possibly combine funding projects to improve the visitation to our Northern communities. This has been in conjunction with Investment, Tourism and Industry for GNWT.
- The Christmas parade had 16 floats and was deemed a successful.
- The New Years Eve Fireworks was supported again this December 31st.
- There are currently 34 Vendors registered to sell consignment items at the VIC
- An application has been submitted with Arctic Energy for 50% to buy a new High Efficient Propane furnace for the VIC, as the one currently in the building was converted to propane in 1991.

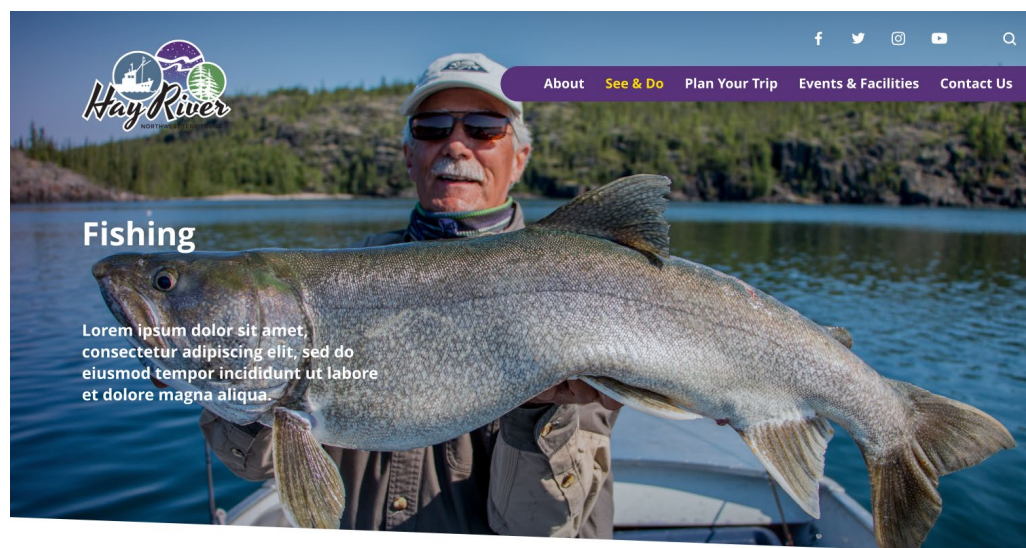
Upcoming Events/Contests:

- The Hay River Visitor Centre is organizing Seasonal local Tour Operator's meet and greets in the spring and in the fall. These meetings will allow all of the local tour operators to meet and update each other on the services and products they will be offering for the upcoming season, along with their current up to date contact information. This will give the operators a chance to combine services and offer exclusive travel packages to the Tourists which will be supported by our Tourism department.
- The Town of Hay River will be partnering with the Hay River Homecoming/Seniors Society for the "2023 Hay River Friends Reunion" taking place Aug 18 to 21st, 2023. The town will provide the pavilion and sponsor the event by providing resources such as tables, chairs and BBQ, as well as equipment for their pancake breakfast and meet and greet BBQ. The Visitor Centre will also assist with the event by helping to recruit volunteers for the three-day event.

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 project activities are as follows:

- Website structure – this is the page listing with links and sections. 100% Complete
- 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.
- 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 Meeting and Conference Planner

This was originally completed in April of 2021. Consultations with stakeholders will identify whether a brief update is required. This will be completed by January 31st.

Town of Hay River Community Recreation Guide

This was originally completed in 2021. Consultations with stakeholders will identify whether a additional information is required. This will be completed by January 31st.

Wayfinding Plan

The wayfinding plan is intended to review signs and artifacts in and around Hay River to understand what would improve a visitor's experience. The consultant has already done a review of Hay River and the area around it. This has informed a draft report that was just completed. The report will be reviewed internally and returned to the consultant to complete the final report. This should be complete by January 31, 2023.

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.



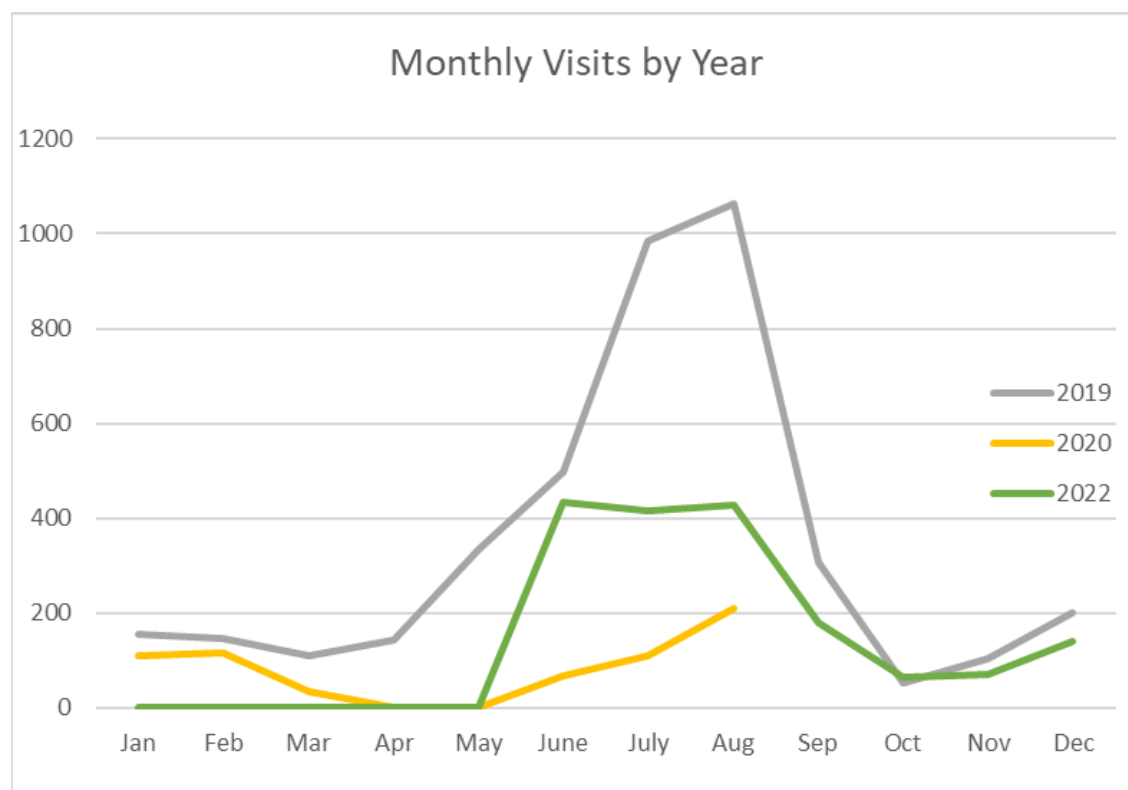
Social Media Strategy

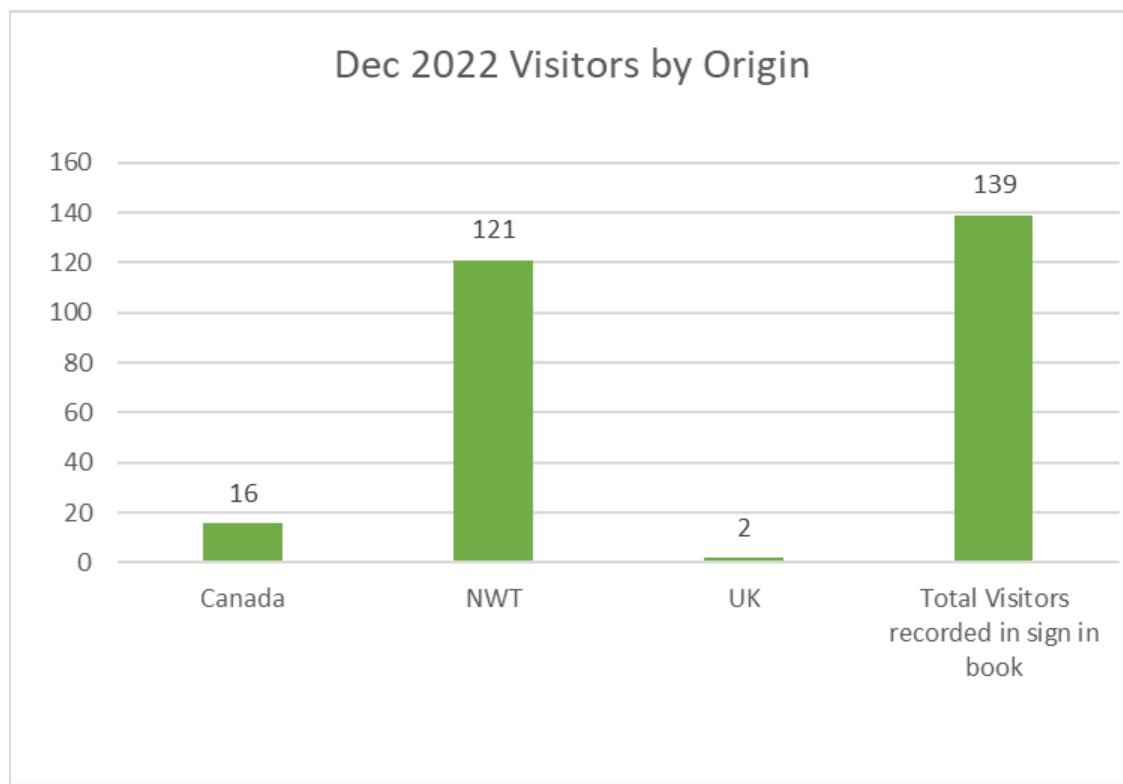
Funded by CANNOR grant funding, a consultant will assist the Town with a strategy that will support the rollout of the new Tourism website. This work has not been started but is intended to be complete by the end of April 2023.

Key Performance Indicators:

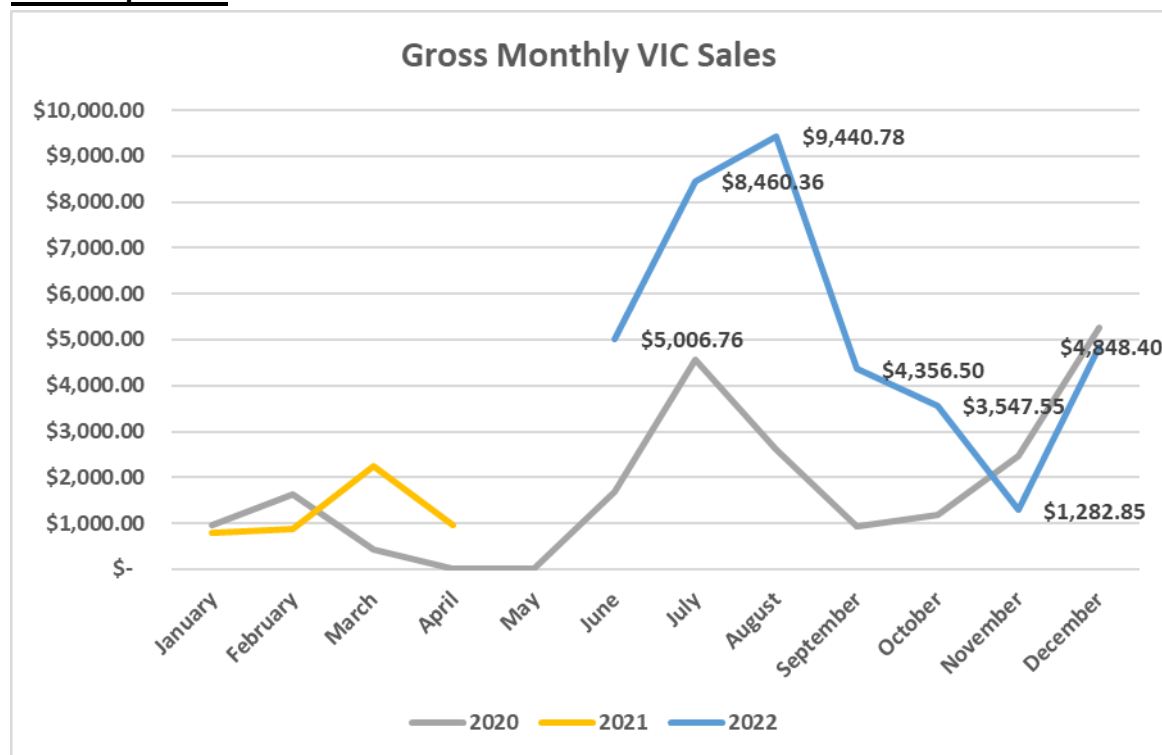
Visitor Information Centre Visitation

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





Gift Shop Sales



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: Jan 1, 2023

Reviewed by:

Patrick Bergen
 ASAO Town of Hay River

Date: Jan 1, 2023



REGULAR MEETING MINUTES January 23rd, 2023

e. 2023 Land Sales Incentive Program

RECOMMENDATION:

#23-008

**MOVED BY: CLLR GROENEWEGEN
SECONDED BY: CLLR BOUCHARD**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER extends the Land Sales Incentive Program through the Year 2023.

carried

BACKGROUND:

In June of 2001 Council approved a Land Sales Incentive Program. This program has been renewed annually with the 10% deposit applying to all lots for sale in Town.

The guidelines for this program were as follows:

- The Land Sales Incentive Program shall apply to all land sales in the Town of Hay River
- Purchaser pays a 10% nonrefundable deposit on land
- Upon acceptance of their application the purchaser gets "possession" of the land, which gives them the right to develop
- Purchaser pays property taxes on the land from date of possession
- Purchaser has up to 12 months from the date of acceptance of their application to pay for the land plus GST (less deposit), interest free
- Upon final payment, the Town will transfer title to the purchaser subject to the development conditions outlined in the Land Administration Bylaw No. 2178 & 2178A and the Agreement for Sale
- If payment for the land is not received within the 12 months period the land reverts to the Town plus all related improvements, the 10% deposit is not refunded
- A new Land Application was developed in 2002 to be used in conjunction with the Land Sales Incentive Program
- For new land sales only

COUNCIL POLICY / STRATEGY OR GOAL:

To promote and facilitate land sales and associated development.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Land Administration Bylaw No. 2178 & 2178A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:



REGULAR MEETING MINUTES January 23rd, 2023

N/A

ATTACHMENTS:

N/A

Prepared by:

Susan Gallardo
Lands & Taxation

Reviewed by:

Abena Nyarko, CPA, CMA
Director of Finance & Administration

Date: 19 December 2022

Date: December 19, 2022

f. 10 Year Capital Plan Correction Report

RECOMMENDATION:

**#23-009 MOVED BY: CLLR WILLOWS
 SECONDED BY: CLLR DUFORD**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the revised Ten-Year Capital Plan.

carried

BACKGROUND:

On December 12, 2022, the Council of the Town of Hay River approved the 10 Year Capital Plan. As part of the 2023 budget cycle process, some changes to project prioritization and scheduling were identified but did not get reflected in the version of the 10 Year Capital Plan presented and approved by Council. The changes to the 2023 year were properly documented through the approved 2023 Capital Budget.

The corrections to the 10 Year Capital Plan are as follows:

1. Pine Crescent Upgrades: Moved from 2028-2030 to 2023-2025
2. 553 Preliminary Drainage Plan: Moved from 2027 to 2023
3. Eagle Crescent and North End of Riverview Drive: from 2023-2025 to 2027-2029

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Financial Administration Bylaw

FINANCIAL IMPLICATIONS:

N/A



REGULAR MEETING MINUTES January 23rd, 2023

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

2023 10-Year Capital Plan Presentation

Prepared by:
Glenn Smith
SAO
January 5, 2023

10. NEW BUSINESS

- a. Letter of Support for ParticipACTION

RECOMMENDATION:

**#23-010 MOVED BY: DEPUTY MAYOR DOHEY
 SECONDED BY: CLLR DUFORD**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter supporting ParticipACTION funding application to the Government of Canada's Community Sport for All Initiative that can be used for staffing, training, promotion, programming, partnership and equipment.

CARRIED

BACKGROUND:

See attachment for the background information supporting this letter of support.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A



REGULAR MEETING MINUTES January 23rd, 2023

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Letter of Support Form

Prepared by:

Stacey Barnes
Council Administrator
January 20, 2023

Reviewed by:

Glenn Smith
Senior Administrative Officer
January 20, 2023

b) Deputy Mayor Appointment

RECOMMENDATION:

#23-011

**MOVED BY: CLLR BOUCHARD
SECONDED BY: CLLR CHAMBERS**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints Councillor Dohey as Deputy Mayor as per the Council Procedure Bylaw# 2420.

CARRIED

BACKGROUND:

In accordance with the Town of Hay River Council Procedures By-Law and on authority provided by the Cities, Towns and Villages Act, NWT, a Deputy Mayor is appointed by Council on an annual basis. A copy of the relevant legislation is provided below for reference:

Deputy mayor **39. (1) Council, on the recommendation of the mayor, may, appoint a councillor to be the deputy mayor.**

Powers and
duties of
deputy mayor

- (2) The deputy mayor**
- (a) shall perform the duties and may exercise the powers of the mayor when the mayor is absent or unable to act; and**
 - (b) shall perform other duties and may exercise other powers determined by council on the recommendation of the mayor.**



REGULAR MEETING MINUTES January 23rd, 2023

Specifically, the current Council Procedures By-Law, No. 2420, Section 6 c) i, states that the Deputy Mayor will be selected from the Members at the first Council Meeting in November of each year.

The intention of the Member to stand as Deputy Mayor shall be indicated to the Mayor and Council Administrator in writing and if two or more Members stand, there will be an election held, voting accomplished by secret ballot.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Cities, Towns & Villages Act
Bylaw 2420 – Council Procedure Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Stacey Barnes
Council Administrator
Date: January 20th, 2023

Reviewed by:
Glenn Smith
SAO
Date: January 20th, 2023

c) Wayfinding Roadway Signage

RECOMMENDATION:

#23-012 MOVED BY: CLLR DUFORD
 SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER direct administration to purchase and install signage in accordance with the Wayfinding Project Plan and supported through secured grant funding.

CARRIED

BACKGROUND:



REGULAR MEETING MINUTES January 23rd, 2023

In support of the execution of the Town's 2020 Tourism Marketing and Tourism Development plans, a CANNOR application was successful for "Expanding Community Tourism Platforms". The funding has been budgeted for Tourism and Recreation initiatives including conference equipment, event flooring, the new tourism website, renovations at Porritt Landing as well as the wayfinding initiative.

In addition, the Town was awarded funding through ICIP's Community, Culture and Recreation Infrastructure for replacement of the Welcome to Hay River sign and funding through ITI's Community Tourism Infrastructure Contribution for way finder signage design.

The wayfinding initiative has used a consultant to review and make recommendations that improve visitor experience by assisting them in finding Hay River's businesses and amenities. The signage provided in the presentation will be augmented with directional arrows and mileage markers. The additional items will be finalized when final exact placements are defined.

COUNCIL POLICY/STRATEGY OR GOAL:

Wayfinding signage supports the 2022 to 2025 Town of Hay River Strategic Plan's goal to "Promote Hay River as the tourism destination of the North" and the corresponding tactic to "Create and maintain tourist-friendly public locations within the town."

The initiative is in alignment with the 2020 Tourism and Economic Development Plan specifically defined as;

- Improved Signage for Local Services, Accommodations, Facilities and Attractions
 - Implement Key Interpretive and Wayfinding Signage for Local Attractions that Incorporate the Established Theme of the Town

APPLICABLE LEGISLATION, BYLAWS OR STUDIES:

N/A

FINANCIAL IMPLICATIONS:

Design, construction, and installation of signage is estimated at \$25,000.

ALTERNATIVES TO RECOMMENDATIONS:

Council may direct staff to make defined changes to the presentation and present at a future Council meeting.

ATTACHMENTS:

Wayfinding Road Signage Plan

Prepared by:
Patrick Bergen PMP
Assistant SAO

Reviewed by:
Glenn Smith
SAO



REGULAR MEETING MINUTES January 23rd, 2023

d) Sundog Development Conceptual Design

RECOMMENDATION:

#23-013

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Sundog Development conceptual design C-101-2 Rev. A/0 and directs Administration to proceed with drafting an MOU with the GNWT to support inclusion of the Long Term Care Facility in Sundog Design and for potential sale of land

CARRIED

BACKGROUND:

The Sundog Development has been under consideration for several years and has foregone many iterations of study and design since its original inception. Test pits were dug in 1988, and a Pre-Design report was completed in 2005 which outlined the extents of the development and provided preliminary design with associated costing. Since this report, the TOHR contracted Stantec to complete a more extensive geotechnical investigation in 2018, in an effort to help expand the existing commercial areas of town and accommodate the anticipated growth of the commercial sector. In addition to the geotechnical report, several Illustrative Concepts were developed and presented to council.

CanNor has recently provided \$498,080 in funding for the completion of an Issued for Tender (IFT) design of the Sundog Development to support commercial development within the community. As part of the approved 2023 budget, TOHR has provided \$124,520 of additional budget to meet the requirements of the contribution agreement. This design will include lot layout, new lift station, service routing and requirements, zoning maps, and road alignments for the new subdivision

The GNWT has recently approached the TOHR regarding a location for the future construction of a Long Term Care Facility (LTCF), and have identified the Sundog Development as the preferred location. Discussions with the GNWT, Stantec and PWS Department have resulted in a proposed preliminary concept which maximizes the space in terms of commercial, residential, and multi family residential lots in the area. This new concept varies slightly from the original presented in 2018, but given the updated information, is more appropriate for the current demand and uses. Figures for the current high-level concept are found in the appendix to this document. The current concept is in the infancy stages of design, and council approval to proceed with the changes in distribution of the different zones is required to proceed with the design scheduled for completion by Q2 2023.

Approximate redistribution of the zoning areas are summarized as follows:



REGULAR MEETING MINUTES January 23rd, 2023

	2018	2023
Commercial	70%	50%
Residential	22%	35%
Multi Family Residential	8%	15%

These distributions are approximate at this time and are subject to change as the design evolves through project constraints which may arise.

The GNWT interest in the Sundog area provides the TOHR with a major opportunity to meet the needs of a major commercial tenant and using it to anchor the first phase of future economic development for Sundog. In addition, modifying the distribution of the zones allows the TOHR to maximize the development space to meet the current demand. It is recommended that the TOHR draft an MOU with the GNWT to support inclusion of the LTCF in design and potential sale of land.

Future additional phases of Sundog development would include construction of a lift station and underground utilities, expanded commercial development, and housing development in an area resistant from Spring waterway flooding. Timelines for development are specified in the Town's 10 Year Capital Plan but funding has yet to be identified.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- 2023 10 Year Capital Plan
- 2022 Land Development Plan
- Bylaw 1812 Zoning and Building Bylaw
- Bylaw 2178 Land Administration Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Stantec Drawing – C-101-2 Rev A/0 – Site Plans of Subdivision Option 2



REGULAR MEETING MINUTES January 23rd, 2023

Prepared by:
Bradley Harrison
Public Works
January 19, 2023

SAO

Reviewed by:
Glenn Smith
January 19, 2023

Director of

11. BYLAWS

a) Bylaw 2448 – Acquire Land Bylaw – First Reading

#23-014

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

CARRIED

2ND READING

#23-015

**MOVED BY: CLLR GROENEWEGEN
SECONDED BY: CLLR CHAMBERS**

CARRIED

CONSENT FOR 3RD READING

#23-016

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

CARRIED

3RD READING

#23-017

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

CARRIED

b) Bylaw 2252 – Financial Administration Bylaw First Reading

#23-018

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

CARRIED

2ND READING

#23-019

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

CARRIED

CONSENT FOR 3RD READING

#23-020

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



REGULAR MEETING MINUTES January 23rd, 2023

3RD READING

CARRIED

#23-021

MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR DUFORD

CARRIED

12. IN CAMERA

#23-022

MOVED BY: CLLR BOUCHARD
SECONDED BY: CLLR WALL

That the Council of the Town of Hay River move to In Camera at 8:20pm.

CARRIED

#23-023

MOVED BY: CLLR DUFORD
SECONDED BY: CLLR BOUCHARD

That the Council of the Town of Hay River move out of In Camera At 8:54PM.

CARRIED

13. ADJOURNMENT

#23-024

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 8:55pm.

CARRIED

Certified Correct as Recorded on the 23RD Day of January 2023

These minutes were accepted by motion #_____

Canada 



**MONTHLY
POLICING REPORT
January 2023
Hay River Detachment
“G” Division
Northwest Territories
Town of Hay River**



Royal Canadian Mounted Police
Gendarmerie royale du Canada

The Hay River Detachment responded to a total of 184 calls for service during the month of January 2023, within the Town of Hay River.

Annual Performance Plan (A.P.P.'S) Community Priorities

The Annual Performance Plan which follows the RCMP fiscal year has been refreshed and the Community and Detachment priorities established for the current fiscal year, starting April 1st are as follows:

- Community Policing, and specifically Community and Partner Engagement with the objective of Identifying community and external partners, stakeholders and then establish and maintain engagement with the goal of information sharing and partnering in initiatives to address issues in the community.
- Traffic and Road Safety with the specific objective of enhancing road safety by targeting impaired driving.
- Harm Reduction, with the specific objective is to reduce a variety of crime by targeting prolific offenders, illicit drugs, and reducing the amount of crime and harm caused by a small percentage of the population.

Community consultation and feedback is critical in addressing the aforementioned priorities and anyone with a vested interest in these priorities is encouraged to contact Cpl. Sheldon PRESTON at the Hay River RCMP detachment. Part of this community consultation will help shape current and future Hay River Detachment annual performance plan priorities.

1 - This month the detachment addressed Community Policing – Community/Partner Engagement by:

Hay River RCMP continued with efforts to identify activities compliant with COVID guidelines and restrictions, yet enable the RCMP to engage with the community in a meaningful way.

Some of January's community and partner engagement included the following;

- Proactive Patrols are being conducted on a regular basis within the group of schools. Members are engaging in conversations with students and staff to address any of their concerns.
- Cpl. Sheldon PRESTON attended a community Social Issues Committee meeting at the Hay River town hall.
- Cst. Jacob FEENEY and Special Constable Jordan GROENEWEGEN continue to be dedicated to the youth of Hay River through multiple school visits throughout the month.

Hay River RCMP does continue to share monthly "Fast Facts newsletter" from the Centre for Youth Crime Prevention to share contacts and promote resources and activities, distribute funding initiatives, and visit youth in an effort to engage with youth.

2 - This month the detachment addressed Traffic - Safety by:

Hay River RCMP continues its initiative to perform vehicle roadside stops. During the month of January, a total of 13 Summary Offence Tickets (SOTI) were issued under the Motor Vehicle Act. Further to this, five motorists were charged for operating a motor vehicle while impaired by alcohol.

3 - This month the detachment addressed Harm Reduction by:

To address that causes the greatest harm in the Hay River RCMP detachment area, a Habitual Offender Management system was created in an effort to identify and monitor those who are most likely to cause the most significant amount of harm to the community. Harm reduction will tie directly into community policing as a priority, and partner engagement will be critical to successful outcomes. Patrols, including foot patrols in Rowe's trailer park and the down town area, including the arena will continue to detect and deter ill behavior.

- For the month of January, a total of 32 Proactive Foot Patrols were completed.

Of the 41 prisoners lodged in cells at the Hay River RCMP Detachment, 38 of them were residents of Hay River.

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	19	19	3	225
Sexual Offences	0	0	3	25
Break and Enters (Residence & Business)	3	3	3	79
Theft of Motor Vehicle	0	0	0	18
Theft Under \$ 5000.00	5	5	1	111
Theft Over \$ 5000.00	0	0	1	5
Drugs (Possession)	0	0	1	6
Drugs (Trafficking)	1	1	1	72
Liquor Act	14	14	1	232
Unlawful Sale (Bootlegging)	0	0	0	1
Causing a disturbance / Mischief (total)	54	54	0	575
Causing a Disturbance	18	18	1	171
Mischief - damage to property	2	2	1	51

Mischief - obstruct enjoyment	34	34	1	353
Impaired Driving	13	13	3	116
Other Complaints	48	48	55	931
Total Violations	157	157	84	2396

Total Calls for service 184

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	1	1	0	43
Victim Services Referral - Declined	17	17	0	222
Victim Services - Proactive Referral	1	1	0	24
Victim Services - Not Available	0	0	0	1
Restorative Justice Referrals	1	1	0	6
Emergency Protection Orders (Detachment Initiated)	0	0	0	3
ODARA Reports	2	2	0	16
Prisoners Held	22	22	0	267
Prisoners Escorted	0	0	0	13
Prisoners Held non-PROS Agency	0	0	0	0
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	8	8	0	121

Corporal Sheldon PRESTON
Acting Detachment Commander, Hay River RCMP



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: February 6th, 2023

SUBJECT: Public Works Monthly Report for January 2022

RECOMMENDATION:

MOVED BY: CLLR CHAMBERS
SECONDED BY: DEPUTY MAYOR DOHEY

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.



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: February 6th, 2023

SUBJECT: Public Works Monthly Report for January 2022

Hazardous Waste Removal Project	MACA led project. RFP for work closed July 4, 2022. Project to start in spring 2023.
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**



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: February 6th, 2023

SUBJECT: Public Works Monthly Report for January 2022

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



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: February 6th, 2023

SUBJECT: Public Works Monthly Report for January 2022

- Bylaw 1812 Zoning and Building Bylaw

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:

MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR CHAMBERS

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.



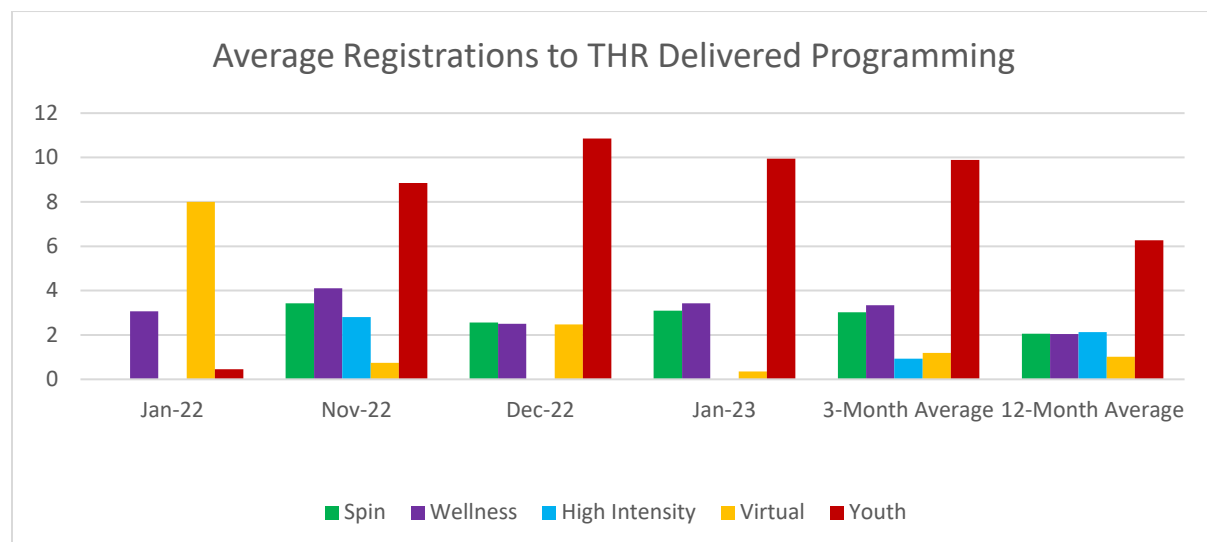
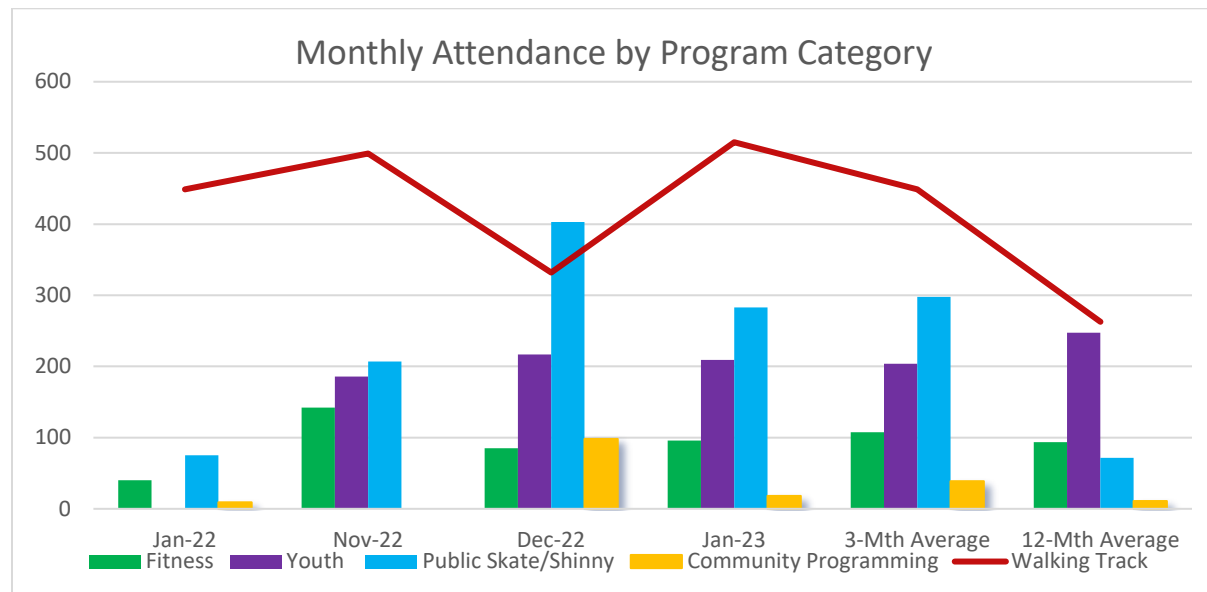
REPORT TO COMMITTEE

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.



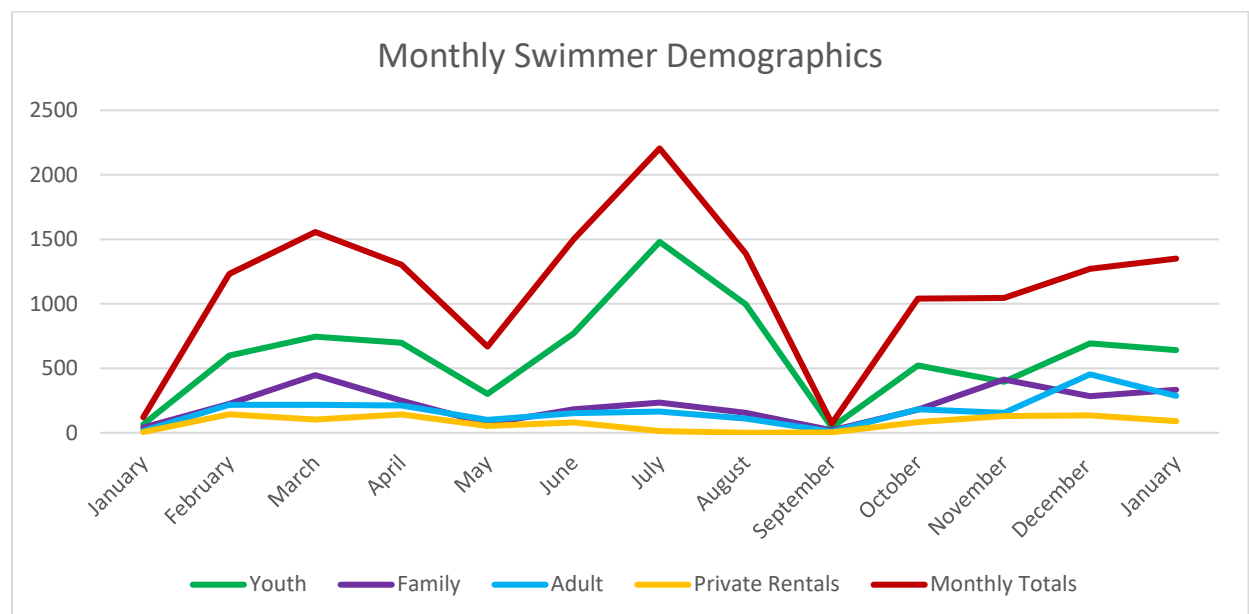
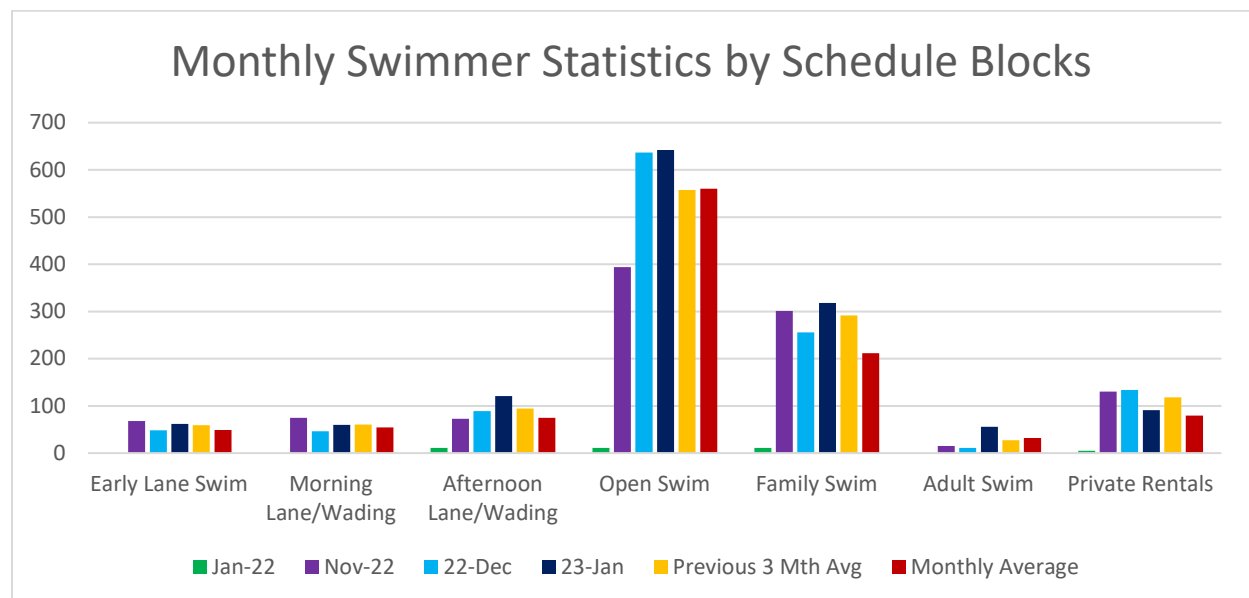
REPORT TO COMMITTEE

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

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:

MOVED BY: CLLR CHAMBERS

SECONDED BY: DEPUTY MAYOR DOHEY

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.



REPORT TO COMMITTEE

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

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

- 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 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



REPORT TO COMMITTEE

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

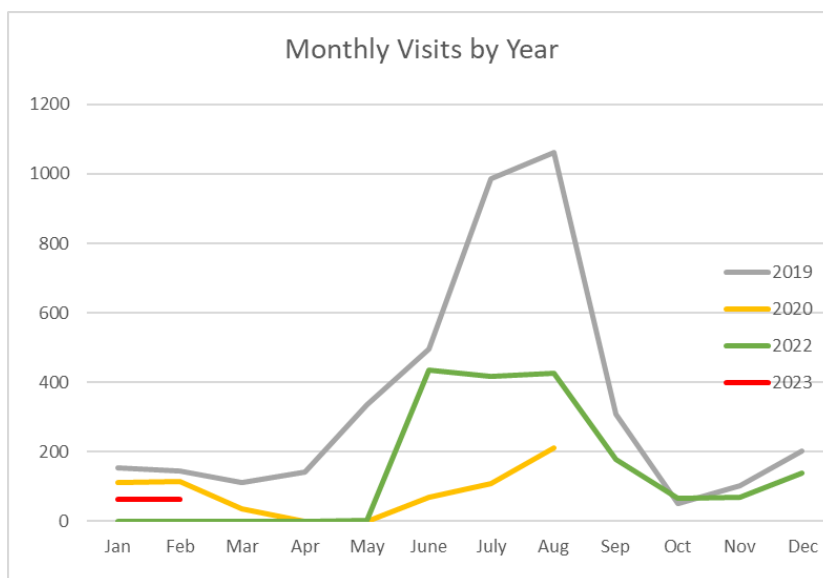
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

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.

Key Performance Indicators:

Visitor Information Centre Visitation

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

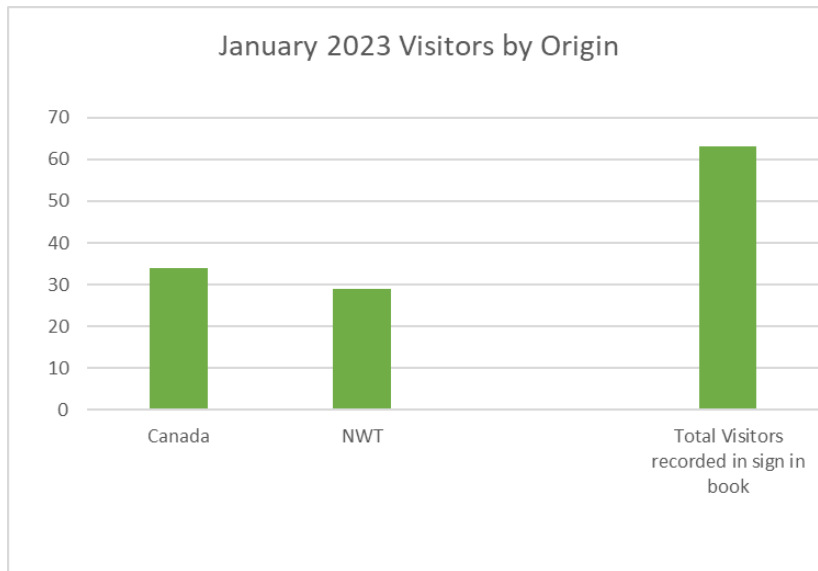




REPORT TO COMMITTEE

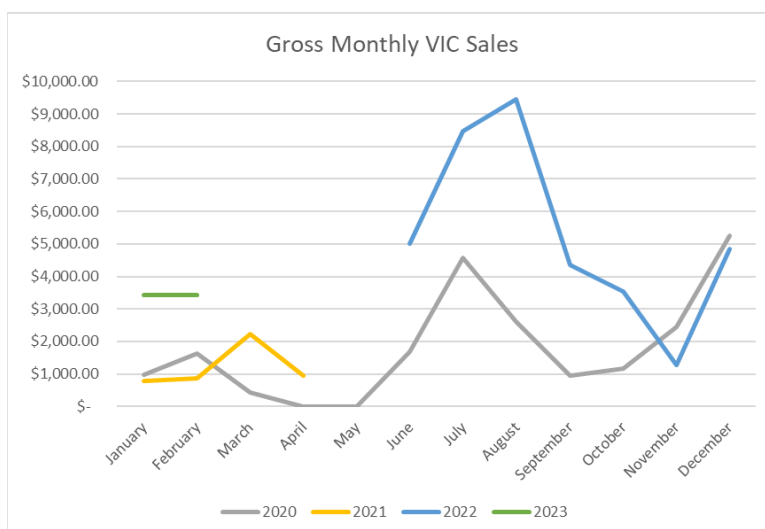
DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: Feb 1, 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT



Gift Shop Sales

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



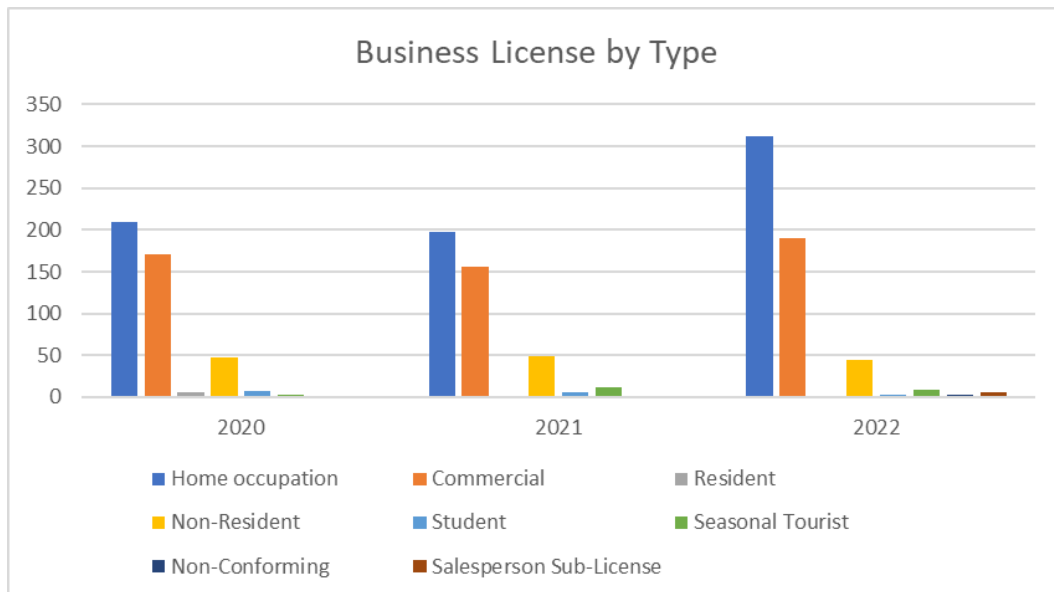
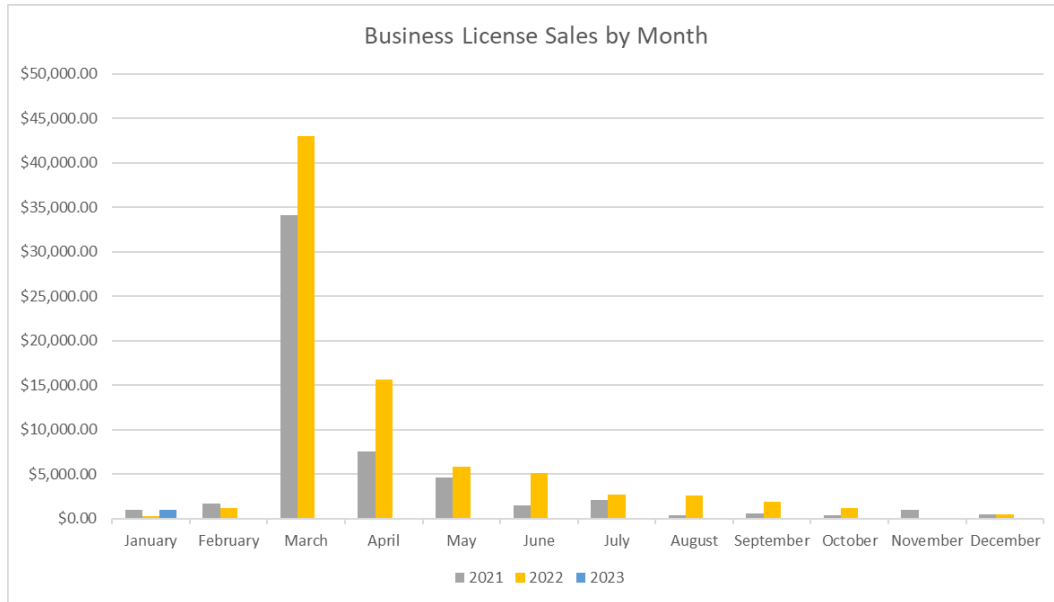


REPORT TO COMMITTEE

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:

MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR CHAMBERS

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



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

spent on emergency calls which has a daily average of 9 individual hours spent on emergency calls per day.

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



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

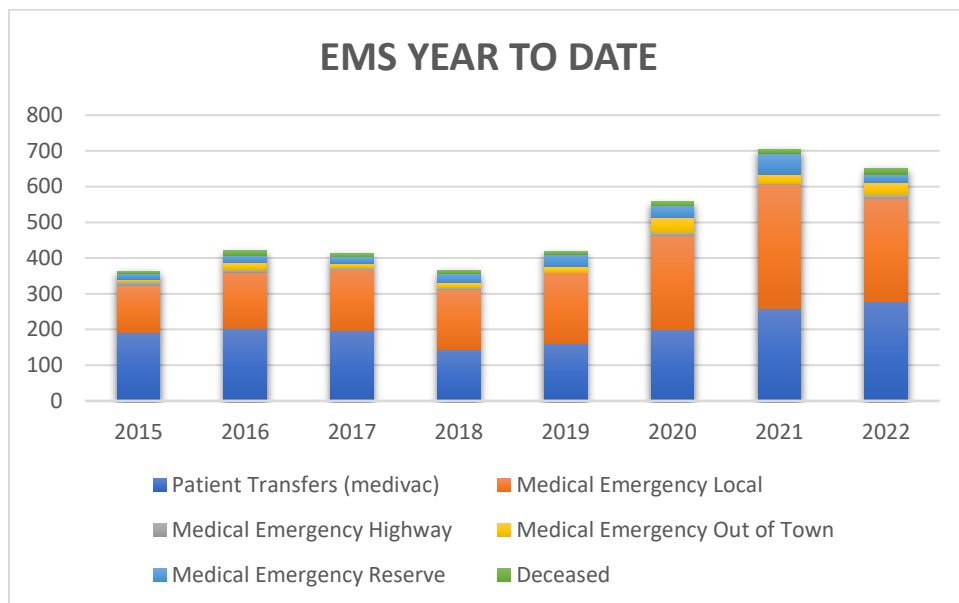
DATE: February 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

5. Crystal Potter	189	330
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Note: The top 5 volunteer responders stats do not include the staff responses, functions, or hours.

7 YEAR COMPARISON STATISTICS





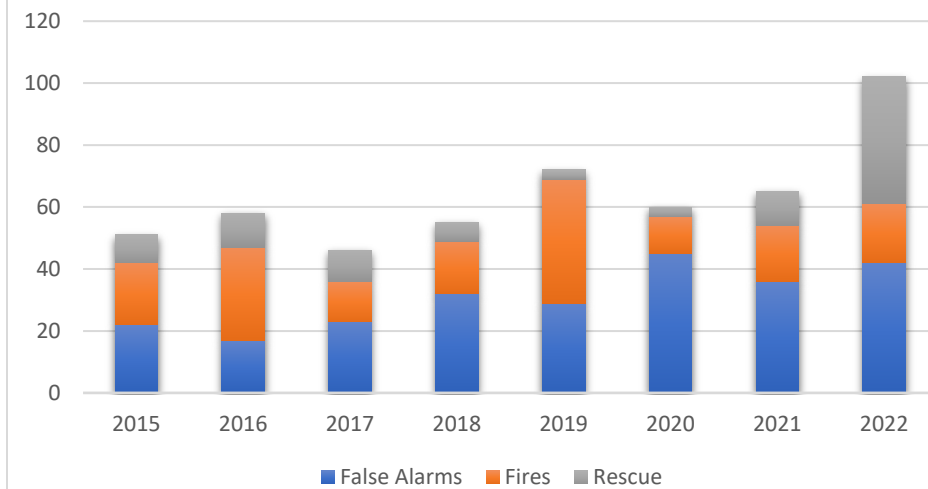
REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

FIRE YEAR TO DATE



TRAINING YEAR TO DATE



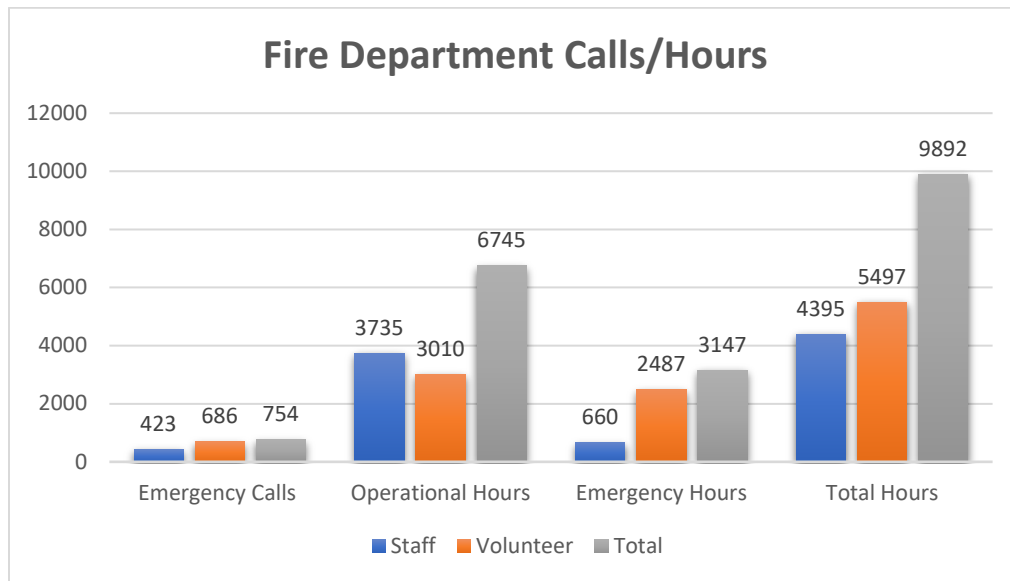


REPORT TO COMMITTEE

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



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

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:

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

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.



REPORT TO COMMITTEE

DEPARTMENT: LANDS

DATE: February 6, 2023

SUBJECT: 2023 BOARD MEMBERS FOR THE BOARD OF REVISION HEARING

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.

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

Reviewed by:
Patrick Bergen
Assistant Senior Administrative Officer



REPORT TO COMMITTEE

DEPARTMENT: LANDS

DATE: February 6, 2023

SUBJECT: 2023 BOARD MEMBERS FOR THE BOARD OF REVISION HEARING

Date: 26 January 2023

Date: 26 January 2023

REPORT TO STANDING COMMITTEE

DEPARTMENT: Office of the SAO

DATE: February 6, 2023

SUBJECT: ASSET MANAGEMENT SOFTWARE SELECTION

RECOMMENDATION:

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

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,

REPORT TO STANDING COMMITTEE

DEPARTMENT: Office of the SAO

DATE: February 6, 2023

SUBJECT: ASSET MANAGEMENT SOFTWARE SELECTION

- Database that can incorporate SOPs, safety protocols, photos, manuals, training requirements, warranty information, graphics, checklists, asset tagging, etc.
- **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.



REPORT TO STANDING COMMITTEE

DEPARTMENT: Office of the SAO

DATE: February 6, 2023

SUBJECT: ASSET MANAGEMENT SOFTWARE SELECTION

- The 2023 10 Year Capital Plan budget is \$185,000 for 2023 and \$135,000 for 2024.
- 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:

MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillors Willows, Bouchard, Wall and Duford from the Standing Committee of Council, Monday, February 6th, 2023.

BACKGROUND:

Councillors Willows, Bouchard, Wall and Duford have 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:



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: February 20th, 2023

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Bouchard from the Regular Meeting of Council, Monday, February 20th, 2023

BACKGROUND:

Councillor Bouchard has asked to be excused from the Regular Meeting of Council, Monday, February 20th, 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 17, 2023

Reviewed by:



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 20th, 2023

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for January 2023 as presented.

BACKGROUND:

Monthly Stat Summary	
Animal Control	10
Traffic	23
Snow	82
Other	2

With the warmer-than-usual January weather, some extra snow days occurred. Warning letters were sent out to various residents regarding clearing sidewalks. Most households have since cleared the sidewalks, helping keep our residents safe when walking. This is an ongoing issue that is being monitored to ensure compliance.

Protective Services is working closely with Public Works to help make clearing the streets safer by addressing vehicles parked on the roadways and removing them. With fewer vehicles on the roadway for long periods, there should be fewer parking violations in the future.

Animal control activity has been less than normal this past month. There have been fewer roaming animals, but monitoring and welfare checks continue during weekday patrol and random weekend shifts when activity increases.

School Safety

The Protective Services Specialist continues to monitor and patrol the school zones during peak times to ensure motorists are compliant with regulations to ensure the safety of school zones with the increase in snow and ice conditions that create more hazards, especially during early morning hours.



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 20th, 2023

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

Upcoming Goals

The Protective Services Specialist is continuing to research and gather information for suggested updates to the Unsightly Bylaw and Traffic Bylaw with various proposed changes to help better deal with violations and improve cost recovery in the future.

Emergency Services

The Protective Services Specialist was working on a couple of the EMO monitoring equipment brackets that are now ready for installation at the sites.

COUNCIL POLICY / STRATEGY OR GOAL:	
---	--

Strategy:

Goal:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:
--

All applicable Bylaws and Territorial Legislation

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 20th, 2023

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

OFFENCE	INQUIRY	INVESTIGATED (NO SUBSTANTIATION)	WARNINGS (VERBAL, LETTER OR VISUAL)	FINES / ENFORCEMENT	OTHER ACTION
Animal Control Bylaw					
Animal Abuse/Welfare	2	2	0	0	0
Barking Dogs	0	0	0	0	0
Dog Attack	0	0	0	0	0
Dog Bites	1	1	0	0	0
Loose Cat/Dog	5	2	1	0	2
Sled Dog Complaints	0	0	0	0	0
Miscellaneous	2	1	0	0	1
Traffic Bylaw					
Vehicle/Trailer Parking	16	1	6	8	1
Obstructed Windshield/Windows	0	0	0	0	0
Fail to drive to road conditions	1	0	0	0	1
Speeding	2	0	0	1	1
Speeding (School/Construct/Industrial)	1	1	0	0	0
Suspected Impaired Driver	0	0	0	0	0
Miscellaneous	3	0	0	1	2
Unsightly Bylaw					
Overgrown Trees	0	0	0	0	0
Long Grass & Weeds	0	0	0	0	0
Garbage	2	0	0	1	1
Miscellaneous	0	0	0	0	0
Snow Removal Bylaw					
Sidewalks not cleared	80	0	80	0	0
Driveway cleared on to street / sidewalk	2	1	0	0	1
Snow being put on private property	0	0	0	0	0
Miscellaenous	0	0	0	0	0
TOTAL	117	9	87	11	10

Prepared by:

Jonathan Wallington
Protective Services Specialist
Date: February 16, 2023

Reviewed By:

Travis Wright
Director, Protective Services
Date: February 16, 2023



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 20th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

That the Council of the Town of Hay River approves the Emergency Services Activity Report for January 2023 as presented.

BACKGROUND:

Summary:

Monthly Stat Summary	
EMS Calls	40
False Alarms	5
Fires	4
Rescue	0

In January, the Director of Protective Services was working on the year-end budget and billing to close out 2022. The Director also began working on the updates to the Town Emergency Plan. Once the updates are completed, the changes list and final document will come to the Council for approval.

The fire department has 7 students who started the 1001 program in January. They have had weekly chapters to cover and training on those skills every Thursday. The subjects covered were firefighter safety, PPE Bunker Gear/SCBA, and communications.

The Director has been Developing a new stat that the department will be tracking in 2023. We will be reporting to Council with graphs to help inform on social issues in the community. We will be tracking chief complaints that have been identified as social concerns. The graph will be called Medical Emergency Type and the 4 categories will be

- **Intoxicated calls:** Medical responses to overuse of alcohol or injuries caused by the overuse of alcohol.
- **Drug overdose:** medical responses caused by drug use or an overdose of drugs
- **Suicidal ideations or acts:** medical responses to patients with suicidal thoughts or who have committed acts of harm to themselves.
- **Other Emergencies:** all other emergencies that do not fall into the other 3 categories.



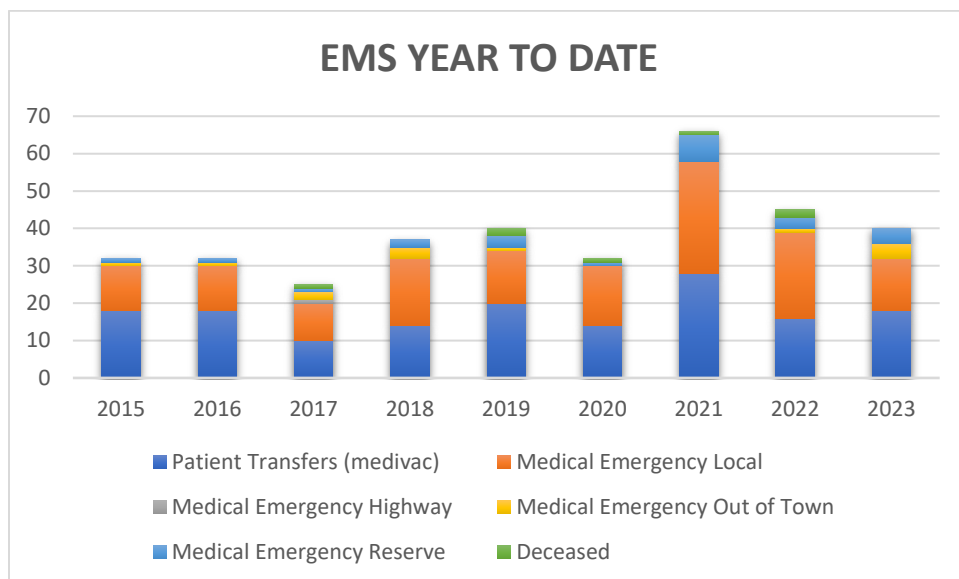
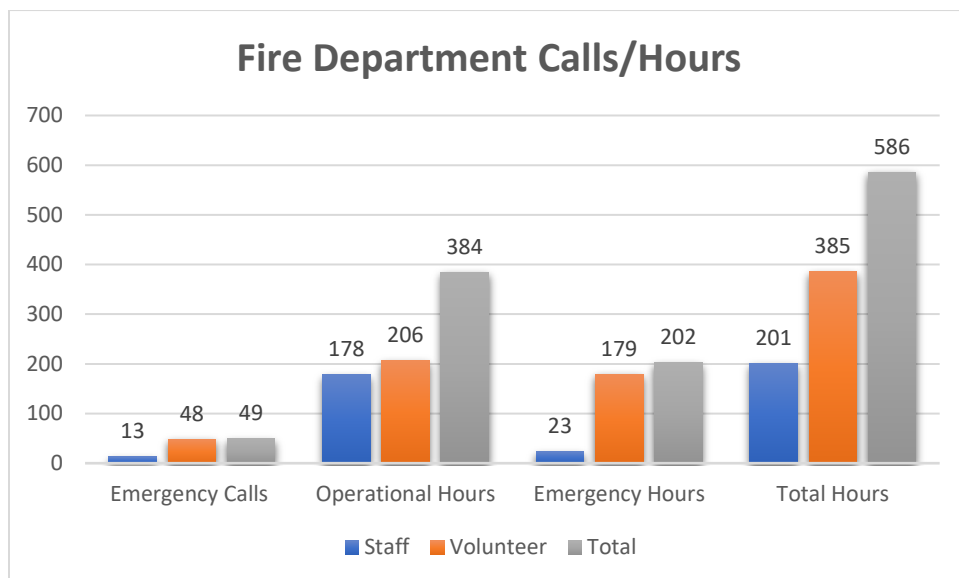
REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 20th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

STATISTICS



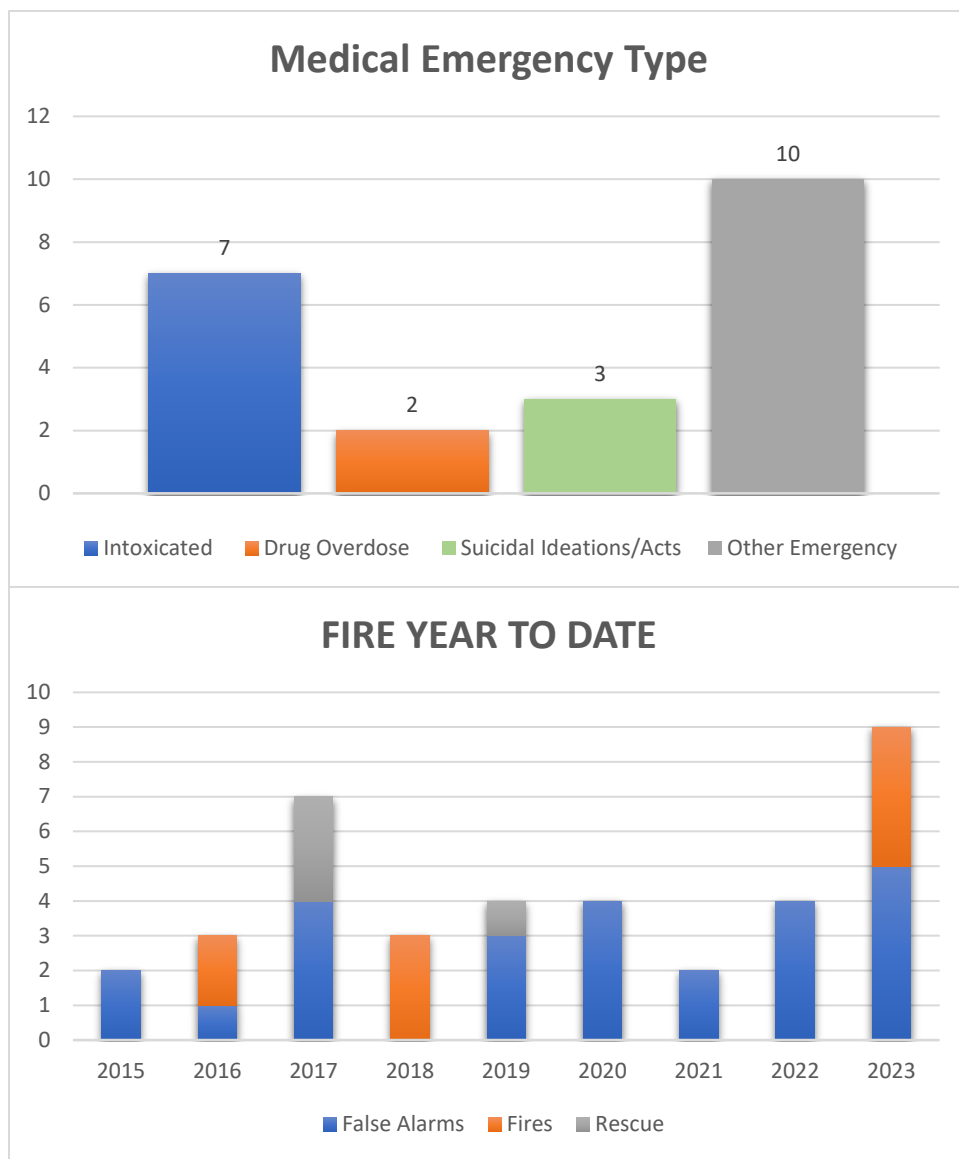


REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 20th, 2023

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REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

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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:



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 20th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

N/A

ATTACHMENTS:

None

Prepared by:

Travis Wright
Director Protective Services/Fire Chief
Date: February 17th, 2023

Reviewed By:

Glenn Smith
Senior Administrative Officer
Date: February 17th, 2023